

COURSE OUTLINE

1. GENERAL INFORMATION

FACULTY	ECONOMY AND MANAGEMENT		
DEPARTMENT	ORGANIZATIONS MANAGEMENT, MARKETING AND TOURISM		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE CODE	1605-210519	SEMESTER	5th (dir. Tourism)
TITLE	CATERING FUNCTIONS AND ADMINISTRATION		
Autonomous Teaching Activities		WEEKLY TEACHING HOURS	CREDITS
Lectures		3	5
COURSE TYPE	SPECIAL BACKGROUND		
PREREQUISITE COURSES	NONE		
TEACHING LANGUAGE	GREEK AND ENGLISH		
COURSE OFFERED TO ERASMUS STUDENTS	YES		
COURSE WEBPAGE (URL)			

2. LEARNING OUTCOMES

Learning outcomes
<p>The course aims at achieving learning outcomes by students with a purpose</p> <ol style="list-style-type: none"> 1. KNOWLEDGE: describe and identify the operation and management of food businesses as well as catering 2. UNDERSTANDING: to distinguish the basic principles of personnel management in food 3. APPLICATION: to examine the application of organizational structure used in the food departments of hotels, restaurants, cruise ships. 4. ANALYSIS: to design and compose the price list by creating the menu 5. COMPOSITION: to compose the classification of restaurants and to explain the differences between independent and chain restaurants (franchise) 6. EVALUATION: evaluate and compare medium- to long-term goals for the healthy and smooth profitability of a food business. Evaluate competing catering companies.
General Skills
<ul style="list-style-type: none"> ✓ Search, analysis and synthesis of data and information, using the necessary technologies ✓ Adaptation to new situations ✓ Decision making ✓ Autonomous work ✓ Teamwork

- ✓ Work in an international environment
- ✓ Work in an interdisciplinary environment
- ✓ Production of new research ideas

3. COURSE CONTENT

The aim of this course is the students:

1. - to know the mass catering areas, to be able to determine the ways of organizing a catering business, to know the composition, the qualifications, and the duties of the kitchen staff,
2. -to know the basic ways of cooking preparations,
3. -to know the basic special diets for special categories of people such as diabetics, children,
4. – to understand the points of saving time, energy, human resources, and raw materials, to make similar decisions, to set quality standards for a food business,
5. - to acquire the ability to identify the techniques of a preparation (standard) and to approximate its cost,
6. -the catering business, design-establishment, and operation of a food business
7. -organization-equipment-restaurant staffing
8. -special meals

Menu composition protocol (custom categories of different countries). Basic food production techniques. Nouvelle cuisine, Molecular cuisine, gastronomy. Basic menu composition rules (à la carte, table d'hôte).

9. -restaurant sales
10. -principles of hygiene
11. -operation of stores of health interest in the focus control and costing elements
- Familiarity with Greek products and recipes (product categories).
- ways of serving
12. -payment of employees
Creation and implementation of standard recipes. ISO quality systems.
13. -promotion and sales promotion

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	Face to Face	
ICT USE	Lectures, use of new technologies, case studies, visits to food business premises, conference presentations by professionals in the field for the students to be informed about the labor market	
TEACHING ORGANIZATION	<i>Activities</i>	<i>Working Load per Semester</i>
	Lectures	39
	Field Exercises (Laboratory)	48
	Written assignments	28
	Unguided study	35
	TOTAL	150
ASSESSMENT	By written examination and assignments. The test material is posted on Moodle and before the test time is spent on answering questions about the	

	<p>test material.</p> <p>A file of students' examination documents is kept until they receive their degree.</p> <p>After the exam, time is available to each student to clarify his / her mistakes and explain his / her grade.</p>
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5. REFERENCES

-Suggested bibliography:

- Cooking Profession - Professional Cooking, MetzGruner, Maria Parikou Athens 2013
- Restaurant: Management and organization of food businesses, Costas Arvanitis publications Propompos Athens 2016
- Restaurant marketing, Protopapadakis I., Stamoulis publications, Athens 2005.
- Food Management, Tzorakoleftrakis Z., Interbooks publications, Athens 1999
- Description Synthesis, Salesiotis M., Interbooks publications, Athens 2007
- Professional Cuisine, Arvanitis-Kotsimanis, Propompos publications, Athens 2007
- Wine & Vine, UnwinT., ION publications, Athens 2003
- Hotel & Food Business, LundbergD., ELLIN publications, Athens 1997
- The Art of the Professional Bartender, Kessler, NBG publications, Athens 1998
- Drinks, Varnam-Sutherland, ION publications, 2006
- Restaurant & Bar Management, ReichA., ELLIN publications, Athens 2001
- Food & BeverageManagement, MarasA., Interbooks publications, Athens 2006
- Customers' complaints, Protopapadakis I., Stamoulis publications, Athens 2008

Foreign language Bibliography

- The theory of hospitality and catering by David Foskett εκδότης Hodder Education, USA 2021
- Modern gastronomy A to Z a scientific and gastronomic lexicon, Ferran Adria, Harold McGee CRC Press England 2009

Related scientific journals