

ITEM					
1. Title of subject	Purchasing for Hospitality Operations				
2. Subject code	446				
3. Status of subject	Core				
4. Stage	Diploma				
5. Credit Hour	5.71 hours				
6. Pre-Requisite	NIL				
7. Assessment	100% Final Examination				
8. Semester	Semester 3				
9. Objective of subject	To cover the most innovative techniques available to hospitality purchasers including cost-plus and forward contracting. The idea is to shift from the routine maintenance of supply levels to a forward thinking, cost-saving program.				
10. Synopsis of subject	This subject covers a full range of purchasing management tasks, from listing supply needs to controlling inventory.				
11. Details of subject	<table border="1"> <thead> <tr> <th>Contents</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Week 1 Topic: Chapter 1 – PURCHASING SYSTEMS: AN OVERVIEW</td> <td>4</td> </tr> </tbody> </table>	Contents	Hours	Week 1 Topic: Chapter 1 – PURCHASING SYSTEMS: AN OVERVIEW	4
Contents	Hours				
Week 1 Topic: Chapter 1 – PURCHASING SYSTEMS: AN OVERVIEW	4				

	<p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe how the concept of purchasing has changed in recent years. • Explain the key points of value. • Describe the goals and benefits of effective purchasing. • Summarize the management activities related to purchasing. • Explain the relationship of line managers to staff members. • Compare and contrast available purchasing options. <p>Activity: Optional Test</p> <p>Further reading for this lesson: Jack D. Ninemeier, Purchasing, Receiving and Storage: A System Manual for Restaurants, Hotels, and Clubs (New York : Van Nostrand Reinhold Company, 1983)</p>	
<p>Week 2</p>	<p>Topic: Chapter 2 – DISTRIBUTION</p> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe food service distribution: its history and its present state. • Explain the key elements in the procurement channel of distribution. • Summarise the different types of value added as products move through procurement channels. • List factors that affect selection of a purchasing program and factors that affect distribution decision. • Explain within-company distribution channels. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	<p>4</p>
<p>Week 3</p>	<p>Topic: Chapter 3 – SUPPLIER SELECTION</p>	<p>4</p>

	<p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe the importance of supplier selection. • Compare the two styles of buying. • Compare methods of evaluating current suppliers with those used for new suppliers. • Summarize the pros and cons of one-stop shopping. • List the advantages and disadvantages of cooperative/group purchasing. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	
<p>Week 4</p>	<p>Topic: Chapter 4 – BUYER-SUPPLIER RELATIONS</p> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Define common terms relating to ethical standards. • Describe ways in which buyers are obligated to suppliers. • List important points in the negotiation process. • Cite some topics of negotiation. • Explain some major areas of law which affect purchasing. • Summarize antitrust laws. <p>Activity: Role-play Optional Test</p> <p>Further reading for this lesson: Jack P. Jefferies, Understanding Hospitality Law, 3d ed. (East Lansing, Mich: Educational Institute of the American Hotel & Motel Association, 1995).</p>	<p>4</p>
<p>Week 5</p>	<p>Topic: Chapter 5 – QUALITY AND QUANTITY CONCERNS</p>	<p>4</p>

	<p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Explain purchasing needs are determined. • Describe the relationship between quality and value. • List some ways in which quality may be measured. • Describe specifications, focusing on their development. • Summarize the disadvantages of ordering the wrong quantity. • Explain the ordering systems used for perishable and non-perishable items. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: Quality Assurance Workshop (East Lansing, Mich: Educational Institute of the American Hotel & Motel Association, 1985)</p>	
<p>Week 6</p>	<p>Topic: Chapter 6 – THE AUDIT TRAIL</p> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Explain the importance of source documents to the accounting function. • Differentiate between a requisition and a purchase requisition. • Explain the perpetual inventory system of storeroom control. • Compare methods of recording purchases. • Explain the basic steps involved in receiving products. • Describe the two methods by which bills may be paid. • Summarize how credit memos are used to adjust for delivery problems. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	<p>4</p>

<p>Week 7</p>	<p>Topic: Chapter 7 – EVALUATION OF PURCHASING SYSTEMS</p> <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Assess the need for evaluation of the purchasing function. • Describe the roles of management, purchasing staff, and outside consultants in the evaluation process. • Explain the first step of the evaluation process: identifying goals. • Explain the second step of the evaluation process: assessing performance. • Explain the third step of the evaluation process: improving the purchasing system. • Explain how suppliers are evaluated. <hr/> <p>Activity: Review Quiz</p> <hr/> <p>Further reading for this lesson: NIL</p>	<p>4</p>
<p>Week 8</p>	<p>Topic: Chapter 8 – MEAT PRODUCTS: AN OVERVIEW</p> <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe the economic factors that influence the production, supply, and pricing of meat. • Explain the major legislation affecting the meat industry. • Explain the grading services available for meat. • Explain the criteria and content of meat specifications. • List the sources of information available to assist in purchase decisions. • Explain the factors involved in price forecasting. • List and explain the six major systems for buying meat. <hr/> <p>Activity: View a video on NZ meat processing Review Quiz</p>	<p>4</p>
<p>Purchasing for Hospitality Operations</p>		<p>5</p>

