COURSE OUTLINE
Origination: Stephen Sparks – October 2009

DEPARTMENT: Hospitality and Service Occupations
CURRICULUM: Culinary Arts
COURSE TITLE: Theory 5 – Management Techniques
COURSE NUMBER: FSD 200
TYPE OF COURSE: Vocational Theory
COURSE LENGTH: 1 quarter
CREDIT HOURS: 5
LECTURE HOURS: 55
LAB HOURS: 0
CLASS SIZE: 24
PREREQUISITES: Enrollment in the Culinary Arts Program and Successful Completion of FSD 190 with a 2.0 or higher; or Instructor Permission

COURSE DESCRIPTION:
The focus of this course is on management techniques as they are related to a supervisor, sous chef or restaurant manager. Class room materials and discussions will include diversity, communication, expectations, employee training, delegation, job descriptions, performance reviews, standard operating procedures, coaching and counseling. Menu and Restaurant design. Time permitting one to two days will be devoted to writing and reading resumes and cover letters, for the purpose of growth and interpersonal communication skills. Students will select one perspective employer to research, and write a resume and cover letter designed to set student apart from competition.
STUDENT LEARNING OUTCOMES ADDRESSED:

1. Personal Responsibility - Demonstrate the ability to on time daily, responsible assignments; be motivated in learning new and traditional aspects of the culinary arts.
2. Human Relations - Work in groups effectively. Recognize the diversity of cultural influences and values of peers.
3. Critical Thinking and Problem Solving - This course requires students to critically analyze basic mathematic functions and basic techniques of cooking based upon Classical Teachings.
4. Information Literacy - Access and evaluate information from a variety of resources, including research in the library, various website searches, reading textbooks, and from peer discussion.
5. Communication - Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes.
6. Technology - Select and apply appropriate technology tools for personal, academic, and career tasks. Students should show proficiency in basic computer skills.

GENERAL COURSE OBJECTIVES:

1. Demonstrate calculations involved in food and beverage costs.
2. Demonstrate how to do food cost percentage.
3. Write a list of standard operating procedures.
4. Develop a business mission statement.
5. Prepare appropriate job descriptions related to hospitality positions.
6. Generate various styles of budgets.
7. Prepare various floor plans and restaurant designs.
8. Present resumes and cover letters.

TOPICAL OUTLINE:  

<table>
<thead>
<tr>
<th>I. F&amp;B Costs and Percentages</th>
<th>APPROX. HOURS</th>
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</thead>
<tbody>
<tr>
<td>II. Budgets</td>
<td>15</td>
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<tr>
<td>III. SOP’s</td>
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<tr>
<td>IV. Restaurant Layout and Design</td>
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</tbody>
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Total  55