

**CUL 254.4 Course Outline as of Fall 2016****CATALOG INFORMATION**

Dept and Nbr: CUL 254.4 Title: PURCHASING & BAKESHOP MG  
 Full Title: Purchasing and Bakeshop Management  
 Last Reviewed: 10/26/2015

Units	Course Hours per Week	Nbr of Weeks	Course Hours Total
Maximum 1.00	Lecture Scheduled 1.00	17.5	Lecture Scheduled 17.50
Minimum 1.00	Lab Scheduled 0	8	Lab Scheduled 0
	Contact DHR 0		Contact DHR 0
	Contact Total 1.00		Contact Total 17.50
	Non-contact DHR 0		Non-contact DHR 0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CULT 254.4

**Catalog Description:**

Introduction to basic bakeshop management procedures including labor, equipment, purchasing, receiving, and inventory control. Students will use the Culinary Cafe retail bakery model for menu planning and cost analysis.

**Prerequisites/Corequisites:**

Course Completion of CUL 254

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Introduction to basic bakeshop management procedures including labor, equipment, purchasing, receiving, and inventory control. Students will use the Culinary Cafe retail bakery model for menu planning and cost analysis. (Grade Only)

Prerequisites/Corequisites: Course Completion of CUL 254

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Explain basic management principles and guidelines used in a retail bakery operation.
2. Apply a working knowledge of retail bakery and restaurant pastry shop management.

**Objectives:**

The student will:

1. Identify purchasing, inventory, and storage control standards and issues.
2. Design a product list for a wholesale or retail bakeshop.
3. Design a restaurant dessert menu.
4. Explain marketing and sales considerations.
5. Discuss supplies and vendor selection.
6. Practice costing and pricing products.
7. Create and cost out an equipment list.
8. Develop an equipment maintenance program.
9. Develop an employee hiring, training plan, and work schedule.
10. Identify labor problems and solutions.
11. Describe ways to reduce labor costs.
12. Identify leadership skills relevant to bakeshop management.
13. Employ a sanitation and safety management program.
14. Create a profit and loss statement.
15. Identify methods of business development and promotion.

**Topics and Scope:**

- I. Marketing
  - A. Target market
  - B. Marketing and sales
- II. Purchasing
  - A. Product development

1. Retail bakery goods
2. Cafe restaurant desserts
- B. Determining supplies
- C. Vendors
- D. Ordering, delivery, storage concerns
- III. Costing Goods
  - A. Ingredients
  - B. Baked products
  - C. Pricing
- IV. Equipment
  - A. Purchasing
    1. Product list
    2. Sales
  - B. Maintenance
  - C. Repair
  - D. Sanitation and safety
- V. Labor
  - A. Hiring
  - B. Training
  - C. Scheduling
  - D. Safety and sanitation
  - E. Kitchen management
- VI. Inventory
  - A. Record keeping and financial controls
  - B. Storage and issuing
  - C. Theft and waste
- VII. Profit and loss
  - A. Business health
  - B. Sales
- VIII. Business strategies
  - A. Leadership decision-making
  - B. Business development and promotion

**Assignment:**

- A. Homework Assignments
  1. Prepare a product list based on marketing target.
  2. Cost and price products for sale.
  3. Prepare a profit and loss statement.
  4. Research and price retail and restaurant equipment.
  5. Prepare and employee hiring plan and schedule.
  6. Create and design a restaurant menu.
  7. Convert recipes to a formula.
  8. Develop a retail bakery inventory system.
- B. In-class lecture and activities
- C. Quizzes (2 to 4) and final exam.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework

Writing  
10 - 20%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Research homework, Computational homework, scenarios; Projects such as equipment purchasing, etc.

Problem solving  
40 - 60%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes and Final Exam: Multiple choice, True/false, Matching items, Completion, Short answer.

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance/Class participation

Other Category  
15 - 25%

**Representative Textbooks and Materials:**

Instructor prepared materials.