MONROE COUNTY COMMUNITY COLLEGE
enriching lives

Outline of Instruction

Division:	Business			**Area:**	Culinary Skills and Management
Course Number:	CSM 201-D			**Course Name:**	Purchasing and Receiving
Prerequisite:	CSM 116-A/B/C/D				
Corequisite:	CSM 201-A/B/C/E				
Hours Required:	**Class:**	7.5	**Lab:**	15	**Credits:** 1

Course Description/Purpose

Students learn the principles and practices concerned with the purchasing and receiving of food, supplies and equipment for various food service operations. The importance of developing a purchasing system, an effective storeroom and proper use of checklists and bid sheets are all covered in detail. Students are required to register in all modules of CSM 201 concurrently.

Major Units

- Introduction
- Purchasing
- Storage
- Receiving

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive Each student will be expected to *Identify/Recognize...*

- Benefits of purchasing systems
- Use of purveyors
- Analyzing markets
- Importance of contracts
- Proper inventory
- Control systems at the receiving dock
- Use of purchasing orders
- Specification checklist
- Invoices

Performance Each student will be expected to *Demonstrate/Practice...*

- The use of bid sheets
- The pre-costing system
- Yield tests
- Proper stock rotation
- Refrigeration of goods
- Storeroom set-ups
- Use of receiving scales

Reviewed 6/2006
6/98:KT:ng