

**BERGEN COMMUNITY COLLEGE**  
**DEPARTMENT OF HOTEL/RESTAURANT/HOSPITALITY**  
**HRM 108 - Computer Applications for the Hospitality Industry**  
**SYLLABUS - FALL, 2010**

**COURSE TITLE:**

HRM 108-001 - Computer Applications for the Hospitality Industry

**PREREQUISITES:**

None

**CREDITS/HOURS:**

1 Credit, 2 Hours

**COURSE CLASSIFICATION:**

HR108 is especially designed for the Hotel/Restaurant/Hospitality Management student.

**COURSE DESCRIPTION:**

HRM-108 Computer Applications for the Hospitality Industry allows course participants to use proprietary spreadsheet software to identify and control the basic problems common to all food and beverage service facilities in various operational settings. Included are physical inventory and valuation, recipe modification and yield adjustment, and recipe and menu costing and pricing.

**STUDENT LEARNING OUTCOMES/BEHAVIORAL OBJECTIVES:**

By computerization of record keeping, reporting and forecasting, the student will effectively solve the targeted problems common to all food and beverage service facilities by:

1. Preparing computer-generated inventory, recipe, and menu cost reports for foodservices in various commercial, industrial and institutional settings;
2. Preparing computer-generated purchasing and receiving reports for restaurants;
3. Manipulating valuation of physical inventory;
4. Producing accurate recipe costing and pricing controls; and
5. Modifying recipes and adjusting recipe yields.

**EVALUATION AND GRADING:**

The grading system used in this course will count participation in discussions, and homework projects. The following point allocation will be used:

126 to 140 = A  
120 to 125 = B+  
112 to 119 = B  
106 to 111 = C+  
98 to 105 = C  
91 to 97 = D  
Below 91 = F

1. One completed recipe from Assignment #4 (10 points = 7.143%)
  2. A "Test Meal #1" spreadsheet book which will contain
    - a. each required adjusted recipe on separate spreadsheets from Assignment #5 (30 points = 21.43%); and
    - b. the completed "Master Quantity Meal Sheet" renamed "Test Meal #1" from Assignment #6. (20 points = 14.29%);
  3. A completed INVCOST4 worksheet from Assignment #7 (20 points = 14.29%)
  4. A completed, revised "QRM TABLES2" worksheet from Assignment #10 (30 points = 21.43%);
  5. A completed, revised "INVCOST4-SP09" worksheet from Assignment #10 (30 points = 21.43.04%);
  6. Any other material you feel is pertinent to the course (point value to be determined).
- Please remember to put your name, class number, and date on each sheet.

**NOTES:** In borderline cases, which arise in almost every class each semester, a student's participation, attitude, and effort will be considered in helping to determine the student's final grade.

**ONLINE "OFFICE HOURS":**

"Office Hours" are the times that the instructor is available in the E184 office. "Official" office hours will be posted on the door to E184. You may also visit A306C Secretary, Ms. Karalian or in E193, Ms. Sherry Wilson. They have a copy of my Office Hours.

**COURSE CONTENT:**

In order to complete this course, instructions are included on how to load the MS EXCEL component of the MS OFFICE 2007 suite. Course participants will use popular spreadsheet software to identify and control the basic problems common to all food and beverage service facilities in various operational settings. Included is physical inventory and valuation, recipe modification and yield adjustment, and recipe and menu costing and pricing.

**COMPUTER SUPPLIES:**

Your hard drive, CD-RW disk, or a Flash or Stick USB drive of at least 1 GB will be required. The specifications for the storage media will depend upon the requirements of the computer with which you will do your assignments and homework projects. We will be working in T204. You will require MS-WORD 2007 and MS-EXCEL 2007 which are available in all of the Free-time computer labs.

On the first day of class, you will be given the required CD-R disk which contains material for using the templates needed to complete the assignments, (there is no cost to you). The CD-R is yours to keep. The information on the CD-R cannot be emailed.

**TEXTBOOK:**

No textbook is specified, but a basic knowledge of computer generated spreadsheets is recommended.

## **OTHER COURSE REQUIREMENTS:**

### **ATTENDANCE:**

All homework will be accepted for grading up until the date indicated for each assignment. No assignments will be accepted for grading after that unless special permission is given well in advance of the due date.

### **PROBLEMS:**

It is the student's responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that advice and/or tutoring can be arranged if needed.

The attendance book will be available during the class; be sure to check in, otherwise you will be carried in the roll book as being absent.

If the student's schedule and the instructor's office hours conflict, an appointment must be made to meet with the instructor at a time which is convenient to both. It is the student's responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that counseling, advice and/or tutoring can be arranged if needed.

The use of cell phones in class is prohibited. CELL PHONES MUST BE TURNED OFF WHILE IN CLASS. If a cell phone rings while a student is in class, the student will be asked to leave and will be considered absent for the day. If the student MUST receive an emergency call during class, the cell phone MUST be on vibrate or other noiseless indicator, and the student will leave the class quietly so as not to disturb the instructor or other students. If an emergency call is expected, the student must notify the instructor before the class starts.

***Professor Arthur P. Tolve, E184  
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**RESOURCES:**

Adobe Systems. The Adobe Acrobat Reader. FREE. Download from:  
<http://www.adobe.com/products/acrobat/readstep2.html>.

Dittmer, P.R. and Griffin, G.G. Principles of food, beverage, and labor cost controls for hotels and restaurants, 4th ed. Van Nostrand Reinhold Publishing Co., New York, NY 2005

National Restaurant Association. Uniform system of accounts for restaurants, revised. National Restaurant Association, Washington, DC 2004

Tolve, A.P. Standardizing foodservice for quality and efficiency. AVI/Van Nostrand Reinhold Publishing Co., New York, NY 1984.

Handouts.

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Division of Business, Social Sciences, and Public Service  
HOTEL/RESTAURANT/HOSPITALITY DEPARTMENT  
HRM 108 - Computer Applications for the Hospitality Industry  
CALENDAR OUTLINE  
Fall, 2010

| <u>Module<br/>Number</u> | <u>Dates</u> | <u>Instructional<br/>Content</u>                           |
|--------------------------|--------------|--|
| 0                        | _____        | Introductions and Overview                                 |
| 1                        | _____        | Standardizing Menu Planning                                |
| 2                        | _____        | Manual Recipe Yield Adjustment                             |
| 3                        | _____        | Finding and Printing Recipes                               |
| 4                        | _____        | Adjusting Recipe Yield Using MSEXCEL                       |
| 5                        | _____        | The Master Quantity Meal Worksheet                         |
| 6                        | _____        | Consolidating the Test Meal Worksheet                      |
| 7                        | _____        | Using the Inventory Cost Worksheet                         |
| 8                        | _____        | Entering Cost Data to the QRM TABLES2                      |
| 9                        | _____        | USDA National Standard Nutritional Database                |
| 10                       | _____        | Entering Recipes Onto the Inventory/Receiving<br>Worksheet |

NOTE: This calendar is subject to change and/or revision  
by the instructor!