COURSE TITLE:
HR214 – Banquet and Catering Management

PREREQUISITES:
HR101

CREDITS/HOURS:
2 credits; 2 hours lecture

COURSE DESCRIPTION:
HRM 214 BANQUET AND CATERING MANAGEMENT introduces the student to the skills necessary to be a qualified, competent and creative foodservice specialist.

MEANS OF ASSESSMENT:
Given guidelines recommended by the NATIONAL RESTAURANT ASSOCIATION, THE AMERICAN HOTEL MOTEL ASSOCIATION, C.H.R.I.E. and others; and lectures, demonstrations, instruction sheets and discussions, course participants will:

1. Distinguish professional preparation and service techniques available in the various foodservice settings from techniques used in catering and banquet functions;
2. Compare off-premise with on-premise catering;
3. Plan a theoretical banquet menu, utilizing accepted menu planning concepts;
4. Prepare a checklist of supplies and equipment necessary for the theoretical menu;
5. Organize an evaluation of systems necessary for performing necessary catering preparation and service functions;
6. Simulate implementation of standardization procedures for quality control in the areas of operations, costs, and functional systems;
7. Explore the human relations approach to staffing;
8. Discriminate when choosing complementary types of delivery and service; and
9. Devise methods for holding, delivering and serving foods for off-premise functions;

EVALUATION AND GRADING:
The grading system used in this course will count class participation, scores on quizzes, homework and a final project. The following allocation will be used:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class Participation</td>
<td>20%</td>
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<tr>
<td>Presentation</td>
<td>20%</td>
</tr>
<tr>
<td>Projects (3)</td>
<td>60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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NOTE: In borderline cases, which arise in almost every class each semester, a student's attitude and observed effort will be considered in helping to determine the student's final grade.

TEXTBOOK:

OTHER COURSE REQUIREMENTS:
When a student is absent from one or more classes, a grade cannot be recorded for those absences or quizzes administered on those days since the student was not there to earn a grade. **There will be no make-up exams.**

The attendance book will be available during the class; be sure to check in, otherwise you will be carried in the roll book as being absent. If a project is submitted late, there will be a 5% penalty imposed when it is submitted.

If the student’s schedule and the instructor’s office hours conflict, an appointment must be made to meet with the instructor at a time which is convenient to both. It is the student’s responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that counseling, advice and/or tutoring can be arranged if needed.
The use of cell phones in class is prohibited. CELL PHONES MUST BE TURNED OFF WHILE IN CLASS. If a cell phone rings while a student is in class, the student will be asked to leave and will be considered absent for the day.

If the student MUST receive an emergency call during class, the cell phone MUST be on vibrate or other noiseless indicator, and the student will leave the class quietly so as not to disturb the instructor or other students. If an emergency call is expected, the student must notify the instructor before the class starts.

Students who require accommodations by the American with Disabilities Act (ADA) can request support services from the Office of Specialized Services of Bergen Community College, 201-612-5270 or http://www.bergen.edu/pages/676.asp
RESOURCES AND BIBLIOGRAPHY:


Knight, J.B. and Kotschevar L.H.  Quantity Food Production Planning and Management. CBI Publishing Co., Boston, MA 1979


Petteruto, R.  How to Open and Operate a Restaurant. Albany, NY: Delmar Publishers, 1979


USDA.  Labor Requirements and Operating Costs in Fast Food Restaurants. J. F. Freshwater. Agricultural Research Service, Marketing Research Report #1033


Vallen, J.J.  Check In-Check Out, 2nd ed. Dubuque, IA: Wm. C. Brown, Co., 1990

Week 1. ______ Chapter 1
Week 2. ______ Chapter 2
Week 3. ______ Chapter 3
Week 4. ______ Chapter 4
Week 5. ______ Chapter 5
Week 6. ______ Chapter 6

Project #1 Plan a theoretical banquet menu, utilizing accepted menu planning concepts;

Week 7. ______ Chapter 7
Week 8. ______ Chapter 7
Week 9. ______ Chapter 8
Week 10. ______ Chapter 9

Project #2 Prepare a checklist of supplies and equipment necessary for the theoretical menu you created for Project #1;

Week 11. ______ Chapter 10
Week 12. ______ Chapter 11

Project #3 Devise methods for holding, delivering and serving foods for off-premise functions;

Week 13. ______ Chapter 12
Week 14. ______ Chapter 13
Week 15. ______ Presentations

NOTE: This Lesson Schedule is Subject to Change