

ASIGNATURA DE ADMINISTRACIÓN DE ALIMENTOS Y BEBIDAS BIS

1. Competences	Coordinate the food and beverage operation area through the planning, execution and evaluation of the production of gastronomic products, considering procedures, standards and regulations, to contribute to the profitability of the organization and to strengthen gastronomic industry and culture.
2. Four month term	Fourth
3. Theoretical hours	35
4. Practical hours	40
5. Total hours	75
6. Total hours per week	5
7. Learning objective	The student will determine the administrative process of food and beverage establishments through planning, organization, management and control to contribute to the achieving the organization's objectives.

Learning units	Hours		
	Theory	Practice	Total
I. Planning in Food and Beverage establishments	10	5	15
II. Organization in Food and Beverage establishments	10	10	20
III. Management in Food and Beverage establishments	5	10	15
IV. Control in Food and Beverage establishments	10	15	25
Total	35	40	75

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ADMINISTRACIÓN DE ALIMENTOS Y BEBIDAS BIS

LEARNING UNIT

1. Learning unit	I. Planning in Food and Beverage establishments
2. Theoretical hours	10
3. Practical hours	5
4. Total hours	15
5. Learning unit objective	The student will determine the planning of food and beverage service to achieve the objectives of the organization.

Topics	Knowledge	Skills	Values
Concepts and generalities of food and beverage management	<p>Define the concepts of:</p> <ul style="list-style-type: none"> - Management. - Management process. - Food and beverage establishments. <p>Identify the objective and importance of management and its relationship with the area of food and beverages.</p>		Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude
Stages of planning	<p>Describe the concept of planning and organizational philosophy.</p> <p>Describe the stages of planning:</p> <ul style="list-style-type: none"> - Current situation. SWOT - Establishment of goals and objectives. - Action plans of objectives and goals. 	Establish the planning stages of food and beverage establishments.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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Topics	Knowledge	Skills	Values
Planning techniques	Identify planning techniques: -Gantt chart. -Flowchart. -Schedule of activities.	Plan the operation of the food and beverage area.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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ADMINISTRACIÓN DE ALIMENTOS Y BEBIDAS BIS

ASSESSMENT PROCESS

Learning outcome	Learning sequence	Assessment instruments
<p>From a case study, draft a report including:</p> <ul style="list-style-type: none"> - Type of food and beverage establishment. - SWOT matrix. - Objectives and goals. - Strategies and action plans. -Justification of the planning tools used. 	<ol style="list-style-type: none"> 1. Understand the basics of management. 2. Analyze the management process in the area of food and beverages. 3. Understand the planning procedure. 4. Understand the planning techniques for a food and beverage establishment. 	<p>Case study Checklist</p>

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TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Research tasks Collaborative teams Group discussion	Multimedia equipment Printed material Internet

LEARNING SPACE

Classroom	Laboratory/workshop	Company
X		

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LEARNING UNIT

1. Learning unit	II. Organization in Food and Beverage establishments
2. Theoretical hours	10
3. Practical hours	10
4. Total hours	20
5. Learning unit objective	The student will determine the organizational structure of food and beverage establishments to contribute to the efficiency of the operation.

Topics	Knowledge	Skills	Values
Organizational structure of food and beverage establishments	Describe the concept of organization as part of the management process. Identify the organizational structure of the areas of food and beverage establishments.	Prepare the organic structure of the food and beverage establishments' areas.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect
Organization of food and beverage establishments staff	Identify the concept of job profile and description. Identify the elements that define a function.	Determine profile, description and functions of jobs in food and beverage establishments.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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ASSESSMENT PROCESS

Learning result	Learning sequence	Evaluation tools and instruments
<p>From a case study, draft a report that includes:</p> <ul style="list-style-type: none"> - Name of the food and beverage establishment. - Concept and classification of the food and beverage establishment. - Organizational structure and its foundation. - Job profile - Job description - Conclusion 	<ol style="list-style-type: none"> 1. Identify the functional areas of the food and beverage department. 2. Understand the procedure to organizationally structure the food and beverages area. 3. Understand the procedure to define the profile, description and functions of food and beverage establishments. 	<p>Practical exercise Checklist</p>

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LEARNING UNIT

1. Learning unit	III. Management in Food and Beverage establishments
2. Theoretical hours	5
3. Practical hours	10
4. Total hours	15
5. Learning unit objective	The student will direct the operations of the food and beverage area, to ensure the efficiency of procedures.

Topics	Knowledge	Skills	Values
Management Fundamentals	<p>Identify the importance of the management stage in the administrative process.</p> <p>Recognize the concept and leadership styles.</p> <p>Describe the elements of management.</p>		Work ethic Responsibility Communication Self-control Organized Systematic Innovative Proactive Analytical Systematic
Principles of supervision.	<p>Explain the concept of supervision, their importance and objective in gastronomic processes.</p> <p>Describe the components of supervision.</p>		Work ethic Honesty Punctuality Responsibility Communication Self-control Organized Systematic Innovative Proactive Analytical Systematic
Tools and phases of supervision.	<p>Identify the main tools for monitoring the operation of food and beverage establishments:</p> <ul style="list-style-type: none"> -Checklist. - Logs. - Observation guides. <p>Explain the supervision phases of the food and beverage operation area.</p>	<p>Develop tools for monitoring food production and service processes.</p> <p>Supervise procedures in food and beverage areas.</p>	Work ethic Honesty Punctuality Responsibility Communication Self-control Organized Systematic Innovative Proactive Analytical Systematic

