

**Ohio Articulation Number (OAN)
Course Submission Form
2005-2006**



College/University Owens Community College

Course(s) Submitted(Title & Course #) Food Systems Management-DTT 232 for
Ohio Articulation Number OHL 018

Date 11/15/2006 Course one of a three Course OAN mapping.

Name and title of individual submitting on behalf of the college/university

Name Bruce Busby Title Vice President, Academic Services

Address Oregon Rd., PO Box 10,000,
Toledo, OH 43699-1947

E-mail Bruce_busby@owens.edu

Phone 567-661-7567

Fax 567-661-7366

Credit Hours 4 qtr _____ sem x

Lecture Hours 4

Laboratory Hours _____ (if applicable)

Pre-Requisites(s) Course work (if applicable)

Placement Score (if applicable)

(Name of test)

(Domain) (Score)

Catalog/Course Description (Includes Course Title and Course #)

Food Systems Management – DTT 232
This course focuses on the foodservice system used in foodservice departments. It includes menu planning and selection and/or evaluation criteria of food commodities. It introduces basic principles and functions of purchasing, receiving, and storage of both food and nonfood items as they related to cost control. Covers ethical considerations related to common market practices. Includes management structure in

which nutrition care and food service are provided.. Emphasizes management principles and processes, organizational relationships and staff recruitment and supervision. Covers financial topics of budget development, resource allocation and performance monitoring. Introduces marketing strategies. Includes the laws, regulations and standards affecting dietetic operations and the fundamentals of total quality management.

Texts/Outside Readings/Ancillary Materials

Spears, M., and J Palacio, Foodservice Organizations, Fifth edition, Prentice Hall, 2004. (ISBN 13 0486.8.92)

Molt, M., Food for Fifty, 12th edition, Prentice Hall, 2006. (ISBN 131138715)

Allen-Chabot, Inlet Isles: A Hospital Foodservice Case Study, Prentice Hall, 2001. (ISBN 130328367)

Diet Analysis Plus, Version 7.1, Wadsworth-Thompson Learning

Course Objectives and/or Plan of Work

Upon completion of Food Systems Management, the student will:

1. Identify each component of the systems model and its application to a foodservice organization.
2. Apply the principles and procedures of institutional (noncommercial) menu writing to general and modified diets.
3. Understand the importance of menu planning to the procurement process, receiving, and production scheduling functions in a foodservice operation.
4. Understand the basic concepts of costing in a foodservice operation to include calculation of the following:: inventory, cost of food, value analysis, inventory turns, recipe costing and establishing selling price.
5. Develop an employee schedule and a production schedule in a foodservice operation..
6. Discuss the five basic management functions as applied to a foodservice operation.
7. Develop a job description and job schedule.
8. Identify motivation factors and job satisfaction concepts as applied to a foodservice organization.
9. Understand the decision-making process used by foodservice managers.
10. Understand the differences between staffing and scheduling in foodservice.
11. Identify the laws impacting human resource management.
12. Use the basic financial statements and tools used in a foodservice operation to include the preparation of a profit and loss (operating) statement.
13. Analyze productivity, cost indicators, and quality indicators in a foodservice operation.
14. Develop a foodservice budget using various statistical indicators in the process.
15. Understand the importance of marketing in a foodservice operation.
16. Discuss the accountability of a foodservice manager to customers, employees, and employer.

The following is included in certain units:

Facility Management--attached to safety and sanitation. We discuss the need of department maintenance on a pre-scheduled basis as well as non-routine. We discuss the use of warranties and their importance in managing the budget for repairs. I doubt that much more is covered in any dietetic course offered at the 4 year level. But I can expand this area to include management of room scheduling, planning for future growth, etc.

Risk Management--again this is part of safety and sanitation unit where we discuss employee safety. I include risk management from an institutional level when discussing the need and purpose of a risk management committee. I approach it from the stand point of employee safety and reduction of risk of institutional assets in dealing with loss due to accidents.

Strategic Planning--this is part of management which I reinforce when at Otterbein. We discuss the importance of strategic planning, mission statement, etc., and how these are used in allocating resources on an annual basis. I focus on the fact that the entire organization is driven and guided by the strategic plan for about 5 years and that if a department's goal/objective is not in line with the strategic plan, it just won't happen. All department goals must align with the strategic plan. I hope that's what everyone considers strategic management, because I sure do.

Diversity--in the Human Resources unit we discuss the employees one is likely to find in a foodservice department. I have not made it a point to discuss diversity per se, but we do discuss the ethnicity of the population. If you like, I can spend more time on this. Don't students take a diversity course?

Materials Management--this is part of the procurement unit. We discuss use of the organization's assets wisely, purchasing what is needed, inventory management, issue, etc. We also discuss what a Materials Management department does to the procurement procedure.

Information Management--I do not include this in the course but do discuss the use of information systems for foodservice such as computerized nutrient analysis, inventory management, costing, computer generated recipes, purchasing, employee scheduling, production scheduling. I name some of the major corporations that provide the programming.

