



**The University of Jordan**  
**Accreditation & Quality Assurance Center**

**COURSE Syllabus**

1	Course title	<b>Hotel Supply and Storage Management</b>
2	Course number	5302411
3	Credit hours (theory, practical)	3
	Contact hours (theory, practical)	0
4	Prerequisites/corequisites	
5	Program title	Hotel Management
6	Program code	2
7	Awarding institution	The University of Jordan
8	Faculty	Tourism and Hospitality
9	Department	Hotel Management
10	Level of course	
11	Year of study and semester (s)	1 <sup>ST</sup> 2014\2015
12	Final Qualification	Bachelor
13	Other department (s) involved in teaching the course	
14	Language of Instruction	English
15	Date of production/revision	

**16. Course Coordinator:**

*Office numbers, office hours, phone numbers, and email addresses should be listed.*

2<sup>ST</sup> (321)

9- 10 Sunday, Tuesday & Thursday.

ojawabreh2000@yahoo.com

**17. Other instructors:**

*Office numbers, office hours, phone numbers, and email addresses should be listed.*

**18. Course Description:**

*As stated in the approved study plan.*

This course explain the importance of budget management in the supply storage processes in hotels and highlights the priority of such processes for processes for the standards of everyday life in a hotel. The course includes the methods and planning of storage, of F& B needs, and forecasting the expected needs

**19. Course aims and outcomes:**

**A- Aims:**

1. To understand the importance of the Purchasing Process
2. To enable students to acquire a range of technical, practical ,personal Objectives Of Purchasing Management
3. To provide students with an opportunity to develop basic knowledge and skills to be competent in routine tasks in various Purchasing Cycle.
4. To have basic knowledge about What is needed to achieve storage objectives

**B- Intended Learning Outcomes (ILOs):** Upon successful completion of this course students will be able to ...

Define Objectives Of Purchasing Management

Identify Principles Of Purchasing Management

Understand Purchasing Cycle/5 System OR Steps In Purchasing

Define Purchasing Process

Discusses What is needed to achieve storage objectives?

**20. Topic Outline and Schedule:**

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Objectives Of Purchasing Management	1	Dr. Omar Jawabreh	Define Objectives Of Purchasing Management	Lecture	Student Manual
Principles Of Purchasing Management	2	Dr. Omar Jawabreh	Identify Principles Of Purchasing Management	Worksheets	
Purchasing Cycle/5 System OR Steps In Purchasing	3	Dr. Omar Jawabreh	Understand Purchasing Cycle/5 System OR Steps In Purchasing	Using the style of brainstorming	
Purchasing Process	4	Dr. Omar Jawabreh	Define Purchasing Process	Lecture	
What is needed to achieve storage objectives?	5	Dr. Omar Jawabreh	Discusses What is needed to achieve storage objectives?	Discussion	
Storage Area to Receiving and Production Areas	6	Dr. Omar Jawabreh	Define Storage Area to Receiving and Production Areas	Questions and answers	
Storeroom Regulations Control and	7	Dr. Omar Jawabreh	Evaluate Storeroom	Discussion	

Predictability			Regulations Control and Predictability		
Supervise and Manage the Storage Function	8	Dr. Omar Jawabreh	Discusses Supervise and Manage the Storage Function	Worksheets	
Managing the storage facilities	9	Dr. Omar Jawabreh	Identify Managing the storage facilities	Discussion	
Classifying food items in inventory by date using	10	Dr. Omar Jawabreh	Classifying food items in inventory by date using	Lecture	
The calculation of this month's actual food cost.	11	Dr. Omar Jawabreh	Understand The calculation of this month's actual food cost.	Guest visits	
Exercising Tight Control over the Stock	12	Dr. Omar Jawabreh	Exercising Tight Control over the Stock	Worksheets	
A value analysis of storage management procedures	13	Dr. Omar Jawabreh	Discusses A value analysis of storage management procedures	Discussion	
Public Safety Standards	14	Dr. Omar Jawabreh	Evaluate Green Supply	Questions and answers	
Public Safety Standards	15	Dr. Omar Jawabreh	Evaluate Green Supply	Discussion	
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### 1. Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:

Lectures, Class Discussion, Student Manual, White Board, Student Manual and Handout.

### 22. Evaluation Methods and Course Requirements:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment

**methods and requirements:****1. Quiz****10%**

There is one quiz that the student gives the scope of The Principles Of Purchasing Management , **in week 3.**

**2. Mid Term Exam****30%**

This exam will have questions in variety of forms including explanatory questions and essay questions. The exam will occur in week 9. You will have (1) hour to complete the exam.

**3. One Assignment****10%**

There is one assignment that the student writing a report. About the to prepare basis for **Purchasing Process** in week 10.

**4. Final Exam****50%**

This exam will have questions in variety of forms including explanatory questions and essay questions , multiple chose questions. The exam will occur in week 16 as determined by the college and will cover content from weeks the entire course. You will have ( 2) hours to complete the exam.

**23. Course Policies:**

A- Attendance policies:

B- Absences from exams and handing in assignments on time:

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

E- Grading policy:

F- Available university services that support achievement in the course:

**24. Required equipment:**

**25. References:**

A- Required book (s), assigned reading and audio-visuals:

Student Manual

B- Recommended books, materials, and media:

**26. Additional information:**

Name of Course Coordinator: -----Signature: ----- Date: -----

Head of curriculum committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: -----Signature: -----

Copy to:

Head of Department  
Assistant Dean for Quality Assurance  
Course File