

HRM203 : Catering And Banquet Operations

General Information

Author:	<ul style="list-style-type: none">Andrew Feldman
Course Code (CB01) :	HRM203
Course Title (CB02) :	Catering And Banquet Operations
Department:	HRM
Proposal Start:	Summer 2025
TOP Code (CB03) :	(1307.10) Restaurant and Food Services and Management
CIP Code:	(12.0504) Restaurant, Culinary, and Catering Management/Manager.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000619672
Curriculum Committee Approval Date:	09/11/2024
Board of Trustees Approval Date:	11/19/2024
Last Cyclical Review Date:	09/11/2024
Course Description and Course Note:	HRM 203 introduces the hospitality student to the hands-on mechanics of catering and banquet services in the hospitality industry and provides a checklist of details, tips, and ideas on properly managing a banquet event. Additional emphasis is placed on the management of on-premise and off-premise catering events.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	<ul style="list-style-type: none">Andrew Feldman
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Cullnary Art/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	3	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	36

Laboratory	54
Studio	0
Total	90

Course Out-of-Class Hours

Lecture	72
Laboratory	0
Studio	0
Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entry Standards

Entry Standards	Description
Basic knowledge of computer spreadsheets and word processing.	No Value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Laboratory

Methods of Instruction Discussion

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Methods of Instruction Field Activities (Trips)

Methods of Instruction Guest Speakers

Methods of Instruction Presentations

Out of Class Assignments

- Homework from course lectures assigned as handouts for completion
- Laboratory assignments (e.g. written description of a monthly marketing sales plan developed from text and lab activities)

Methods of Evaluation

Rationale

Activity (answering journal prompt, group activity)

Homework and Lab activities

Other

Hands-on (or virtual) training, i.e. students will participate in weekly restaurant settings by training in traditional front-house positions during weekly campus culinary events.

Exam/Quiz/Test

Midterm examination

Project/Portfolio

Wedding planning project

Exam/Quiz/Test

Final examination

Textbook Rationale

This is the latest edition of the book. This book is highly valued on this topic.

Textbooks

Author	Title	Publisher	Date	ISBN
Patti J. Shock	On-Premise Catering: Hotels, Convention Centers, Arenas, Clubs, and More	Wiley	2012	978-0-470-55175-2

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Describe appropriate methods of scheduling space, time periods, and staff for a variety of catering functions.

Describe the appropriate set-up and staffing of a banquet room for service.

Describe proper methods of etiquette for banquet food and beverage service.

Describe guest payment methods.

Identify and describe guest follow up procedures for a variety of catering functions.

Develop standardized and custom unique menu styles for various event applications and particular clients.

Design and create a large scale wedding event from booking to service using all of the forms, contractual documents and planning elements for successful outcomes.

SLOs

Identify the basic elements of a catering function.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.
--------------------------	--

<i>HRM</i> Restaurant Management - Certificate	Organize beverage services for various types of events.
--	---

	create banquet event orders.
--	------------------------------

	plan dining room services for various event types.
--	--

<i>HRM</i> Restaurant Management - A.S. Degree Major	create banquet event orders.
--	------------------------------

	organize beverage services for various types of events.
--	---

	plan dining room services for various event types.
--	--

Apply the use of sales and marketing techniques.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.
--------------------------	--

Identify the elements and requirements for on-premise and off-premise event types.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
--------------------------	--

<i>HRM</i> Restaurant Management - Certificate	Organize beverage services for various types of events.
--	---

	create banquet event orders.
--	------------------------------

	plan dining room services for various event types.
--	--

<i>HRM</i> Restaurant Management - A.S. Degree Major	create banquet event orders.
--	------------------------------

	organize beverage services for various types of events.
--	---

	plan dining room services for various event types.
--	--

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Catering: Booking and Planning (6 hours)

- Number of guests and space requirements
- Time requirements
- Type of meal and service
- Incidental requirements and arrangements
- Arrangement of space and room set-up
- Ordering incidentals
- Staff scheduling

Banquet Room Set-Up and Staffing (6 hours)

- Meeting arrangements
- Dining arrangements

Banquet Service (6 hours)

- Beverage service/cocktail parties
- Food service
- Preparation and set-up
- Guest service
- Clearing and cleaning up

Guest Payment and Follow Up (10 hours)

- Methods of payment
- Deposits and partial payments
- Billing arrangements
- Follow up
- Thank you letters
- Evaluations
- File systems for future

Specialized Functions (8 hours)

- Wedding requirements
- Wedding service and servers
- Wedding follow-up
- Buffet requirements
- Buffet theme parties
- Buffet service and servers
- Buffet follow-up

Total Hours: 36

Laboratory/Studio Content

Laboratory (54 hours)

- Catering manager's job description
- Packing list for an off-premise event
- All day meeting event design and contracting; planning and development
- Hors d'oeuvres menu recipe, cost breakdown and pricing activity
- Bar setup and diagramming exercise
- Create a monthly marketing sales plan
- Diagram a wedding reception room layout for 200 guests

- Create a wedding package with cost breakdown and pricing
- Design a table scape setting
- Event bill calculation and tip distribution report
- Complete an event project using the various elements taught above

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value