

LSC Use Only Proposal No:
LSC Action-Date:

UWUCC Use Only Proposal No: 11-1116
UWUCC Action-Date: App 3/6/12

Senate Action Date: App 3/20/12

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s)	Yasong Wang	Email Address	yswang@iup.edu
Proposing Department/Unit	Hospitality Management	Phone	724-357-6233

Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or program proposal.

1. Course Proposals (check all that apply)

- | | | |
|--|--|--|
| ☐ New Course | ☐ Course Prefix Change | ☐ Course Deletion |
| ☐ Course Revision | ☐ Course Number and/or Title Change | ☒ Catalog Description Change |

Current course prefix, number and full title: HRIM259 Hospitality Purchasing

Proposed course prefix, number and full title, if changing:

2. Liberal Studies Course Designations, as appropriate

This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)

- | | | | |
|--|---|---|---|
| ☐ Learning Skills | ☐ Knowledge Area | ☐ Global and Multicultural Awareness | ☐ Writing Across the Curriculum (W Course) |
| ☐ Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one) | | | |
| ☐ Global Citizenship | ☐ Information Literacy | ☐ Oral Communication | |
| ☐ Quantitative Reasoning | ☐ Scientific Literacy | ☐ Technological Literacy | |

3. Other Designations, as appropriate

- | | |
|--|---|
| ☐ Honors College Course | ☐ Other: (e.g. Women's Studies, Pan African) |
|--|---|

4. Program Proposals

- | | | | |
|---|--|--|------------------------------------|
| ☐ Catalog Description Change | ☐ Program Revision | ☐ Program Title Change | ☐ New Track |
| ☐ New Degree Program | ☐ New Minor Program | ☐ Liberal Studies Requirement Changes | ☐ Other |

Current program name:

Proposed program name, if changing:

5. Approvals	Signature	Date
Department Curriculum Committee Chair(s)	Yasong Wang	2-7-12
Department Chairperson(s)	[Signature]	2-7-12
College Curriculum Committee Chair	Janku Wacht	2/20/12
College Dean	Wesley E. Smith	2/28/12
Director of Liberal Studies (as needed)		
Director of Honors College (as needed)		
Provost (as needed)		
Additional signature (with title) as appropriate		
UWUCC Co-Chairs	Gail Schuist	3/6/12

Received

FEB 28 2012

Liberal Studies

Course Revision: HRIM 259 Hospitality Purchasing

Part II. Description of the Curriculum Change

1. Syllabus of Record.

The new syllabus of record for this revised course is attached in Appendix A.

2. A Summary of the proposed revisions:

The course prerequisite is being changed from FDNT 150 or equivalent to no prerequisite required.

3. Justification/rationale for the revision:

Faculty reassessment of this course indicates that the course revision (prerequisites only) is necessary, because this course does not need the prior academic preparation reflected by the formerly required prerequisites.

4. The old syllabus of record.

The old syllabus of record is attached in Appendix B.

Appendix A: New Syllabus Record

I. Catalog Description

HRIM 259 Hospitality Purchasing

3 class hours

0 lab hours

3 credits

(3c-0l-3cr)

Includes sources, standards, grades, methods of purchase, and storage of various foods, beverages, and fixtures. Emphasizes the development of purchasing policies and specifications.

II. Course Outcomes

The student will be able to:

1. Explain the duties and responsibilities of the buyer.
2. Explain the Federal laws and regulations that affect the purchasing function.
3. Describe the various procedures utilized for the procurement of supplies.
4. Evaluate receiving and storeroom control systems.
5. Identify resource materials that aid the procurement function.
6. Research and develop specifications required to supply foodstuffs for a restaurant and / or institution.
7. Utilize computer applications to the procurement process.
8. Identify quality control measures utilized in an operation.

