



University of Hawai'i

KAPI'OLANI COMMUNITY COLLEGE


An Equal Opportunity Affirmative Action Institution

Food and Beverage Operations

Fall 2013 Syllabus

INSTRUCTOR	Kevin Donnelly, MEd, CHE Hospitality and Tourism Education Kapi'olani Community College, 4303 Diamond Head Road, Honolulu, HI 96816	
	Office: Olapa	Ofc. Days/Hrs: After class or by appointment
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COURSE INFORMATION	Title: Food and Beverage Operations Alpha: HOST 154 Classroom: Olapa 115 Credits: 4 Section: CRN 32194: T/R, 9:00-11:05 AM	
COURSE DESCRIPTION	<p>HOST 154 Introduces students to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Food and Beverage Operations includes the study and practical application of food and beverage management techniques to effectively manage resources: money, personnel, food and beverage products, and time.</p> <p>Upon successful completion of HOST 154, the student should be able to:</p> <ul style="list-style-type: none"> • Recognize and demonstrate quality service to guests. • Identify the importance of trends in food and beverage operations. • Discuss the management process as it relates to food and beverage operational activities. • Present, discuss and analyze marketing and sales tools available to food and beverage operations. • Practice sound nutrition principles in planning food production and service to meet the wants/needs of today's guests. • Develop and implement a sanitation and safety program as it pertains to guests, employees, equipment and facilities. • Identify the various operational techniques that meet the psychological needs of guests. • Effectively manage the purchasing, production, and service of food and beverage. • Describe basic accounting techniques as they apply to food and beverage operations. • Identify the effects of equipment layout and design on operational efficiency and profitability. 	

REQUIRED TEXTBOOK	<p><u>Management of Food and Beverage Operations</u>, by: Jack D. Ninemeier, 5th ed., 2010</p> <ul style="list-style-type: none"> • Available at KCC Bookstore
COURSE OVERVIEW	<ul style="list-style-type: none"> • First Week's Assignment: <ol style="list-style-type: none"> 1) Purchase the Textbook. 2) Study the Syllabus! • Starting the Second Week: <p>Course material from the textbook is divided into 2 modules. The first module covers chapters 1 – 7. The second module covers chapters 9 - 13.</p> <p>FOR EACH of the 13 Chapters in textbook:</p> <ol style="list-style-type: none"> 1) Read the entire chapter. 2) Review the chapter-related powerpoints at Lualima Coursesite resources: https://lualima.hawaii.edu/portal <p>FOR EACH of the Modules:</p> <ol style="list-style-type: none"> 1) Study the assigned chapters as scheduled. 2) Complete your reflection papers 2) Work on your Restaurant Project with your group 3) Complete the midterm at the end of the module. 4) Participate in class activities. You will receive points depending on class participation during activities.
REQUIRED ASSIGNMENTS	<p>Teamwork:</p> <ul style="list-style-type: none"> • Project Groups will be formed for the Restaurant Project • Groups will be randomly made in class for in class activities <p>1 Restaurant Project:</p> <ul style="list-style-type: none"> • Your Project Group will complete and present a 2 part restaurant project • Each part will be presented separately <p>1 Required Event: TBA</p> <p>6 Mini Reflection Papers</p> <ul style="list-style-type: none"> • Based on guest speakers, field trips, event participation & group project <p>2 Midterms:</p> <ul style="list-style-type: none"> • First midterm will cover chapters 1 – 7. The second midterm will cover chapters 8 – 13. Both midterms will consist of questions based on the textbook chapters covered. • The midterms will be offered online at the Lualima course website and both are 50 questions and worth 100 points. <p>Final Exam AH & LA Certification:</p> <ul style="list-style-type: none"> • Written exam consisting of 100 questions must be taken in class during finals week. Please arrange your travel plans accordingly

GRADING	Assignment	Point Value	Points Earned
	Attendance	100	
	1 st Module Midterm: Ch. 1–7	100	
	2 nd Module Midterm: Ch. 8-13	100	
	Group Restaurant Project & Presentation Part 1	100	
	Group Restaurant Project & Presentation Part 2	100	
	6 Reflection Papers @ 25pts	150	
	Required Event Participation	100	
	Class participation, appropriate classroom etiquette & conduct	150	
	AH & LA Certified Final Exam	100	
	Total	1000	
	Extra credit opportunities will be available. See instructor for information		
<div style="text-align: center;"> <p>KULIA I KA NU‘U</p>  </div>		Course Grade	
		Points Earned	Grade
		900 - 1000	A
		800 - 899	B
		700 - 799	C
		600 - 699	D
Below 600	F		
COURSE POLICIES	<ul style="list-style-type: none"> • Attendance – You will lose participation points if you are absent during a class activity • Assignments - All work must be completed by the scheduled due date. • Integrity - All students are subject to the KCC Student Conduct Code. See the KCC Catalog or contact the Dean of Student Services for more information regarding academic dishonesty, cheating, plagiarism, and disruptive behavior. • Other Help - If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability and the support you need, you may contact the Disability Support Services Office, 734-9552, for assistance. 		

COURSE SCHEDULE FALL 2013	Wk	Tuesday		Thursday	
	1	8/27	Overview		8/29
2	9/3	Ch. 1 – The Food Service Industry		9/5	Ch. 5 – Nutrition for Food Service Operations Operations/Guest Speaker Pam MacChlerie
3	9/10	Ch. 2 – Organization of Food and Beverage		9/12	Ch. 3 – Fundamentals of Management
4	9/17	Ch. 4 – Food & Beverage Marketing		9/19	Restaurant Activity & Begin Restaurant Project Part 1
5	9/24	Ch. 4 – Food & Beverage Marketing & work on restaurant project		9/26	Ch. 6 – The Menu & work on restaurant project
6	10/1	Ch. 7 – Standard Product Costs and Pricing Strategies		10/3	Field Trip – Hyatt Regency Waikiki ?
7	10/8	In Class work on Group Restaurant Project (GRP)		10/10	GRP Part 1 Presentations
8	10/15	GRP part 1 Presentations/Mid-Term Review		10/17	Test 1: Ch. 1-7 On Lualaba No Class
9	10/22	Ch. 8 – Production and Service		10/24	Ch. 9 - Production
10	10/29	Ch. 10 – Food and Beverage Service		10/31	Ch. 11 – Sanitation and Safety
11	11/5	Ch. 12 – Facility, Design, Layout and Equipment		11/7	Ch. 13 – Financial Management
12	11/12	Begin Restaurant Project Part 2		11/14	Field Trip – Starwood Hotels
13	11/19	In Class work on Group Restaurant Project (GRP)		11/21	Off for Required Event
14	11/26	Beverage Service Activity – Held in Tamarind Bar		11/28	Thanksgiving Holiday
15	12/3	GRP part 2 Presentations/Mid-Term Review		12/5	Test 2: Ch. 8-13 On Lualaba No Class
16	12/10	Final Exam Review		12/12	Exam Week No Class - Study
17	12/16-12/19	Exam Week No Class - Study		12/19	AH & LA Written Certification Final Exam at 7:45 – 9:45 am