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| **ABU_KKK_01-15.jpg** | **ECTS Course Description Form** |
| **PART I ( Senate Approval)** |
| **Offering School**  | *Tourism Faculty* |
| **Offering Department** | *Tourism and Hospitality Management* |
| **Program(s) Offered to** | *Tourism and Hospitality Management* | *Must* |
|  |  |
|  |  |
| **Course Code**  | *TRM 223* |
| **Course Name** | *Food and Beverage Management I* |
| **Language of Instruction** | *English* |
| **Type of Course** | *Lecture* |
| **Level of Course** | **Undergraduate** |
| **Hours per Week** | **Lecture:** 3 | **Laboratory:** | **Recitation:**  | **Practical:**  | **Studio:** | **Other:** |
| **ECTS Credit** | *5* |
| **Grading Mode** | *Letter Grade* |
| **Pre-requisites** | *NA* |
| **Co-requisites** | *NA* |
| **Registration Restriction** | *NA* |
| **Educational Objective** | *Create awareness of Food and Beverage operations and management functions* |
| **Course Description** | *Explanation and analysis of the internal workings of a food service management in business, industry and health related facilities. Presentation and analysis of food service organization structures, job descriptions, internal controls, internal system design, specialty food service equipment considerations. Analysis of the factors in the context of areas such as hotels, airline catering, other transport catering, educational institutions and contract food service management. Field visits to above mentioned types of operations* |
| **Learning Outcomes**  | **LO1** | *Analyze a menu’s effectiveness from an design standpoint, a cost perspective, and a sales standpoint* |
| **LO2** | *Describe the positions that make up a restaurant staff and explain the responsibilities that fall to each of those workers and managers* |
| **LO3** | *Demonstrate knowledge of the liabilities involved with serving alcohol and describe actions that would be considered responsible alcohol distribution* |
| **LO4** | *Determine appropriate service methods*  |
| **LO5** | *Describe the process raw food and ingredients go through from purchasing to plate* |
| **LO6** | *Discuss the complementary relationship between sales and service* |
| **n..** |  |
| **PART II ( Faculty Board Approval)** |
| **Basic Outcomes (University-wide)** | **No.** | **Program Outcomes** | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **PO1** | **Ability** to communicate effectively and write and present a report in Turkish and English.  |  | **X**  |  |  |  |  |
| **PO2** | **Ability** to work individually, and in intra-disciplinary and multi-disciplinary teams. |  |  | **X** |  |  |  |
| **PO3** | **Recognition** of the need for life-long learning and **ability** to access information , follow developments in science and technology, and continually reinvent oneself. |  | **X** |  |  |  |  |
| **PO4** | **Knowledge** of project management, risk management, innovation and change management, entrepreneurship, and sustainable development. | **X** |  |  |  |  |  |
| **PO5** | **Awareness** of sectors and **ability** to prepare a business plan. | **X** |  |  |  |  |  |
| **PO6** | **Understanding** of professional and ethical responsibility and **demonstrating** ethical behavior. |  | **X** |  |  |  |  |
| **Faculty Specific Outcomes** | **PO7** |  |  |  |  |  |  |  |
| **PO8** |  |  |  |  |  |  |  |
| **PO9** |  |  |  |  |  |  |  |
| **PO10** |  |  |  |  |  |  |  |
| **PO11** |  |  |  |  |  |  |  |
| **PO12** |  |  |  |  |  |  |  |
| **Discipline Specific Outcomes (program)** | **PO13** |  |  |  |  |  |  |  |
| **PO14** |  |  |  |  |  |  |  |
| **PO15** |  |  |  |  |  |  |  |
| **PO16** |  |  |  |  |  |  |  |
| **PO17** |  |  |  |  |  |  |  |
| **PO18** |  |  |  |  |  |  |  |
| **Specialization Specific Outcomes** | **PO N….** |  |  |  |  |  |  |  |
| **PART III ( Department Board Approval)** |
