



TQF3

Bachelor's Degree

Master's Degree

College of Hospitality Industry Management

Course Specification

Course Code: IHR 3307

Course Title: Food Costing and Purchasing Management

Credits: 3 (3-0-6)

Program: Hotel Management
College of Hospitality Industry Management
Suan Sunandha Rajabhat University
(SSRUIC)

Semester: 3 **Academic Year:** 2021

Section 1 General Information

1. Code and Course Title:

English: IHR3307 Food Costing and Purchasing Management

Thai: IHR3307 การจัดการต้นทุนอาหารและการจัดซื้อ

2. Credits: 3(3-0-6)

3. Curriculum and Course Category:

3.1 Curriculum: Bachelor of Arts in Restaurant business

3.2 Course Category:

General Education

Required Course

Elective Course

Others

This course of Bachelor of Arts, College of Hospitality Industry Management, SSRU is categorized in *Specialized Area Courses*.

4. Lecturers Responsible for Course and Instructional:

Course Lecturer:

1. Lecturer responsible for Course: Ms.Yupaporn Kithwang

4.2 Instructional Course Lecturer: Ms.Yupaporn Kithwang

5. Contact/Get in touch

Room number: 306, Ms.Yupaporn Kithwang

Tel: 098-2244624 E-mail: yupaporn.ki@ssru.ac.th

6. Semester/Year of study

6.1 Semester 3 Year of study 2021

6.2 Number of students enrolled: 4 Students

7. Prerequisite Course

None

8. Co-requisite Course:

None

9. Learning Location

College of Hospitality Industry Management, Suan Sunandha Rajabhat University, Nakhon Pathom Campus

10. Last Date for Preparing and Revising this Course:

May 31st, 2022

Section 2 Aims and Objectives

1. Course Aims

At the end of this course, the student will reach to five domains in the following areas of performance:

1.1 Morals and Ethics

1. Be aware of values and morality, ethics, generosity, integrity and honesty as well as be able to solve critical problems and conflicts.
2. Have positive attitudes towards service careers.
3. Be able to lead and follow group members, work in team and be a role model for others; and
4. Have self-discipline, be punctual, responsibility to self, profession, and society.

1.2 Knowledge

1. Have up-to-date knowledge in the management and operation of businesses focus on cost and revenue both theories and practices widely, systematically and internationally.
2. Have integrated knowledge in other related disciplines; and
3. Have knowledge and understanding in restaurant process and operation techniques, which will be benefit in solving problems and adding up to the knowledge in the career.

1.3 Cognitive Skills

1. Be able to analyze the causes of problems and conflicts as well as be able to solve problems systematically and find out proper solutions to the problems;
2. Be able to apply both theoretical and practical knowledge into real-life problem; and

Be able to apply innovation and knowledge from other related academic fields in developing working skills.

- (3) Be able to apply both theoretical and practical knowledge into real-life problem;

1.4 Interpersonal Skills and Responsibility

1. Have responsibility for individual and group assignments as well as be able to help and facilitate others in solving problems; and

2. Be responsible for the improvement of self-academic learning and the profession continuously.

1.5 Numerical Analysis, Communication and Information Technology Skills

1. Be competent in foreign languages in listening, speaking, reading, writing and summarizing the main points effectively;
2. Be able to communicate with foreigners effectively in the appropriate contexts;
3. Be able to use technology to communicate and present effectively; and
4. Be able to apply statistical or mathematical knowledge in analyzing and interpreting the data.

2. Objectives for Developing / Revising Course (content / learning process / assessment / etc.)

The frequency and level of student engagement will be assessed for the curriculum including multimedia, homework assignments, exams, and textual content. Learning exercises and activities that result in higher student engagement will be adapted to future lessons.

Section 3 Characteristics and Operation

1. Course Outline

English: Accounting fundamental, basic principle of food cost controlling, purchasing process, internal controls, seasonal business cycles, inventory, measurement and standardize conversions principles include quantity, volume, and weight of ingredients, production planning, costing, and pricing for profit and efficiency management

Thai: วิชานี้เป็นวิชาที่ศึกษาเกี่ยวกับพื้นฐานการบัญชี หลักการพื้นฐานของการควบคุมต้นทุนอาหาร กระบวนการจัดซื้อ การควบคุมภายใน วัฏจักรธุรกิจตามฤดูกาล หลักการคงคลัง การวัดผล และการแปลงมาตรฐาน ได้แก่ ปริมาณ ปริมาณ และน้ำหนักของส่วนผสม การวางแผนการผลิต การคิดต้นทุนและราคาเพื่อการจัดการกำไรและประสิทธิภาพ

