

Southeast Missouri State University
Course Syllabus

Department of Human Environmental Studies Course No. FN304

Title of Course: Menu Planning and Purchasing Revision _____

New Spring 2003

I. Catalogue description and credit hours: Menu planning and purchasing for various target markets; includes analysis of food and equipment, specifications, purchasing methods and pricing strategies. (3 hrs)

II. Prerequisite: FN205
(Required for foodservice and hospitality and dietetic majors).

III. Purposes and objectives of the course:

- A. To produce planned menus within cost and market constraints for various target markets.
- B. To identify menu cost factors, production mechanics and analysis techniques, and apply them to menu planning.
- C. To identify procurement considerations including the complete purchasing process: product selection, receiving, storage, distribution, and inventory management.
- D. To demonstrate decision making skills in purchasing food and equipment for food service operations.

IV. Expectations of Students:

- A. To read assigned materials, utilize available resources, and participate in class discussions.
- B. To exhibit professional behavior both on and off campus.
- C. To complete assignments and field reports in a timely and professional manner.
- D. To successfully complete all examinations.

V. Course Content or Outline:

Week	Topic	Number of hours
1.	The menu as a management tool	3
2.	Menu Planning: Considerations and limits	3
3.	Menu Planning: Cost factors and cost controls	3
4.	Menu Planning: Menu pricing, mechanics and analysis	3
5.	Menu Planning: Various operations, populations, and special diets	3
6.	Menu Planning: Accuracy, evaluation, and factor analysis	3
7.	Procurement, specifications, purchasing	3
8.	Receiving, storage, and inventory	3
9.	Purchasing food products: Grains, fresh produce	3
10.	Purchasing food products: Processed foods	3
11.	Purchasing food products: Meats, seafood and poultry	3
12.	Purchasing food products: Dairy products	3
13.	Purchasing food products: Beverages	3
14.	Purchasing nonfood products: Production equipment	3
15.	Purchasing nonfood products: Service equipment	3
	Total hours	45

VI. Textbook(s) and other Required Materials or Equipment:

Feinstein, AH, Stefanelli, JM. (2002). Purchasing: Selection and Procurement for the Hospitality Industry. (5th ed.). NY: John Wiley and Sons, Inc.

McVety, PJ, Ware, BJ, Levesque, C. (2001). Fundamentals of Menu Planning. (2nd ed.) NY: John Wiley and Sons, Inc.

VII. Basis for Student Evaluation:

Examinations	50%
Participation	20%
Assignments and Field Reports	30%