	<p>Further reading for this lesson: Ronald F. Cichy, Quality Sanitation Management (East Lansing, Mich: Educational Institute of the American Hotel & Motel Association, 1994)</p>	
Week 9	<p>Topic: Chapter 9 – MEAT PRODUCTS: YIELDS AND PRICING</p> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe the basic factors involved in processing beef carcasses. • Identify the major cuts of beef and the main traits of each. • Explain characteristics, sources, and pricing of ground beef. • List the popular cuts of pork and identify related quality factors. • Describe buying patterns for pork. • Explain basic characteristics of veal and factors that affect its production. • Explain basic characteristics of lamb and factors that affect its production. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	4
Week 10	<p>Topic: REVISION CLASS</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Students should be able to understand and explain the important facts that were covered in the previous nine chapters. <p>Activity: Progress Test 1 & 2</p> <p>Further reading for this lesson: NIL</p>	4
Week 11	<p>Topic: Chapter 10 – FISH AND SHELLFISH</p>	4

	<p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe the fishing industry as a worldwide enterprise. • Summarize the major categories of commercial important shellfish. • Summarize the major categories of commercially important fish. • Summarize regulations and agencies affecting the fishing and industry. • Explain how a buyer can help ensure fish and shellfish quality. • Describe the basic buying systems for fish and shellfish. <hr/> <p>Activity: Trip to a wet market Review Quiz</p> <hr/> <p>Further reading for this lesson: NIL</p>	
<p>Week 12</p>	<p>Topic: Chapter 11 – POULTRY AND EGGS</p> <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Differentiate types of chicken and turkey, describing their major characteristics. • Describe other poultry and game birds of importance to the hospitality industry. • Describe the system for grading poultry. • List sources used in pricing poultry and summarize factors affecting prices. • Summarize the major areas of legislation affecting eggs. <hr/> <p>Activity: Review Quiz</p> <hr/> <p>Further reading for this lesson: NIL</p>	<p>4</p>
<p>Week 13</p>	<p>Topic: Chapter 12 – DAIRY PRODUCTS</p>	<p>4</p>

	<p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Summarize the major areas of legislation affecting the dairy industry. • Describe milk from the standpoints of specifications. • Briefly describe varieties, designations, and standards for cheeses. • Describe butter in terms of processing, packaging, quality and pricing. • Explain problems associated with specifications for frozen desserts. • Summarise factors which affect the pricing of dairy products. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	
<p>Week 14</p>	<p>Topic: Chapter 13 – FRUITS AND VEGETABLES</p> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Outline the major categories of fresh fruits, focusing on varieties, growing, areas, maturity, and storage factors. • Outline the major categories of fresh vegetables in terms of growing areas, availability, and quality factors. • Explain the marketing of fresh produce. • Describe fresh produce in terms of distribution options, processing and packaging. • Explain the need for specifications and quality control when buying processed fruits and vegetables. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	<p>4</p>

<p>Week 15</p>	<p>Topic: Chapter 14 – BAKED GOODS AND MISCELLANEOUS FOOD PRODUCTS</p> <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe the major categories of baked goods distributors. • Characterize specifications for baked goods. • Identify different types of wheat flours. • Explain the major uses of fats and oils. • Identify characteristics and categories of spices. • Describe quality checks used in the purchase of dried vegetables and nut products. <hr/> <p>Activity: Review Quiz</p> <hr/> <p>Further reading for this lesson: NIL</p>	<p>4</p>
<p>Week 16</p>	<p>Topic: Chapter 15 – CONVENIENCE FOODS</p> <hr/> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Describe convenience foods. • Evaluate convenience foods in relation to their non-convenience counterparts. • List categories of convenience foods. • Explain the process involved in the make-or-buy decision. <hr/> <p>Activity: Review Quiz</p> <hr/> <p>Further reading for this lesson: NIL</p>	<p>4</p>
<p>Week 17</p>	<p>Topic: Chapter 16 – ALCOHOLIC AND NON-ALCOHOLIC BEVERAGES</p>	<p>4</p>

	<p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Outline differences in liquor brands. • Differentiate between various types of beers. • Identify wines by place of origin and common designations. • Outline forms of distribution for alcoholic beverages. • Describe coffee from the standpoints of varieties, quality, stages of processing, and pricing. • Describe tea in terms of types, quality and grading, distribution and pricing. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	
<p>Week 18</p>	<p>Topic: Chapter 17 – EQUIPMENT, SUPPLIES AND SERVICES</p> <p>Learning Outcomes:</p> <p>After completing this unit, students will be able to :</p> <ul style="list-style-type: none"> • Define capital equipment and discuss considerations in its purchase. • Explain how capital equipment manufactures market their products. • List major supply categories and discuss specific selection factors. • Outline the criteria used in contracting for services. • Summarize miscellaneous products and services which may be required by hospitality operations. <p>Activity: Review Quiz</p> <p>Further reading for this lesson: NIL</p>	<p>4</p>
<p>Week 19</p>	<p>Topic: REVISION CLASS</p>	<p>4</p>

	Further reading for the lesson: NIL		
	Total		80
12. Text	Compulsory	William B. Virts, <i>Purchasing for Hospitality Operations</i> , Education Institute of American Hotel & Lodging Association	
	Reference	Pedderson, Raymond B. <i>SPECS: The Comprehensive Foodservice Purchasing and Specification Manual</i> . Boston: CBI, 1977.	