2. Time Length per Semester (Lecture – hours / Practice – hours / Self Study – hours)

Lecture (hours)	Remedial Class (hours)	Practice/ Field Work/ Internship (hours)	Self-Study (hours)
48	3+	0 hours	96 hours

3. Time Length per Week for Individual Academic Consulting and Guidance

(The lecturer responsible for course identifies the information, for example, 1 hour / week)

- 3.1 Self consulting at the lecturer’s office: Room Number 306
Building International College (Nakhon Pathom Education Centre/SSRU)
- 3.2 Consulting via office telephone/mobile phone: 098-2244624
- 3.3 Consulting via E-Mail: yupaporn.ki@ssru.ac.th
- 3.4 Consulting via Social Media (Facebook/Twitter/Line) Line Id: gigkith
- 3.5 Consulting via Computer Network (Internet/Web board)

Section 4 Developing Student's Learning Outcomes

1. Morals and Ethics

1. Morals and Ethics to be developed

- (1) Be aware of values and morality, ethics, generosity, integrity and honesty as well as be able to solve critical problems and disputes;
- (2) Have positive attitudes towards service careers;
- (3) Be able to lead and follow group members, work in team and be a role model for others;
- (4) Have self-discipline, be punctual, responsible to self, profession and society.

2. Teaching Strategies

(1) Provide examples on ethical and moral behavior in classroom such as the issue of plagiarism in doing assignments;

(2) Provide case studies that explain ethics in careers in the hospitality industry; and

(3) Be strict with classroom attendance and participation, classroom rules, students' uniform that have to be complied with the university rules and regulations.

3. Assessment Strategies

(1) Class attendance, class participation, and behavior in class;

(2) On-time submission of report and assignments and their quality; and

(3) Students' contribution on group assignments.

2. Knowledge

1. Knowledge to be developed

- (1) Have up-to-date knowledge in the management and operation of businesses in the hospitality industry both theories and practices widely, systematically and internationally;
- (2) Have integrated knowledge in other related disciplines; and
- (3) Have knowledge and understanding in the research process and techniques, which will be beneficial in solving problems and adding up to the knowledge in the career.

2.2 Teaching Strategies

(1) Use problem-based learning

(2) Use cooperative learning techniques; and

- (3) Invite guest speakers who are experts in the field of hospitality management to give special lectures.

2.3 Assessment Strategies

- (1) Quizzes
- (2) Midterm and Final examination
- (3) Assignments

3. Cognitive Skills

1. Cognitive Skills to be developed

- (1) Be able to analyze the causes of problems and conflicts as well as be able to solve problems systematically and find out proper solutions to the problems;
- (2) Be able to apply both theoretical and practical knowledge into real-life problem; and
- (3) Be able to apply innovation and knowledge from other related academic fields in developing working skills.

2. Teaching Strategies

- 1. Problem based learning
- 2. Cooperative learning techniques
- 3. Case studies
- 4. Invite guest speakers who are experts in the field of hospitality management to give special lectures.

3. Assessment Strategies

- 1. Quizzes
- 2. Midterm and Final examination
- 3. Assignments

4. Interpersonal Skills and Responsibilities

4.1 Interpersonal Skills and Responsibilities to be developed

- (1) Have responsibility for individual and group assignments as well as be able to help and facilitate others in solving problems; and
- (2) Be responsible for the improvement of self-academic learning and the profession continuously

2. Teaching Strategies

1. Group Assignments
2. Use cooperative learning techniques
3. Field trips

3. Assessment Strategies

1. Students' contribution and behavior in group
2. Class presentation

5. Numerical Analysis, Communication and Information Technology Skills

5.1 Numerical Analysis, Communication and Information Technology to be developed

- (1) Be competent in foreign languages in listening, speaking, reading, writing and summarizing the main points effectively;
- (2) Be able to communicate with foreigners effectively in the appropriate contexts;
- (3) Be able to use technology to communicate and present effectively; and
- (4) Be able to apply statistical or mathematical knowledge in analyzing and interpreting the data.

