

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: IFS 146 Financial Management for Food Services

UNIT VALUE: 3.0

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS:

Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE:

Managerial concepts of cost control, food control and necessary report forms for analysis of inventory and forecasting procedures.

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. identify methods to control food service costs.
2. apply concepts of cost control.
3. identify various methods of purchasing.
4. demonstrate ability to write purchasing policies and procedures.
5. analyze specifications for purchasing various items.
6. describe government controls, USDA grades, and other standards by which quality is determined.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Purchasing
 - A. Financial aspects
 - 1. purchase orders
 - 2. inventories
 - 3. systems
 - B. Specifications
 - 1. quality
 - 2. testing
 - 3. government controls
 - C. Receiving
 - 1. system design
 - 2. forms
 - 3. personnel
 - D. Inventory
 - 1. storage room
 - 2. system design
 - E. Computer Use
- II. Cost Control
 - A. Recordkeeping
 - 1. purchase orders
 - 2. inventories
 - B. Budgets
 - 1. USDA commodity foods
 - 2. seasonal and plentiful foods
 - 3. leftovers
 - C. Standardized recipes
 - 1. menu costing
 - 2. recipe costing
 - D. Operational costs
 - 1. labor costs
 - 2. cash control
 - E. Computer based management

REQUIRED READING:

Miller, Jack and David Hayes. Basic Food and Beverage Cost Control. New York: John Wiley. 1994.

SUGGESTED READING:

None.

REQUIRED WRITING:

Students will prepare a four to six page typewritten purchasing plan dealing with financial management as a tool for menu planning. Students will prepare purchasing policy and procedures manual for a food service operation.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Students will study for exams and read textbook. They will prepare a purchasing plan for a week's menu. The plan will list sources and complete specifications for the menu. The plan will include food and labor costs and necessary equipment.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Exams	30%
Purchasing policy and procedure manual	20%
Financial management paper	20%
Purchasing plan	20%
Participation	10%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ____ No X Number of times course may be taken for credit: ____

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

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SIGNATURES ON FILE