

I. COURSE DESCRIPTION:

This course will provide the students with the opportunity to further develop their managerial knowledge and skills. The students will gain an understanding of how to control costs in food and beverage operations. The focus will be on food and beverage, labour and revenue control. In today's economic climate of financial cutbacks, this course will provide the students with a concrete understanding of the importance of cost reduction while improving the quality of products and service to ensure the overall success of the hospitality industry. In addition, this course will review some important mathematical components as well as apply industry related control measures using spread sheets.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Research and identify the importance of control systems in the hospitality industry (food and beverage operations).

Potential Elements of the Performance:

- * define "control" and recognize its importance in the management system
- * identify the various types of costs
- * explain the purposes and applications of standard costs and the uses of standard cost tools
- * describe the role of budget standards in planning and control
- * explain the role of analysis, corrective action, and evaluation in the control process

2. List and explain the various components essential to designing effective food and beverage control systems.

Potential Elements of the Performance:

- * outline policies for monitoring inventory and forecasting requirements
- * identify and explain methods for estimating allowable food and beverage costs based on forecasted sales levels
- * discuss the importance of the menu as both a control tool and marketing tool
- * apply principles and procedures important in controlling the

purchasing and receiving processes and recognize the need to incorporate quality requirements in purchasing and receiving activities

- * explain the basic formula for calculating cost of sales and identify sources of information for each component of the formula
- * identify the goals of effective storage and issuing controls, describe physical and perpetual inventory systems, and recognize the need for accurate inventory record keeping systems
- * explain the importance of standard recipes as production tools
- * describe the operations of automated food and beverage control systems

3. Apply accounting and financial knowledge and skills, including cost control techniques, to the operation of a hospitality enterprise.

Potential Elements of the Performance:

- * perform basic accounting procedures and use accounting terminology
- * apply mathematical skills to make accurate calculations and to verify the accuracy of the calculations
- * outline principles of revenue and cash flow management, and budgeting strategies, for hospitality operations
- * apply strategies of cost control to a variety of hospitality operations such as purchasing and receiving, food and beverage, labour, operations, and inventory
- * apply cost-volume profit analysis to food and beverage operations

4. Demonstrate an understanding of the importance proper human resource management in relation to labour cost control.

Potential Elements of the Performance:

- * identify factors that affect work performance and explain the labour control process
- * describe how analysis, corrective action, and evaluation are used in the labour control process to reconcile staffing and budgeting concerns
- * outline the implementation of labour cost controls

5. Develop ongoing personal professional development strategies and plans to enhance leadership and management skills for the hospitality environment.

Potential Elements of the Performance:

- * solicit and use constructive feedback in the evaluation of her/his knowledge and skills
 - * identify various methods of increasing professional knowledge and skills
 - * apply principles of time management and meet deadlines
 - * recognize the importance of the guest, the server-guest relationship, and the principles of good service
6. Perform operations with whole numbers, decimals, and fractions with and without a calculator, and apply these operations in problem-solving situations.
- Potential Elements of the Performance:
- * round, add, subtract, multiply, and divide whole numbers
 - * round, add, subtract, multiply, and divide decimals
 - * recognize types of fractions, whole numbers, decimals
 - * add, subtract, multiply, and divide fractions
 - * find least common denominator
 - * add, subtract, multiply, and divide mixed numbers
 - * concert decimals, to fractions and vice versa
7. Apply the concepts of percentage to solve problems
- Potential Elements of the Performance:
- * write a decimal and fraction as a percentage and vice versa
 - * know three quantities of a percent problem
 - * use basic percent formula to solve part, base, and rate
 - * find the percentage of change
 - * solve associated application problems
8. Apply the concepts of simple and compound interest to solve problems and convert units of measure
- Potential Elements of the Performance:
- solve for simple interest
 - calculate maturity value
 - find the principal, rate, and time using the simple interest formula
 - decide on a period of compounding
 - define the terms future value and present value
 - convert metric to imperial and vice versa
9. Demonstrate the use of basic spreadsheet software (**Excel worksheet**) to support effective problem solving for the hospitality industry manager (building on BUS128 knowledge)
- Potential Elements of the Performance:
- standard recipe sheet
 - standard recipe sheet with formulas
 - using assorted colours, fonts, sizes

- entering labels
- converting metric to imperial & vice versa
- converting yield in recipes
- interact recipe worksheet with inventory price worksheet
- using spreadsheets for labour costing, food costing, and beverage cost controls
- using spreadsheets for budgeting/forecasting
- using spreadsheets for scheduling
- using spreadsheets for production control
- using spreadsheets for standards
- using spreadsheets for check off lists

III. TOPICS:

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Overview of Food and Beverage Operations
2. Control Function
3. Determining Food and Beverage Standards
4. Operations budgeting and cost-volume-profit analysis
5. The menu
6. Purchasing and receiving controls
7. Storing and issuing controls
8. Production and serving controls
9. Calculating actual food and beverage costs
10. Control analysis, corrective action, and evaluation
11. Revenue control
12. Preventing theft of revenue
13. Labour cost control
14. Implementing labour cost control
15. Assorted math activities
16. Assorted Spreadsheets for control measures
17. Spreadsheets with formulas
18. Spreadsheet layout

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Ninemaier, Planning and Control for Food and Beverage Operations, 6th edition, Educational Institute of the American Hotel & Lodging Association.

Optional: Marquee Series – Microsoft Excel 2003; Nita Rutkosky & Denise Seguin (use same from fall semester)

Hand outs

V. EVALUATION PROCESS/GRADING SYSTEM:

3 Tests (cost control) (20% each)	60%
2 Tests (math) (5% each)	10%
Project/Assignments	20%
Classroom Attendance/Participation/Professionalism	<u>10%</u>
Total	100%

Guidelines re grading:

Assignments:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be typed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless the student and the professor have come to an agreement prior to the due date.

Tests:

If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the test or as soon as possible and provide an explanation which is acceptable to the professor. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "D". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.

The following semester grades will be assigned to students in postsecondary courses:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical	

U	placement or non-graded subject area. Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Dress Code:

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom. **(Without proper uniform, classroom access will be denied)**

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.