5.2 Teaching Strategies

1. Provide assignments that require students to use numerical analysis skills and knowledge.
2. Provide assignments that require students to use information technology skills and knowledge.
 3. Use e-learning.
 4. Use group discussion; and
 5. Use presentation

3. Assessment Strategies

1. Assignments.
2. Presentation; and
3. Observe from students' use of English and/or other language in discussing with other students and lecturers as well as in presenting in front of the class.

6. Other Domain

None

Remark: Symbol ● means 'major responsibility'

Symbol ○ means ‘minor responsibility’

No symbol means ‘no responsibility’

The above symbols were shown in ‘Curriculum Mapping’ of TQF 2.
(Program Specification)

Section 5 Lesson Plan and Assessment

1. Lesson Plan

Week	Topic/Outline	Periods	Learning Activities and Medias	Lecturer(s)
1	<p>Introduction to course IHR3307</p> <p>- Course outline evaluation and criteria</p> <p>Unit 1: Fundamental of Accounting and Basic Principle of Cost Control in Restaurant Business</p> <p>-Overview of basic accounting</p> <p>-Elements of restaurant business</p> <p>-Cost control in restaurant business</p>	6	<ul style="list-style-type: none"> • Explain about class in general and grading system • Lecture • E-learning • Case discussion 	Yupaporn Kithwang
2	<p>Unit2: Internal Control</p> <p>-The definition of internal control</p> <p>-Financial controls</p> <p>-Inventory controls</p> <p>-Access controls</p> <p>Unit 3: Decision Making towards Inventory</p> <p>-Definition of restaurant inventory</p> <p>-Management system</p> <p>-Par inventory</p>	6	<ul style="list-style-type: none"> • Lecture and group discussion • E-learning • Self-study • Ask and answer 	Yupaporn Kithwang

3	Unit4: Seasonal Business Cycle -Introduction -How seasonal factors impact restaurants -What to know for seasonality -Preparation for the off season	6	<ul style="list-style-type: none"> • Lecture and group discussion; case study • Presentation • E-learning • Self-study • Ask and answer 	Yupaporn Kithwang
Week	Topic/Outline	Periods	Learning Activities and Medias	Lecturer(s)
4	Unit5: Principle of measurement and standardize conversion of ingredients -Standardize recipe -Converting metric to standard measurements/ gross measurement -Converting and adjusting recipes and formulas	6	<ul style="list-style-type: none"> • Lecture and group discussion • E-learning • Self-study 	Yupaporn Kithwang
5	Review unit 1-4/ Midterm examination	6	Take Home Exam	Yupaporn Kithwang
Week	Topic/Outline	Hours	Learning Activities and Medias	Yupaporn Kithwang
6	Unit6: Production Planning, Purchasing, Costing and Price for Profit -Daily operation and production -Equipment and supply capabilities -Staff and schedule controlling	6	<ul style="list-style-type: none"> • Lecture and group discussion • E-learning • Self-study 	Yupaporn Kithwang

7	Unit6: Production Planning, Purchasing, Costing and Price for Profit (continue) -Pricing a product and its element -Review unit 5-6	6	<ul style="list-style-type: none"> • Student-centered: Problem-Based learning and Cooperative learning approaches • Group presentation • Ask and answer • Presentation 	Yupaporn Kithwang
8	Course review and Final Examination	6	Take Home Exam	Yupaporn Kithwang
Total of Hours		48		

2. Learning Assessment Plan

Learning Outcomes	Assessment Activities	Time Schedule (Week)	Proportion for Assessment (%)
1 Morals and Ethics 1.1 Be able to deliver or to complete a required task at appointed time; 1.2 Be able to do the right thing according to the values, beliefs, and principles they claim to hold; 1.3 Be able to make decisions in business according to moral concepts and judgments.	<ul style="list-style-type: none"> • Attendance • Quizzes • Student behavior 	Throughout semester	10 %
2. Knowledge 2.1 Be able to identify the proper theories and describe important case	<ul style="list-style-type: none"> • Quizzes • Midterm • Final 	Throughout semester	30 %

