

BERGEN COMMUNITY COLLEGE
DEPARTMENT OF BUSINESS, HOTEL/RESTAURANT/HOSPITALITY
COURSE SYLLABUS

COURSE TITLE: HRM 106-001-099WB Menu Planning and Nutrition

COURSE DESCRIPTION: Menu Planning is a study of the principles of menu planning for a variety of food service operations. The preparation of balanced menus to meet differing nutritional needs and the value of nutrients and calories in maintaining good health are discussed.

CREDITS: 1 credit; 1 hour lecture, 1 hour laboratory

PREREQUISITES: None

TEXTBOOK: McVety, P.J., Ware, B.J., and Ware, C.L. Fundamentals of Menu Planning, 3rd ed. John Wiley & Sons, Hoboken, NJ 2009

COURSE CONTENT: The major objective of a foodservice organization is to set up a situation in which prospective consumers are induced to consume food items containing needed nutrients in satisfactory quantities. This course will introduce menu planning as a process that consists of determining **which** items are to be served and **when** they are to be served.

STUDENT LEARNING OUTCOMES: Course participants, by studying accepted principles and processes described in the literature, and constructing sets of menus suited to particular foodservices located in one or more of the varied settings will:

1. Construct a 28 day cyclical menu in their choice of foodservice setting using instructor-prepared guidelines;
2. Differentiate between the types of food services which meet the diverse needs of clientele by identifying the psychological, sociological, and physiological influences on food choices and food habits;
3. Analyze selected foodservice menus for food and ingredient variety, and appeal to the target group, by writing the menu utilizing industry-accepted principles and guidelines;

4. Indicate sound nutritional food choices by preparing menus that are nutritionally correct; and
5. Develop systems of preparation and service for restaurants and institutions by writing menus which utilize the types and models of available foodservice equipment.

OTHER
COURSE
INFORMATION:

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.

OTHER COLLEGE, DIVISIONAL, & DEPARTMENTAL POLICY STATEMENTS

STUDENT AND FACULTY SUPPORT SERVICES

The Distance Learning Office – for any problems you may have accessing your online courses contact psimms@bergen.edu in Room C-329 (201-612-5581); Smarthinking Tutorial Service On Line at: <http://www.bergen.edu/current-students/tutoring/online-tutoring-with-smartthinkingcom>. The The Online Writing Lab (OWL) On Line at: www.bergen.edu/owl, The Office of Specialized Services (for Students with Disabilities) www.bergen.edu/oss, The Sidney Silverman Library – Reference Desk Room L-226 201-447-7436

Special Note on the Tutoring Center

The Henry and Edith Cerullo Learning Assistance Center encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. The website of the Learning Assistance Center is located at www.bergen.edu/tutoring . We strongly recommend that you make use of those services as you progress through the semester. You can also make appointments for tutoring online located at <http://www.bergen.edu/current-students/tutoring/tutoring-center>. Click on the link for the "Tutoring Appointment System."

Important College Policies

See the **2014-2015 BCC Catalog** for Withdrawal from Classes and Refunds, Grading, Course Grade Appeal Policy, and Academic Integrity and Plagiarism: **www.bergen.edu/catalogs**.

Also check Class Attendance Policy, Acceptable Use of Information Technology Resources, Clubs, Code of Student Conduct, Alcohol and Drug Policy, Family Education Rights and Privacy Act, Sexual Harassment Policy, Campus Assault Victim's Bill of Rights, Smoking Policy, and Traffic Regulations.

HRM 106099WB - MENU
PLANNING AND NUTRITION
EVALUATION AND GRADING

- 1 This is a short introduction to the course.
- 2 Chapter 1. Read the chapter and answer the questions on page 21. Hold on to copies of your answers, (you will need them later in the course) but submit your answers for Questions 2 and 4. Please do not exceed . a half page for each answer.
- 3 Read chapter 2 and answer the questions on page 36. Hold on to copies of your answers, (you will need them later in the course) but submit your answers for Questions 1 and 2. Please do not exceed a half page for each answer. Use MSWORD, Compatible Mode (Word 97 - 2003). Left-click on the links on the Syllabus to see and print-out the of market analysis.
- 4 Read chapter 3 and answer the questions on page 60. Hold on to copies of your answers, (you will need them later in the course) but submit your answers for Questions 1 and 6. Please do not exceed a half page for each answer. Use MSWORD, Compatible Mode (Word 97 - 2003). Print-out the examples of resources and a link to USDA - CHOOSE MY PLATE.
- 5 Read chapter 4. Load both QUIZ 1 and the QUIZ 1 ANSWER SHEET . Write your answers on the answer sheet. Hold on to copies of your answers, (you will need them later in the course) but submit your answers by the date indicated.

