# Bossier Parish Community College
Master Syllabus

**Course Prefix and Number:** CULA 235 **Credit Hours:** 3-3-0

**Course Title**: Purchasing and Cost Control

**Course Prerequisites**: None

Textbook: ManageFirst**:** Controlling Foodservice Costs with online voucher, 1st edition. National Restaurant Association/Pearson. ISBN: 9780133369076

**Course Description**: An in-depth study of the management of systems and techniques utilized to control food, beverage, and labor costs in the hospitality industry.

**Learning Outcomes**:
At the end of this course, the student will:

A. introduction to purchasing;
B. quality requirements;
C. purchase quantity requirements;
D. selecting vendors;
E. ordering products: pricing decisions;
F. ordering products: use effective procedures;
G. purchasing ethics and vendor relations; and
H. purchasing follow-up

**To achieve the learning outcomes the student will:**
(The letter designations at the end of each statement refer to the learning outcome(s).)

1. describe various formal and informal purchasing methods (A);
2. analyze market fluctuations and product cost (A);
3. discuss legal and ethical considerations of purchasing (A, B);
4. explain regulations for inspecting and grading of various food products (B, C, D);
5. write a bid specification (D, E);
6. evaluate received goods to determine conformity with user specifications (B, C, D, E, F);
7. conduct yield and quality tests on various products (B, C);
8. inventory food and non-food items on hand (C);
9. describe proper procedures of issuing product according to requisition (E, F, G, H);
10. describe current computerized systems for purchasing and inventory control (F);
11. explain methods to control cost of food, beverage, labor, supplies and services (F, G);
12. describe cost, volume and profit relationships (B, C, D, E, F, G, H);

**Course Requirements**:

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

- Students are required to use BPCC's LMS and My Culinary lab and are encouraged to use the BPCC Library to research topics and employment opportunities.

**Course Grading Scale:**

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 0 - 59

**Attendance Policy**: The college attendance policy is available at http://catalog.bpcc.edu/content.php?catoid=5&navoid=369

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

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