Catalog Description: “Principles in management of institutional food service. Emphasis on menu planning, cost control, and purchasing/procurement responsibilities. Lectures and group project.” This course will meet the requirements of the American Dietetics Association (ADA) and Commission on Accreditation on Dietetics Education (CADE) for dietetics majors. See also General Objectives below.

Prerequisites:
- TIM 184 (Principles of Food Prep) or FSHN 312 (concurrent ok) or consent.
- FSHN 185 (Sci of Human Nutrition) or consent.

In addition, students should be familiar with a nutritional/dietary analysis software program. The ability to use word processing and computer spreadsheets is also highly recommended. I expect that you either have or will independently learn the needed skills.

Instructor: Dr. Stuart T. Nakamoto
Office: AgSci 314B
Phone: 956-8125
email: snakamo@hawaii.edu

Office Hours: by appointment. Students are also encouraged to use email. Unless I am in the field, you can expect a response by the end of the working day.

Textbook (optional): Earlier editions also ok.

General Objectives.
This course covers institutional purchasing/selection/procurement and cost management, with an emphasis for students in the dietetics and nutrition programs. We will emphasize dietary and nutritional aspects, e.g. in menu planning, and on cost control, and have less emphasis on other managerial/business aspects. Instead of for profit (hotel & restaurant-type) operations, we will focus on hospitals, educational institutions, health care facilities, and similar organizations where profit may not be a direct business objective.

Students successfully completing this course will

(1) be familiar with terminology and procedures commonly used in institutional purchasing,
(2) be introduced to legal and managerial factors associated with institutional purchasing,
(3) be familiar with terminology and procedures commonly used in managing costs of foodservice operations,
(4) be able to use spreadsheets (Excel) in analyses for managing costs,
(5) function as an effective member of a project team.
I hope you will gain some textbook concepts as well as the ability to apply those concepts and concurrently, that you improve your critical thinking, problem solving, and interpersonal skills.

**Course Administration.**

Class meetings are lecture and discussion oriented. Since no textbook is required, the material for most topics will be presented only in class or handouts. I therefore urge you to participate in class, especially by raising questions and generating discussion on material that is not clear. If you miss a class, you are responsible for materials presented and discussed. The instructor will not loan out lecture notes beyond what is handed out in class.

10% of your grade is based on class attendance. This will be quantified by ‘spot-check’ assignments collected for attendance – you automatically get 50% for the assignment just for turning something in – as well as for content. Examples are student info sheets, pop quizzes, “muddiest point” comment/question cards, and attendance logs.

40% of your grade will be two examinations worth 200 points each. Exams may be made up only if absence is excused beforehand, or with a physician's note presented immediately after returning to classes.

I also expect you to ‘learn by doing’ as well as develop interpersonal skills, so a team project will make up the remaining 50% of your grade. This has typically been a very time-intensive exercise, so I strongly suggest that you plan accordingly and not leave things for the last minute.

Students are expected to demonstrate maturity and professionalism, and common courtesy and respect toward others. I encourage you to discuss and study with your peers, but respect other’s rights to privacy if they so desire. See also “Academic Integrity” below.

**Grading and Standards:**

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<tr>
<td>Class Participation</td>
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<tr>
<td>Midterm I</td>
<td>200</td>
<td>20%</td>
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<td>MT II (Final)</td>
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<td>20%</td>
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<td>Team project</td>
<td>500</td>
<td>50%</td>
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<td><strong>TOTAL (100%)</strong></td>
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Final grades will be determined from a class curve using the following general guidelines based on total scores:

- 92% and above = A;
- 82-92% = B;
- 60-70% = D;
- less than 60% = F.
- 70-82% = C;

**Final Exam:** <date>

**NO INCOMPLETES.** Check schedule for last day to withdraw.

**Academic Integrity.** As adults and aspiring professionals, I expect all students to have a high sense of honor and ethics. Students are forewarned that all opportunities for violations will be closely scrutinized. No form of academic dishonesty is acceptable. Cheating includes plagiarism or turning in the work of others and claiming it as your own, and giving or receiving aid on an examination. You are allowed to study together and assist one another in preparation for the exam, but not during the exam, All parties cheating will automatically receive no points (0 points) for the assignment or exam. See the UH General Catalog for other sanctions and discussion.

The Student Information Form includes a statement that you understand this syllabus including academic integrity and that you are willing to abide by them. You must sign the form and return it to me by the second week of class. You will be dropped from this class if you fail to do so.

Remember, ignorance of these rules is no excuse!
Note: The material for topics will be presented mainly in class or handouts, using the optional text for supplemental reading. If there is a conflict with the text, class materials will be treated as the “preferred” (i.e. correct for exam) answer.

**Topic [chapter in text*]**


**Getting Started**
- Course Mechanics & Project Logistics
- Intro to Institutions

**Menus and Recipes**
- Role in Foodservice
- Types of Menus
- Menu Planning & Forecasting
- Standardized Recipes
- Recipe &Plate Costs
- Menu Pricing
  - Review: Accounting & Economic Principles w/Focus on Costs
- Menu Evaluation

**Product Specifications**
- Principles of Product Specifications [8]
- Meat [23]
- Fresh Produce (Fruits & Vegetables) [17]
- Processed Produce/Groceries [18]
- Dairy & Eggs [19,20]
- Poultry & Fish [21,22]
- Beverages [24 (skim alcohol)]

**Overview of Purchasing**
- Principles and Functions [1,2,5]
- Markets, Marketing, and Adding Value [3,4]
- Food Laws [4 pp 53-64]
- Structure & Conduct of Purchasing [6,7,12]

**Principles of Selection & Procurement**
- Ordering & Receiving [13 (skim),14 (skim)]
- Payment [11]
- Inventory/Food Storage [15 (skim)]
- Optimal Amount & Price [9, 10]
- Control [16]