



**Section 1. Proposed Course Outline** (A general statement of course content that informs class syllabus construction. Once approved, all sections of a given course must include this content, no matter which instructor teaches the course, or the mode of delivery. Divisions must include this new course outline in the Divisional Course Outline binder as required by COPPs.)

Course Number: **HRTM 205** Full Course Title for print catalog: **Managing the Restaurant Operation**

Abbreviated Course Title for Banner: \_\_\_\_\_ (30 character limit)

Prerequisites: HRTM 105

Co-requisites:

Grade Option: X ☐ Graded (with P/NP option) ☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
<u>3</u> Lecture	<u>30</u> hours (lecture credits x 10)	<u>36</u> hours (lecture credits x 12)	<u>33</u> hours (lecture credits x 11)
<u>  </u> Lec/Lab	<u>  </u> hours (lec-lab credits x 20)	<u>  </u> hours (lec-lab credits x 24)	<u>  </u> hours (lec-lab credits x 22)
<u>  </u> Lab	<u>  </u> hours (lab credits x 30)	<u>  </u> hours (lab credits x 36)	<u>  </u> hours (lab credits x 33)
<u>3</u> Total credits (sum)	<u>30</u> Total hours (sum)	<u>36</u> Total hours (sum)	<u>33</u> Total hours (sum)

**Course Description (300 character limit):** This course examines all aspects of a full-service restaurant operation. Students will be introduced to menu planning, beverage management, service, culinary arts, food safety, and sanitation principles. Current industry trends, such as organic food, buying local and environmental management will also be covered.

### Course Outcomes and Proficiencies

What will the student *know* or *be able to do* at the end of the course?

What *attitudes* related to the subject will the student hold?

**Upon successful completion of this course, the student will:**

- Understand the history and nature of the restaurant industry.
- Understand the mechanics of menu design and its impact on the operation.
- Gain an understanding the components of a kitchen including: food production, safety and sanitization.
- Understand budgeting, purchasing, and cost control as it relates to the operation.
- Gain a thorough understanding of service and proper front-of-the-house procedures.
- Understand the impact of buying local, organic food on the environment and in the restaurant.
- Become familiar with the 'Gate to Plate'

### Assessments Planned

What evidence will demonstrate that students have achieved course outcomes? (assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.)

**How each outcome will be assessed:**

Quizzes, class activities and homework

Quizzes and homework

Quizzes, class activities and homework

Quizzes, class activities and homework

Quizzes, class activities and homework

Quizzes and homework

Project, Quizzes and homework

concept and how it relates to the overall success of the restaurant.

### Course Content by Major Topics

What topics will be presented? What are the main activities of the course? What are the central themes?  
(See sample at <http://www.lanecce.edu/cops/format3.htm>.)

#### Topics:

1. Managing the day to day restaurant operation
2. Managing the long-term planning of a restaurant operation.
3. Understand management concepts and styles as they relate to the restaurant operation.
4. Food and beverage controls and procedures
5. Technology innovations
6. Managing a diverse workforce.

### Section 2. Proposal Information

#### Course Developer:

Dr. Lisa Aherin

Date: 11/20/2012

Catalog year to take effect:

2011-2012\_\_\_

2012-2013\_\_X\_\_

#### Type of Proposal

X ☐ New course

☐ Currently 199 or 299

☐ Experimental Course

☐ 199 Special Studies

☐ 299 Trends

☐ Revised course (If increasing credits, use credit change form)

☐ Reactivated course with no change

☐ Reactivated course with changes

#### Type of Course:

☐ Lower Division Collegiate (transfer)

X ☐ Professional/Technical (required or elective)

☐ Developmental, numbered below 100

#### Rationale:

How does this proposal further the goals of the program or department?

This course allows the student to further develop their management skills specifically in a restaurant setting. Restaurant management is a typical career choice for graduates from our Hospitality Management program.

What assessment evidence supports this proposal?

Anecdotal as well as in-house student and alumni surveys.

How do you know there is a demand for this course?

It is a required course for all HRTM majors.

