Instructor Information

Instructor:  Jay McAfee, CEC  
Office:  220  
Mailbox:  CAHMI  
Hours:  Monday by appointment  
Tuesday  7:30am - 8:30am  
Wednesday  7:30am – 11:20am  
Thursday  7:30am – 8:30am  
Friday by appointment  
Phone:  501-812-2742  
Email:  jbmcafee@uaptc.edu  

*All emails and telephone calls will receive a response within 24-48 hours

Director: Renee Smith  501-812-2879  renee.smith@uaptc.edu  
Associate Dean: Todd Gold  501-812-2861  tgold@uaptc.edu

*If your emails and telephone calls do not receive a response within 48 hours, the appropriate chain of command is above.

Course Information

Online Class, Blackboard

Catalog Description

HOS 1302. Product ID and Quantity Food Purchasing  
Students learn to identify and evaluate food service products in this course. Emphasis is placed on the selection and specification requirements for purchasing the major types of foods, beverages and non-food items. Principles of product identification, proper receiving methods, storing, issuing of inventory items and inventory control are covered. Any required developmental education courses must be successfully completed before taking this course. Prerequisite: CUL 1302 or permission of instructor. 3 lecture hours. (3 credit hours)

Course Materials

ManageFirst: Purchasing with Online Testing Voucher, 2nd Edition  


Mission Statement
University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Management Institute, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

- Technology: Demonstrate proficiency in appropriate computer and information technologies. Apply technology to culinary and hospitality operations.
- Industry Math: Demonstrate applicable math skills to culinary and hospitality operations business.
- Sustainability: Formulate strategies to improve sustainability and ‘green’ principles in hospitality management.
- Nutrition: Use accepted nutrition standards that lead to positive health benefits. Discuss current community health trends and concerns.
- Purchasing and Cost Controls: Apply purchasing and cost control principles, related to culinary and hospitality business.
- Safety and Sanitation: Operate in a safe and sanitary manner. Demonstrate systematic approach to safety and legal issues of operations in back of the house and front of house environments.
- Marketing: Analyze strategies to serve the current needs of the hospitality industry. Describe contemporary culinary and hospitality trends.
- Communications: Demonstrate oral and written communication proficiency with public speaking, social media, menu design, and written articles and/or reports.
- Cultural Awareness: Demonstrate the dynamics of the changing global business environment. Discuss service, food, and dietary issues from cultural, religious, historical, and geographical perspectives. Service: Demonstrate best practices to meet current and changing guest needs and expectations.
- Professionalism: Demonstrate knowledge of personal skills, including accepted professional standards and codes of conduct. Apply culinary and hospitality terminology.
Overview: Demonstrates an understanding of the broad scope of career options in hospitality along with an overview of hospitality operations and standards.

Student Learning / Course Outcomes

- Identify a variety of fruits, vegetables, starches, legumes and grains.
- Discuss the flow of goods in a foodservice operation.
- Discuss how HACCP practices are addressed in the purchasing, receiving, storing, and issuing procedures.
- Describe formal and informal purchasing methods.
- Analyze market fluctuations and product cost.
- Discuss legal and ethical considerations of purchasing.
- Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits and vegetables.
- Outline yield and quality grades and National Association of Meat Purveyors (NAMP) specifications for meats.
- Write a bid specification.
- Evaluate received goods to determine conformity with user specifications.
- Receive and store fresh, frozen, refrigerated and staple goods. Describe the importance of receiving and inspecting product as it enters the facility.
- Conduct yield and quality tests on items such as canned, fresh, frozen and prepared products.
- Explain proper receiving and storing of cleaning supplies and chemicals.
- Conduct a yield and cost comparison test of pre-fabricated products and on-premises prepared products.
- Inventory food and non-food items using current technology.
- Explain the procedures for rotation of stock and for costing and evaluating, including FIFO and LIFO.
- Define and describe par stock.
- Describe proper procedures of issuing product according to requisition.
- Describe current computerized systems for purchasing and inventory control.
- Calculate and forecast purchase and preparation requirements based on a product’s yield on cooking, fabrication, and intangible waste factors.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever
possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**Course Policies**

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

*CAHMI Students (Culinary and or Hospitality) must be in uniform when on campus for class or official activities. The uniform policy may be found at the end of this syllabus.*

*CAHMI Students must also adhere to policies regarding safety and sanitation, lab use, and personal hygiene.*

**Grading Policy**

Letter grades will be based on the following scale:

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
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<tr>
<td>80 to 89%</td>
<td>B</td>
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<td>70 to 79%</td>
<td>C</td>
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60 to 69%  D
0 to 59%   F

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams</td>
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<tr>
<td>4 test</td>
<td>200</td>
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<tr>
<td>I and P Exam</td>
<td>100</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td>Homework</td>
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<tr>
<td>Observing Field Trips</td>
<td>50</td>
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<tr>
<td>Participation and Attendance</td>
<td>580</td>
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Total 1200 points

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)
Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

1-9/Week 1
Scavenger Hunt
Read Syllabus
Scavenger Hunt (25 Points)
Homework Chap. 1 Purchasing (25 points)

1-16/Week 2
Bulb, Root, Tuber and Fruit Vegetables
Purchasing Chapter 1
Slide Show (25 points)
Homework Chap. 2 Purchasing (25 points)

