COLLIN COLLEGE
BUSINESS AND COMPUTER SYSTEMS
COURSE SYLLABUS

Course Information

Course Number: RSTO 1325

Course Title: Purchasing for Hospitality Operations

Course Description: Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. Lab required

Course Credit Hours: 3
Lecture Hours: 3
Lab Hours: 1

Prerequisites: CHEF 1305 and HAMG 1321

Student Learning Outcomes:

- **State Mandated Outcomes:** Upon successful completion of this course, students will:
  1. Explain market factors affecting cost and availability of goods including seasonality, supply and demand, distribution channel costs, and quality levels.
     (SCANS: C1, C2, C3, C4, F1, F2, F3, F4, F7, F8, F11)
  2. Describe the mechanics of purchasing including food and supply sources, formal and informal bid procedures, on-line computer purchasing, and legal and ethical considerations.
     (SCANS: C1, C2, C3, C4, C7, C9, C11, C12, C13, C14, F1, F2, F6, F7, F8, F11)
  3. Explain inspection and grading of foods and the various designations of quality.
     (SCANS: C11, C13, F5)
  4. Conduct yield and quality tests.
     (SCANS: C1, C2, C3, C4, C11, C12, C13, F3, F7)
  5. Write effective purchase specifications.
     (SCANS: C3, C11, C12, C13, C14, F2, F8)
  6. Conduct proper receiving procedures assuring conformity of goods with specifications, prices with quotations, and quantities received with quantities ordered.
     (SCANS: F1, F2, F4, F7, F8, F10, F11)
  7. Explain inventory management principles including stock rotation, proper storage conditions, and effective issue procedures.
     (SCANS: C1, C2, C3, C4, C11, C12, C13, C14, C15, F5, F7, F8)

Secretary's Commission on the Acquisition of Necessary Skills (SCANS)- SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:
http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

Withdrawal Policy: See the current *Collin Registration Guide* for last day to withdraw.

Collin College Academic Policies: See the current *Collin Student Handbook*

Americans with Disabilities Act Statement: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.