PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

PURCHASING & COST CONTROL
HSP 2000

Class Hours: 3.0
Credit Hours: 3.0
Laboratory Hours: 0.0
Date Revised: Fall 1998

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

This course includes explanations and descriptions of varied purchasing systems and purchasing cycles. It examines cost analysis for different profit centers in hotels and restaurants. It covers use of financial statements and reports as a basis for managerial decision making.

Entry Level Standards:

Must be able to read, write, speak, and reason at the college level.

Prerequisites:

ACC 2110; ECN 2010; HSP 2200

Textbook(s) and Other Reference Materials Basic to the Course:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Gaining a perspective on selection and procurement; (Concepts and Overviews - Stefanelli Text)</td>
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<tr>
<td>2</td>
<td>Principles of Selection and Procurement Specs, Effectiveness and Efficiency - Stefanelli Text)</td>
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<tr>
<td>3</td>
<td>Principles of Selection and Procurement; (Ordering, Receiving, Storage, Security Procedures - Stefanelli Text)</td>
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<tr>
<td>4</td>
<td>Selection and Procurement of the Items; (Produce, Convenience Foods, Processed Produce and Grocery Items - Stefanelli Text)</td>
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<tr>
<td>5</td>
<td>Selection and Procurement of the Items; (Dairy, Eggs, Poultry - Stefanelli Text)</td>
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<tr>
<td>6</td>
<td>Selection and Procurement of the Items; (Fish, Meat, Alcoholic Beverages - Stefanelli Text)</td>
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<tr>
<td>7</td>
<td>Selection and Procurement of the Items; (Non Food Items, Services - Stefanelli Text)</td>
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II. Course Objectives*:

A. Exhibit an adequate knowledge of hospitality products descriptions and uses. I, II, V, VI, VII, VIII

B. Demonstrate a complete and thorough understanding of the selection process for hospitality products. I, II, V, VI, VII, VIII

C. Demonstrate a complete and thorough understanding of the procurement process for hospitality products. I, II, V, VI, VII, VIII

D. Demonstrate a functional use for hospitality income statements. I, II, III, IV, V, VII, VIII

E. Acquire the basic cost control methodologies for food, beverage, and labor. I, II, III, V, VIII

F. Demonstrate the ability to analyze specific costs and determine corrective courses of action. I, II, III, IV, V, VI, VIII

*Roman numerals after course objectives reference goals of the HSP program.

III. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Identify procurement and selection procedures for the hospitality industry. A, B
2. Identify hospitality products via standardized specifications. A, B, C
3. Utilize the various ordering techniques inherent to the hospitality industry. A, B, C
5. Read and understand the contents of a hospitality income statement. D, E, F
6. Implement proper cashier control policies. E, F
7. Track hospitality products from receiving to consumption. A, B, C, E, F
8. Utilize the Butcher's yield test for meats and recipes. E, F
9. Utilize menu engineering to accomplish an efficient and effective menu. E, F
10. Establish feasible controls for hospitality labor. D, E, F
11. Determine recipe and portion cost controls. D, E, F

*Letters after performance expectations reference the course objectives listed above.

IV. Evaluation:

A. Testing Procedures: 45% of grade

Students are evaluated primarily on the basis of tests. A minimum of three exams must be given accounting for 45% of the final semester grade. The grading scale is as follows:

- 92 - 100     A
- 89 - 91      B+
- 82 - 88      B
- 79 - 81      C+
- 72 - 78      C
- 65 - 71      D
- Below 65     F

B. Laboratory Expectations: None

C. Field Work: 45% of grade

Students will be responsible for all Excel homework assignments and a minimum of two recipe evaluations as well as written income statement problems and analyses.

D. Other Evaluation Methods: 10% of grade

Class participation, group work, and homework will also comprise the final grade for the course. Each instructor must provide full details the first week of class via a syllabus supplement.

V. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75% of their scheduled class and laboratory meetings in order to receive credit for the course.