CUL 254.4 Course Outline as of Fall 2022

CATALOG INFORMATION

Dept and Nbr: CUL 254.4 Title: PURCHASING & BAKESHOP MG
Full Title: Purchasing and Bakeshop Management
Last Reviewed: 1/24/2022

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:
This course introduces students 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: This course introduces students 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:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	Effective:	Inactive:

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should 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:
At the conclusion of this course, the student should be able to:
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. Describe 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:

Assignments will include:
1. Weekly reading (5-15 pages).
2. Complete a worksheet converting recipes to formulas.
3. Research and price retail bakery and restaurant equipment.
4. Create a product list based on a target market strategy.
5. Develop a retail bakery inventory system.
6. Prepare an employee hiring plan and work schedule.
7. Perform calculations to determine a bakery's profit and loss.
8. Quizzes (2-4).
9. 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.

Product list based on a target market strategy	Writing 10 - 20%

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

Worksheet converting recipes to formulas; Research and price retail bakery and restaurant equipment; retail bakery inventory system; employee hiring plan and work schedule; determine a bakery’s profit	Problem solving 40 - 50%

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	Exams 30 - 40%

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

Attendance and participation	Other Category 5 - 20%

Representative Textbooks and Materials:
Instructor prepared materials.