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American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
HOSP207
Principles of Cost Control in Foodservice Operations
3 Credit Hours
8 Weeks
Prerequisite: HOSP200

Please see the **Lessons** area in the classroom for additional course specific information

Table of Contents

Course Description	Course Scope	Course Materials
Course Objectives	Course Outline & Evaluation Procedures	Course Delivery Method
Academic Services	Policies & Guidelines	Turnitin.com

Course Description (Catalog)

In order for a hotel or restaurant to be profitable, a manager must have the ability to keep costs at target levels. Students will develop an understanding of the necessary principles to keep food, beverage and labor costs under control; and help to contribute to the success of a foodservice operation. Students will learn and apply the terminology and calculations involved in cost control systems and analysis through examination of cost control techniques for food, beverage and labor. Menu engineering and analysis will be introduced along with development of cost reduction methods through management policy.

Course Scope

This course is divided into 8 weeks and is organized to give students a broad overview of the various types of cost controls, calculations and analyses utilized in a foodservice operation to ensure profitability. Instruction is primarily text-book driven with accompanied online lectures, applied cost calculations and online classroom weekly discussion. Because it is a survey course of a broad subject, it will out of necessity; cover each topic with a broad brush. However, the reference area and

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online conference room will allow a deeper look into any subject area that particularly attracts the student. The student will learn how to use the Internet to research topics related to the material discussed and covered in the textbook.

Course Materials

Required Course Textbooks:

Number	Authors	Book Title	Publication Info	ISBN
HOSP207	Paul R. Dittmer & J. Desmond Keefe III	Principles of Food, Beverage and Labor Cost Controls 9 th Edition	John Wiley & Sons, Inc.	0471783471

The textbook can be accessed through classroom lessons.

Required Readings – As assigned, see Weekly Lessons and Forum Postings

Additional Resources and Websites – See Weekly Lessons

Course Objectives

After successfully completing this course, you will be able to:

1. Apply the control process to the production phase of foodservice operations.
2. Utilize menu engineering techniques to analyze menu sales and increase profitability.
3. Evaluate the need for specific controls as they relate to Food, Beverage and Labor within a Foodservice Operation.
4. Analyze the value of various financial analyses to test the effectiveness of control systems.
5. Design Cost Control systems for implementation in foodservice operations.

8 – Week Course Outline

Week	Topic(s)	Learning Objectives	Reading(s)	Assignment(s)
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1	Cost and Sales Concepts The Control Process Cost/Volume/Profit Relationships	LO 1, 2	Dittmer/Keefe: Chapters 1, 2, 3 Weekly Lessons	FORUM # 1 Quiz # 1
2	Food Purchasing & Receiving Control Food Storing & Issuing Control	LO 1, 2	Dittmer/Keefe: Chapters 4 & 5 Weekly Lessons	FORUM # 2 Quiz #2
3	Food Production Control: Portions Food Production Control: Quantities	LO 1, 2, 3	Dittmer/Keefe: Chapters 6, 7 Weekly Lessons	FORUM # 3 Assignment Week 3
4	Monthly Inventory & Monthly Food Cost Daily Food Cost Actual Versus Standard Food Costs	LO 2, 3, 4	Dittmer/Keefe: Chapters 8, 9, 10 Weekly Lessons	FORUM # 4
5	Menu Engineering & Analysis Controlling Food Sales	LO 2, 3, 4	Dittmer/Keefe: Chapters 11, 12 Weekly Lessons	FORUM # 5 Quiz # 3 Week 5 Assignment Week 5
6	Beverage Purchasing Control Beverage Receiving, Storing & Issuing Control Beverage Production Control	LO 1, 2, 5	Dittmer/Keefe: Chapters 13, 14, 15 Weekly Lessons	FORUM # 6 Quiz # 4 Week 6 Begin Working on your Final Project Due End of Week 8
7	Monitoring Beverage Operations Beverage Sales Control	LO 2, 3, 4, 5	Dittmer/Keefe: Chapters 16, 17 Weekly Lessons	FORUM # 7 Continue working on Final Project Due End of Week 8
8	Labor Cost Considerations Establishing Performance Standards Training Staff Monitoring Performance & Taking Corrective Action	LO 3, 4, 5	Dittmer/Keefe: Chapters 18 – 21 Weekly Lessons	FORUM # 8 Quiz # 5 Week 8 Assignment Week 8 - Final Project

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Evaluation Procedures

Reading Assignments: The textbook and additional journals as assigned in the lessons

Forum Assignments:

Detailed forum expectations and grading rubrics are posted in the forums and in the classroom lessons.

Homework Assignments and Final Project:

There are assignments due throughout the course, and a final project due at the end of the course. Specific details for each assignment can be found in the Assignments section of your online classroom.

Quizzes

Online quizzes may be comprised of multiple choice, short answer and true/false questions.

Grade Instruments	% Final Grade
Forums #1-8	40%
Assignments/Case Study/Projects 2	20%
Final Project	15%
Quizzes - 5	25%
Total	100

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies & Guidelines

Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

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[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Grading Scale

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

Citation and Reference Style

Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

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The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. [Tutor.com](http://tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- **Disability Accommodations:** Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

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