HOTEL-MOTEL-RESTAURANT MANAGEMENT

Purchasing and Cost Control

Course Number: HMR 205-D01
Time/Day: 2:30-4:00 PM M/W
Syllabus: FALL 2016

Instructor: Paul G. Suplee, MBA, CEC, PC-3
Office: Room WDC 205D
Office Phone: 410-572-8719
Email: psuplee@worwic.edu

Office Hours:
M: 11:15-1:45
T: 12:45-1:45
W: 12:45-2:15

All contact with me should be made through Blackboard™ course site.

CATALOG DESCRIPTION:
This course includes the presentation of materials and managerial information needed for the operation of a hotel, motel or food establishment. It includes the study of purchasing functions, organization, policies, and sources of supply, quality concepts, pricing, store keeping, and the forecasting of food, beverages and other supplies. Also offered are in-depth studies of various established cost control systems, focusing on the food and labor cost controls necessary for a profitable and economical operation.


SUPPLEMENTAL READINGS:
Reading handouts will be distributed and /or posted in Blackboard for reading in class or for take home throughout the semester.

BLACKBOARD & ACADEMIC INTEGRITY STATEMENT: Blackboard will be used in this class for the posting of course syllabus and occasional posting of readings from class.

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals
Violators are subject to college disciplinary procedures.
**COURSE OBJECTIVES:** Upon completion of this course the student should be able to:

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<thead>
<tr>
<th></th>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategy</th>
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<tbody>
<tr>
<td>1</td>
<td>Identify proper and controls for purchasing, receiving, and storing materials (especially food) when operating a food service establishment GEO 2, 3, 4</td>
<td>a. Identify the components of a feasibility study for creating a restaurant&lt;br&gt;b. Acquire data about area customers, competitors, purveyors and services needed to open various types of food service operations&lt;br&gt;c. Determine restaurant concepts that match research findings</td>
<td>Exam Questions&lt;br&gt;Class Participation&lt;br&gt;Project</td>
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<tr>
<td>2</td>
<td>Incorporate mathematical formulas into concepts commonly used when purchasing food GEO 1, 2, 3, 4, 7, 8</td>
<td>a. Given a standard recipe, apply yield formulas to determine the amount of raw materials to purchase as well as the edible portion cost</td>
<td>Exam Questions&lt;br&gt;Class Participation&lt;br&gt;Project</td>
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<td>3</td>
<td>Describe concepts of quality and quantity standards while maximizing profitability GEO 1-4, 6, 7</td>
<td>a. Describe why quality standards are financially beneficial to a business&lt;br&gt;b. Discuss how a quantity standards are financially beneficial to a business&lt;br&gt;c. Explain how a profitable business must utilize quality and quantity standards to succeed</td>
<td>Exam Questions&lt;br&gt;Class Participation&lt;br&gt;Project</td>
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<td>4</td>
<td>Describe and successfully apply math concepts of foodservice cost control GEO 2, 3, 4, 7</td>
<td>a. Calculate food costs of recipe menu items&lt;br&gt;b. Differentiate between AP and EP food costs</td>
<td>Exam Questions&lt;br&gt;Class Participation&lt;br&gt;Project</td>
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<td>5</td>
<td>Describe and successfully apply food preparation cost control information needed by restaurant professionals GEO 1-4, 6, 7</td>
<td>a. Describe why standardized recipes help control costs&lt;br&gt;b. Describe how Yield Forecasting helps control costs&lt;br&gt;c. Explain how recipe conversions help control costs</td>
<td>Exam Questions&lt;br&gt;Class Participation&lt;br&gt;Project</td>
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CLASSROOM PERFORMANCE EXPECTATIONS:

- I expect you to read all required chapters ahead of class meeting and be ready to be fully engaged and discuss your understanding of your reading in the class.
- Please mute or silence your cell phone as a sign of respect for your peers and Professor. If any phone rings in class, I will answer the call on your behalf 😊
- You may use your cell phone and/or computer to take notes without disturbances.