Graded Course Items:	Points	Grading System:
Worksheets—8 @ 15 points each	120	A = 561 – 610 points
Quizzes—4 @ 30 points each	120	B = 506 - 560 points C = 451 – 505 points
Menu Project	120	D = 396 – 450 points F = less than 396 points
Scheduling Project	50	
Budget Project	50	
Marketing Project	50	
Final Exam	100	
TOTAL POINTS	610	

NOTE: *Failure to receive a grade of “C” or higher in ANY Dietetic Course (DTT) either didactic or clinical, will cause the student to be removed from the program.*

Master Syllabi and Working Syllabi (if both are used)

Additional Documentation

SYLLABUS FOR SPRING SEMESTER 2006

COURSE NAME: Food Systems Management
COURSE NUMBER: DTT 232-002
CREDIT HOURS: 4 lecture
COREQUISITE: DTT 202; DTT 289; DTT 295
INSTRUCTOR: Marilyn Gilroy, MS, RD, LD
OFFICE: Heath Technologies 408
OFFICE HOURS: Monday: 9:30-10:30; 1:30-2:00; 4:00-5:00
Tuesday: 10:00-11:00; 2:00-3:00
OR contact instructor to arrange a convenient time
HOME and CELL PHONE: 419-340-2572
HOME E-MAIL: mgilroy@adelphia.net

Course Description:

This course focuses on the foodservice system used in foodservice departments. It includes menu planning and selection and/or evaluation criteria of food commodities. It introduces basic principles and functions of purchasing, receiving, and storage of both food and nonfood items as they related to cost control. Covers ethical considerations related to common market practices. Includes management structure in which nutrition

care and food service are provided.. Emphasizes management principles and processes, organizational relationships and staff recruitment and supervision. Covers financial topics of budget development, resource allocation and performance monitoring. Introduces marketing strategies. Includes the laws, regulations and standards affecting dietetic operations and the fundamentals of total quality management.

Overview of Course:

This course provides the student with a working knowledge of the foodservice organization using a systems approach. It examines each subsystem and the interrelationships of each subsystem to the total foodservice system. The basic foodservice costing methods and scheduling issues are explored. Menu writing principles are applied. Management principles are discussed along with the leadership role of the dietetic professional. Management of human resources and financial resources are emphasized.

Textbooks:

Spears, M., and J Palacio, *Foodservice Organizations*, Firth edition, Prentice/Hall, 2004.

Molt, M., *Food for Fifty*, Prentice/Hall, 2004.

Inlet Isles Case Study

Supplemental Material:

Diet Analysis Plus, Version 6.0, Wadsworth-Thompson Learning, 2003.

Binder, three-ring.

Calculator.

General Objective:

To introduce students to foodservice management using a systems approach. The course includes all aspects of managing a foodservice operation from procurement, service, and production to financial and human resource management. Students learn to perform the basic calculations used in a foodservice operation as well as the accountability needed to be a successful manager.

Specific Objectives:

The student should be able to:

1. Identify each component of the systems model and its application to a foodservice organization.
2. Apply the principles and procedures of institutional (noncommercial) menu

- writing to general and modified diets.
3. Understand the importance of menu planning to the procurement process, receiving, and production scheduling functions in a foodservice operation.
 4. Understand the basic concepts of costing in a foodservice operation to include calculation of the following:: inventory, cost of food, value analysis, inventory turns, recipe costing and establishing selling price.
 5. Develop an employee schedule and a production schedule in a foodservice operation..
 6. Discuss the five basic management functions as applied to a foodservice operation.
 7. Develop a job description and job schedule.
 8. Identify motivation factors and job satisfaction concepts as applied to a foodservice organization.
 9. Understand the decision-making process used by foodservice managers.
 10. Understand the differences between staffing and scheduling in foodservice.
 11. Identify the laws impacting human resource management.
 12. Use the basic financial statements and tools used in a foodservice operation to include the preparation of a profit and loss (operating) statement.
 13. Analyze productivity, cost indicators, and quality indicators in a foodservice operation.
 14. Develop a foodservice budget using various statistical indicators in the process.
 15. Understand the importance of marketing in a foodservice operation.
 16. Discuss the accountability of a foodservice manager to customers, employees, and employer.

Evaluation:

Graded Course Items:	Points	Grading System:
Worksheets—8 @ 15 points each	120	A = 561 – 610 points
Quizzes—4 @ 30 points each	120	B = 506 - 560 points
Menu Project	120	C = 451 – 505 points
Scheduling Project	50	D = 396 – 450 points
Budget Project	50	F = less than 396 points
Marketing Project	50	
Final Exam	100	
TOTAL POINTS	610	

NOTE: *Failure to receive a grade of “C” or higher in ANY Dietetic Course (DTT) either didactic or clinical, will cause the student to be removed from the program.*

Instructional Methods:

The classroom lecture includes instructor lectures, class discussion, group projects, and guest speakers.

Guidelines for Professional Appearance:

The guidelines used for clinical professional appearance are used in this course. Please refer to the *Student Handbook*.