Also, load "OLD BUT GOOD MENU INFO". This contains a no-nonsense approach to menu planning. Newer authors quote from J. O. Dahl repeatedly.
- 6 Read chapter 8 and answer the questions on page 154. Hold on to copies of your answers, (you will need them later in the course) but submit your answers for Questions 7, 8 and 9. Please do not exceed a half page for each answer. Use MSWORD, Compatible Mode (Word 97 - 2003).
- 7 Load chapter 6 from the MENU PLANNING SUPPLEMENT. Read the chapter and answer the questions on "QUIZ #2". Write your answers on, "MENU PLANNING QUIZ 2 ANSWER SHEET". Submit your answers.

Also, retrieve a copy of the EXPLANATION OF FINAL ASSIGNMENT. You have until May 7, 2012 to complete it. You will submit your incomplete, ongoing work at least 4 times from now until the due date, so that your progress can be checked, and errors corrected before you submit the final copy.
- 8 Read TEXTBOOK chapter 6 and answer the questions on page 116. on Hold on to copies of your answers, (you will need them later in the course) but submit your answers to question 2, 4, and 5. Use MSWORD, Compatible Mode. (Word 97 - 2003)

Also, load the information sheets to help you understand the process of standardizing a recipe.
- 9 Chapter 7 is a detailed explanation about how to standardize a recipe. It is so important a subject that the subject is overlapped in many courses. If you have a foodservice, you need recipes. Your customer's needs and the needs of your business require that you know how the standardization process works. Retrieve another version of the standardization process from, "STANDARDIZING RECIPES".

- 10 Read chapter 7. Answer the questions on page 110. Hold on to them (you will need them at the end of the course). Click on the link below to retrieve a set of practice problems for determining costs. Submit them by the date specified.
- 11 READ CHAPTER 8-MENU PLANNING SUPPLEMENT. IT SHOWS THE WAY A SMALL BUSINESS WOULD KEEP RECORDS WITHOUT A COMPUTER. THE INVENTORY COST SHEET TAKES THE PLACE OF MANY INGREDIENT CARDS.
- IF YOU NEED TO COST A RECIPE, THE OTHER FILES WILL INDICATE THE METHOD TO USE WHEN YOU USE A COMPUTER. IF YOU DON'T FULLY UNDERSTAND THE METHODOLOGY, IT IS NOT REQUIRED FOR THIS COURSE, BUT YOU MAY WISH TO REGISTER FOR THE "HRM108-COMPUTER APPLICATIONS FOR THE HOSPITALITY INDUSTRY" COURSE. THERE, YOU WILL RECEIVE ALL OF THE NECESSARY MODELS AND APPLICATION TEMPLATES REQUIRED TO COST RECIPES AND MENUS.
- Load and use the RECIPE COSTING APPLICATION. Within the file are instructions to adjust a recipe's yield and to cost the recipe in the same application, automatically.
- 12 Read chapter 9 and answer the questions on page 163. Hold on to copies of your answers, (you will need them later in the course) but submit your answers for Questions 1, 5, and 6. Please do not exceed a half page for each answer. Use MSWORD, Compatible Mode (Word 97 - 2003).
- Also use the links included as part of the RESOURCES on the course syllabus.
- 13 Read chapter 10 and answer the questions on page 181. Hold on to copies of your answers, (you will need them later in the course) but submit your answers for Questions 1, 5 and 6. Please do not exceed a half page for each answer. Use MSWORD, Compatible Mode (Word 97 - 2003).
- 14 Read chapter 9 MENU PLANNING SUPPLEMENT and answer the questions on the Question link below. Click on the link to open it. Submit the answers to questions 1, 3, and 5 only. Hold on to the remaining answers and the answers from all of the other assignments.
- 15 SUBMIT 3 OF ANSWERS FROM EACH OF CHAPTER QUESTIONS, OF THOSE YOU DID NOT SUBMIT FOR CREDIT. THEY WILL BE WORTH **30 PERCENT** (50 points) OF YOUR GRADE. THE ANSWERS TO THE QUESTIONS THAT YOU SUBMITTED FROM EACH CHAPTER, INCLUDING QUIZZES WILL BE WORTH **40 PERCENT** (68 points) OF YOUR GRADE. THE 30 DAY CYCLICAL MENU IS WORTH **30 PERCENT** (50 points) OF YOUR GRADE.