GRADING AND EVALUATION:

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<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Activities</td>
<td>130</td>
<td>26%</td>
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<tr>
<td>Quiz 1</td>
<td>50</td>
<td>10%</td>
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<tr>
<td>Quiz 2</td>
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<td>10%</td>
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<tr>
<td>Quiz 3</td>
<td>50</td>
<td>10%</td>
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<tr>
<td>Quiz 4</td>
<td>50</td>
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<tr>
<td>Final Examination</td>
<td>120</td>
<td>24%</td>
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<tr>
<td>Attendance</td>
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<td>10%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>500</td>
<td>100%</td>
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GRADING SCALE:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - &lt;90%</td>
<td>B</td>
</tr>
<tr>
<td>70 - &lt;80%</td>
<td>C</td>
</tr>
<tr>
<td>60 - &lt;70%</td>
<td>D</td>
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<td>Below 60</td>
<td>F</td>
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MID-TERM GRADING SCALE

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<tr>
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<th>Grade</th>
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<tr>
<td>100-70=</td>
<td>Satisfactory</td>
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<tr>
<td>69-0=</td>
<td>Unsatisfactory</td>
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MAKE UP POLICY:
There will be no make up – quizzes, activities or exams. (Unless it is pre-approved Wor-Wic related excuse or documented non-university related excuse).

LATE PENALTY:
All written assignments handed in after the due date will incur a 50 percent late penalty.

ATTENDANCE POLICY:
Attendance is an essential part of being successful in college and necessary on the job as well. I encourage every one of you to show up for class everyday as the success of your course completion is incumbent on this. You will earn half a point per day you are in class. Points will be earn if present in class when roll is taken. No points will be earned if you report for class after the roll call has been taken.

If you are going to be absent from class, I will encourage you to call and/or email me to inform me of your decision. I however hope I will see you on every class day.

FIELD TRIP:
To be determined.

ACADEMIC HONESTY POLICY: (GEO 8)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy may result in the student’s failure of the course, exam, quiz or project, and a possible referral to the Students Disciplinary Committee.

SERVICES FOR STUDENTS WITH DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2899. For more information, see Wor-Wic's Services for Students with Disabilities web page.

CLASS TOPIC SCHEDULE

<table>
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<tr>
<th>WEEK/DAY</th>
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| 1 Sept. 7 | Introduction to Food and Cost Controls, Syllabus and Expectations  
Chapter 1 – Cost and Sales Concepts |
| 2 Sept. 12 & 14 | Chapter 1 – Cost and Sales Concepts  
Exercises and Activities |
| 3 Sept. 19 & 21 | Chapter 2 – The Control Process;  
Exercises and Activities |
| 4 Sept. 26 & 28 | Chapter 3 – Cost/Volume/Profit Relationship  
Exercises and Activities |
| 5 Oct. 3 & 5 | Chapter 4 – Food Purchasing and Receiving Control & QUIZ 1  
Exercises and Activities |
| 6 Oct. 10 & 12 | Chapter 5 – Food Storing and Issuing Control  
Exercises and Activities |
| 7 Oct. 17 & 19 | Chapter 6 – Food Portion Control I: Portions  
Exercises and Activities |
| 8 Oct. 24 & 26 | Chapter 7 – Food Portion Control II: Quantities; & QUIZ 2  
Exercises and Activities |
| 9 Oct. 31 & Nov. 2 | Chapter 7 – Food Portion Control II: Quantities  
Exercises and Activities |
| 10 Nov. 7 & 9 | Chapter 8 – Monitoring Foodservice Operations I: Monthly Inventory and Monthly  
Exercises and Activities |
| 11 Nov. 14 & 16 | Chapter 9 – Monitoring Foodservice Operations II: Daily Food Cost & QUIZ 3; Exercises and Activities |
| 12 Nov. 21 | Chapter 10 – Monitoring Foodservice Operations III: Actual v. Standard  
Exercises and Activities |
| 13 Nov. 28 & 30 | Food Costs Chapter 11 – Menu Engineering and Analysis  
Exercises and Activities |
| 14 Dec. 5 & 7 | Chapter 12 – Controlling Food Sales & QUIZ 4  
Exercises and Activities |
| 15 Dec. 14 | FINAL COMPREHENSIVE EXAM (2:00-4:00) |
DISCLAIMER:
This syllabus is a working document and subject to change at any time.

ATTENTION!
In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.