

COURSE SYLLABUS



COURSE TITLE: HMG1 184

CLASS SECTION: x01

TERM: Winter 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): In person

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

Instructor Information

(a) Instructor	Bradford Boisvert	
(b) Office hours	Monday 11:15- 12:15 Tuesday 9:30-10:30 Thursday 9:30-11:30	
(c) Location	D240	
(d) Phone	250- 370-3914	Alternative:
(e) E-mail address	BoisvertB@camosun.bc.ca	
(f) Instructor Website	https://online.camosun.ca/d21/home	

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

<http://camosun.ca/learn/calendar/current/web/hmgt.html#HMG1184>

Credits: 3 Total Hours: 67.5

This course provides students with an introduction to the critical success factors of a beverage operation. Through a combination of both theory and applied learning opportunities, students will

plan and execute a series of themed functions. Key elements of food and beverage production, service, marketing and financial planning will be covered.

Prerequisites

One of:

- C in [English 12](#)
- C in [ENGL 091](#) and [ENGL 093](#)
- C in [ENGL 092](#)
- C in [ENGL 103](#)
- C in [ENGL 142](#)
- C in [ELD 092](#)
- C in [ELD 097](#)
- C in [ELD 103](#)

CALENDAR DESCRIPTION

[I] **Course Content and Schedule**

The first 7 weeks of this course is when we will learn the bulk of theory and skills for executing service for the remaining of the course. On Mondays in 8:30-9:50 and Thursday in Dunlop dining room from 11:30-2:30pm

Starting week 8, 14th the class will be running a “Pub Event” on Thursdays from 12:30am to 7:00 pm (There will be a lunch break taken).

Successful completion of this course requires consistent attendance. If there are 3 absences, the student will be required to discuss their circumstances with the Department Chair.

Schedule is subject to change at the discretion of the instructor.

COURSE LEARNING OUTCOMES / OBJECTIVES

[I] **Intended Learning Outcomes**

Upon successful completion of this course the student will be able to:

- **Complete any government certifications required to work in a beverage operation.**
- **Demonstrate a basic level of server proficiency with a point-of-sale system.**
- **Perform rudimentary food & beverage planning, production and service skills for a licensed beverage operation.**
- **Describe the key elements of responsible marketing and merchandising of beverage products.**

- **Demonstrate the positive characteristics of teamwork in a hospitality environment**

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Mulligans Bar Guide; *Shawn M. Mulligan*
Available from Camosun Book Store, Chapters, Bolen Books or Amazon.

Uniform- chef coat, chef pants, chef hat, kitchen apron, black server shirt. Black Server pants, black server apron. Closed toed, black nonslip work shoe

While no formal text is required, there is a great deal of material you will be required to access for this course through Desire to Learn (D2L). This requires you to have regular access to a computer, the internet and be able to read/work with current versions of Microsoft Office documents including MSWord and MExcel. Electronic versions of many forms are required each week. You must ensure that your security settings in Microsoft Excel will allow you to accept Macros. This is very important.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

184 fall 2022 Syllabus

Week	Dates	Topic	Assigned Readings	Activities/Discussion Due Dates
1	Monday Jan 9th 12:20pm-1:50pm Ewing 201	Course Introduction	D2L	Course concept and outline discussed, expectations, D2L Serving It Right Due Feb 15th – assignment box <ul style="list-style-type: none"> • Team building exercise • Student survey

1	Thursday January 12 DH 100 11:30am-2:20pm	Team work/ professionalis m	D2L	Professionalism in the hospitality industry Teamwork think pair share exercise
2	Monday January 16 12:20am-1:50pm Ewing 201			Beverage Operation Planning. Into to planning tools.
2	Thursday January 19 DH 100 11:30am-2:20pm		D2L	Theory creating customer experience - ecstatic's in an event space. ½ group Room setup for event. Event table setup. ½ group Mechanics of the bar
3	Monday January 23 12:20am-1:50pm Ewing 201	Marketing and advertising	D2L	Market of a Beverage Operation introduction
3	Thursday January 26 DH 100 11:30am-2:20pm	Marketing & advertising		. Introducing two events Brainstorm- (think pair share) wording for marketing write up Teams working on Poster and Social Media marketing

4	Monday January 30 12:20am-1:50pm Ewing 201	Merchandising	D2L	Discuss food and beverage Merchandising
4	Thursday Feb 2 DH 100 11:30am-2:20pm	Recipe development		Theory :standardized recipe Lab Cooking standardized recipes
5	Monday Feb 6 12:20am-1:50pm Ewing 201	Planning	D2L	Introduce teams- management positions
5	Thursday Feb 9 DH 100 11:30am-2:20pm	Purchasing	D2L	Theory-Purchasing, Ordering Lab: Inventory exercise
6	Monday Feb 13 12:20am-1:50pm Ewing 201	Planning	D2L	Quiz 1 10% Our Place teams intro.
6	Thursday Feb 16 DH 100 11:30am-2:20pm	Execution	D2L	OUR PLACE
7	Monday Feb 20 No class READING WEEK			No class
7	Thursday Feb 23 No Class READING WEEK			no class
8	Monday February 27	Financials		Introduce- Financials- budgeting, menu mix,

	12:20am-1:50pm Ewing 201			PCI compliance
8	Thursday March 2 DH 100 11:30am-2:20pm	Financial	D2L	Financial presentation and exercise Niranjala Storm-, budget integration and information, cash control, comparing budget to actual, budgeting analysis.
9	Monday March 6 12:20am-1:50pm Ewing 201	Operational logistics		Quiz 2 10% Setting our self and staff up for success. Pre Planning and prep list.
9	Thursday March 9 DH 100 11:30am-2:20pm	Presentation/ reflection/ analysis	D2L	Event 1 kitchen prep
10	Monday Mach 13 12:20pm-7:00pm Ewing 201	Execution		Event 1 operation prep
10	Thursday March 16 DH 100 11:30am-2:20pm			Event 1 Beer event
11	Monday March 20 12:20pm-1:50pm Ewing 201	Presentation/ reflection/ analysis	Class presentation	Event 1 recap Presentation Statistical Analysis of sales Reflection on event procedures and process
11	Thursday March 23 DH 100 11:30am-2:20pm	Preparation		event 2 kitchen prep

12	Monday March 27 12:20pm-1:50pm Ewing 201	Theory/ exercise		Event 2 operation Prep
12	Thursday March 30 DH 100 12:30pm-7:00pm	Execution	D2L	Event 2 cocktail event execution
13	Monday April 3 12:20pm-1:50pm Ewing 201	Presentation/ reflection/ analysis		Event 2 recap Presentation Statistical Analysis of sales, reflection on event
13	Thursday April 6 DH 100 11:30pm-2:20pm	Theory/ Lab	D2L	POS training POS Presentation, program – Industry Speaker on POS
14	Monday April 10 12:20pm-1:50pm Ewing 201			No class easter Monday
14	Thursday April 13 DH 100 11:30am-2:20pm	Wrap up recap course		Final Day review course close up events.

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Course Quizzes	20%
Class Participation/ Exercises	20%
Leadership Presentation and Critique	20%
Leadership Position/ event Execution Evaluation	30%
Event Reflection Assignments	10%
	TOTAL 100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2021) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

SCHOOL OR DEPARTMENTAL INFORMATION

Hospitality Management School of Business

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.