Attendance:

Attendance and timeliness are expected for this class. Students are to communicate anticipated absences in advance in keeping with professional behavior by calling the instructor at the phone numbers provided on the syllabus.

An absence is defined as not attending any of the scheduled class time for the day or leaving early from lecture. Tardiness is defined as arriving more than 10 minutes late for the scheduled class time session.

Course Requirements:

1. Required textbook readings are assigned to support the lecture. Lecture material, worksheets, and readings are used on the quizzes and final. Please note that lectures will not cover all material. Therefore, it is necessary to do assigned readings.
2. Worksheets are due at the beginning of lecture.
3. The special projects are due as assigned at the beginning of lecture.
4. All quizzes are to be taken on their assigned dates, unless there is a reason to change a test date. **It is the responsibility of the student** to contact the instructor when a quiz or test is missed. The student is to take the make up test in the Testing Center before the next class period. The Testing Center is located in College Hall.

DISABILITY STATEMENT:

If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to apply for services, please contact the Disability Resources Services Office.

Policy on Cheating and Plagiarism:

The policy regarding cheating and plagiarism as listed in the College Catalogue will be enforced in this course. It is the student's responsibility to become

familiar with the contents.

Assessment of Student Learning:

Please refer to page 13 of the 2005-2006 College Catalogue for the College's statement on the Assessment of Student Learning.

OBR	
Received(time)	2:30 PM
Date	2/6/2007

Course Schedule
(subject to change)
DTT 232-002
Spring, 2006

Date	Topic	Assignment	Assignments and Quizzes Due
Jan 10	Introduction to Course Systems Approach—Chapter 1 Introduction to Food for Fifty and the Order Book	Read Chapter 1	
Jan 17	Menus—Chapter 3 Introduction to Menu Project Evaluate <i>Inlet Isles</i> Menus	Read Chapter 3	Worksheet 1 due
Jan 24	Food Product Flow—Chapter 4 Procurement—Chapter 5	Read Chapters 4 and 5	<u>QUIZ 1</u> covering Chapters 1 and 3
Jan 31	Procurement, continued Food Production—Chapter 6	Read Chapter 6	Worksheet 2 due First draft General Diet due
Feb 7	Food Production, continued		Worksheet 3 due
Feb 14	Distribution and Service—Chapter 7	Read Chapter 7	Final Copy General Diet due <u>QUIZ 2</u> covering Chapters 4, 5, and 6
Feb 21	Safety, Sanitation and Maintenance—Chapter 8	Read Chapter 8	Worksheet 4 due Soft Diet due
Feb 28	Managing Quality—Chapter 2	Read Chapter 2	Worksheet 5 due NCS Diet due
Mar 7	SPRING BREAK	HAVE A GREAT	BREAK
Mar 14	Management Principles—Chapter 9	Read Chapter 9	NAS Diet due
Mar 21	Management of Human Resources— Chapter 12	Read Chapter 12	Dysphasia Diet due <u>QUIZ 3</u> covering Chapters 2, 7, 8 and 9
Mar 28	Leadership and Organizational Change—Chapter 10	Read Chapter 10	Worksheet 6 due
Apr 4	Management of Financial Resources- -Chapter 13	Read Chapter 13	Scheduling Project due

Apr 11	Marketing Foodservice—Chapter 14	Read Chapter 14	Worksheet 7 due
Apr 18	Decision Making, Communication, and Balance—Chapter 11	Read Chapter 11	Budget Project due
Apr 25	Meals, Satisfaction, and Accountability—Chapter 15	Read Chapter 15	Worksheet 8 due QUIZ 4 covering-Chapters 10, 11, 12 , 13 and 14
May 2	Marketing Presentations		Marketing Project due
May 4	Final	10:00-11:45 AM	HT 508

OBR Use

Action

Approved	
Additional Information Requested	
Rejected	
Date	

Ohio Articulation Number Form Directions

This form is used to submit your course information to the Ohio Board of Regents, for all courses that make up OAN requirements. This document is a form, so the only fields that need to be filled in can be. When you open this, make sure the top of the screen, where the name of the document is displayed, says "Document1" or something similar to that. When you open this form from a location other than inside of word, it creates a blank template to fill in. Please fill it in with the appropriate course information from your institution. All of the fields in this document are expandable, and will grow to fit as much data in them as you need. Note that these fields are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form.

Once you are done entering your course information, you need to save this file. Since Word opened a blank version of this file, you will need to rename it to save it. Under file, choose "Save as" and then enter the name of the file. The naming scheme for this form is Institution-Year-OAN number-Course Title.

Example, if you were ABC Community College, and you were submitting your Calculus110 course, the name of the file would be ABC-2005/06-OMT005-Calculus110. If two (or more) courses are required to fulfill that same OAN, you would submit ABC-2005/06-OMT005-Calculus110Calculus111.

When you are done with your submissions, please send them electronically to the Ohio Board of Regents at atpanels@regents.state.oh.us so we can keep your information on file.

If you encounter any problems or have any questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us

Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us

Nick Wilson (614) 466-4158 nwilson@regents.state.oh.us