



Course Syllabus
SEMESTER
School of Business Hospitality Management and Public Safety

Course Name:	Catering and Banquet Operations
Course & Section Number:	FNH 241-XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours:	2 Lecture / 4 Lab
Location:	
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email: *	
Additional Contact Information:	

Catalog description: This course emphasizes the application of banquet and catering principles. Presents practical instruction in banquet and off premise catered events with emphasis on quality and efficiency. Includes banquet and off-premise catering, theme parties, weddings, private clubs, hotels and other special meeting events. Emphasizes menu design and pricing, catering equipment, marketing and staffing. Introduces the basics of ice carving and other intermediary suppliers, contractors, and purveyors. Students will plan, prepare, serve and evaluate catered events, meeting the needs of clients and guests. Students will explore techniques that incorporate banquet and catering operations into existing food service establishments.

Prerequisite/Corequisites: FNH 112 and FNH 135 with a "C" or better

Course Materials:

1. Shock, Patti J.; Sgovio, Cheryl; and Stefanelli, John M. On-Premise Catering: Hotels, Convention Centers, Arenas, and More. 2nd ed. 2011 John Wiley & Sons.
ISBN 9780470551752.

What You Will Learn in the Course

Course Objectives:

Outcome	Where Assessed
1. Deliver hands on experiential practice in preparing buffet menus for on-premise and off-premise catering functions.	Assessed in: Daily lab evaluation, the student Catering Binder grade, 2 tests, catering planning activities, and catering practical function. See Syllabus "Grading Procedure"
2. Develop an understanding of management's role in the execution of catering services and special events planning.	Assessed in: Daily lab evaluation, the student Catering Binder grade, 2 tests, catering planning activities, and catering practical function. See Syllabus "Grading Procedure"
3. Identify various types of catering services offered in the community.	Discussed in class, chapter 1-11 Assessed in tests 1 & 2
4. Demonstrate through hands on practice the theories of make or buy analysis	Discussed in class. Assessed in Lab #1, "Make or Buy" assessment
5. Demonstrate through hands on practice various styles of large quantity production and service.	Discussed in class daily. Assessed in daily lab evaluation, catering planning activities, and catering practical function
6. Deliver industry standard experience in a classroom environment	Assessed in Catering planning activities and in final practical function

Student Learning Outcomes:

Outcome	Where Assessed
1. Define Catering and understand its advantages	Discussed in class, chapter 1-11 Assessed in tests 1 & 2
2. Differentiate between on-premise and off-premise catering.	Discussed in class, chapter 1 Assessed test 1
3. Describe the legal requirements for operating a catering business, as well as key components of a catering contract.	Discussed in class, chapter 10 Assessed in test 2
4. Develop catering menus for production and compute food quantities.	Discussed in class, chapter 1-11 Practical use in daily hands-on labs Assessed in tests 1 & 2
5. Develop a simple marketing plan for a catering business using applicable marketing tools	Assigned in Catering Binder Project Assessed in grade for Catering Binder See: Grading Procedure table in syllabus
6. Compute catering event costs	Discussed in class daily Assessed as part of planning activity, final function 1 & 2 planning, Catering Binder project, and Shakespear event planning.
7. Explain responsible beverage service techniques for catered events.	Discussed in class, Chapter 5 Assessed in test 1

Program Outcomes:

The following program outcomes are assessed in this course

Outcome	Where Assessed
1. Demonstrate the food production skills essential for success in the professional kitchen	Discussed daily in class and lab. Assessed in daily lab grade, all sections. See Lab Rubric.
2. Apply basic principles of food sanitation and safety in the food service operation.	Assessed in daily lab grade, "Safety/Sanitation Skills" section. See Lab Rubric
3. Evaluate menus based on recognized industry standards.	Discussed daily in class and lab. Assessed in daily lab grade, "Production/Critical Thinking Skills" and "Culinary Math/Measuring Skills" section. See Lab Rubric.
4. Develop management skills to prepare for the transition from employee to supervisor.	Discussed daily in class and lab. Assessed in daily lab grade, all sections. See Lab Rubric.

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Assessed in daily lab grade, "Communication Skills" section. See Lab Rubric.
Act with professional responsibility.	Assessed in daily lab grade, "Class/Group Participation" section. See Lab Rubric.
Demonstrate sensitivity to others' beliefs and values.	Assessed in daily lab grade, "Class/Group Participation" section. See Lab Rubric.
Think analytically, critically, and creatively.	Assessed in daily lab grade, "Production/Critical Thinking Skills" section. See Lab Rubric.