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 Division of Business, Social Sciences and Public Service
 HOTEL/RESTAURANT/HOSPITALITY DEPARTMENT
HRM 106-099WB MENU PLANNING AND NUTRITION COURSE CALENDAR

WEEK NUMBER	DATE WEEK OF	LESSON
1		Menu Planning Supplement – Chapter 6
2		Introduction to Menu Planning
3		Chapter 1- New Trends in the Foodservice Industry Pg 21 - #2, #4 – (4) points
4		Chapter 2- Market Survey <u>First Draft of the Menu Project Due</u> Pg 36 - #1, #2 (4) points
5		Chapter 3- Nutrition and Menu Planning Pg 60 - #1, #6 (2) points
6		Chapter 4- Foodservice Menus Quiz #1 (4) points
7		Chapter 8- Characteristics of a Menu <u>Second Draft of the Menu Project Due</u> Pg 154 - #7, #8, #9 (9)points
8		Chapter 6- Standard Recipes Pg 116 - #2, #4, #5 (6) points Quiz #2 – Chapter 6 Menu Planning Supplement (16)points
9		Menu Planning Supplement – Chapter 7 No Written Assignment
10		Chapter 5- The Yield Test (6) points Pg 110 All Questions
11		Menu Planning Supplement - Chapter 8 No Written Assignment <u>Third Draft of the Menu Project Due</u>
12		Chapter 9- Sales History Pg 163 - #1, #5, #6 (6) points
13		Chapter 10-Merchandising the Menu Pg 181 - #1, #5, #6 (6) points
14		Menu Planning Supplement - Chapter 9 Menu Pricing Quiz #1, #3, #5 (6) points
15		<u>Final Menu Project Due (50)points</u> All other chapter questions due total (50) points

Note: This calendar is subject to change without notice by the instructor!

RESOURCES:

American Diabetes Association, Inc., and the American Dietetic Association. Exchange lists for meal planning. American Diabetes Association, Inc., and the American Dietetic Association Chicago, IL 1990

American Hospital Association. Diet and menu guide for extended care facilities. American Hospital Association, Chicago, IL 1967

Ewald, E.B. Recipes for a small planet. Ballantine Books, Inc., NY 1973

Green, E.F., Drake, G.G. and Sweeney, F.J. Profitable food and beverage management: operations. Ahrens series. Hayden Book Co., Rochelle Park, NJ 1978

Kinder, F., and Green, N.R. Meal management, 5th ed. Macmillan Publishing Co., Inc. NY 1978

Kotschevar, L.H. Standards, principles and techniques in quantity food production, 3rd. ed. CBI Publishing Co., Inc., Boston, MA 1975

Lappe', F.M. Diet for a small planet. Friends of the Earth/Ballantine Books, Inc., NY 1971

Lundberg, D.E. and Armatas, J.P. The management of people in hotels, restaurants and clubs, 4th. ed. Wm. C. Brown Company, Dubuque, IA 1980

Powers and Powers. Food service operations: planning and control. Wiley Service Management Series. John Wiley & Sons, Inc., NY 1984

Robertson, L., Flinders, C. and Godfrey, B. Laurel's kitchen. Nilgiri Press, Berkeley, CA 1976

Robinson, C.H. and Weigley, E.S. Basic nutrition and diet therapy, 5th ed. Macmillan Publishing Co., NY 1984

Rozin, E. The flavor-principle cookbook. Hawthorne Books, Inc., NY 1973

Stokes, J.W. How to manage a restaurant or institutional food service, 3rd ed. Wm. C. Brown and Co., Dubuque, IA 1977

Tolve, A.P. Standardizing foodservice for quality and efficiency. AVI Publishing Co., Westport, CT 1984

Turner, S. and Aronowitz, V. Healthwise quantity cookbook. CSPI, Washington, DC 1990

Visick, H.E. and van Kleek, P. Menu planning: a blueprint for better profits. McGraw-Hill, Inc., NY 1974

Weiss, E. and Weiss, H. Catering handbook. Ahrens Publishing Co., Inc. NY 1971

Wenzel, G.L. and Editors of CBI. Wenzel's menu maker. 2nd ed. CBI Publishing Co., Boston, MA 1979

West, Wood, Harger and Shugart. Food Service in institutions. 5th ed. John Wiley & Sons., New York 1977

Yudd, R. A. Successful buffet management. Van Nostrand Reinhold, New York 1990

Zaccarelli, H.E. and Maggiore, J. Menu planning: food purchasing and management. Purdue University, East Lafayette, IN 1962