Course Outline of Record Report
09/05/2024

CULIN116 : Purchasing for Institutional Foodservice and Hospitality

General Information

Author:	• Andrew Feldman
Course Code (CB01) :	CULIN116
Course Title (CB02) :	Purchasing for Institutional Foodservice and Hospitality
Department:	CULIN
Proposal Start:	Spring 2025
TOP Code (CB03) :	(1306.20) Dietetic Services and Management
CIP Code:	(19.0505) Foodservice Systems Administration/Management.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000587390
Curriculum Committee Approval Date:	06/12/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	06/12/2024
Course Description and Course Note:	CULIN 116 examines policies, procedures, and controls and their implementation in purchasing merchandise and supplies for the foodservice and hospitality industries. Topics include purchasing equipment, service ware, furniture, fixtures, contract services, and food and beverage.
Justification:	Mandatory Revision
Academic Career:	• Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	• Cullnary Art/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	**Grading Basis**

Course is not a basic skills course.

Course is not a special class.

- Grade with Pass / No-Pass Option

☐ Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Not applicable.

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ENGL101 - Introduction to College Reading and Composition

Objectives
- Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism.
- Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.

OR

Advisory

ESL141 - Grammar And Writing IV

Objectives
- Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b)includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.

Entry Standards

Entry Standards	Description
Comprehend multi-paragraph reading passages in textbooks.	No Value

Course Limitations

Cross Listed or Equivalent Course	Description

No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Discussion

Methods of Instruction	Collaborative Learning

Methods of Instruction	Demonstrations

Out of Class Assignments

- Student Group Project (e.g. develop a purchasing plan for a catered event)

Methods of Evaluation	Rationale
Exam/Quiz/Test	Final examination
Exam/Quiz/Test	Midterm examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Feinstein, Andrew H.	Purchasing: Selection and Procurement for the Hospitality Industry	John Wiley and Sons,	2017	ISBN: 978-1-119-14851-7

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Distinguish between procurement, purchasing, and selection.

Identify the product distribution systems.

Recognize federal and state laws regarding purchasing.

Describe buying ethics.

Explain the relationship between buyer/supplier, and buyer/company personnel.

Distinguish between several purchasing methods including open market, co-op, cost plus, and one-stop shopping.

Identify technologies that can be used as tools to enhance the procurement, purchasing, and selection processes.

Describe methods of cost control and budget management.

SLOs

Determine the appropriate selection of hospitality food, beverage, equipment, supplies and services.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Write industry appropriate product specifications.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Discuss cost effective purchasing and inventory control plans.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction to Purchasing Management (4 hours)
- Objectives and effective purchasing
- Steps in the purchasing process
- Regulatory concerns that affect purchasing
- Purchasing contracts
- Ethical and security concerns in purchasing
- Cost effectiveness in purchasing and inventory control

Determining Quality Requirements (3 hours)
- Economics of quality
- Uses and development of specifications
- Make or buy analysis

Standard Product Specifications (3 hours)
- Considerations when writing standard product specifications
- When to change standard product specifications
- Potential problems
- Examples of standard product specifications

Determining Purchase Qualities (4 hours)
- Factors affecting purchasing qualities
- Forecasting and production schedules
- Nontraditional purchasing systems
- Menu implementation utilizing purchasing by specification

Identifying and Maintaining Supply Sources (4 hours)
- Distribution systems
- Supplier sourcing concerns
- Supplier relations
- Supplier evaluation procedures

Selecting Suppliers and Ordering Products (4 hours)
- Overview of ordering process
- Pricing considerations
- Negotiation guidelines
- Product ordering procedures
- Technology and the ordering process

Purchasing Follow-up: Receiving, Storage, Payment, and Evaluation (4 hours)
- Receiving procedures
- Potentially hazardous
- Food storage essentials
- Storage methods
- Purchasing and the accounting process
- Evaluation of the purchasing function

Meats, Poultry, and Seafood (4 hours)
- Meats
- Poultry
- Game
- Seafood
- Receiving and storage

Produce, Dairy, and Eggs (4 hours)
- Produce, e.g. sprouts
- Dairy products
- Eggs and egg products, pasteurized eggs in healthcare

Groceries (4 hours)
- Starches
- Fats and oils
- Flavorings
- Convenience foods
- Specialized food products

Beverages (4 hours)
- Nonalcoholic beverages
- Alcoholic beverages

Nonfood Items (4 hours)
- Dining room supplies
- Take-out packaging
- Back-of-house supplies
- Cleaning supplies

Buying Technology and Services (4 hours)
- Considerations in technology procurement
- Advanced technology products for foodservice
- Monitoring advancements in hospitality-oriented technology
- Purchase and control of essential services
- Purchasing additional services

Purchasing Capital Equipment (4 hours)
- Evaluation of existing capital equipment condition and life expectancy
- Assessing capital equipment specifications and needs
- Furnishings, fixtures, and equipment purchasing goals
- Capital purchase budgeting and financing

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No Value

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value