American Culinary Federation Competencies:

This course supports Student Competencies of the American Culinary Federation Competencies embedded in the following "Knowledge Area(s)":

1. Describe American, English, French and Russian Service.
2. Discuss service methods such as banquets, buffets and catering and a la carte.
3. Define and describe hors d'oeuvre, appetizers, and canapés.
4. Explain the importance of presentation and garnishing for hors d'oeuvre, appetizers, and canapés.
5. Prepare a variety of hors d'oeuvre, appetizers, canapés and basic garnishes.
6. Evaluate the quality of hors d'oeuvre, appetizers, and canapés.
7. Produce decorative centerpieces (i.e., fruit, vegetable carvings, salt dough, tallow and ice carvings).
8. Outline the supervisor's role in decision-making, problem solving and delegation of duties.
9. Explain the role of job descriptions and specifications.
10. Conduct yield and quality tests on items such as canned, fresh, frozen and prepared products.
11. Conduct a yield and cost comparison test of prefabricated products and on-premises prepared products.
12. Sustainability through Waste Control

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 116.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 151) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources and student support at this [link](#)*

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA | Protecting Student Privacy](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.

APA Example:

OpenAI. (2024). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Specific Course Rules/Classroom Procedures:

Assignment Policy:

- Assignments are due by the date posted elsewhere in this syllabus. No late assignments will be accepted. Failure to submit an assignment will result in a grade of “F/0” for that assignment.
- You may email me a rough draft of any written assignment for this class for my feedback up to one week before the due date listed in the Course Calendar.
- All course assignments must be submitted through Blackboard. Do not submit assignments by email.
- All assignments must be completed in Microsoft Word document file types (.rtf, .doc, or .docx) or as a PDF. Submitted assignments completed in any other formats (e.g. pages, gdoc, etc.) will receive a grade of “F/0” for that assignment.
 - Microsoft Word is available in all Owens Community College computer labs and as a download for your computer. To access your downloadable copy of Microsoft Office, or use the online Office suite, [visit the Office 365 homepage](#) and sign in with your Owens email and Ozone password.
- Visit the [Office of e-Learning's webpage for Blackboard Information and Tutorials](#) to view hardware/software requirements or view tutorials for assignment submissions.

Classroom Policy:

- **Classroom admittance:** OCC classes (e.g., traditional, land-based, laboratory, hybrid, asynchronous online, synchronous online, etc.) shall only be attended by the officially registered OCC students, instructor of record, guest lecturer, or substitute. Visitors are not permitted in the classroom and should not be invited to attend or participate in the class. See FERPA for specifics. [FERPA | Protecting Student Privacy](#)
- **Correspondence:** Email must come from an Owens email address only. Due to FERPA regulations, I will not respond to email from non-Owens addresses.
- Late arrivals are disruptive to both students and teachers. Plan travel time accordingly.
- Cell phones must have the ring mode turned off and cannot be used in class.
- Texting or phones ringing during class will be considered an absence/tardy
- Attendance is critical to your success as a student.
- **It is the responsibility of the student to formally drop the class if they will no longer be attending.** Information concerning “Withdraw Dates”, “Registration Dates”, “Graduation Dates” and other important dates can be found at www.owens.edu/records/.

Test Make Up Policy:

- **In Class Test-** If a student is ill or unable to take any test during the scheduled (in-class) testing period, he/she may take a makeup test. Only one time during the course will a student be able to make up a test. Subsequent missed test(s) will result in a grade of Zero (0/F). Make up testing is conducted in the testing center (College Hall, Room 128). Make up test must be completed within seven (7) days of the missed test.
- **Online Test-** Students will have access to any online test/quizzes for a minimum of three days, so makeup opportunities are granted on a case-by-case basis for online assessments. Please contact instructor immediately upon having any difficulties.

Attendance:

- Attendance and timeliness are expected for each class.
- Students are to communicate anticipated absences in advance in keeping with professional behavior by calling or emailing the lecture and/or lab instructor(s).
- Absence is defined as not attending any of the scheduled class time for the day or leaving early from lecture. Tardiness is defined as arriving more than 10 minutes late for scheduled time. Arriving late or leaving early from lecture will be considered an absence per incident.
- When a student is tardy on a quiz or exam day, there will be no additional time to complete the test.
- Students are responsible for missed course content. Please refer to the assignment policy within the syllabus.
- For inclement weather, refer to the Owens Community College catalog.
- **Absences and tardiness beyond two (2) occurrences will result in a reduction of 1% of the final grade for each occurrence.**

Uniform Policy

High standards of conduct and appearance are expected of the professional person. The industry and general public expect competency, integrity, and professional demeanor from a professional person. All personal hygiene practices will be enforced as part of the dress code.

Proper Lab Clothing

Students in a culinary lab are to be dressed wearing the following:

- a. Clean, white Owens Community College embroidered chef's coat
- b. Hair net/Black skullcap/Owens ball cap with all hair tucked completely under the hat
- c. Black chef pants
- d. Socks
- e. Hard top rubber soled shoes
- f. White apron

All lab uniforms must be clean when preparing or serving food products or washing and sanitizing equipment and utensils.

