NOTE: This course is not designed for transfer credit.

Catalog Course Description:

This course is intended to provide the student with the methodologies and tools to control food, beverage, labor and other costs within a hospitality business. Hospitality purchasing principles are also explored. This course regularly uses basic mathematics.

Entry Level Standards:

Must be able to read, write, speak and reason at the college level.

Prerequisites:

HSP 1200

Textbook(s) and Other Course Materials:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Dittmer Text</td>
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<tr>
<td></td>
<td>Cost and Sales Concepts</td>
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<tr>
<td>2</td>
<td>The Control Process</td>
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<td>3</td>
<td>Cost/Volume/Profit Relationships</td>
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<td>4</td>
<td>Steffanelli Text</td>
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<tr>
<td></td>
<td>The concept of selection and procurement; Distribution Systems</td>
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<td></td>
<td>Forces affecting the distribution systems; An overview of the purchasing function</td>
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<tr>
<td>5</td>
<td>The organization of purchasing</td>
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<tr>
<td></td>
<td>The buyer’s relations with company personnel</td>
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<tr>
<td></td>
<td>The purchase specification, an overall view</td>
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<tr>
<td>6</td>
<td>The optimal amount</td>
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<tr>
<td></td>
<td>The optimal price</td>
</tr>
<tr>
<td></td>
<td>The optimal payment policy</td>
</tr>
</tbody>
</table>
7 Fresh produce  
Processed produce and other grocery items  
Dairy products  
Eggs  
8 Poultry  
Fish  
Meat  
9 Alcoholic and nonalcoholic beverages  
Nonfood expense items  
Services  
Furniture, fixtures, and Equipment  
10 Food Production Control I: Portions  
Food Production Control II: Quantities  
11 Monitoring Food Service Operations I: Monthly Inventory and Monthly Food Cost  
Monitoring Food Service Operations II: Daily Food Cost  
Monitoring Food Service Operations III: Actual versus Standard Food Cost  
12 Controlling Food Sales  
Beverage Purchasing Control  
Beverage Receiving, Storing, and Issuing Control  
13 Beverage Production Control  
Monitoring Beverage Operations  
14 Labor Cost Considerations  
Establishing Performance Standards  
Training Staff  
Monitoring Performance and Taking Corrective Action  
15 FINAL EXAM

II. Course Objectives*:

A. Exhibit an adequate knowledge of costs and sales relationships. (I, V, VI, VII, VIII)
B. Demonstrate a complete and thorough understanding of the selection process for hospitality products. (I, II, V, VI, VII, VIII)
C. Demonstrate a complete and thorough understanding of the management control process for hospitality products. (I, II, V, VI, VII, VIII)
D. Understand the relationship between cost, volume and profit. (I, II, V, VII)
E. Demonstrate the ability to analyze specific tracking documents and determine courses of action to correct or continue specific cost control results. (I, II, IV, V, VII)
F. Exhibit an adequate knowledge of hospitality product description and uses. (I, IV, V, VI, VII, VIII)
G. Demonstrate a complete and thorough understanding of the selection process for hospitality products (I, II, V, VI, VII, VIII)
H. Demonstrate a complete and thorough understanding of the procurement process for hospitality products (I, II, V, VI, VII, VIII)
I. Understand the relationship between the purchasing function and the other functions of hospitality management (I, II, V, VII)

J. Demonstrate the ability to analyze specific purchasing documents and explain the events leading up to their preparation, as well as the events that occur after these documents are executed. (I, II, IV, V, VII)

*Roman numerals after course objectives reference goals of the HSP program.

III. Instructional Processes*:

Students will:

1. Utilize purchasing and receiving business forms and the functions they represent. *Active Learning Strategy, Communication Outcome*

2. Work as groups to determine correct portions and quantities of food products to attain a saleable price on a food service menu. *Active Learning Strategy, Communications Outcome*

3. Strengthen analytical skills by solving cost control problems for supplied data and scenarios. *Mathematics Outcome*

4. Develop standardized food and beverage recipes specifically for portion cost control. *Active Learning Strategy, Communication Outcome*

5. Evaluate hospitality establishment work schedules to determine the estimated cost of labor for comparison to the generated sales from labor. *Active Learning Strategy*

6. Work as groups to determine labor performance standards for various types of hospitality establishments. *Active Learning Strategy*

7. Write standardized product specifications for food service and lodging products. *Active Learning Strategy, Communication Outcome*

8. Work as groups to inspect a food service operation to determine any incorrect food storage problems. *Active Learning Strategy, Communication Outcome*

9. Strengthen analytical skills by solving cost control problems from supplied data and scenarios. *Mathematics Outcome*

10. Develop standardized recipes specifically for portion cost control. *Active Learning Strategy, Communication Outcome*

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting course work to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Identify procurement and selection procedures for the hospitality industry. (A, D)

2. Identify hospitality cost variations, and design effective and efficient solutions. (A, B, C, E)

3. Utilize the various personnel scheduling techniques inherent to the hospitality industry. (A, B, C)
4. Know the proper portion control and portion quantity evaluation techniques and apply them to realistic situations. (A, C, D, E)

5. Establish effective cost control monitoring programs for food, beverage and labor within the hospitality industry. (A, C, D, E)

6. Write and adjust personnel schedules for efficiency and effectiveness for numerous and various hospitality establishments. (A, C, E)

7. Track hospitality products from receiving to consumption. (B, C, E)

8. Utilize the Butcher’s yield test for meats and recipes. (C, E)

9. Evaluate the cost of labor versus its effect on service. (A, B, C, E)

10. Utilize men engineering to accomplish an efficient and effective menu. (A, E)

11. Perform a month-ending inventory for a food service establishment. (A, B, D, E)

12. Perform a daily food cost analysis for a restaurant. (A, B, D, E)

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

Students are evaluated primarily on the basis of tests. A minimum of three exams must be given accounting for 45% of the final semester grade.

B. Laboratory Expectations:

N/A

C. Field Work:

Students will be responsible for all Excel homework assignments and a minimum of two recipe evaluations as well as written income statement problems and analyses. These assignments will count 45% of the final semester grade.

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. Each instructor must provide full details the first week of class via a syllabus supplement. This portion of the final semester grade will amount to 10%.

E. Grading Scale:

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<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>92 - 100</td>
<td>A</td>
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<tr>
<td>89 - 91</td>
<td>B+</td>
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<tr>
<td>82 - 88</td>
<td>B</td>
</tr>
<tr>
<td>79 - 81</td>
<td>C+</td>
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<tr>
<td>72 - 78</td>
<td>C</td>
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<tr>
<td>65 - 71</td>
<td>D</td>
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<tr>
<td>Below 65</td>
<td>F</td>
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VI. Policies:
A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. (Pellissippi State Online Catalog)

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (Pellissippi State Online Catalog)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies:

Computer Usage Guidelines: 
College-owned or –operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. (Pellissippi State Online Catalog)