COURSE: CUL-2010 PURCHASING & COST CONTROL

TERM:

INSTRUCTOR:
OFFICE:
OFFICE PHONE:
HOME PHONE
e - mail:
OFFICE HOURS: Should these hours not be convenient to your schedule, please contact me for an appointment.

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It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

COURSE DESCRIPTION

Students in this course are introduced to the following areas: the distribution system, the function of the purchasing agent, product selection, purchasing procedures, inventory control, and storage of all products used within foodservice. Issues will include menu pricing, food cost, sales, inventory levels, spoilage and waste. Students will learn how to create and formulate inventory values and perform a menu analysis.

COURSE OUTCOMES:  Upon successful completion of CUL 2010 Students will:

- Describe the flow of goods in a typical food service operation
- Analyze market fluctuations and product costs
- Cost and price menu items; calculate food cost percentages

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- Determine food cost value based on sales, purchases and inventory value
- Conduct a yield and cost comparison test of pre-fabricated products and on-premise fabricated products

**COURSE COMPETENCIES:** The following are detailed course competencies intended to support the course outcomes

- Describe the purchasing agent’s function and job responsibilities
- Describe the flow of goods in a foodservice operation
- Describe the various formal and informal purchasing methods
- Describe the distribution system from producer to the consumer
- Analyze market fluctuations and product cost
- Discuss legal and ethical considerations of purchasing
- Prepare and discuss a simple financial statement for a foodservice operation
- Prepare an inventory list from a menu
- Calculate food and beverage cost percentages using Microsoft Excel
- Calculate labor cost percentages using Microsoft Excel
- Perform a menu engineering analysis
- Determine food cost value based on sales, purchases, and inventory value
- Perform a sales break-even analysis
- Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits, and vegetables
- Outline yield grades and NAMP specifications for meats
- Write a bid specification
- Conduct yield and quality tests on canned, fresh, frozen, and prepared food products
- Conduct a yield and cost comparison test of pre-fabricated products and on-premise butchered products
- Inventory food and non-food items and calculate inventory value
- Explain the procedures for rotation of stock and for costing and evaluating inventory methods, including FIFO and LIFO

**TEXTBOOK/SUPPLIES**

ISBN: 978-0-470-25138-6
Access to Microsoft Excel
Calculator

**Note:** As a registered student, you have full access to the computer labs on campus.
GRADING CRITERIA

Assignments 12 @ 20 pts ea.  240 pts.  44%
Quizzes 10 @ 10 pts ea 100 pts  19%
Midterm exam 100 pts  19%
Final 100 pts  19%
TOTAL PTS 540  100%

GRADING SCALE

A = 90 – 100%
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = Below 60

ATTENDANCE POLICY

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.
Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.
FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

EARLY WARNING SYSTEM

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

AMERICAN DISABILITIES ACT (ADA) POLICY

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

Revised 7-14
CLASS MISCONDUCT AND PROCEDURES:

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, laptop computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
INCLEMENT WEATHER POLICY

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

NOTE: This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.