

Pellissippi State Community College  
Master Syllabus

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**PROFESSIONAL CATERING**  
**HSP 2250**

Class Hours: 3.0  
Credit Hours: 3.0  
Laboratory Hours: 0  
Revised: 11/30/2010

Instructor:  
Office:  
Phone:  
Email:

NOTE: This course is not designed for transfer credit.

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**Catalog Course Description:**

This course examines the requirements to start and operate a catering company. Topics of discussion include kitchen equipment, regulations, operations and business planning.

**Entry-level Standards:**

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

**Prerequisites:**

HSP 1200

**Textbooks and Other Supplies:**

Shiring, Jardine, and Mills, Introduction to Catering: Ingredients for Success, First Edition,  
Delmar/Thompson, ISBN: 0-7668-1660-5

**WEEK/ASSIGNMENT:**

<b>Week</b>	<b>Chapter</b>	<b>Topic</b>
1	1	The Catering World: Types of Catering
2	2	The Caterer and the Client
3	3	Establishing the Right Kind of Caterer for You
4	4	Choosing Your Client
5	5	The Seven Functions of Catering
6	5	The Seven Functions of Catering
7	6	Planning – The Basic Catering Management Function
8	7	Operations – Execution of Tasks
9	8	Organizing the Event
10	9	Equipment
11	10	Implementing
12	11	Controlling
13	12	Insurance and legal Issues
14	13	Total Quality Management
15	---	Final Exam

## II. COURSE GOALS:

This course will:

- A. Expand student learning to an adequate knowledge of caterer types and client relationships (I, II, VI)
- B. Expand student understanding of the planning and operation of catered events (I, II, III, IV, V, VI)
- C. Expand student understanding of the management control process for catered events (I, II, III, IV, V, VI)
- D. Enhance effective utilization of catering specific equipment as per professional standards (III, IV)
- E. Expand student knowledge concerning the ability to plan, organize and implement a catering function. (I, II, III, IV, V, VI)

## III. EXPECTED STUDENT LEARNING OUTCOMES:

*The student should be able to:*

1. Discuss the catering industry and segment potential clients. (A)
2. Explain various types of catering events held on and off-premise. (A, B, D)
3. Explain how clients choose caterers. (A, B)
4. Differentiate between corporate and social catering. (A, B)
5. Identify elements of the strategic planning tool: SWOT analysis. (A, C, E)
6. Determine why the planned growth of a catering company is achieved through a conscientious building of satisfied customers and financial success. (A, E)
7. Explain the symbiotic relationship of all seven functions of catering. (A, B, C, D)
8. Gain an appreciation for the planning function of the catering business. (A, B, D, E)
9. Discuss why catering plans must be flexible. (A, B, C, E)
10. Show the planning sequence all caterers must follow regardless of the event. (A, E)
11. Describe, plan, and expense a standardized menu. (A, B, C, D, E)
12. Explain the purchasing procedures inherent to catering. (A, C, E)
13. Describe catering equipment, its uses and designs for specific specialty pieces. (A, B, D)
14. Describe what service means to a caterer. (A, E)
15. Understand that control is the most common reason for caterer failure. (A, C, E)
16. Explain the legal terms of a standard caterer's contract. (A, B, C)

## IV. EVALUATION:

### A. **Testing Procedures:**

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.

### B. **Laboratory Experiments:** N/A

### C. **Field Work:**

Students will be responsible for observation of selected catering events and the affiliated assignments required throughout the semester.

### D. **Other Evaluation Methods:**

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. This portion of the final semester grade will amount to 10%.

**E. Grading Scale:**

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

**V. POLICIES:****A. Attendance Policy:**

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

Maintaining continuous attendance in your classes is very important. If you are considering dropping or withdrawing from a course, please check with the Financial Aid Office before doing so. Dropping or withdrawing from a class can adversely affect your financial aid and/or lottery eligibility.

**B. Academic Dishonesty:**

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

**C. Computer Usage Guidelines:**

College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)

**D. Accommodation for Disabilities:**

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).