

Tompkins Cortland Community College
Master Course Syllabus

Course Discipline and Number: HRMG 206
Course Title: Food and Labor Cost Control

Year: 2018-2019
Credit Hours: 3

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

A study of the impact effective control systems have on handling food, beverage, labor and assets. Cash procedures and handling of sales revenue are addressed. The student learns that checkpoints must be established for purchasing, receiving, storage, and disposal of product. Employee training and counseling are also addressed. Prerequisites: Prior completion or concurrent enrollment in ENGL 101, RDNG 116 and MATH 095 if required by placement testing. 3 Cr. (3 Lec.) Fall and spring semesters.

Course Context/Audience

This course is required in the Hotel and Restaurant Management A.A.S. Wine Marketing A.A.S., and Culinary Arts A.A.S. degree programs.
. It should be of interest to someone working in the hospitality industry who needs additional course work in the accounting area.

Basic Skills/Entry Level Expectations

- Writing:** WC College level writing skills are required. See course co-requisites or pre-requisites.
Math: M3 Taking MATH 095 (if needed) – Course requires the use of basic mathematical skills plus very limited basic algebra skills.
Reading: R3 Course may be taken concurrently with RDNG 116.

Course Goals:

To introduce the student to the need, implementation, monitoring and evaluation of various control systems as they relate to food, beverage, assets and labor in a food and beverage operation. Interactive class discussions, text reading and homework review will be the format of class participation.

Course Objectives/Topics

Objective/Topic	# Hours
Introduction to the concepts of control in food, beverage and labor	4.00
Concepts food purchasing and receiving,	4.00
Systems of learn storing and issuing controls	4.00

Concepts of food production control in terms of portions and quantities	4.00
Ways to monitor food service operation a monthly and daily basis / actual vs. standard food costs	4.00
Comparing actual vs. standard food costs	2.00
Menu engineering, analysis and how to control food sales	3.00
Beverage purchasing and receiving procedures,	3.00
Concepts of storing and issuing controls beverages	3.00
Systems of beverage production control, monitoring beverage operations and beverage sales control	3.00
Concepts of labor cost considerations and establishing performance standards	4.00
Process of staff training,	4.00
Monitoring staff performance and taking corrective action	3.00

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> ➤ develop meaningful questions to address problems or issues. ➤ gather, interpret, and evaluate relevant sources of information. ➤ reach informed conclusions and solutions. ➤ consider analytically the viewpoints of self and others. 	<p>The student will have to judge how the theories learned in each area are similar, different, or necessary as applied to different types of operations. Independent dining operation versus large hotel with multiple outlets versus privately owned bar and grill versus giant sports complex. They need to evaluate how the priorities change between different types of operations.</p> <p>They will see how the implementation of various control systems is a coordinated team effort, not the function one person or department. They will also evaluate what type of control system is best for the particular need of the operation.</p> <p>The student will create the elements of a training program. They will articulate in detail the steps of training for a particular process that is part of a job description.</p> <p>Discussion groups will detail the human resource processes of documentation, counseling, and disciplinary procedures for employees and managers.</p>
SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> ➤ Students will begin to understand how their lives are shaped by the complex world in which they live. ➤ Students will understand that their actions have social, economic and environmental consequences. 	<p>Control procedures are there to check the integrity of procedures and staff members. The student will learn the black and white rules of the system and also how to navigate through the situations created by implementing the rules with people with various types of personalities, social and cultural backgrounds.</p> <p>Through case studies, students will learn to balance message delivery, implementation process and how the reaction and performance of staff can make a system click or cause it to fail.</p> <p>Control procedures allow for sustainable opportunities. The student will see how the first priority in the control system followed by the sustainable feature.</p>

Instructional Methods

The format for this course should include lecture, discussion, and out-of-class problem-solving.

Methods of Assessment/Evaluation

Method	% Course Grade
Two Course Projects – 2 @ 20 points each	40-45%
Quizzes – 4 @ 5 points each	20-25%
Homework assignments – 10 @ 2 points each	20-25%
Attendance and Participation	10-15%

Text(s)

Required:

Principles of Food, Beverage, and Labor Cost Controls, Paul R. Dittmer and J.Desmond Keefe III, Ninth Edition with CD-ROM

Bibliography

No resources specified

Other Learning Resources**Audio Visual**

CD's and Internet resources will be used throughout the semester as class aides.

Electronic

No resources specified

Other

No resources specified