Additional Uniform Policies

Take careful note of the additional policies with professional Chef Apparel in mind:

- 1. All students will arrive in full clean and pressed uniform and remain that way until class has been dismissed. Jacket is to be buttoned completely**
- 2. All students will wear a white shirt under the Owens chef coat, this shirt is to have no visible writing on the front or the back. Tank tops are not acceptable.**
- 3. All students will wear black pants, these pants will not be "jeans" material, yoga pants, sweatpants, or any type of athletic stretchy pants, striped or checked. Pants are not to be cut at the bottoms or frayed. No holes are to be visible!**
- 4. Absolutely no jewelry is to be worn in the lab. This includes any rings, facial piercings, or ear jewelry. It must be removed; Band-Aids or tape are not an acceptable cover-up.**
- 5. Fingernails must not extend over the finger and are not to be painted.**
- 6. Perfume or Cologne: neither of these are acceptable in the kitchen, your sense of smell is directly linked to your sense of taste.**

Failure to adhere to these classroom policies will result in dismissal from class until the student has met compliance. This dismissal will be considered a tardy/absence and can result in the missing of lecture material, incompleteness of lab activities, and eventually result in point reduction to final grade.

Catering Binder Assignments:

Catering Binder, 1st Submission, Due September 17th		Possible Points
1. Your brochure: in color, gives a brief overview of your business, mission, events, etc. Be sure to create a logo, mission, or tagline, contact info, etc.	50 pts	50
2. Marketing plan for your business: 3-5 pages, see information on Blackboard	40 pts	40
3. Themes: 3 themes with at least 6 descriptions of the manner in which you can create the theme. Each theme must be easily discernible	10 pts each	30
4. Three package categories for client to choose from, to include all amenities that will be included in the packages, i.e., Platinum \$\$\$, Gold \$\$, Silver \$\$, each must have one 3 entrée choices, 3 veg choices, 3 starch choices, plus 3 appetizers, 3 salads, and 3 desserts	5 pts each	15
5. Beverage packages, at least 3, i.e., matching the categories for previous packages, be sure to include glass/plastic, domestic, house, call, name brand, bar tender fees, etc.	5 pts each	15
Section 2: Vendors/Suppliers, Due September 24th		
6. Blank BEO, to include all information needed, contact info, logo, etc.: see examples in class	15 pts	15
7. 2 rental Facilities that you could utilize for your function, location, square footage, amenities, or features of the property, pricing, MUST BE ABLE TO USE THEIR KITCHEN	5 pts each	10
8.2 rental companies, local, for resources your facility cannot or does not provide, contact information, options, etc.	5 pts each	10
9. Listing of standard tables sizes and linen sizes needed for tables, color options.	15 pts	15
10. 3 Bakers or bakeries, contact information, short paragraph of items offered or “specialty”	5 pts each	15
11. DJ or Musical services: 3, contact information, web page, short paragraph for each	5 pts each	15
12. 4 <u>specialty</u> vendors, contact information, web page, short paragraph for each	5 pts each	20
Total, 1st submission		150
Total, 2nd submission		100
Grand Total		250

Surprise Activity: 50 points

A surprise late booking and there is no time to purchase or defrost any items. You have 2 hours to prepare a meal for 10 people with only the food you have in the building. You may do a meal, a station, beverages, passing appetizers, a soup or stew, or anything else you can come up with!

Rules:

1. You must use the items specifically assigned to your group.
2. At least 2 menu items must be prepared.
3. You may use anything from the pantry list
4. All pantry items will be available, i.e., sugar, flour, salt, rice, a variety of breads and a variety of cheese.

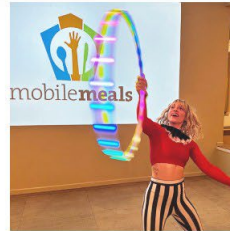
Catering Event Design Activity, 50 points, In-class Activity

Background: Mobile Meals in Toledo sponsors a catered event every year to raise money providing meals and companionship to homebound individuals in the community.

Activity: Plan 2 menu items for the Toledo Sip Sip Hooray event
Compete scaled recipes for 180 portions of each item
Place order using OCC Chef Order XL Sheet

Criteria:

- Theme will be Under the Big Top
- 2 Finger Food appetizers
- Recipes to include and highlight alcoholic beverage used in production
- Menu: Upscale, taking advantage of current trends in drinks, if possible.



Practical Function, 250 points

Project Objectives:

1. Prepare buffet menus for on-premise catering function.
2. Demonstrate management's role in the execution of catering services and special events planning.

