



Republic of the Philippines
SULTAN KUDARAT STATE UNIVERSITY
Isulan, Sultan Kudarat
College of Industrial Technology
2ND SEMESTER S.Y. 2024-2025



UNIVERSITY VISION

A trailblazer in arts, science and technology in the region.

UNIVERSITY MISSION

The University shall primarily provide advance instruction and professional training in science and technology, agriculture, fisheries, education and other related field of study. It shall undertake research and extension services, and provide progressive leadership in its area of specialization.

UNIVERSITY GOAL

To produce graduates with excellence and dignity in arts, science and technology.

UNIVERSITY OBJECTIVES

- a. Enhance competency development, commitment, professionalism, unity and true spirit of service for public accountability, transparency and delivery of quality services;
- b. Provide relevant programs and professional trainings that will respond to the development needs of the region;
- c. Strengthen local and international collaborations and partnerships for borderless programs;
- d. Develop a research culture among faculty and students;
- e. Develop and promote environmentally-sound and market-driven knowledge and technologies at par with international standards;
- f. Promote research-based information and technologies for sustainable development;
- g. Enhance resource generation and mobilization to sustain financial viability of the university.

Program Objectives and its Relationship to University Objectives

PROGRAM OBJECTIVES	UNIVERSITY OBJECTIVES						
A graduate of Bachelor Science in Industrial Technology major in Food Services and Management / Technology Education can:	a	b	c	d	e	f	g
a. Strengthen professional and advanced academic, technical and vocational training in the field of food management services and technology education.	/	/					
b. Effectively transfer and promote scientific researches and technological discoveries for community adaption and development.	/	/	/		/	/	/
c. Extend technical knowledge to cater the needs of the community in the region.	/	/	/	/	/	/	
d. Promote advanced technology innovations relevant to the needs of the industry in local and international standards.	/	/	/		/	/	/
A graduate of Bachelor Technical Vocational Teachers Education can:	a	b	c	d	e	f	g
A. Articulate effectively and independently in multi-disciplinary and multi-cultural teams the latest development in the fields practiced such as Automotive Tech., Civil Tech., Drafting Tech., Electrical Tech., Food Service Management and allied disciplines.	/	/	/	/	/		
B. Lead the Promotion and preservation of Filipino historical and cultural heritage, social empowerment and environmental sustainability in a professional and ethical and ethic approach		/			/	/	/
C. Generate research-base information and technologies at par from international standard; and	/	/		/		/	/
D. Promote and transfer knowledge and technologies for effective and efficient school-industry partnership.		/		/		/	/

1. Course Code : FSM 321
 2. Course Title : Cafeteria and Catering Management
 3. Pre – Requisite :
 4. Credits : 5 units

5. Course Description

This course covers all concepts, principles and techniques on catering and catering management. It provides tools to fully understand challenges and benefits of running a successful catering business.

6. Course Learning Outcomes and Relationships to Program Objectives

Course Learning Outcomes	Program Objectives			
At the end of the semester, the students can:	a	b	c	d
a. Identify the characteristics needed to succeed in the catering segment and how to assess the feasibility of a business idea and/or proposal.	/	/	/	/
b. Determine tools for optimizing profit margins considering labor costs, food and beverage costs along with other operational expenses as well as determining the best location for a catering business and the necessary requirements for start-up.	/	/	/	/
c. Demonstrate on how to set up the catering kitchen along with employee training and safety guidelines.	/	/	/	/
d. Identify tools for effective recruitment, documentation, and training, evaluating and terminating staff.	/	/	/	/
e. Develop a comprehensive and diversified marketing plan and a multifaceted approach to event design and execution.	/	/	/	/
f. Demonstrate food preparation/production and specialized service.	/	/	/	/
g. Employ learned knowledge on manners and services in catering menus and recipes	/	/	/	/

