

**HCTM 125 - Food, Beverage & Restaurant Management Course**  
**OutCTM 125**

**Distance Education Mode of Instruction** On-Campus  
Hybrid  
Entirely Online

**SECTION B**

**General Education Information:**

**SECTION C**

**Course Description**

**Repeatability** May be repeated 0 times

**Catalog Description** This course offers instruction, core competencies, and support activities for students who desire to become professionals in preparing to begin or advance their careers in the restaurant, hospitality, and foodservice industries.

**Schedule Description**

- P. Identify and Design Basic Menu Types
- Q. Plan for Health and Wellness and Organic Food Offerings
- R. Create and Design Menus, Dining Room Décor, and Appropriate Ambiance
- S. Demonstrate How to do the Following: Manage Employee Compensation, Manage Employee Terminations, Motivate and Develop Employees, Create a Crew Schedule, Prepare a Management Schedule
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### **3. Course Content**

- A. The Dynamics of Leadership in the Hospitality & Restaurant Industry
  - a. Managing in the Restaurant Industry
  - b. Qualities of a Leader
  - c. Workplace Ethics
  - d. Sexual Harassment Prevention
  - e. Sanitation, Safety, and Security
- B. Food Production Systems
  - a. Small Restaurants/Room Service & Banquets
  - b. Timing Food Orders
  - c. Facilitating Communication Between Front and Back of the House
  - d. Dining Service Supplies and Equipment
  - e. Dining Service Methods and Procedures
- C. Food Production Cost Management
  - a. Forecasting Food Service Sales
  - b. Incorporating Fixed Labor Costs
  - c. Controlling Service Labor Costs
- D. Beverage Service
  - a. Procedures for Beverage Service
  - b. Shrinkage Prevention and Tracking
  - c. Purchasing Beverages and Supplies
- E. Menu Planning & Marketing
  - a. Procedures and Objectives for Planning a Menu
  - b. Basic Menu Types
  - c. Health and Wellness/Organic Food Planning
  - d. Designing the Menu, Dining Room Décor, and Ambiance
  - e. Basics of Restaurant Marketing and Advertising
- F. Employee Management
  - a. Managing Compensation
  - b. Managing Terminations
  - c. Motivation and Employee Development
  - d. Create

Additional assessment information:

**B. Other required materials/supplies.**