

LAST REVIEW:

2009-2010

NEXT REVIEW:

2014-2015

STATUS:

A

COURSE TITLE: Catering

COMMON COURSE NUMBER: FSS 1284

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 48 Lab:

Clinic: Other:

PREREQUISITE(S): None

COREQUISITE(S): None

PRE/COREQUISITE(S): None

COURSE DESCRIPTION : This course provides a survey of catering operations. Topics covered include the preparation of a menu, estimating cost and food quantities, planning the room arrangement, the setup of buffet and service tables, and the performance of services. In addition, the allocation of time to prepare, transport, and setup the equipment and food for a catered affair are studied.

UNIT TITLES

- 1. Introduction to the Catering Equipment**
- 2. Kitchen, Commissary, Sanitation, and Accident Prevention**
- 3. Starting and Staffing a Catering Business**
- 4. Selling Catering Services and Business Practices**
- 5. The Affair: Planning**
- 6. The Affair: Preparation**
- 7. The Affair: On-Site Service**
- 8. The Bar and Special Cakes for the Affair**
- 9. Centerpieces, Food Decoration, and the Menu/Recipe File**

EVALUATION:

Evaluation may include but is not limited to the following:

Exams, Quizzes, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Practicum, Internships, Externships, and Research Reports.

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UNITS

Unit 1 : Introduction to the Catering Equipment

General Outcome:

- 1.0 The students should be able to identify and describe the use of major equipment needed in preparing different types of catering services.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Describe the basic types of catering services.**
- 1.2 Identify and list minor and major types of catering equipment.**
- 1.3 Identify and list the portable and serving equipment needed for catering.**
- 1.4 List the linen, paper goods, and novelty items used in catering.**
- 1.5 Develop an information list of equipment and items for catering various affairs.**

Common Course Number: FSS1284

Unit 2: Kitchen, Commissary, Sanitation, and Accident Prevention

General Outcome:

- 2.0 The students should be able to identify sanitation and accident standards to be followed in the kitchen and commissary.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

2.1 Identify sanitation rules that must be followed.

2.2 Describe how temperature settings affect food sanitation and guest safety.

2.3 Identify areas where accident prevention must be followed.

2.4 Describe standards of safe conduct in the kitchen or commissary.

2.5 Differentiate between the following catering services:

2.5.1 Banquet hall services

2.5.2 Off-premises services

2.5.3 Mobile unit services

2.6 Identify sanitation and safety standards to be followed between catering in a banquet hall, off-premises, and mobile units.

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Unit 3: Starting and Staffing a Catering Business

General Outcome:

- 3.0 The students should be able to discuss how a catering business can be started and develop a staffing chart for various types of catering services.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Discuss the requirements that should be met in starting a catering business.**
- 3.2 Identify and discuss the training and background knowledge needed for working in the catering business.**
- 3.3 Develop a staffing chart for the following catering services:**
- 3.3.1 A dinner**
 - 3.3.2 A banquet hall affair**
 - 3.3.3 An off-premises affair**
 - 3.3.4 A mobile unit business**
- 3.4 Identify catering job assignments and describe their responsibilities.**

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Unit 4: Selling Catering Services and Business Practices

General Outcome:

- 4.0 The student shall be able to describe how catering services can be sold and discuss other business practices that must be followed.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Identify and discuss effective methods of selling catering services.**
- 4.2 Develop an advertisement for a catering company.**
- 4.3 Critique real samples of advertisements used by catering companies.**
- 4.4 Identify the licensing requirements of catering companies.**
- 4.5 Identify and discuss insurance coverages available to the catering business.**
- 4.6 Explain the need of adequate bookkeeping in the catering business.**

Common Course Number: FSS1284

Unit 5: The Affair: Planning

General Outcome:

5.0 The students should be able to plan a catering affair.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Explain how the number of guests, location, and time of service impact the cost of a catered affair.**
- 5.2 Plan a menu for an off-premises or banquet hall function.**
- 5.3 Prepare a list of foods to be used in achieving the prepared menu.**
- 5.4 Estimate the cost of food for the planned menu.**
- 5.5 Estimate the cost of catering an affair by considering the variables of food cost, number of guests, location, staffing, and time of service.**
- 5.6 Describe how to estimate quantities for self-service.**
- 5.7 Describe how to estimate quantities for served meals.**
- 5.8 Differentiate between costing a self-service function and a served meal.**

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Unit 6 : The Affair: Preparation

General Outcome:

- 6.0 The students should be able to prepare a floor plan, and develop the appropriate decor and atmosphere for a catered affair.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Prepare a detailed floor plan.**
- 6.2 Identify the atmosphere needed and develop the appropriate decor.**
- 6.3 Identify the staff responsible for room arrangement.**
- 6.4 Describe the table setting and service.**
- 6.5 Develop a theme party.**

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Unit 7: The Affair: On-Site Service

General Outcome:

7.0 The students should be able to prepare a time line to effect on-site services.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

7.1 Prepare a list of food and equipment to be used.

7.2 Establish a timetable for the transportation of food and equipment.

7.3 Develop a schedule that allocates time to on-site service activities.

7.4 List and discuss the fringe services that a catered affair may require.

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Unit 8: The Bar and Special Cakes for the Affair

General Outcome:

8.0 The students should be able to setup the bar and identify cakes for special occasions.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Setup a bar in a private home.**
- 8.2 Describe the need for taking a bottle inventory.**
- 8.3 Identify specialty drinks for special functions.**
- 8.4 Identify and list types of cakes used for special occasions.**
- 8.5 Discuss how to cut various types of cakes.**

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Unit 9: Centerpieces, Food Decoration, and the Menu/Recipe File

General Outcome:

9.0 The students should be able to develop a centerpiece, food decorations and a menu/recipe file.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

9.1 List and describe the various types of centerpieces.

9.2 Create a simple centerpiece.

9.3 Develop various garnished and decorated foods.

9.4 Prepare a party menu and recipes.

9.5 Develop three party menus and recipe files.