

COURSE SYLLABUS



COURSE TITLE: HMGT 187 Food & Beverage Cost Controls
CLASS SECTION: 001
TERM: 2022 Winter
COURSE CREDITS: 3
DELIVERY METHOD(S): Face to Face

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

(a) Instructor	David Armstrong	
(b) Office hours	Mondays 11:30am-12:30pm or by appointment	
(c) Location	Dunlop House 260	
(d) Phone	(250) 370-3148	N/A
(e) E-mail address	<u>Armstron@camosun.bc.ca</u>. Email is the best way to reach me. <i>I aim to respond to your email within 24 hours. However, any email received after 4pm on Friday may not receive a response until Monday.</i>	
(f) Instructor Website	<u>https://online.camosun.ca/d2l/home/205862</u>	

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

HMGT 187 - Food & Beverage Cost Control

Credits: 3 Total Hours: 45

This course focuses on the principles and procedures involved in an effective system of food, beverage and labour controls used in the hospitality industry. Topics include the basic control procedures used in food and beverage costing, labour cost analysis and pricing.

Prerequisites

One of:

- C in [English 12](#)
- C in [Camosun Alternative](#)

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, students will be able to:

1. Describe the concepts of financial and internal controls in the hospitality industry.
2. Determine food and beverage standards as benchmarks for control.
3. Develop a basic food and beverage budget as a plan for the operation.
4. Use a menu appropriately in developing and applying controls.
5. Apply appropriate control mechanisms in the following areas:
 - a. purchasing and receiving
 - b. storing and issuing
 - c. production and serving
6. Apply procedures for calculating, comparing, and analyzing food and beverage costs.
7. Apply the following practices to maximize profitability:
 - a. control of sales income
 - b. prevention of theft
 - c. controlling labour costs

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- (a) **Text:** Ditmer, P, Keefe, D, Hoyer, G. & Foster, T. (2014) **Principles of Food, Beverage and Labour Cost Controls, 2nd Canadian edition.** Wiley
- (b) Other: Calculator *Please note: *Phones or other electronic devices that include calculators or translators are not permitted during assessments (quizzes, exams, etc.)*

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Lectures: **Synchronous (Face-to-Face/ real time) lectures:**

- Mondays 10:00am -11:30am _____ E201
- Fridays 8:30am -10:00am _____ F262

Asynchronous learning: Each week students will be required to review assigned chapter readings and other material assigned by the instructor in preparation for Synchronous lectures.

Schedule is subject to change at the discretion of the instructor.

Students are expected to access online support materials available on the D2L site to ensure that that concepts taught are understood and practiced in preparation for quizzes and exams.

Materials will be updated with answer keys for practice work provided.

Week	Dates	Topic	Assigned Readings	Activities/Discussion Due Dates
1	Jan 10 th	Course Introduction Cost/Sales, control concepts, the budget.	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
2	Jan 17 th	Cost/Sales, control concepts, the budget. continued...	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
3	Jan 24 th	Food Production Control	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
4	Jan 31 st	Food Production Control Continued Quiz #1 (10%) Friday, February 4th, 2022	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
5	Feb 7 th	Inventory Assignment #1 (15%) Via D2l Dropbox Due: Friday, February 18th, 2022	Review PowerPoints, assigned text references	Complete practice quizzes as assigned

6	Feb 14 th	Purchasing/Receiving Controls	Review PowerPoints, assigned text references Assignment #1 (15%) Due: February 18th, 2022	Complete practice quizzes as assigned
7	Feb 21 st	No Classes - Reading week Storing and Issuing controls	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
8	Feb 28 th	Mid-term Review (Friday, March 11th)	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
9	Mar7 th	Mid-term Exam (20%) Friday, March 11th, 2022	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
10	Mar14 th	Cost-Volume-Profit (CVP)	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
11	Mar21 st	Cost-Volume Profit (Cont...) CVP Quiz (Monday, March 28th)	Review PowerPoints, assigned text references	Complete practice quizzes as assigned

12	Mar28 th	CVP Quiz (March 28th) Assignment #2 (15%) Via D2I Dropbox Due: April 8th, 2022 Beverage Control	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
13	April 4 th	Menu Engineering/Sales Control Assignment #2 (15%) Via D2I Dropbox Due: April 8th, 2022	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
14	April 11 th	Labour Cost Control/Exam Review	Review PowerPoints, assigned text references	Complete practice quizzes as assigned
15	April 19 th -27 th	Final exam: (3-hour comprehensive final exam 30%). Exam can be scheduled at any time during the exam period. DO NOT make travel or holiday plans until the exam schedule is finalized.		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Assignments	30%
Quizzes	20%
Midterm Exam	20%
Final Exam	30%
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.