1-23/Week 3
Leaf, Stem, Flower Vegetables
Purchasing Chapter 2
Slide Show (25 points)
Homework Chap. 3 Purchasing (25 points)
1-30/Week 4
Legumes
Purchasing Chapter 3
Test 1

Slide Show (25 points)
Homework Chap. 4 Purchasing (25 points)
Test 1 (45 points)

2-6/Week 5
Mushrooms and Seaweeds
Purchasing Chapter 4

Slide Show (25 points)
Homework Chap. 5 Purchasing (25 points)

2-13/Week 6
Field Assignment to Fresh Market

Field Assignment Fresh Market (25 points)

2-20/Week 7
Nuts and Seeds
Field Assignment to Oriental Super Store
Test 2

Slide Show (25 points)
Field Assignment Oriental Super Store (25 points)
Test 2 (46 points)

2-27/Week 8
Work on Research Paper over Food Purveyor’s

Purveyor Research Paper (50 points)

3-6/Week 9
Cereals and Grains
Purchasing Chapter 5

Slide Show (25 points)
Homework Chap. 6 Purchasing (25 points)

3-13/Week 10
Berries, Stone Fruits and Pome Fruits
Purchasing Chapter 6

Test 3

Slide Show (25 points)
Homework Chap. 7 Purchasing (25 points)
Test 3 (45 points)

3-27/Week 11
Citrus and Tropical Fruits and Melons
Field Assignment to Market

Slide Show (25 points)
Field Assignment Market (25 points)

4-3/Week 12
Herbs, Spices, Seasonings, Sugars, Cocoa and Carab
Purchasing Chapter 7

Slide Show (25 points)
Homework Chap. 8 Purchasing (25 points)

4-10/Week 13
Dairy, Fat, Oils, Bindings, Leavenings, and beverages
Purchasing Chapter 8
Test 4

Paper on Dairy and Leavenings (40 points)
Test 4 (45 points)

4-17/Week 14
Practice Test for both test on Purchasing

Practice Test (50 points)
4-24/Week 15
Final for Product ID and Inventory and Purchasing Exam (100 points)

5-1/Week 16 Make up Day for any missed assignments
May 8th / Week 17

Final - National Certification Test/Purchasing Exam

Final (100 points)

ManageFirst Exam
PurchasingExam

100 points

Location: Pulaski Tech South/Culinary Arts and Hospitality Management Institute Classroom TBA

Wednesday 5.8.19 @ 8:30am

Bring your online voucher from the front of your book. You will not be able to take the test without it.

5-8-19 Final Exam Schedule: May 8th, Technology Lab, 8:30am

Don’t forget your online code voucher.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

All students of the CAHMI program are required to dress in the standard uniforms any time you are in the building!

Additional Materials and Dress Code:
For Lab Classes, each student is required to bring to class each day the following:
- PTC CAHMI standard Knife Kit (knives must be sharpened before each class)
- PTC CAHMI standard Baking Kit

It is the responsibility of each student to take care of their kits and keep up with all their knives and tools. The Pulaski Technical College Culinary Arts and Hospitality Management Institute assumes no responsibility for lost or stolen items.

Each student should come to class with a black permanent marker used for labeling, paper, and a writing instrument to take notes, tests, etc. Taking notes on lectures is essential as the information that will be given may not be available in the text. It is suggested that you bring a calculator. You should also have some type of thermometer for taking temperatures.

Hospitality Uniform:
- PTC Polo, Royal Blue or Black (available in the Bookstore)
- Black Slacks, Black Belt, Black Socks, Black Shoes (skid resistant)
- (or) Black Skirt (knee length), Black Stockings or Black Socks

Culinary & Baking Uniform:
- Official White PTC Chef Coat, Black Chef’s Pants, Black Socks, Black Shoes (skid-proof and polishable—no tennis shoes!) UAPTC black ball cap, UAPTC CAHMI Chef hat or hairnet, black sharpie, ink pen, thermometer, baking and or culinary kits.

All uniforms must be clean and pressed and in good repair. Uniforms should be buttoned up correctly.

Any student not adhering to this policy will not be allowed to attend class. Instructors are responsible for ensuring that students are adhering to the policy and instructors have the authority of interpretation.

Men must be clean-shaven or have neatly trimmed beard and mustaches when in lab classes. If facial hair is worn, a beard guard should be worn at all times.
Hair should not fall below the neckline or be in the face and must be neatly secured and restrained properly when pulled back underneath a hat or hairnet.
Nails should be neatly trimmed, clean, and free of fingernail polish.
No jewelry is allowed (with the exception of your wedding band).
No piercings of any kind please remove or cover up these before entering the lab or classroom. Facial jewelry that cannot be removed for medical or another reason should be covered up or clear inserts can be used.

As part of this class, we may make various off-site visits to industry related businesses. Students are REQUIRED to be in dress code for these visits.

Hospitality Students must wear proper shoes for kitchen passage. This is why we require skid resistant shoes that are not open toed. You are not generally in the kitchen, but you may have to pass through the kitchen to retrieve equipment or supplies.

Because of the attention to aroma detection in the classroom and lab, students should not wear cologne, perfume or other body sprays, lotions or creams. Students displaying strong odors such as these as well as odors such as cigarette smoke may be asked to leave the classroom.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Jay McAfee ONLINE Product ID and Purchasing class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________
Semester

________________________
Date

________________________
Print name

________________________
Signature

________________________
UA-UA-PTC Email address

________________________
Telephone