

HCTM-125: FOOD, BEVERAGE & RESTAURANT MANAGEMENT

Effective Term

Fall 2026

CC Approval

10/03/2025

AS Approval

10/09/2025

BOT Approval

10/16/2025

COCI Approval

12/15/2025

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Restaurant Management (Any Degree and Professional Experience)	

Subject Code

HCTM - Hospitality, Culinary and Tourism Management

Course Number

125

Department

Hospitality, Culinary and Tourism Management

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Food, Beverage & Restaurant Management

Short Title

Food, Beverage & Rest Mgmt

CB03 TOP Code

1307.10 - *Restaurant and Food Services and Management

CIP Code

52.0905

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

Rationale

The proposed changes to the SLO's will reflect an updated and more accurate assessment of the class and student's learning outcomes.

SECTION B - Course Description

Catalog Course 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.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable unit?

No

Units

3.00

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent
Online with Proctored Exams	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Students will describe the qualities of an effective leader in the food, beverage, and restaurant segments of the hospitality industry and identify their own leadership strengths and weaknesses.
2.	Students will summarize sanitation, safety, and security standards in a food, beverage, or restaurant establishment.

3. Demonstrate the ability to understand basic menu engineering, expense control, how to organize/layout a restaurant, and do basic human resource management for a restaurant.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Describe what it takes to be a manager in the restaurant industry.
2.	Demonstrate the qualities of a leader.
3.	Discuss ethics in the workplace.
4.	Illustrate sexual harassment prevention techniques in the workplace.
5.	Summarize sanitation, safety, and security standards in the workplace.
6.	Describe the differences between small restaurants/room service and banquets and/or production systems.
7.	Illustrate how to time food orders.
8.	Facilitate communication between the front and back of the house.
9.	Identify dining service supplies and equipment.
10.	Explain dining service methods and procedures.
11.	Demonstrate How to do the following: forecast foodservice sales, identify and incorporate fixed labor costs, identify and control service labor costs.
12.	Develop procedures for beverage service.
13.	Design shrinkage prevention and tracking methods for beverages.
14.	Understand how to efficiently purchase beverages and supplies.
15.	Develop procedures and objectives for planning a menu.
16.	Identify and design basic menu types.
17.	Plan for health and wellness and organic food offerings.
18.	Create and design menus, dining room décor, and appropriate ambiance.
19.	Demonstrate how to do the following: manage employee compensation, manage employee terminations, motivate and develop employees, create a crew schedule, prepare a management schedule.

Course Content

1. 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
2. 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
3. Food Production Cost Management
 - a. Forecasting food service sales
 - b. Incorporating fixed labor costs
 - c. Controlling service labor costs
4. Beverage Service
 - a. Procedures for beverage service
 - b. Shrinkage prevention and tracking
 - c. Purchasing beverages and supplies
5. 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
6. Employee Management

- a. Managing compensation
- b. Managing terminations
- c. Motivation and employee development
- d. Creating a crew schedule
- e. Preparing a management schedule

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Activity	Students will be given opportunities to learn about various Point of Sale programs, and how to use them in a restaurant, bar and/or winery.
Lecture	Students will be lectured on various models of historic and current food & beverage operations and wineries, from differing locations around the world.
Critique	Students will be asked to visit a restaurant, bar or winery, to evaluate the cost of goods, the service received and their overall experience in the establishment, as it relates to the topics learned in class.

Online Adaptation

Types	Examples of learning activities
Other	Utilize simulator Knowledge Matters ProSim program to immerses students in an interactive online platform, that simulates a food and beverage outlet. This allows students to put into practice what they are learning in class via online lectures, video and reading.
Activity	Students will engage in a project that will have them practice creating restaurant, bar or wineries menus of their own, designing the contents, costs and overall layout.
Discussion	Students will be asked to use Discussion Board assignments, to analyze and discuss amongst each other, various scenarios, that relate to case studies of different restaurants, bars and wineries.

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations

Student-Initiated Online Contact Types

Discussions

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Homework	Completion of all assigned homework and chapter tests, including material covered in lectures and guest speakers. For example, survey a local foodservice professional and write a 2–3-page paper on "Organic Dishes in the Restaurant and the Influence on Food Production and Costs."
Exams/Tests	The midterm and final exam tests will be in the form of objective, true/false, multiple choice, and essay questions. For example, visit a local restaurant, winery, or banquet facility and write a 1–2-page paper on the business's compliance with food safety or guest procedures.

Assignments

Reading Assignments

Reading assignments will be required.

Reading - Selected readings from the textbook, periodicals, library collections, trade publications, trade associations, and handouts furnished by guest lecturers.

For example, read Chapter 1 on "The Dynamics of Leadership in the Hospitality and Restaurant Industry" and be ready to discuss, review, and complete application questions in class.

For example, read Chapter 2 on "Food Systems and Production" and be ready to discuss in class.

Writing Assignments

Written assignments will be required.

For example, write a one-page paper discussing how to create a specialized menu.

For example, write a one-page paper discussing how to balance the interests of service staff in scheduling and the needs of the business.

Outside-of-Class Assignments

Visits to restaurant and other foodservice facilities will be required.

For example, visit several hotels, wineries, or restaurants in the Napa Valley and prepare a report on their challenges in foodservice delivery and overall performance.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Mill

Title

Restaurant Management: Customers, operations, and employees

Edition/Version

3rd

Publisher

Prentice Hall

Year

2007

SECTION G - Diversity, Equity and Inclusivity

How does your course and/or course outline of record reflect strategies for accommodating and engaging diverse student populations, advancing equitable outcomes, and fostering inclusion for all students?

This course supports diversity, equity, and inclusion by preparing students to lead and manage in hospitality settings that serve diverse communities and host multicultural workforces. Instruction emphasizes equitable leadership, inclusive customer service, and cultural competence in food, beverage, and restaurant environments. Students will explore how bias, accessibility, and representation impact team dynamics, service delivery, and guest experiences. Through real-world case studies and industry scenarios, students will develop the skills to foster inclusive work environments and meet the evolving expectations of global clientele.

Course Codes (Admin Only)

CB00 State ID

CCC000502871

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No