



HCTM 125 - Food, Beverage & Restaurant Management Course Outline

Approval Date: 12/12/2019

Effective Date: 08/14/2020

SECTION A

Unique ID Number CCC000502871

Discipline(s) Restaurant Management

Division Career Education and Workforce Development

Subject Area Hospitality, Culinary & Tourism Management

Subject Code HCTM

Course Number 125

Course Title Food, Beverage & Restaurant Management

TOP Code/SAM Code 1307.10 - Restaurant, Culinary, and Catering Management/Manager* / C - Occupational

Rationale for adding this course to the curriculum Change to HCTM.

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Letter Grade or P/NP

Distance Education Mode of Instruction On-Campus
Hybrid
Entirely Online

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description This course offers instruction, core competencies, and support activities for students who desire to become professionals in preparing to begin or advance their careers in the restaurant, hospitality, and foodservice industries.

Schedule Description

SECTION D

Condition on Enrollment

1a. Prerequisite(s): *None*

1b. Corequisite(s): *None*

1c. Recommended: *None*

1d. Limitation on Enrollment: *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. Students will describe the qualities of an effective leader in the food, beverage, and restaurant segments of the hospitality industry and identify their own leadership strengths and weaknesses.
- B. Students will summarize sanitation, safety, and security standards in a food, beverage, or restaurant establishment.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Describe What it Takes to be a Manager in the Restaurant Industry
- B. Demonstrate the Qualities of a Leader
- C. Discuss Ethics in the Workplace
- D. Illustrate Sexual Harassment Prevention Techniques in the Workplace
- E. Summarize Sanitation, Safety, and Security Standards in the Workplace
- F. Describe the Differences Between Small Restaurants/Room Service and Banquets and/or Production Systems
- G. Illustrate How to Time Food Orders
- H. Facilitate Communication Between the Front and Back of the House
- I. Identify Dining Service Supplies and Equipment
- J. Explain Dining Service Methods and Procedures
- K. Demonstrate How to do the Following: Forecast Foodservice Sales, Identify and Incorporate Fixed Labor Costs, Identify and Control Service Labor Costs
- L. Develop Procedures for Beverage Service
- M. Design Shrinkage Prevention and Tracking Methods for Beverages
- N. Understand How to Efficiently Purchase Beverages and Supplies
- O. Develop Procedures and Objectives for Planning a Menu

- P. Identify and Design Basic Menu Types
- Q. Plan for Health and Wellness and Organic Food Offerings
- R. Create and Design Menus, Dining Room Décor, and Appropriate Ambiance
- S. Demonstrate How to do the Following: Manage Employee Compensation, Manage Employee Terminations, Motivate and Develop Employees, Create a Crew Schedule, Prepare a Management Schedule
- T.

3. Course Content

- A. The Dynamics of Leadership in the Hospitality & Restaurant Industry
 - a. Managing in the Restaurant Industry
 - b. Qualities of a Leader
 - c. Workplace Ethics
 - d. Sexual Harassment Prevention
 - e. Sanitation, Safety, and Security
- B. Food Production Systems
 - a. Small Restaurants/Room Service & Banquets
 - b. Timing Food Orders
 - c. Facilitating Communication Between Front and Back of the House
 - d. Dining Service Supplies and Equipment
 - e. Dining Service Methods and Procedures
- C. Food Production Cost Management
 - a. Forecasting Food Service Sales
 - b. Incorporating Fixed Labor Costs
 - c. Controlling Service Labor Costs
- D. Beverage Service
 - a. Procedures for Beverage Service
 - b. Shrinkage Prevention and Tracking
 - c. Purchasing Beverages and Supplies
- E. Menu Planning & Marketing
 - a. Procedures and Objectives for Planning a Menu
 - b. Basic Menu Types
 - c. Health and Wellness/Organic Food Planning
 - d. Designing the Menu, Dining Room Décor, and Ambiance
 - e. Basics of Restaurant Marketing and Advertising
- F. Employee Management
 - a. Managing Compensation
 - b. Managing Terminations
 - c. Motivation and Employee Development
 - d. Creating a Crew Schedule
 - e. Preparing a Management Schedule
 - f.

4. Methods of Instruction:

Activity:

Lecture:

Projects:

Visiting Lecturers:

Online Adaptation: Activity, Directed Study, Discussion, Lecture

4. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Additional assessment information:

Completion of all assigned homework and chapter tests, including material covered in lectures and guest speakers.

For example, survey a local foodservice professional and write a 2-3 page paper on "Organic Dishes in the Restaurant and the Influence on Food Production and Costs."

The midterm and final exam tests will be in the form of objective, true/false, multiple choice, and essay questions.

For example, visit a local restaurant, winery, or banquet facility and write a 1-2 page paper on the business's compliance with food safety or guest procedures.

Letter Grade or P/NP

5. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Reading assignments will be required.

Reading- Selected readings from the textbook, periodicals, library collections, trade publications, trade associations, and handouts furnished by guest lecturers.

For example, read Chapter 1 on "The Dynamics of Leadership in the Hospitality and Restaurant Industry" and be ready to discuss, review, and complete application questions in class.

For example, read Chapter 2 on "Food Systems and Production" and be ready to discuss in class.

B. Writing Assignments

Written assignments will be required.

For example, write a one-page paper discussing how to create a specialized menu.

For example, write a one-page paper discussing how to balance the interests of service staff in scheduling and the needs of the business.

C. Other Assignments

Visits to restaurant and other foodservice facilities will be required.

For example, visit several hotels, wineries, or restaurants in the Napa Valley and prepare a report on their challenges in foodservice delivery and overall performance.

6. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Mill

Title: Restaurant Management: Customers, operations, and employees

Publisher: Prentice Hall

Date of Publication: 2007

Edition: 3rd

B. Other required materials/supplies.