7. Course Content

Course Objectives, Topics, Time Allotment	Desired Student Learning Outcomes	Outcomes – Based Assessment (OBA) Activities	Evidence of Outcomes	Course Learning Outcomes	Program Objectives	Values Integration
Topic: SKSU VMGO, Classroom Policies, Course Overview, Course Requirements, Grading System (2 hours)						
1.1. Discuss the VMGO of the University, classroom policies, and overview of the course, course requirements, and grading system.	1.1. Students can discuss the University VMGO, classroom policies, course overview, requirements and grading system.	Discussion	Students understood the University VMGO, classroom policies, requirements, and grading system			Awareness Obedience
Topics: Introduction to Catering (18 hours)						
1.1. Discuss ways to identify characteristics of caterer and how to assess the feasibility of a business idea and/or proposal.	2.1. Students can discuss specific areas of catering, along with the benefits and challenges of managing each	Collaborative discussion through google meet/zoom.	Direct Observation Graded results of Students oral presentation			Camaraderie Cognizance
Topic: Pricing for Profit (9 hours)						
3.1. Determining tools for optimizing profit margins along with other operational expenses	3.1. Student can determine tools for optimizing profit margins considering Labor cost, food, beverage cost,	Collaborative discussion through zoom/google meet.	Graded results of Student self-evaluation			Team work Self-sufficiency

Along with operational expenses.

Journaling

Result of written quiz

Topic: Setting up the Catering Kitchen (9hours)

4.1 Determine the following topics on setting up the catering kitchen to mention:

- The catering kitchen layout
- Essential equipment for preparation
- Transportation
- Event execution
- Employee training and safety guidelines
- Specialized equipment

4.1. Students can determine setting up the catering kitchen to wit:

- The catering kitchen layout
- Essential equipment for preparation
- Transportation
- Event execution
- Employee training and safety guidelines
- Specialized equipment

The instructor will extract students' knowledge using powerpoint presentation about setting up the catering kitchen. Video clips.

Graded results of an open-ended question.

Cooperation
Self-confidence

Topic: Marketing (9 hours)

5.1 Identify tools for effective recruitment, documentation, and training, evaluating and terminating staff.

5.1. Students can identify tools for effective recruitment, documentation, and training, evaluating and terminating staff.

Collaborative discussion through zoom/google meet.
Journaling

Graded results of Student self-evaluation
Result of written quiz

Hard work
Patience
Self-trust
Awareness
Originality
Resourcefulness

Topic: Event Planning (9 hours)

6.1. Develop a comprehensive and diversified marketing plan and a multifaceted approach to event design and execution.

6.1 Students can develop a comprehensive and diversified marketing plan and a multifaceted approach to event design and

Collaborative discussion

Graded oral quiz using rubric, online quiz using google classroom.

Responsiveness
Common sense
Unity

	execution.					
Topic: Food Preparation and Service (127 hours)						
7.1. Demonstrate food and specialized service.	7.1. Students can demonstrate food and preparation/production and specialized service	Online discussion and demonstration through google meet/zoom	Direct observation Constructive Feedback			Receptiveness Cooperation Self-trust
Topic: Recipes and Services in Catering(9 hours)						
8.1 Employ learned knowledge on manners and services in catering menus and recipes	8.1 Students can employ learned knowledge on manners and services in catering menus and recipes	Collaborative discussion through google meet/zoom.	Oral recitation Direct observation Constructive Feedback			Common sense Determination Patience Inventiveness Hard work Resourcefulness
Number of Hours	54 hours (Lecture) 118 hours (laboratory) 2 hours (Exam)					
Total Number of Hours	174 Hours					

Course Requirement:	Quizzes Project Assignment Class Participation/Oral Practicum Output/Laboratory Written Examination (Midterm and Final)
	All students must adhere to the virtual guidelines: act respectfully, responsibly and with maturity; arrive on time and be ready for instruction; put cell phones on silent mode and must be kept- in case of virtual class, it is advise that students upon entry or joining in the classroom shall shut off the audio/mic and open always the camera; contribute to an orderly learning environment; must not hesitate to consult the professor when there are

	important concerns; establish good rapport with professors; maintain silence during oral reports/ presentations; cooperate in classroom activities and in in-class performance			
Grading System		Midterm	Final Term	Class Schedule: TTH (January 2023- June 2023)
	Quizzes/Assignments	10%	10%	
	Oral Participation/ Project	10%	10%	
	Attendance	20%	20%	
	Laboratory Outputs	10%	10%	
	Written Examination (Midterm& Final term)	40%	40%	Schedule of Examination : TBA
		100%	100%	

8. Course Evaluation:

9. REFERENCES

Textbooks	Mattel B. (2016) <i>Catering</i> Canada: John Wiley and Sons, Inc Scanlon N.(2007) <i>Catering Management</i> Canada: John Wiley and Sons, Inc. Lora Arduser (2006) The Professional Caterer's Handbook
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