



Food and Beverage Cost Controls – HOSP 220 Hospitality Management Diploma

Course Outline

COURSE IMPLEMENTATION DATE: September 2018
OUTLINE EFFECTIVE DATE: September 2021
COURSE OUTLINE REVIEW DATE: April 2026

GENERAL COURSE DESCRIPTION:

This course focuses on the principles and procedures involved in effective cost control management for food, beverage and labour in the Hospitality Industry. Students will develop skills in basic control procedures, internal control methods, methods used for cost analysis & cost adjustments as well as interpretation of financial information. The use of applicable computer applications will also be introduced.

Program Information: This course is required for the completion of the Hospitality Management Diploma.

Delivery: This course is delivered face-to-face.

COTR Credits: 3

Hours for this course: 60 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	15
Practicum / Field Experience Hours	
Other Contact Hours	
Total	60

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience	
Formal Work Experience	
Other	
Total	N/A

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2021 – April 2026

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: A minimum of C- (55%) in ACCT 261 or ACCT 263; and,
A minimum of C- (55%) in HOSP135.

Co-requisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Dopson, L. R., Hayes, D. K., *Food and beverage cost control*. 7th edition. (2016). Wiley

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- understand and explain the financial roles and responsibilities of a food and beverage manager in the success of the food and beverage business;
 - discuss the importance of menu item (recipe) standardization in controlling costs;
 - apply the terminology and industry acceptable calculations techniques involved in cost control and analysis for food, beverage and labour, by using manual as well as computerized systems;
 - utilize menu engineering techniques to analyze menu sales and increase profitability;
 - describe and evaluate best practices in sourcing, purchasing, receiving, storing & issuing of food and beverage items;
 - compare and discuss the difference between cost control and cost reduction as applicable to a food and beverage business;
 - identify internal control methods and summarize how these could effect the financial viability of the food and beverage business;
 - investigate current management techniques to control current assets, and explain the techniques of cash management and budgeting;
 - propose internal and external control methods to implement in an attempt to prevent theft and fraud;
 - evaluate labour optimization strategies to improve scheduling and operational productivity; and
 - apply acquired knowledge by using food and beverage costing simulation software to practice food and beverage profitability.
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COURSE TOPICS:

- Introduction to food and beverage financial control
 - Understanding basic financial statements
 - Manager's financial control function and responsibility
 - Basic pricing strategies and competitiveness
 - Trends in food and beverage control methods
- Menu costing principles
 - Standardized recipes and cost calculations
 - Recipe evaluation e.g. yield test
 - Menu pricing strategies and calculations
 - Ingredient quality specifications

- Product cycle policies and control procedures
 - Purchasing including supplier evaluation
 - Receiving
 - Storing, including physical inventory
 - Issuing

- Sales and cost calculations
 - Cost control versus cost reduction
 - Guest check analysis
 - Cost volume profit (CVP) relationships
 - Breakeven analysis

- Food and beverage financial control
 - Inventory control
 - Revenue control through cash and accounts
 - Internal and external loss control methods in theft and fraud
 - Labour cost management
 - Operating budget analysis

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% of Total Grade
Class discussion and participation	10%
Food and Beverage costing application assignment	15%
Food and Beverage financial management techniques assignment	15%
Lab assignment – Food and Beverage cost simulation	10%
Midterm Exam	25%
Final Exam	<u>25%</u>
Total:	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A course grade of "C-" or better is required for credit towards a diploma in Hospitality Management.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.