



**EFFECTIVE: SEPTEMBER 2002**

**CURRICULUM GUIDELINES**

**A:** Division: **Instructional** Date: **November 2001**  
**B:** Department/ **Commerce & Business Admin.** New Course  Revision   
 Program Area: **Hotel and Restaurant Management**  
 If Revision, Section(s) Revised: **J**  
 Date Last Revised: **1996-03: new course**

**C: HORM 230 D: Food and Beverage Operations E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description: This course covers the theoretical application of food and beverage management. Students develop practices, menu creation, purchasing, payroll systems, and merchandising and promotional techniques. Students learn to integrated teamwork and participation. The course includes a systematic approach to beverage operations with emphasis		
<b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings: <b>Lectures and Seminars</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 3 Hours</b> <b>Seminar: 1 Hour</b>  Number of Weeks per Semester:  <b>15 Weeks X 4 Hours Per Week = 60 Hours</b>	<b>H:</b> Course Prerequisites:  HORM 130	
	<b>I:</b> Course Corequisites:  nil	
	<b>J:</b> Course for which this Course is a Prerequisite:  nil	
	<b>K:</b> Maximum Class Size:  35	
<b>L:</b> PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ( <a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a> )		

**M:** Course Objectives/Learning Outcomes:

1. Define the role of management and discuss general elements of food and beverage service management;
2. Plan, evaluate and cost out menus;
3. Develop guidelines for organizing and equipping a kitchen.

**N:** Course Content

1. Technical considerations required in purchasing food items.
2. Proper purchasing, receiving, storing and issuing procedures.
3. Management practices for an effective food service operation.
4. Scheduling of staff for a food service operation.
5. Customer service factors applicable to a restaurant operation, e.g., reservations, complaints, large parties, line-up providing such service.
6. The parts of a bar, its physical requirements and factors affecting its atmosphere, image, decor and layout.
7. The equipment and tools required to run an efficient and profitable service operation.
8. Planning staffing requirements for a beverage service operation.
9. Setting up a beverage service operation.
10. The principles and procedures involved in purchasing, receiving, storing and issuing alcoholic beverages.
11. Pricing beverage products, preparing budgets, implementing proper controls, and tracking the performance of b
12. Marketing alcoholic beverages.
13. The regulatory bodies and statutes pertinent to beverage service operation.

**O:** Methods of Instruction:

This course will use a variety of teaching/learning activities. Activities may include role playing, group discussions, oral labs.

**P:** Textbooks and Materials to be Purchased by Students

Powers, Tom. An Introduction to Management in the Hospitality Industry, John Wiley and Sons.

Katsigris, C. and M. Porter. The Bar and Beverage Book, Wiley Ed Toronto: John

**Q:** Means of Assessment

Labs (2 @ 10%)	20%
Assignments (2 @ 15%)	30%
Tests (2 @ 15%)	30%
Final examination	<u>20%</u>
	<u>100%</u>

STUDENTS MUST COMPLETE ALL COMPONENTS OF THE COURSE TO OBTAIN CREDIT FOR THE COURSE.

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

No

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Course Designer(s): Mark Elliott

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Education Council/Curriculum Committee Representative

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Dean/Director: Jim Sator

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Registrar: T. Angus