

I. COURSE DESCRIPTION:

Basic principles of purchasing food, beverage, equipment, contract services and supplies. Primary focus on product identification, supplier selection, and the ordering, receiving, storing and issuing process. The course is designed to develop and/or refine the students' ability to:

- Apply generally accepted principles and procedures of selection and procurement in the hospitality industry;
- Analyze specific product characteristics, especially their market distribution, quality standards, and other selection factors; and
- Prepare production specifications.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. **Develop Cost Control Understanding**
Potential Elements of the Performance:
 - List the purpose of Cost Control
 - Why Restaurant succeed
 - Explain Managements Role in Cost Controls
 - Explain Depreciation
2. **Overview of Cost Control**
Potential Elements of the Performance:
 - Establish Standards
 - Develop Standards
 - Calculating Food Cost
 - Causes of Loss
 - Operating Budget
 - Make or Buy Analysis
3. **Controlling Costs and Improving revenue through Technology**
Potential Elements of the Performance:
 - List what drives new technology
 - Understand the supply chain
 - Explain the technological force and its effect on the channel of distribution
 - Sales Increase and Revenue Control Applications
 - The future of technology

4. **Cost-Volume-Profit Relationships**
Potential Elements of the Performance:
 - Components of Sales
 - Break-even Point
 - Changing the break-even points
5. **Controls in Food Purchasing**
Potential Elements of the Performance:
 - List the Procurement Functions
 - Methods of “How much product is needed”
6. **Controls in Food Receiving, Storage, and Issuing**
Potential Elements of the Performance:
 - List controls for Receiving
 - Explain advantages of proper storage
 - Apply Inventory valuation
 - List Inventory Turnover ratios
 - Explain Issuing
7. **Define roles in Controls of Food Production**
Potential Elements of the Performance:
 - Explain need for Production schedules
 - Cooking loss Tests and calculations
 - Evaluate Food Cost
8. **Understand Beverage Controls**
Potential Elements of the Performance:
 - Define Beverage Standards and controls
 - Types of Bars
 - Monitoring Beverage Production
 - Differentiate Between WELLS and CALL brands
 - Wine Service
9. **Understand Costs in Labour**
Potential Elements of the Performance:
 - List the types of labour
 - Budgeting for labour Overtime vs. Part time vs. Outsourcing
10. **Controls in Labour**
Potential Elements of the Performance:
 - Understand the overview of Labour Costs including but not limited to: Organizational charts, Task Analysis, Establishing Standard, Job Descriptions, training, Motivation, Discipline, Food Cost vs. Labour Cost
11. **List Controls for other Expenses**
Potential Elements of the Performance:
 - List other Expenses in the Business operation
12. **Understand Forecasts in Sales**
Potential Elements of the Performance:

- Apply data used for forecasting
- List the steps of forecasting
- Avoid theft
- Guest pilferage
- Understand Credit

13. Maximize SalesPotential Elements of the Performance:

- Understand Profit-loss sheet
- Know your Clientele
- Know how to Improve sales Volume
- List how to Empower your staff

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Hospitality Cost Control (A Practical Approach) Allen B. Asch

V. EVALUATION PROCESS/GRADING SYSTEM:

Class Projects	20 %
Quizzes	10 %
Attendance	5 %
Conduct and Class Participation	5 %
Test # 1 February	20 %
Test # 2 March	20 %
Test # 3 April	20 %

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%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit) Credit for diploma requirements has been

	awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	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:
ASSIGNMENTS:**

Assignments must be submitted by the due date according to the specifications of the instructor. Late assignments will normally be given a mark of zero. Late assignments will only be marked at the discretion of the instructor in cases where there were extenuating circumstances.

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. 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 "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.

The ability to upgrade an incomplete grade is at the discretion of the instructor. It may consist of such things as make-up work, rewriting tests, and comprehensive examinations.

Dress Code is in effect.

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.