HOSPITALITY BUSINESS MANAGEMENT
Course Syllabus

Course Number: CAEL-0004  OHLAP Credit: No
OCAS Code: None
Course Length: 60 Hours
Career Cluster: Hospitality & Tourism
Career Pathway: Restaurant Food & Beverage Services
Career Major(s): Food Service Management Assistant

Pre-requisite(s): Dependent on Career Major

Course Description: Basic math skills are taught and then applied in controlling costs in this course. Students learn and apply the skills necessary to successfully operate a food service facility. Marketing, purchasing and inventory, and basic accounting are covered.

Textbooks: ProStart: Becoming a Restaurant and Foodservice Professional by National Restaurant Association Education Foundation (2005)

Course Objectives:
A. Review & Outline the Food Service Industry Through the History of the United States.¹

1. Trace the history of the foodservice industry and explain its relationship to world history.
2. List famous chefs from history and note their major accomplishments.
3. Identify global cultures and traditions related to food.
4. Outline the growth of food service throughout the history of the United States.
5. List historical entrepreneurs who influenced food service in the United States.
6. List current trends in society and explain how they influence the foodservice industry.
7. Categorize and differentiate the segments of the food service industry.
8. Categorize and list the many career opportunities available in the foodservice industry.
9. List the operations and management areas that foodservice managers must practice.
10. Identify and model valuable professional workplace characteristics.
11. Investigate and draw conclusions on the impact of future economic, technological, and social changes in the foodservice industry.

B. Apply purchasing and inventory controls.¹

1. Demonstrate purchasing and inventory control.
   a. Explain the relationship between primary and intermediary sources and suppliers.
   b. Explain the differences between formal and informal buying and the formal bidding process.
   c. List factors that affect food prices.
   d. Develop a specification list for items based on inventory information.
   e. Write purchase orders for items to be purchased.
f. Explain how production records influence purchasing decisions.
g. List the criteria for selecting appropriate suppliers.
h. List proper receiving procedures.
i. State in words or symbols the proper storage procedures for various foods and beverages.
j. State the difference between the periodic order and perpetual inventory methods.

C. Demonstrate knowledge of basic accounting practices.¹
1. Demonstrate accounting practices.
   a. Given a set of figures, apply basic accounting principles to common foodservice scenarios.
   b. Calculate cost of sales using opening and closing inventory figures.
   c. Given a set of figures, practice double-entry accounting.
   d. Read and highlight important concepts on income statements.
   e. Read and highlight important concepts on balance sheets.
   f. Figure assets, liabilities, and owners’ equity using balance sheet equations.

¹ODCTE objective
All unmarked objectives are TTC instructor developed.

Teaching Methods:
The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy percent (70%) or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment:
Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit
The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility:
The student must maintain a grade point average of 2.0 or better.