

**WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION UNIVERSITY OF NEVADA,
LAS VEGAS
FAB 160- Section 1002 HOSPITALITY PURCHASING Spring 2016
Tuesdays & Thursdays, 4:00pm-5:15pm, BEH 218**

Office hours by appointment.

COURSE DESCRIPTION

This course is intended to promote an understanding of the managerial aspects of the hospitality purchasing activities. Emphasis is placed on strategic selection and procurement considerations based on items need, value, and supplier information. The purchasing targets are food, beverage, supplies, equipment, services, and furnishings. Particular attention will also be given to product identification and to the development of policies and procedures in the receiving, storing, controlling and issuing functions of inventory management.

COURSE OBJECTIVES

At the conclusion of this course, the student will be able to

1. Differentiate purchasing functions in different types of hospitality operations.
2. Differentiate sources, intermediaries, and retailers involvement in the supply chain.
3. Determine how internal and external forces impact purchasing decisions.
4. Examine purchasing practices and formulate purchasing practices incorporating sustainability and corporate social responsibility.
5. Discuss the types of technology that buyers, suppliers, and manufacturers use.
6. Outline and describe the duties and responsibilities of purchasing managers.
7. Analyze supplier selection criteria and select a supplier based on those criteria.
8. Apply mathematical formulas to calculate recipe costs, yields, order quantities and times, inventory costs, and inventory turnover.
9. Evaluate the relationship between AP prices, EP prices, supplier services, and value.
10. Describe the flow of inventory in a hospitality operation and appropriate controls and security measures for each of the process.
11. Explain grading procedures and procurement criteria for foods, beverages, supplies, services, and equipment.
12. Make recommendations for food, beverages, supplies, services, and equipment through the use of a variety of product evaluation methods.

REQUIRED TEXT

Feinstein, A.H. & Stefanelli, J.M. (2012). *Purchasing: Selection and Procurement for the Hospitality Industry, (8th. ed.)* Hoboken, NJ: John Wiley & Sons, Inc.

You will need to bring your textbook to class each day some of the random in-class activities may require you to answer questions from or use information from the book.

Calculator: You will be performing basic math calculations in class, for projects, and for the exams. You need to bring a basic calculator to class. You will not be allowed to use your cell phone, computer, or smart device as a calculator during tests.

Attendance: I do not take attendance except for when we have guest speakers. Failure to attend a guest speaker lecture will result in a reduction of points on your final grade. When we have guest speakers there will be NO TECHNOLOGY used in class. Notes will be taken using pen and paper and the speakers will be shown the appropriate respect. I use WebCampus to post grades only. All other pertinent information will be discussed in class.

Important Note: While the majority of the course material will come from the textbook, I will be supplementing it with more detailed and up-to-date information on many of the topics. Also, the guest speakers may discuss information that is not in the book. All information discussed in class will be covered on the exams. Therefore, it is important to come to class every day.

GRADING

Grading Scale

93%+ = A; 90-92% = A-;
87-89% = B+; 83-86% = B; 80-82% = B-;
77-79% = C+; 73-76% = C; 70-72% = C-;
67-69% = D+; 63-66% = D; 60-62% = D-;
 <60% = F

Exams and Final Exam

All exams will be closed booked, closed notes. The three regular exams will include true/false and multiple choice questions. The final exam will be comprehensive and will also include short answer and essay questions. Specific requirements and instructions will be discussed before each exam. All exams will be in-class and you will need a Scantron sheet and calculator.

MAKE-UP POLICY

It is assumed that students will attend all classes, take all exams on the assigned day, and turn in all assignments on time. I will follow all university policies regarding classes missed due to religious holidays or university events. The only other types of excused absences that I will consider allowing students to make up missing tests or the larger assignments for are illness or hospitalization verified with a doctor's note and family emergencies with documentation. **If** possible, please contact me in advance of the missed assignment or test.

IN-CLASS BEHAVIOR

Most of you will be taking a job in a corporate setting. It may be helpful in preparing you for that experience to think of class as a business meeting.

- If you needed to miss a business meeting, you would inform your manager (or boss) in a courteous manner and make arrangements with a colleague to fill you in on what you missed.
- You wouldn't ask if anything important were likely to happen at the meeting you are not attending. To do so implies that you believe meetings with your manager and colleagues are generally unimportant.
- You would use the bathroom before the meeting.
- You would avoid being late, walking out in the middle of the meeting for any reason, or leaving early.
- You would avoid whispering and laughing with the person sitting next to you. You would listen attentively, probably take notes, and manage your face and posture to convey interest and competence.
- You would turn off your cell phone and other mobile devices to avoid disturbing the meeting.
- You would not read a newspaper or work on tasks unrelated to the meeting.
- You would avoid interrupting people or being rude in any way.
- You would wait until after the meeting to discuss special accommodations for your personal situation.

Why? Because doing any of these things reflects badly on you.

As a member of this class, you are invited to think, question, disagree, and offer alternatives. However, my expectation is that you will behave professionally.