| **Course Subjects, Contribution of Course Subjects to Learning Outcomes, and Methods for Assessing Learning of Course Subjects** | **Subjects** | **Week** |  | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | **LO6** |
| **S1** | 1 | IntroductionCourse description and syllabus |  |  |  |  |  |  |
| **S2** | 2 | Development of a restaurant concept | A1 |  |  |  |  |  |
| **S3** | 3 | Proper service styles and methods |  |  |  | A1 |  |  |
| **S4** | 4 | Outlet layout, design and equipment |  |  |  |  | A1 |  |
| **S5** | 5 | Sales responsibilities of the entire staff |  |  |  |  |  | A1 |
| **S6** | 6 | Functions of menu | A1 |  |  |  |  |  |
| **S7** | 7,9 | Approaches to F & B cost control including food cost, beverage cost, portion control, and yield management |  |  |  |  | A1, A3 |  |
| **S8** | 9 | Challenges of staff management |  | A1 |  |  |  |  |
| **S9** | 10 | Responsible alcohol distribution and bar management |  |  | A1 |  |  |  |
| **S10** | 11,12 | The purchasing process including ordering, receiving,storing, issuing, inventory, and storeroom management |  |  |  |  | A1,A3 |  |
| **S11** | 13 | Client contact and guest service |  |  |  |  |  | A1 |
| **Assessment Methods, Weight in Course Grade, Implementation and Make-Up Rules**  | **No.** | **Type** | **Weight** | **Implementation Rule** | **Make-Up Rule** |
| **A1** | **Exam** | *30%**50%* | *Midterm**Final* |  |
| **A2** | **Quiz** |  |  |  |
| **A3** | **Homework** | *20%* | *individual* |  |
| **A4** | **Project** |  |  |  |
| **A5** | **Report** |  | - | - |
| **A6** | **Presentation** |  | - | - |
| **A7** | **Attendance/ Interaction** |  | - | - |
| **A8** | **Class/Lab./****Field Work** |  | - | - |
| **A9** | **Other** |  |  |  |
| **TOTAL** | **100%** |
| **Evidence of Achievement of Learning Outcomes** | Students will demonstrate learning outcomes through in-class activities, home works and exams. |
| **Method for Determining Letter Grade** | Grade will be determined by your total points earned under the criteria below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total Points | 100 | 100-90 | 89-87 | 86.-84 | 83-80 | 79-77 | 76-74 | 73-70 | 69.-67 | 66.-64 | 63-60 | 59-0 |
| Letter Grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F |
| Value | 4.00 | 4.00 | 3.70 | 3.30 | 3.00 | 2.70 | 2.30 | 2.00 | 1.70 | 1.30 | 1.00 | 0.00 |

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| **Teaching Methods, Student Work Load** | **No** | **Method** | **Explanation** | **Hours** |
| ***Time applied by instructor*** |
| **1** | **Lecture** | Lecturing and utilizing the text-book and the additional readings provided by the instructor. | 14 x 3 = 42 |
| **2** | **Interactive Lecture** |  |  |
| **3** | **Recitation** |  |  |
| **4** | **Laboratory** |  |  |
| **5** | **Practical** |  |  |
| **6** | **Field Work** |  |  |
| ***Time expected to be allocated by student*** |
| **7** | **Project** |  |  |
| **8** | **Homework** | Students are engaged in an individual presentation activity  | 2 x 12 = 24 |
| **9** | **Pre-class Learning of Course Material**  | Students require to read the relevant chapters and academic papers before the class. | 14 x 1.5 = 21 |
| **10** | **Review of Course Material** | Students require to read the relevant chapters and academic papers after the class. | 14 x 1.5 = 21 |
| **11** | **Studio** |  |  |
| **12** | **Office Hour** | Each student requires to meet the instructor for their presentation  | 14 x 2 = 28 |
| **TOTAL** | *136* |
| **IV. PART** |
| **Instructor** | **Name** | Prof. Dr. F. Bike KOCAOGLU |
| **E-mail** | fatma.bike@antalya.edu.tr |
| **Phone Number** | *0242 245 00 00* |
| **Office Number** |  |
| **Office Hours** | *T 13:00-15:00* |
| **Course Materials** | **Mandatory** | *Management of Food and Beverage Operations, (5th Ed), Jack D. Ninemier, Educational Institute of the American Hotel Motel Assoc., 2010* |
| **Recommended** |  |
| **Other** | **Scholastic Honesty** |  |
| **Students with Disabilities** |  |
| **Safety Issues**  |  |
| **Flexibility** |  |