

Academic Year: ( 2020 / 2021 )

Review date: 10-07-2020

Department assigned to the subject: Business Administration Department

Coordinating teacher: MONTES SANCHO, MARIA JOSE

Type: Electives ECTS Credits : 3.0

Year : Semester :

## REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Operations and processes

## OBJECTIVES

This course is an introduction of catering business.

Knowledge: At the end of the course, the student will be able to:

- Know the types of catering company.
- Know the internal organization of the catering business.
- Know and understand the purchasing management.
- Know and apply models of inventory management in the field of food and beverages.
- Understand and correctly apply the technologies of information and communication technology (TIC) in the management of procurement and inventory management.

Specific skills: At the end of the course, students will be able to:

- Design in practice, the organizational structure of the catering business.
- Select the most suitable suppliers for the supply of food and beverages.
- Plan and control tasks in production processes.
- Design in practice protocols for the operation of different processes.
- Use the tools of quantitative and qualitative methods to resolve issues associated with the supply of food and beverages.

General abilities: This course will work:

- The ability to make decisions.
- The ability to work with tools and new information and communication technologies (TICs)

## DESCRIPTION OF CONTENTS: PROGRAMME

This course will study and analyze the organizational aspects of the catering companies, such as models of purchasing management and inventory, as well as scheduling and planning tasks.

1. Catering: Types of companies
2. Purchasing management.
3. Inventory Management: Food and Beverages.
4. Programming and scheduling.

## LEARNING ACTIVITIES AND METHODOLOGY

The competencies of knowledge and specific skills and attitudes will be acquired by students through lectures, class exercises resolution practices and the realization by the student to deliver practical exercises.

The general skills will be worked out in practical exercises .

The course will have the following development:

Students will receive three sets of teaching materials for the course:

- 1) Slides.
- 2) Booklet of exercises to resolve in class.
- 3) Booklet of exercise to be delivered.

## ASSESSMENT SYSTEM

The evaluation system is as follows:

- The final exam will aim to test the degree to which the powers of knowledge have been acquired by the student and will account for 50% of the final grade.
- Exercises to deliver work attitudes and skills identified and will account for 50% of the final grade.

**% end-of-term-examination:** 50

**% of continuous assessment (assignments, laboratory, practicals...):** 50

## BASIC BIBLIOGRAPHY

- Becerra, E La gran aventura de montar un restaurante, Síntesis, 2006
- Blasco, A. Manual de gestión de producción de alojamiento y restauración, Síntesis, 2006