Student Learning Outcomes:

1. Develop catering menus for production and compute food quantities.
2. Develop a simple marketing plan for a catering business using applicable marketing tools.
3. Compute catering event costs

Description of Project:

Develop a catered function from menus, recipes, marketing plan, purchase orders, production and service plans and the final day's function.

Criteria:

Number of guests	45-50 guests
Per person budget	\$5.50
Meal Requirement	5 course meal OR appetizers/mocktails reception (enough to make a meal) OR 4 action stations OR a full buffet
Meal period	Lunch, open at 11:30am
Theme	Theme must be approved by instructor
Groups	Group will, through professional discussion, develop a menu, marketing plan, purchase order and production/service plans
Recipes	MUST be from a reputable source. All recipes to be included, must be in digital format and standardized (and scaled) , while maintaining the <u>BUDGET</u> limits.
Production Plan/Service Plan	Schedule of daily events, who does what when, time limits, etc. Should not read like a recipe, a timeline of prep and production

Daily Lab Rubric:

8 labs

40 points possible each

320 points possible

	Exceeds industry standards	Meets industry standards	Approaching industry standards	Below industry standards	Fails to meet industry standards
Safety/Sanitation Skills	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Communication Skills	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Class/Group Participation	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Production/Critical Thinking Skills	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Culinary Math/Measuring Skills	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Product Appearance	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Product Taste	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)
Cleaning Participation	5 (12.50%)	4 (10.00%)	3 (7.50%)	2 (5.00%)	1 (2.50%)

Grading Procedure:

Graded Item	SLO	QTY		Item Pts Possible	Total Pts Possible
Tests		2	@	50	100
Catering Planning Activities		2	@	Surprise event 50 Planning Event 50	100
Catering Resources Binder		1	@	250 points	250
Lab Evaluations		8	@	40	320
Practical Function		1	@	Points below	230
				Recipes & Menu	100
				Production & Service Plan	50
				Self-Evaluation	40
				Lab Evaluation of function	40
				Total:	1000

Grade	Percentage	Points
A	90 – 100 %	900-1000
B	80 – 89 %	800-899
C	70 – 79%	700-799
D	60 – 69%	600-699
F	0 – 59 %	0-599

All students enrolled in the Culinary Arts Program or Hospitality Management Program and certificates must earn a “C” grade or better in each Food, Nutrition and Hospitality (FNH) course and maintain a 2.0 grade point average (GPA). Students that earn a grade of “D or F” must repeat the course and meet with their Academic Advisor for academic remediation. Students with a GPA below 2.0 will be placed on Academic Probation (<https://www.owens.edu/trustees/wp-content/uploads/sites/45/2022/02/2-42-academic-recovery-procedures.pdf>).

Tentative Class Assignment Calendar:

Week	Date	SLO	Topic	Assignment/Tests
1		1 & 2	Course and Lab Orientation Syllabus Review, Binder Assignment	Read Ch 1
		2, 3, & 6	Pre-planning for function Sales & Marketing Lab 1: Make or Buy Analysis	Read Ch 2
2		4, 6, & 7	Theme Parties, Weddings, Outdoor Parties Meal Functions Lab 2: Standardized Tasting	Read Ch 3 & 4 Test 1: Online, due DATE Test will be available at end of class DATE
		4, 6, & 7	Beverage Functions Lab 3: Group Planning	Read Ch. 5. Final function theme and full menu will be decided by end of class Menu must have descriptions, recipes must be standardized, and scaled for 50 guests
3		6 & 7	Function Room Selection and Set up Lab 4: Cocktail Receptions	Read Ch 6 & 7 Final Function Recipes Due
		4, 5, 6, & 7	Production & Service Planning Catering Design Activity: Binder Project	Read Ch 8 & 10 Final Function Orders done in class Test 1 Due Online BEFORE TIME
4		3 & 6	Staffing Lab 5: Linen and Table Set Up	Read Ch. 9 Binders due, first 5 tabs completed
		2 & 3	Working with Other Departments Lab 6: Action Stations	Read Ch. 11
5		4 & 6	Lab 7: Surprise Event	Production & Service Plan Due Binders due, tabs 6-12 completed
		4, 5, 6. & 7	Catering Design Activity: Sip Sip Hooray	Test 2 Online, Due DATE Test available at end of class DATE
6		4 & 6	PREP FOR FUNCTION 1	
		4 & 6	FINAL FUNCTION, GROUP 1	Test 2 Due Online BEFORE TIME
7		4 & 6	PREP FOR FUCTION 2	
		4 & 6	FINAL FUNCTION, GROUP 2	
8		4 & 6	PREP FOR SHAKESPEAR FUNCTION	Binders turned in, completed
		4 & 6	Lab 8: SHAKESPEAR FUNCTION	Self Evaluations due

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.