

North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised 11/2/05

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert Marsh

ORIGINATOR: Robert Marsh

DEAN OF INSTRUCTION: Timothy Dykstra

HOURS OF INSTRUCTION:

Credit hours: 3

Lecture: 3

Lab: 0

Contact hours: 52.8

COURSE TITLE: Food and Beverage Management

COURSE ALPHA: HTM

COURSE NUMBER: 130

CATALOG DESCRIPTION:

An introduction to food, beverage and labor cost controls for students preparing for careers in food and beverage management, as well as in hotels and other hospitality industry enterprises.

PREREQUISITE(S): HTM 121

COREQUISITE(S):

GENERAL EDUCATION/PROGRAM OUTCOMES:

- Write and speak effectively
- Independently acquire knowledge
- Select and use mathematical tools for problem solving and decision making

COURSE OBJECTIVES AND OUTCOMES:

- Identify working definitions for the terms cost and sales, discuss the control process and understand the basics of cost/volume/profit analysis.
- Address the application of the four step control process to the primary phases of food service operations.
- Address the application of the four step control process to the various beverage operations.
- Address the principal methods used to monitor beverage operations.
- Address the principal methods of labor cost controls.

METHODS OF INSTRUCTION: Lecture, in-class exercises, field trips, guest lectures

METHODS OF EVALUATION: Exams, case studies, research paper

REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:

TEXTS: *Principles of Food, Beverage, and Labor Cost Controls*, Dittmer, Paul R., 7th ed., Wiley.

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations can be provided to students with documented disabilities. Please speak to me to arrange these or contact Learning Support Services at 348-6817.

SUGGESTED TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

(List general content description of what is being covered each week)

WEEK 1	Introduction, Cost and Sales Concepts
WEEK 2	The Control Process
WEEK 3	Cost-Volume-Profit Relationships
WEEK 4	Food Purchasing Control
WEEK 5	Food Receiving Control
WEEK 6	Food Storing and Issuing Control
WEEK 7	Food Production Control I: Portions
WEEK 8	Food Production Control II: Quantities
WEEK 9	Monitoring Foodservice Operations I: Monthly Inventory & Food Cost
WEEK 10	Monitoring Foodservice Operations II: Daily Food Cost
WEEK 11	Monitoring Foodservice Operations III: Actual vs. Standard Food Cost
WEEK 12	Beverage Purchasing Control
WEEK 13	Beverage Receiving, Storing and Issuing Control; Production Control
WEEK 14	Monitoring Beverage Operations/Sales Control
WEEK 15	Labor Cost Considerations/Establishing Performance Standards
WEEK 16	Training Staff, Monitoring Performance, Corrective Action

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON _____