

**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:**

<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:**

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.