Class Schedule: May change according to class progress or availability of speakers

DATE	TOPIC/CHAPTERS	ASSIGNMENT DUE OR EXAM
Tue, Jan 19	Syllabus Review	
Thu, Jan 21	Chapter 1 – Concepts of Selection and Procurement	
Tue, Jan 26	Chapter 3 – Distribution Systems Chapter 4 – Forces Affecting the Distribution System – Economic, Political, Ethical, Legal	
Thu, Jan 28	Chapter 4 – Forces Affecting the Distribution System – Technological Chapter 2 – Technological Applications	
Tue, Feb 2	Chapter 5 – Overview of the Purchasing Function	
Thu, Feb 4	Chapter 6 – Organization and Administration Review for Exam One	
Tue, Feb 9		Exam One
Thu, Feb 11	Chapter 7 – The Buyer's Relations Chapter 8 – The Purchasing Specification	
Tue, Feb 16	Chapter 9 – Optimal Amounts	

Thu, Feb 18	Chapter 10 –The Optimal Price Chapter 11 –The Optimal Payment Policy	
Tue, Feb 23	Chapter 12 –The Optimal Supplier	
Thu, Feb 25	Chapter 12 –The Optimal Supplier Chapter 13 –Typical Ordering Procedures	
Tue, Mar 1	Chapter 14 - Typical Receiving Procedures	
Thu, Mar 3	Chapter 15 –Typical Storage Management Procedures Chapter 16 –Security in the Purchasing Function	
Tue, Mar 8	Guest Speaker- Dave Belmonte Warehouse Manager, Aria Resort & Casino Review for Exam Two	
Thu, Mar 10		Exam Two
Tue, Mar 15	Chapter 17 –Fresh Produce	
Thu, Mar 17	Chapter 18 –Processed Produce	
Tue, Mar 21 Thu, Mar 25	Happy Spring Break	
Tue, Mar 28	Chapter 19 –Dairy Products Chapter 20 –Eggs Chapter 21 –Poultry	
Thu, Mar 30	Chapter 22 –Fish	
Tue, Apr 5	Chapter 23 –Meat	
Thu, Apr 7	Chapter 24 –Beverages	
Tue, Apr 12	Chapter 24 –Beverages Review for Exam Three	
Thu, Apr 14		Exam Three
Tue, Apr 19	Chapter 25 –Non-food Expense Items	
Thu, Apr 21	Chapter 26 - Services	
Tue, Apr 26	Chapter 27 –Furniture, Fixtures, and Equipment	
Thu, Apr 28	Guest Speaker	
Tue, May 3	Guest Speaker	
Thu, May 5	Guest Speaker	

	Review for Final Exam	
Tue, May 10	Final Exam 6:00 – 8:00 pm	

SUBSCRIBE TO THE HOTEL COLLEGE LISTSERVE

Subscribe to the Hotel College Listserve, to learn about full time jobs, part-time jobs, temporary work, volunteer opportunities, internships, scholarships, classes, club activities, and other important information: <http://groups.yahoo.com/group/unlyhotelcollege>

Academic Advising:

Academic advising is available through the college's Student Advising Center – BEH 543.

Bob Boughner Career Services Center

Need help with your resume? Would you like to jump-start your job search process? The dedicated staff at the Bob Boughner Career Services Center is here to guide you with any career-related issues. Stop by the Center located on the first floor of Beam Hall (BEH 126) to receive hospitality-specific career counseling and information on upcoming recruitment events.

UNLV POLICIES AND RESOURCES

Academic Misconduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

Copyright – The University requires all members of the University Community to familiarize themselves **with** and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC) – The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you.

If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any

information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, **January 29, 2016**, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the grade.

Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

Library Resources – Students may consult with a librarian on research needs. For this class, the subject librarian is Lateka Grays (<http://guides.library.unlv.edu/hospitality>). UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

Rebelmail – By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

Final Examinations – The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

University Property and Security: If caught misappropriating State property, the student will be dropped from the College. The University may also wish to press formal charges. If you purchase items used in operation, you will be reimbursed for this purchase (if you have a proper receipt). Once you have been reimbursed, those items purchased become property of the University of Nevada, Las Vegas. No reimbursement will be made without proper receipt of purchase and strict adherence to UNLV policy. Students should not bring valuables, personal items unrelated to course activities, or book bags into the building. The University of Nevada, Las Vegas staff and/or faculty will not be held responsible for the loss of personal items or valuables.

All books, papers, notebooks, and class-related items should be kept secured during the class. If you have valuables that must be locked please let your instructors know so that you can place your items in a secured office during class hours.

Alcohol and Drug Use: Students who consume any type of alcoholic beverages, use illegal drugs during class time, or attend class intoxicated will be immediately dropped from the course and sent to the university disciplinary board with recommendation for expulsion. Please do not come to class under the influence.

Insurance: The University of Nevada System does NOT carry insurance for students working in laboratories. This includes the Hotel College kitchens, dining rooms, and lounge/bar. Each student will have to provide his/her own coverage. If you are not covered by a family policy, you should purchase student insurance from the University. Information is available from the registrar's office. Although our safety record has been good, there is always a chance that an injury could occur that results in a trip to the hospital. Should an incident such as this occur, the University will not pay for the expenses incurred; it will be the responsibility of the student.