III. Course Outline

- A. Definition of the Procurement Function in a Hospitality Organization (3 hours)
- B. Menu-Planning as an Administrative Tool for Control of Purchasing Functions (3 hours)
- C. The Purchasing Agent (3 hours)
 1. Personal Qualifications

2. Professional Qualifications
3. Ethics in Behavior

- D. Markets, Market Structure, and Function (3 hours)
- E. Laws and Regulating Agencies Governing Food Production, Processing, and Distribution. (3 hours)
- F. Geographical Scope of Services (3 hours)
 1. Centralized Buying
 2. Buying at the Unit Level
 3. Cooperative Buying

Exam 1 (1 hour)

- G. The Purchasing Cycle (12 hours)
 1. Determining What is Needed (Food)
 2. Defining Standards of Quality
 3. Defining Quantities in Terms of Market Units
 4. Developing Specifications
 5. Selecting Vendors
 6. Procurement Procedures
 - a. Open Market Buying
 - b. Formal Buying / Competitive Bids
 - c. Informal Negotiations
 7. Receiving Procedures
 - a. Inspection for Quality
 - b. Inspection and Certification of Quality
 8. Stores Procedures
 9. Inventory Records
 10. Processing of Invoices for Payment

Exam 2 (1 hour)

- H. Study of Foods (3 hours)
 1. Specification Details
 - a. Processed Fruits and Vegetables
 - b. Fresh Fruits and Vegetables
 - c. Meat, Poultry, and Eggs
 - d. Dairy Products
 - e. Cereal Products
 - f. Fats and Oils
- I. Study of Miscellaneous Products (3 hours)
- J. Computer Applications in Purchasing (3 hours)

Exam 3 (1 hour)

Final Exam -- During Final Exam Week

IV. Evaluation Methods

Three multiple-choice / true – false examinations @ 100 points each

Food Specification Writing Project @ 100 points

V. Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and Below	F

VI. Attendance Policy

As student learning is enhanced by class attendance and participation in discussions, the instructor encourages regular class attendance. The attendance policy of this instructor recognizes possible student need to miss class because of illness or personal emergency.

VII. Required Textbooks, Supplemental Books and Readings

Feinstein, Andrew Hale (2000). *Purchasing Selection and Procurement for the Hospitality Industry*, 5th ed., New York, New York: John Wiley & Sons.

VII. Special Resource Requirements

None

IX. Bibliography

Appendix B: Old Syllabus Record

SYLLABUS OF RECORD

I. Catalog Description

HRIM 259 Hospitality Purchasing	3 class hours
	0 lab hours
Prerequisites: FDNT 150 or equivalent	3 credits
	(3c-0l-3cr)

Includes sources, standards, grades, methods of purchase, and storage of various foods, beverages, and fixtures. Emphasizes the development of purchasing policies and specifications.

II. Course Outcomes

The student will be able to:

1. Explain the duties and responsibilities of the buyer.
2. Explain the Federal laws and regulations that affect the purchasing function.
3. Describe the various procedures utilized for the procurement of supplies.
4. Evaluate receiving and storeroom control systems.
5. Identify resource materials that aid the procurement function.
6. Research and develop specifications required to supply foodstuffs for a restaurant and / or institution.
7. Utilize computer applications to the procurement process.
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III. Course Outline

- A. Definition of the Procurement Function in a Hospitality Organization (3 hours)
- B. Menu-Planning as an Administrative Tool for Control of Purchasing Functions (3 hours)
- C. The Purchasing Agent (3 hours)
 - 1. Personal Qualifications
 - 2. Professional Qualifications
 - 3. Ethics in Behavior
- D. Markets, Market Structure, and Function (3 hours)
- E. Laws and Regulating Agencies Governing Food Production, Processing, and Distribution. (3 hours)
- F. Geographical Scope of Services (3 hours)
 - 1. Centralized Buying
 - 2. Buying at the Unit Level
 - 3. Cooperative Buying

Exam 1 (1 hour)

- G. The Purchasing Cycle (12 hours)
 - 1. Determining What is Needed (Food)
 - 2. Defining Standards of Quality
 - 3. Defining Quantities in Terms of Market Units
 - 4. Developing Specifications
 - 5. Selecting Vendors
 - 6. Procurement Procedures
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 - b. Formal Buying / Competitive Bids
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Exam 2 (1 hour)

- H. Study of Foods (3 hours)
 - 1. Specification Details

- a. Processed Fruits and Vegetables
- b. Fresh Fruits and Vegetables
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J. Computer Applications in Purchasing (3 hours)

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VII. Special Resource Requirements

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IX. Bibliography