<p>studies;</p> <p>2.2 Be able to provide an analysis and provide the solution to real world problems;</p> <p>2.3 Be able to organize self-study and sharing information to the class.</p>	<ul style="list-style-type: none"> Group reports and presentations 		
<p>3. Cognitive Skills</p> <p>3.1 The ability to gather and summarize information, and conduct research;</p> <p>3.2 Self-study and sharing information to the class;</p> <p>3.3 The ability to solve problems from case studies</p>	<ul style="list-style-type: none"> Quizzes Midterm Final Group reports and presentations 	Throughout semester	30 %
<p>Learning Outcomes</p>	<p>Assessment Activities</p>	<p>Time Schedule (Week)</p>	<p>Proportion for Assessment (%)</p>
<p>4. Interpersonal Skills and Responsibilities</p> <p>4.1 Be able to use interpersonal English communication skills.</p> <p>4.2 Be able to collaborate well in teams for problem solving.</p> <p>4.3 Be able to show leadership skills.</p>	<ul style="list-style-type: none"> Quizzes Group reports and presentations Evaluate English skills during class 	Throughout semester	10 %
<p>5. Numerical Analysis, Communication and Information Technology Skills</p>	<ul style="list-style-type: none"> Quizzes 	Throughout semester	10 %

<p>5.1 Be able to use basic ICT skills and apply them daily;</p> <p>5.2 Be able to use statistics and mathematics to solve air transport business problems;</p> <p>5.3 Be able to use IT to search for new knowledge and apply numerical analysis in communication with emphasis on practical and real life experiences.</p>	<ul style="list-style-type: none"> Group reports and presentations 		
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Section 6 Learning and Teaching Resources

1. Textbook and Main Documents

Pearson Education.(2007) Restaurant Management: Customers, Operations, And Employees, 3/E, 464 pages

Scott Haas. (2013). Back of the House: The Secret Life of A Restaurant. Berkley Book, New York. PEARSON.

Tim Hoffman. (2017). How to Start, Run & Grow a Successful Restaurant Business: A Lean Startup Guide. CreateSpace Independent Publishing Platform.

2. Important Documents for Extra Study

Restaurant business documentations, Fact sheet, Training sheet

3. Suggestion Information (Printing Materials/Website/CD/Others)

www.entrepreneur.com/encyclopedia/pricing-a-product

upserve.com/restaurant-insider/5-things-know-restaurant-seasonality/

justfooderp.com/blog/food-manufacturing-production-planning-and-scheduling-best-practices/

www.webstaurantstore.com/guide/582/measurements-and-conversions-guide.html

Section 7 Course Evaluation and Revising

1. Strategies for Course Evaluation by Students

1. Using survey questions to collect information from the students' opinions to improve the course and enhance the curriculum.

Examples of question:

2. Content objectives were made clear to the students.

3. The content was organized around the objectives.

4. The content was sufficiently integrated.

5. The content was sufficiently integrated with the rest of the first-year curriculum.

6. The instructional materials were used effectively.

7. The learning methods appropriately assess the students' understanding of the content.

8. Overall, students are satisfied with the quality of this course.

2. Strategies for Course Evaluation by Lecturer

2.1 Lecturers team observes the class and discuss the results as follow:

1. The lecturer is well prepared for class sessions.

2. The lecturer answers questions carefully and completely.

3. The lecturer uses examples to make the materials easy to understand.

4. The lecturer stimulates interest in the course.

5. The lecturer made the course material interesting.

6. The lecturer is knowledgeable about the topics presented in this course.

7. The lecturer treats students respectfully.

8. The lecturer is fair in dealing with students.

9. The lecturer makes students feel comfortable about asking questions.

10. Course assignments are interesting and stimulating.

11. The lecturer uses technology to enhance learning in the classroom.

2.2 The director/ head of the program constructed assessment items to evaluate four dimensions of lecturer's competencies: teaching skills, organization and presentation of materials, management of the learning environment, and teaching attitudes.

3. Teaching Revision

Lecturer revises teaching/ learning process based on the results from the students' survey questions, the lecturer team's observation, and classroom research.

4. Feedback for Achievement Standards

College of Hospitality Industry Management Administrator
Committee monitors the assessment process and grading.

5. Methodology and Planning for Course Review and Improvement

1. Revise and develop course structure and process every three years.
2. Assign different lecturers to teach this course to enhance students' performance.

Curriculum Mapping Illustrating the Distribution of Program Standard Learning Outcomes to Course Level

● *Major Responsibility*

□ *Minor Responsibility*

Course	1. Morals and Ethics				2. Knowledge			3. Cognitive Skills			4. Interpersonal Skills and Responsibility		5. Numerical Analysis, Communication, and Information Technology Skills			
	1	2	3	4	1	2	3	1	2	3	1	2	1	2	3	4
HIR3305 Restaurant Revenues and Costs Management	○	●	○	●	●	●	○	○	●	●	●	●	●	○	●	●