

	<h2>SUBJECT DESCRIPTION</h2>	MODELO PED.014.03
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Course	Hotel Management and Catering and Food Services					
Subject	Food and Beverage Management					
Academic year	2023/2024	Curricular year	2nd	Study period	1st semester	
Type of subject	Compulsory	Student workload (H)	Total: 108	Contact: 45	ECTS	4
Professor(s)	Adriano Azevedo Costa					
<input checked="" type="checkbox"/> Area/Group Coordinator <input type="checkbox"/> Head of Department	(select)	Gonçalo Poeta Fernandes				

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

- *The aim of the course is to help train students to manage the food and beverage department in hotel, restaurant or catering companies.*
- *To this end, they will be taught the importance of and become aware of the operational cycle of the professional food and beverage department, as well as knowledge of the various techniques for controlling and managing production and catering services.*
- *The aim is for students to gain theoretical and practical knowledge of control, management and planning methods and techniques in all food and beverage operations. At the end of the course, students should be able to participate in, organize and plan the various tasks inherent in the control and management of restaurant production and services.*

2. PROGRAMME

- 1- *Characterization of food and beverage operations*
- 2- *The food and beverage operational cycle*
- 3- *Food and beverage control*
- 4- *Food and beverage production management*
- 5- *Food and beverage sales management*
- 6- *Food and beverage budgeting*
- 7- *Food and beverage technologies*

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

Coherence can be seen in the fact that the objectives and content are consistent. Thus:

The first point of the objectives - in-depth knowledge at the level of food and beverage department manager in a hotel, restaurant or catering company - corresponds to the first two points of the syllabus - Characterization of food and beverage operations and the food and beverage operational cycle.

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The second point of the objectives - knowledge of the techniques for controlling and managing food and beverage production and services - corresponds to points three, four and five of the syllabus - Food and beverage control, food and beverage production management and food and beverage sales management.

The fourth and final objective - management and planning of all food and beverage operations - corresponds to the last two points of the syllabus - budgeting in food and beverages and the use of technologies applied to food and beverage service.

4. MAIN BIBLIOGRAPHY

Compulsory

- *Brito, Fernando (2017). Manual Prático de Gestão e Controlo de Alimentos e Bebidas. Editora Épica, Lisboa.*
- *Costa, Adriano (2023). Cadernos de apoio à unidade curricular de Gestão de Alimentos e Bebidas.*
- *Gomes, José Henrique Varela (2018). Menu Pricing. Novas Edições Académicas;*
- *Gomes, Vitor (2023). Restauração: Técnicas e Práticas. Edições Lidel, Lisboa.*
- *Gomes, Vitor (2017). Introdução à Gestão de Alimentação e Bebidas. Edições Lidel, Lisboa;*
- *Gomes, Vitor; Revés, Paulo (2018). Catering e Banqueting – Organização e Prática. Edições Lidel, Lisboa;*
- *Moser, Francisco (2002). Manuel de Gestão de Alimentos e Bebidas. Edições CETOP. Lisboa.*

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Continuous assessment:

Continuous assessment will consist of two written tests which will determine 90 per cent of the student's final grade. The remaining 10% will be attributed to participation and attendance in class.

It is also an essential condition for this type of assessment that the student has participated in and attended at least 75% of the classes. Students with student worker status are excluded from this requirement.

These students must obtain a minimum mark of 8 in the written tests. To pass the course, the student must obtain a final mark of 10 or more, taking into account the weights assigned to each assessment item (written tests and class participation and attendance) and the criteria established, namely the minimum mark in the written test.

Date of the written tests:

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- *1st Test: 27 November 2023 (at class time)*
- *2nd Test: 08 January 2024 (in class)*

Assessment by exam

The final assessment will consist of a written test which will determine the student's final classification, to be taken at the examination time for the course unit in question.

COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

Relate each learning objective to the teaching methodologies applied to the course.

The central methodology to be applied involves introducing the theoretical and practical dimensions of the issues to be addressed, instilling a global and coherent vision of the themes under analysis. Individual intervention and initiative are encouraged, as well as collective reflection. Assessment is an essential and integral element of the teaching-learning process, considered as an integral, systematic, gradual and continuous process, in order to provide feedback that regulates the process. Assessment is seen as a dynamic process with a formative dimension, through the active participation of students through, for example, questions, comments, suggestions, revealing their interest and ability in the content covered. In addition, various practical exercises will be carried out in the classroom.

6. ATTENDANCE

According to what was mentioned in the assessment methodologies.

7. CONTACTS AND OFFICE HOURS

Adriano Costa

e-mail: a.costa@ipg.pt

Office: 6229

Time table of attendance: affixed to the office door

8. OTHERS

Nothing to say

DATE

3 de outubro de 2023

<p>POLI ESCOLA SUPERIOR TURISMO HOTELARIA TÉCNICO GUARDA</p>	<p>SUBJECT DESCRIPTION</p>	<p>MODELO PED.014.03</p>
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SIGNATURES

Professor(s), Area/Group Coordinator or Head of Department signatures

Professor

(signature)

Area/Group Coordinator

(signature)

Assinatura na qualidade de (clicar)

(signature)

Assinatura na qualidade de (clicar)

(signature)