### Section 3. Curriculum Equity (<http://www.lanecc.edu/cops/curric.htm>)

To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane's Curriculum Equity policy in the following way(s):

1. Using culturally and ethnically diverse guest speakers
2. Portraying women and men from diverse cultural and ethnic backgrounds in a wide range of roles.
3. Using gendered examples equally when illustrating theories and concepts.

### Section 4. For revised courses only: PREVIOUS Catalog/Course Information:

Course Number: \_\_\_\_\_ Course Title in Banner: \_\_\_\_\_ (30 characters maximum)

Full Course Title in print catalog:

Prerequisites:

Co-requisites:

Grade Option: ☐ Graded (with P/NP option) ☐ Pass/No Pass only

Number/Type Credits	Term Minimum Contact	Term Maximum Contact	11-Week Term Contact
__ Lecture	__ hours (lecture credits x 10)	__ hours (lecture credits x 12)	__ hours (lecture credits x 11)
__ Lec/Lab	__ hours (lec-lab credits x 20)	__ hours (lec-lab credits x 24)	__ hours (lec-lab credits x 22)
__ Lab	__ hours (lab credits x 30)	__ hours (lab credits x 36)	__ hours (lab credits x 33)
__ Total credits (sum)	__ Total hours (sum)	__ Total hours (sum)	__ Total hours (sum)

### Course Description:

What will change? ☐ Course Number ☐ Title ☐ Course Description ☐ Credit hours ☐ Contact hours

**Section 5. Support Courses (New Professional/Technical course proposals must complete.)**

Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

Program	Division
HRTM	CCS

**Section 6. Overlap Courses (New course proposals must complete.)**

While overlap of course materials is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Division Dean of existing course enters one of two options at right. Note: N/A is not an option.

Options:

1. No overlap.
2. Approved: overlap is acceptable. Rationale attached.
3. Disapproved: reasons attached.

Division	Course Number / Title	% Overlap	Option	Division Dean of existing course (Signature required for all options)	Date
No overlap					

**Section 7. Qualification to fulfill degree requirements** (complete all relevant forms, available at <http://www.lanecc.edu/currshed/index.html> and send to Mary Brau for the Degree Requirements Review Committee):

☐ Form(s) applying for the following degree requirement status have been attached. (Only check this box when forms have been completed and attached.)

**AAOT, ASOT-Bus, OTM:**

- ☐ Arts & Letters
- ☐ Social Sciences
- ☐ Science /Computer Science
- ☐ Mathematics

**AAOT:**

- ☐ Cultural Literacy Option

**AAS, 1-year and 2-year certificates:**

- ☐ Human Relations

## Section 8. Library Impact Statement

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

**What assignments will require the use of library and information resources?** None

Each academic area has a Liaison Librarian (<http://www.lanecc.edu/library/services/liaison.htm>). Contact the designated librarian to discuss the library needs of your course. Please allow the librarian at least one week to assess library resources.

### To be completed by Liaison Librarian:

- ☐ Library resources are adequate to support this proposal.  
☐ Additional resources are needed but can be obtained from current funds.  
☐ Significant additional Library funds/resources are required to support this proposal.

\_\_\_\_\_  
Liaison Librarian

\_\_\_\_\_  
Date

## Section 9. Divisional Approval (To be completed by Division Chair and Administrative Assistant)

### Human, Physical, and Financial Resources:

☐ Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

☐ No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.

Explain:

### Required Certifications:

☐ We have developed minimum course certification standards according to the COPPs procedure "Instructor Qualifications: Credit," to be filed with ASA upon course approval.

☐ We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with ASA and Human Resources upon course approval.

### Fees:

☐ We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, "Fees: Special"  
☐ No special fees will be required for this course.

### Divisional Recommendation:

☐ The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

☐ Faculty review of this course was completed within the division on \_\_\_\_ (date).

☐ Pass

☐ Do Not Pass

\_\_\_\_\_  
Administrative Assistant/Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date

## Section 10. College Approval

\_\_\_\_\_  
Curriculum Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Dean for Academic Affairs

\_\_\_\_\_  
Date

Curriculum Approval Committee hearing:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic &  
Student Affairs

\_\_\_\_\_  
Date