



INSTRUCTIONAL PACKAGE

HOS 255
Food Service Management

Effective Term
Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2022/Spring 2023/Summer 2023

COURSE PREFIX: HOS 255

COURSE TITLE: Food Service Management

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

Owners and operators of lodging and food service operations have a fiduciary responsibility to protect the health of the general public. In order to meet this responsibility, they and their staff must have a thorough knowledge of the science and management of sanitation and the proper operation of a food and beverage establishment. This course provides students with knowledge, practice and study in Food and Beverage management procedures, purchasing, marketing, menu design/standard recipes, as well as nutrition, safe food practice, and employee procedures.

COURSE DESCRIPTION:

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

PREREQUISITES/CO-REQUISITES:

((Credit level HOS 140 Minimum Grade of C or Credit level HOS 140 Minimum Grade of TC))

***Online/Hybrid** courses require students to complete the [Dli Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Explain types of commercial food service facilities
2. Describe and identify three levels of management
3. Describe typical production and service positions
4. Evaluate and discuss steps in the management process
5. Compare the advantages and disadvantages of advertising mediums
6. Explain the importance of nutrition
7. Prepare a list of common menu design mistakes
8. Summarize the advantages of standardized recipes
9. Describe the goals of a purchasing program
10. Showcase the primary concerns of managers during food and beverage production
11. Categorize types of food service
12. Explain income control procedures for employees
13. Define the causes of unsafe food
14. Apply operating ratios and how they may be used by an operator
15. Evaluate common food service accidents and some important ways to prevent them
16. Define the origins and the advantages of uniform students of accounts

Unit 1 (Chapters 1-4) (Chapter Assignments, Unit Exam)

Learning Outcomes:

- 1) Explain types of commercial food service facilities
- 2) Describe and identify three levels of management
- 3) Describe typical production and service positions
- 4) Evaluate discuss steps in the management process
- 5) Compare the advantages and disadvantages of advertising mediums

Unit 2 (Chapters 5-7) (Chapter Assignments, Unit Exam)

Learning Outcomes:

- 1) Explain the importance of nutrition
- 2) Prepare a list of common menu design mistakes
- 3) Summarize the advantages of standardized recipes

Unit 3 (Chapters 8-11) (Chapter Assignments, Unit Exam)

Learning Outcomes:

- 1) Describe the goals of a purchasing program
- 2) Showcase the primary concerns of managers during food and beverage production
- 3) Categorize types of food service
- 4) Explain income control procedures for employees
- 5) Define the causes of unsafe food

Unit 4 (Chapters 12-13) (Chapter Assignments, Unit Exam)

Learning Outcomes:

- 1) Apply operating ratios and how they may be used by an operator
- 2) Evaluate common food service accidents and some important ways to prevent them
- 3) Define the origins and the advantages of uniform students of accounts

Presentation/Paper

Learning Outcomes:

- 1) Evaluate and discuss steps in the management process
- 2) Showcase the primary concerns of managers during food and beverage production
- 3) Explain income control procedures for employees
- 4) Apply operating ratios and how they may be used by an operator
- 5) Describe typical production and service positions

Final Exam

Learning Outcomes:

- 1) Explain types of commercial food service facilities
- 2) Describe and identify three levels of management
- 3) Describe typical production and service positions
- 4) Evaluate and discuss steps in the management process
- 5) Compare the advantages and disadvantages of advertising mediums
- 6) Explain the importance of nutrition
- 7) Prepare a list of common menu design mistakes
- 8) Summarize the advantages of standardized recipes
- 9) Describe the goals of a purchasing program
- 10) Showcase the primary concerns of managers during food and beverage production
- 11) Categorize types of food service
- 12) Explain income control procedures for employees
- 13) Define the causes of unsafe food
- 14) Apply operating ratios and how they may be used by an operator
- 15) Evaluate common food service accidents and some important ways to prevent them
- 16) Define the origins and the advantages of uniform students of accounts

****Students – please refer to the Instructor’s Course Information sheet for specific***

information on assessments and due dates.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

*Varies – please see the Instructor Information Sheet for a breakdown of points/weighted assignments.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

The Business Department has a seven-day grading policy for all courses. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu