

FALL 2006

**CENTRAL TEXAS COLLEGE
SYLLABUS FOR RSTO 2405
MANAGEMENT OF FOOD PRODUCTION AND SERVICE**

Semester Hours Credit: 4

I. COURSE DESCRIPTION

An introduction course covering techniques of Management of Food Production and Service. The techniques include instructions on menu planning, purchasing and receiving, production, service, safety and cleaning, and cost management. RSTO 2405 is a required course for Certificate of Completion in School Cafeteria Operations.

II. LEARNING OUTCOMES

Upon successful completion of this course, Management of Food Production and Service, the student will be able to:

- A. Discuss the historical roots of the food service industry.
- B. Describe the importance and implications of service in the food service industry.
- C. Name and describe the four types of food service systems.
- D. State the roles of fiber, fat, and cholesterol in the human diet.
- E. Discuss how customers view sanitation
- F. Discuss how customers view menus
- G. Understand the difference between purchasing and buying.
- H. List the six key equipment selection factors and explain the importance of each.
- I. Describe the goal of production for a food service operation.
- J. State the importance of service to the customer.

- K. Describe the potential dangers of working in a food service establishment
- L. State the differences between fixed and variable costs and list examples of each.

III. INSTRUCTIONAL MATERIALS

- A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. COURSE REQUIREMENTS

- A. Reading Assignments: Read text assignments prior to coming to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas.
- B. Class Attendance: (Refer to CTC Catalog, Page 65, for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed.

V. EXAMINATIONS

- A. There will be two examinations.
 - 1. Exam 1 (Mid-Term)
 - 2. Exam 2 (Final Exam)
- B. Students must be present for all examinations. No make-up examinations will be given. Students who know in advance that they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work in lieu of the missed examination.
- C. Students without excused absences will be given a zero for the missed examination.

- D. The instructor will publish specific examination dates and will give an in-class review concerning the nature and type of test questions to be given.

VI. SEMESTER GRADE COMPUTATIONS

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|----|---------------------------------|-------------------|
| A. | EXAM 1 (Mid-Term) | 200 points |
| | EXAM 2 (Final Exam) | 200 points |
| | Written/Oral Presentation | 300 points |
| | Quizzes (Four @ 50 points each) | 200 points |
| | Instructor Evaluation | <u>100</u> points |
| |
Total Points |
1000 points |
- B. A student must take the final examination to receive a grade for this course.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

- A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

10-week session	Friday of the 8th week
8-week session	Friday of the 6th week
5-week session	Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraw will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file

a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

- B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
- C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
- D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.
- E. Americans With Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
- H. Honesty and Integrity: All students are required and expected to

maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

1. *Plagiarism*: The taking of passages from writing of others without giving proper credit to the sources.
2. *Collusion*: Using another=s work as one=s own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
3. *Cheating*: Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of AF@ and will be subject to disciplinary action.

I. Feedback:

1. *Instructor*: As your instructor I will organize and present the course material in a manner designed to facilitate the learning process. I will evaluate your progress periodically via writing assignments and exams and provide feedback on your performance via exam scores, exam critiques, and critique of your writing assignments, etc. I am also available before and after each class period and during office hours to discuss your performance and answer questions.
2. *Student*: **As the student you are ultimately responsible for your success in this course.** It is your responsibility to attend class regularly, prepare for class by reading assigned text material, participate in class discussions, ask questions when required to improve your understanding, prepare for and complete exams, and complete all other assignments.