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ASSESSMENT PROCESS

Learning result	Learning sequence	Evaluation tools and instruments
<p>From a case study of food and beverage service, draft a report that includes:</p> <ul style="list-style-type: none">- Objective of supervision.- The phases of service supervision.- Supervision tools.- Results of process supervision.- Conclusions.	<ol style="list-style-type: none">1. Understand the concepts of management and supervision.2. Identify tools and phases of supervision.3. Understand the procedure for developing supervisory instruments.	<p>Checklist Practical exercises</p>

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TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Research tasks Case studies Role plays	Multimedia equipment Printed material Internet

LEARNING SPACE

Classroom	Laboratory/workshop	Company
X		

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LEARNING UNIT

1. Learning unit	IV. Control in Food and Beverage establishments
2. Theoretical hours	10
3. Practical hours	15
4. Total hours	25
5. Learning unit objective	The student will control the area of food and drinks to contribute to resource optimization.

Topics	Knowledge	Skills	Values
Fundamentals of control.	<p>Define the concept of control.</p> <p>Describe the characteristics of the control in food and beverage establishments.</p>		<p>Work ethic</p> <p>Honesty</p> <p>Punctuality</p> <p>Responsibility</p> <p>Communication</p> <p>Self-control</p> <p>Organized</p> <p>Systematic</p> <p>Innovative</p> <p>Proactive</p> <p>Analytical</p> <p>Systematic</p>
Tools and control phases.	<p>Identify the control tools.</p> <p>Explain the phases of control in the operation of food and beverage establishments:</p> <ul style="list-style-type: none"> - Control phase procedures. - Production and service standards. 	<p>Develop control tools in food and beverage establishments.</p> <p>Determine standards for food and beverage production and service processes.</p>	<p>Work ethic</p> <p>Honesty</p> <p>Punctuality</p> <p>Responsibility</p> <p>Communication</p> <p>Self-control</p> <p>Organized</p> <p>Systematic</p> <p>Innovative</p> <p>Proactive</p> <p>Analytical</p> <p>Systematic</p>

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ASSESSMENT PROCESS

Learning result	Learning sequence	Evaluation tools and instruments
<p>Based on a case study of food and beverage production and service, draft a report that includes:</p> <ul style="list-style-type: none"> - Control tools. - Standards of production and service processes. - Observations. - Proposals of improvements. 	<ol style="list-style-type: none"> 1. Understand the concept of control. 2. Analyze the importance of process control in food and beverage establishments. 3. Identify the control tools. 4. Analyze the standards of production and service processes. 	<p>Practical exercise Checklist</p>

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TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Problem solving Collaborative teams Case analyses	Multimedia equipment Printed material Internet

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CAPABILITIES DERIVED FROM THE PROFESSIONAL COMPETENCES WHICH CONTRIBUTE TO THE SUBJECT

Capability	Performance criteria
Plan the operation of a food and beverage preparation area considering the times and movements, supply and demand, available resources, planning techniques and organizational policies, to meet goals and optimize resources.	<p>Prepare a work plan according to the operating characteristics and policies of the organization:</p> <ul style="list-style-type: none"> - menu to prepare - type of service - number of diners - supplies requisitions: raw material, equipment, furniture and utensils - personnel requisitions - Schedule of activities with times and those accountable - Staff roles - Control formats: requisitions and kitchen stocks - standard recipe - Area operating budget - performance indicators
Supervise the operation of a food and beverage preparation area through monitoring tools and quality standards, to comply with the established planning and contribute to the profitability of the organization.	<p>Integrate a supervision report of the food and beverage operations area that includes:</p> <ul style="list-style-type: none"> - monitoring instruments: observation guide, logbooks, monitoring formats - verification of the operation planning - monitoring results - proposals for correction and improvement
Verify the hygienic handling of food and beverages considering the applicable regulations, audit procedures and the type of establishment, to ensure the safety and security of food and beverages.	<p>Perform a verification and draft a report of the hygienic handling of food and beverages including:</p> <ul style="list-style-type: none"> - verified areas - personnel involved - benchmark standards - check list - processes of the verified areas - evidences: logbooks, temperature control records, inputs and outputs - findings - results - recommendations

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REFERENCES

Author	Year	Title	City	Country	Publisher
Durán García, Carlos	(2014)	<i>El restaurante como empresa</i>	Mexico City	Mexico	Trillas
Yosvanys Guerra	(2014)	<i>Administración de Restaurantes</i>	Scotts Valley	USA	Createspace Independent Publishing Platform
Yosvany Guerra	(2014)	<i>Toma Decisiones en Restaurantes</i>	Scotts Valley	USA	Createspace Independent Publishing Platform
Lara Martínez, Jorge	(2015)	<i>Dirección de Alimentos y Bebidas en Hoteles I</i>	Guadalajara	Mexico	Limusa
Franco López, Armando	(2004)	<i>Administración de la Empresa Restaurantera.</i>	Mexico City	Mexico	Trillas

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