

SYLLABUS

Course basic data			
Academic unit:	Faculty of Tourism and Environment		
Course title:	Food and beverage Management		
Level:	Bachelor		
Course status:	Elective		
Year of study:	II		
Number of hours per week:	4		
Value in credits – ECTS:	5		
Time / location:			
Course leader:			
Contacting details:			
Course description			
	<i>Introduction to the management of food and beverage industry, food service, Organization of operations of food and beverage, Marketing of food and beverages, Managing the cost of food and pricing in Menu, food sanitation, design of spaces, flow and equipment</i>		
Course aims:			
	<i>Through this module, students will receive an overview of the management of food and beverage operations. Topics include equipment layout and decor, menu planning, development and management of food beverages, customer service, purchasing, receiving and storage.</i>		
Learning outcomes:			
	<p><i>Upon successful completion of this module, students will be able to:</i></p> <ul style="list-style-type: none"> <i>• describe the different operations in food and beverage service industry</i> <i>• recognize and enforce laws in alcohol service in restaurants</i> <i>• develop effective procedures for the purchase, delivery and storage of food</i> <i>• understand menu development including design, appearance and different calculation methods of the price on the menu</i> 		
Contribution in Student's learning (should correspond with Students learning outcomes)			
Activity	Hrs	Days/weeks	Total
Lectures	4	15	60
Practical work			
Contact hours/consultatios with lecturer	1	1	1

Exercises in the field			
Tests, seminars			
Home work			
Student's independent study time (library or home)	3	15	45
Final preparation for exam	6	3	18
Time spent during assessment (tests, quizzes, final exam)	2		2
Projects, presentations, etc.			
Total			126
Teaching methodology:			
	<i>Lectures and exercises combined with case study and discussions in the classroom.</i>		
Assessment methods :			
	<i>Midterm exam 30%</i> <i>Final exam 40%</i> <i>Seminar 30%</i> <i>Final exam 100%</i> <i>(Final exam will be comprised by different multiple choice questions, open questions, and a case study analysis)</i>		
List of references			
Basic literature:			
	1. Rozana Troja, <i>Teknologjia ushqimore, Tiranë, 2001.</i> 2. Ninemeier, J. D., <i>Management of Food and Beverage Operations, 6th ed., Pearson Prentice Hall, Upper Saddle River, N.J., 2016.</i>		
Additional literature:			
	3. Adem Dreshaj. <i>Menaxhimi i Cilësisë së Produkteve dhe Ndikimet Mjedisore ne Biznes 2014, Prishtinë</i>		
Lectures timeline:			
Week	Lectures		
Fist week:	<i>Introduction to food and beverage management,</i>		
Second week:	<i>The food service industry</i>		
Third week:	<i>Organisation of food and beverage operation</i>		
Fourth week:	<i>Fundamentals of menagement</i>		
Fifth week:	<i>Food and beverage marketing</i>		
Sixth week:	<i>Nutritions for food service operation</i>		
Seventh week:	<i>Mid term evaluation</i>		
Eighth week:	<i>The menu</i>		
Ninth week:	<i>Managing food costs and menu pricing</i>		
Tenth week:	<i>Preparing for production</i>		
Eleventh week:	<i>Food and beverage service. Sanitation and safety</i>		
Twelwth week:	<i>Facility design, layout, and equipment</i>		

Thirteenth week:	<i>Financial management</i>
Fourteenth week:	<i>Project presentation</i>
Fifteenth week:	<i>Final evaluation</i>

Academic policies and rules of conduct:
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Regular attendance, maintaining the order and active engagement in dialogue during lectures and exercises is compulsory.
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