

# COURSE SYLLABUS



COURSE TITLE:	HMGT 187 Food & Beverage Cost Control
CLASS SECTION:	001
TERM:	W2023
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 updates please visit <https://camosun.ca/about/covid-19-updates>.

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*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

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NAME: David Armstrong  
EMAIL: [armstron@camosun.bc.ca](mailto:armstron@camosun.bc.ca)  
OFFICE: D260  
HOURS: Mondays 2:30-3:20pm or by appointment

*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.*

## CALENDAR DESCRIPTION

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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

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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:** Dittmer, 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

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

- Mondays 3:30pm – 4:50pm F262
- Fridays: 8:30am-9:50am F262

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1 January 9th	Course Introduction Cost/Sales, Control Concepts The Budget (Introduction)	Complete Practice quizzes as assigned
2 January 16th	Cost/ Sales, control concepts. The budget, continued	
3 January 23	Food Production Controls	Complete Practice quizzes as assigned

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
4 January 30th	Food Production Controls continued... <a href="#">Quiz #1 (10%) Friday, February 3<sup>rd</sup>, 2023</a>	Complete practice quizzes as assigned
5 February 6	<a href="#">Inventory Assignment #1 (15%)</a> <a href="#">Via D2L Dropbox</a> <a href="#">Due: Friday, February 17<sup>th</sup>, 2023</a>	
6 February 13	Purchasing/Receiving Controls	Complete practice quizzes as assigned
7 February 20	<b>Family Day and Reading Break - no classes</b>	
8 February 27	Storing and Issuing Controls <b>Midterm Review</b>	Review PowerPoints and assigned text references.  Complete Practice quizzes as assigned.
9 March 6	Mid-term Exam Review <a href="#">Exam Friday March 10<sup>th</sup>, 2023 (20%)</a>	
10 March 13	Cost-Volume-Profit (CVP)	Complete practice quizzes as assigned
11 March 20	Cost-Volume-Profit (CVP) CVP Quiz (Monday, March 27 <sup>th</sup> )	Review PowerPoints, assigned text References
12 March 27	<a href="#">CVP Quiz (Monday, March 27<sup>th</sup>)</a> <b>Assignment #2 (15%)</b> <a href="#">Via D2L Dropbox</a> <a href="#">Due Friday April 7<sup>th</sup>, 2023</a>	Review PowerPoints, assigned text References
13 April 3	Menu Engineering/Sales Control <a href="#">Assignment #2 (15%)</a> <a href="#">Via D2L Dropbox</a> <a href="#">Due Friday April 7<sup>th</sup>, 2023</a>	Review PowerPoints, assigned text References
14 April 10	Labour Cost Control Exam Review	Review PowerPoints, assigned text References
April 17 <sup>th</sup> -25 <sup>th</sup> , 2023	Final Exam: 3-hour comprehensive exam (30%). Exam can be scheduled at any time during the exam period. <b>DO NOT</b> make travel or holiday plans until the exam schedule is finalized.	<b>TBA</b>

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 can 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

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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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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There is an expectation that as a student you will fully attend classes on time, and will participate fully as active members in your own learning. This includes asking questions when unsure in order to clarify materials or expectations, and engaging in class lead conversations.

If you are unsure as to what these requirements are, please view materials provided on your website or ask your instructor for clarification.

## SCHOOL OR DEPARTMENTAL INFORMATION

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**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

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>

## CAMOSUN COLLEGE COURSE SYLLABUS

**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

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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

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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	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>

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Support Service

Website

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Writing Centre

<http://camosun.ca/writing-centre>

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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

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### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### 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 Progress

Please visit [https://www.camosun.ca/sites/default/files/2021-05/e-1.1\\_0.pdf](https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) 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://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### 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.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.