# INSTRUCTIONAL PACKAGE

# CUL 171

# Food & Beverage Cost Control

Effective Term
Spring 2024

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: Spring 2024

COURSE PREFIX: CUL 171        COURSE TITLE:  Food and Beverage Cost Control

CONTACT HOURS:  3        CREDIT HOURS:  3

### RATIONALE FOR THE COURSE:
Students are taught to appreciate the planning and control process in the restaurant service industry. This course introduces students to the tools required to maintain sales, cost histories, and develop systems for monitoring current activities. It teaches techniques required to anticipate future issues. Students examine pricing support systems including food-cost breakdown, the fundamentals of purchasing, receiving, storing, issuing and production, and the importance of budgeting and accurate profit and loss statements. Forms and suggestions for implementing effective cost-control procedures are given, and the menu's effect on planning and control are covered.

### COURSE DESCRIPTION:
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.

### PREREQUISITES/CO-REQUISITES:
*Prerequisites: CUL 235and MAT 155* Minimum Grade of C

### REQUIRED MATERIALS:
Manage First: **Controlling Food Service Costs** with Answer Sheet, 2nd Edition

Please visit the BOOKSTORE online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### ADDITIONAL REQUIREMENTS:

### Student Kitchen Uniforms

Students must report to class in full uniform and always remain in full uniform until they leave the premises (culinary department).  Students not in full uniform will be dismissed or not admitted to class until they are in full uniform.

Notebook, Pen, Paper, Pencil and Calculator (Must Have) Students are to bring in laptop computers.

**TECHNICAL REQUIREMENTS:**
Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.

**STUDENT IDENTIFICATION VERIFICATION:**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**
As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Cultivation of desirable work habits is as important as developing solid cooking skills. Students should train themselves to be present and on time for all classes (15 MINUTES EARLY). Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance when students become employed.

# PART II: STUDENT LEARNING OUTCOMES

**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**
At the completion of the course, the student will be able to:
1. Use sales histories and standardized recipes to determine the amount of food products to buy in anticipation of sales. Apply the basic formula used to determine profit.
2. Describe the function and importance of developing standard purchase specifications.
3. Define the terms yield, production loss and standard yield.
4. Demonstrate how yield percentage is used to calculate cost per servable pound.
5. Identify the basic steps of budget development.
6. Describe several subjective pricing methods used to price menu items.
7. Compute the actual cost of food consumed.
8. Compare actual operating results with budgeted operating results.
9. Compute other expense costs in terms of both cost per guest and percentage of sales.
10. Describe a purchase order system.
11. Develop a procedure to estimate future sales.
12. Distinguish a physical inventory system from a perpetual inventory system.
13. Identify methods used to determine the value of products held in inventory.
14. Write a standardized recipe.
15. Differentiate controllable from non-controllable expenses.
16. Identify precautions managers can take to reduce theft.
17. Explain three generally accepted method of inventory valuation.

18. Identify food purchasing, receiving and inventory controls.
19. Distinguish purchasing methods and dealing with suppliers.

***Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

# PART III: GRADING AND ASSESSMENT

## EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*
Students' performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

## EVALUATION*

| Area | Quantity | Points | % of Total |
|---|---|---|---|
| Participation / Homework | 28 days x 20 points | 560 | 21 % |
| Tests | 10 tests x 10 points | 100 | 15 % |
| Midterm | 1 x 100 points | 100 | 10 % |
| Final | 1 x 200 points | 100 | 10 % |
| Menu Project | 1 x 350 points | 350 | 44 % |
| Total | | 1210 | 100% |

***Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

## GRADING SYSTEM:

The College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](academic calendar) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

# Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

# Part V: Student Resources



## THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](#). Email [sstc@hgtc.edu](#) or call  SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center (ORC)](#) including Office 365 support, password resets, and username information.

3.  **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4.  **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central] website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324),

Visit the [Tech Central] website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

HORRY
GEORGETOWN
TECHNICAL COLLEGE
LIBRARY

# HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related schoolwork; printing is available as well. Visit the [Library] website for more information or call (843) 349-5268.

# STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

*   Test administered within D2L
*   Test administered in writing on paper
*   Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing] section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

# DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage]. The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

## TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

> *Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

## INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

**Student and prospective student** inquiries concerning Section 504, Title II, and Title VII and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**
*Title IX Coordinator, Section 504, and Title II Coordinator*
Building 1100, Room 107A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**
*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*
Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu