

SYLLABUS

| Basic data of the course | | | |
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| Academic unit: | Faculty of Tourism and Environment | | |
| Course title: | Food and Beverages Management | | |
| Level: | Bachelor | | |
| Status of the course: | Obligatory | | |
| Study year: | III | | |
| Number of hours for week: | 3 | | |
| Value of ects – ECTS: | 5 | | |
| Time /location: | | | |
| Teacher of the course: | Mimoza Zhubi | | |
| Contact detail: | mimoza.zhubi@ushaf.net | | |
| Course description | | | |
| Course description | Food and beverages management course treats topics related to food and beverage industry including production and service of food and beverages in catering operations, management of these operations with a special focus on topics such as menu planning, menu items cost setting, environment and hygiene of these catering operations, etc. | | |
| Aim of course: | | | |
| Aim of course: | The aim of this course is introduction to methods used for management of food and beverages in catering industry, learning the steps of operating these businesses, and applying effective methods for a successful development of catering operations. | | |
| Learning outcomes: | | | |
| Learning outcomes: | <p>After a successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Describe different food and beverages services in the catering industry; • Know and apply laws of food and beverages service in restaurants, hotels, bars, fast-foods, etc.; • Develop and apply procedures for purchase, receipt and storage of food and beverages; • Form appropriate strategies for menu preparation such as: projecting, designing and setting the menu items cost. | | |
| Contribution to student workload (which therefore should correspond with results of students outcomes) | | | |
| Activity | Hour | Day/Week | Total |
| Lecture | 2 | 15 | 30 |
| Theoretical exercises / laboratory | 1 | 15 | 15 |
| Practical work | | | |

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| Contacts with teacher / consultations | 2 | 4 | 8 |
| Exercises in field | 3 | 2 | 6 |
| Kolloquium, seminar | 1 | 1 | 1 |
| Home work | | | |
| Self study time of the student (at the library or at home) | 3 | 15 | 45 |
| Final preparation for the exam | 6 | 3 | 18 |
| Time spent on evaluation (tests, quiz, final exam) | 2 | 1 | 2 |
| Projects, presentations, etc. | | | |
| Total | | | 125 |

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| Teaching Methodology | The course will be attended for 15 weeks with a duration of 2 hour for one lecture, when there will be discussed the theoretical concepts and will be offered explanations regarding the process of food and beverages management, and 1 hour of group practice each week. During these group practice hours, there will be discussion with concrete examples to the specific topic discussed during the lecture. This form of practice will help the students to achieve knowledge on logical theoretical concepts and apply such knowledge in the practice of food and beverages management. |
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| Assessment methods | Power point presentation 10 %, Preliminary test during the semester 10 %, Attendance 10 %, Final test 70 %. Total: 100%. |
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| Literature | |
| Basic literature: | 1. Bernard Davis, Andrew Lockwood, CertEd, Peter Alcott Ioannis S. Pantelidis, "Food and Beverage Management", Fourth Edition, 2008. Slovenia. 2. Rozana Troja, "Food Technology", Tirana, 2001. |
| Additional Literature: | 1. Adem Dreshaj, "Product Quality Management and Environmental Impacts on Business", Prishtina, 2014. |

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| Designed learning plan: | |
| Week | The lecture that will be proceeded: |
| First week: | Introduction to food and beverages management |
| Second week: | Catering industry operations |
| Third week: | Organizing food and beverages operations |
| Fourth week: | Management basic principles |
| Fifth week: | Food and beverage marketing |
| Sixth week: | Tangible and non-tangible elements in food and beverages service |

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| Seventh week: | First intermediate test |
| Eighth week: | Menu |
| Nineth week: | Food and beverages cost management and menu items costs |
| Tenth week: | Preparation for food production |
| Eleventh week: | Service of food and beverages; Hygiene and safety of food and beverages |
| Twelfth week: | Environment and interior design of restaurants |
| Thirteenth week: | Financial management |
| Fourteenth week: | Presentations of projects |
| Fifteenth week: | Second intermediate test |

Academic policies and rules of conduct:

- Regular and active attendance of students in lectures, practice work and project presentations;
- Fulfillment of the duties and responsibilities by students and come prepared in the lecture;
- Polite communication and respect toward colleges and professors;
- Respect the ideas and opinions of others;
- Be quiet during lectures, turn off the phone, come in time for the lecture.