Course Time & Location: Tuesday 4:00 pm – 6:30 pm EDAN 126
Credits: 3 hours

Instructor: Paula Cook, MS, RDN, LD
Office: HMS North 104C

Office Phone: 936-468-4502
Office Hours: Wednesday 4:30 pm – 6:00 pm, or by appointment
Email: cookpm@sfasu.edu

Prerequisites: None

I. Course Description:

This course will be a study of the cost control aspects of hospitality operations to include budgeting, forecasting, financial analysis, food and labor costs, beverage control, and inventory control for hotels and restaurants.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

The College of Education’s mission is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership and continued professional and intellectual development.

The College of Education values and goals are:

1. Academic excellence through critical, reflective, and creative thinking.
2. Life-long learning
3. Collaboration and shared decision-making
4. Openness to new ideas, to cultural diversity, and to innovation and change.
5. Integrity, responsibility, diligence, and ethical behavior
6. Service that enriches the community
Program Learning Outcomes for Hospitality Administration

1. **Resource Development** – Students will demonstrate the use of appropriate technology and sustainability in the hospitality industry.

2. **Professional behavior** – Students will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic, and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences and Hospitality.

3. **Key Ratios** – Students will calculate, interpret and understand key ratios, financial statements and budgets, related to the hospitality industry.

4. **Service Attitude** – Students will demonstrate a positive service attitude.

Student Learning Opportunities for HMS 305:

The course content will provide students an opportunity to …

- Learn the importance of cost control
- Define the terms related to cost control
- Identify the role of the manager in the cost control program
- Identify the steps in the cost control process
- Describe the importance of forecasting and budgeting in the cost control process
- Calculate food cost and determine menu prices
- Control food/supply costs through purchasing process
- Control food/supply costs through the receiving, storing and issuing process
- Control food/supply costs during the production process
- Control food/supply costs during service and sales
- Control labor and other costs
- Describe the methods of protecting revenue
- Identify practices for purchasing sustainable in the hospitality industry and look at costs of sustainability programs

Student Learning Outcomes:

1. **Students will demonstrate the basic restaurant or foodservice cost control process.**
2. **Students will describe forecasting methods and food and labor cost budgets.**
3. **Students will calculate cost of sales, food cost percentage and buffet cost management.** They will determine menu costs based on pricing formulas.
4. **Students will exhibit knowledge of purchasing controls, control in receiving, storing and issuing, production cost control, and food cost control during the service and sales process.**
III. Course Assignments, Activities, Instructional Strategies, use of Technology:

**Exams** – The course will include 3 multiple choice exams and a final exam. The final exam will be the Manage First certification exam. The outcome of the final exam will be recorded as the Live Text component of this course. Upon successful completion of the exam, the student will be certified in Controlling Foodservice Costs, a core competency of the ManageFirst Program of the National Restaurant Association.

**Assignments** – The instructions for assignments will be posted on D2L and will be reviewed during class. Assignments must be turned in online using Dropbox in D2L. LATE ASSIGNMENTS WILL NOT BE GRADED. Assignments will include a field application project, a ‘Manager’s Math’ assignment, and a reflection paper.

**Attendance and Participation** will be monitored throughout the semester. Students will be expected to sign in at class each week. Classroom attendance is worth 3 points. Students who participate in active discussion during class will receive 2 points. Attendance will be monitored at 10 class periods randomly throughout the semester excluding test sessions.

**Service Learning Component** – Must complete a total of 6 hours. In order to prepare competent professional for a global society, the faculty of the hospitality program have implemented a service learning component across multiple courses. Students are required to sign up for APPROVED events outside of class time to fulfill this component. Hours will be documented by both the student and the approved site supervisor. Failure to complete six hours of service learning will result in not points awarded. This is an ‘all or nothing’ assignment.

Additional information will be given in class and on D2L for specific event times and dates. This service learning opportunity will expose students to the important cross-cutting themes within the Body of Knowledge of Human Sciences. These themes include: communication skills, critical thinking, diversity, global perspectives, professionalism, independence and community development.

IV. Evaluation and Assessments (Grading):

<table>
<thead>
<tr>
<th>Assignments and Tests</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>50</td>
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<tr>
<td>Test 2</td>
<td>50</td>
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<tr>
<td>Test 3</td>
<td>50</td>
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<tr>
<td>Final / Certification Exam</td>
<td>80</td>
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<tr>
<td>Field Application project</td>
<td>70</td>
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<td>Managers Math assignment</td>
<td>50</td>
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<td>Reflection Paper</td>
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<tr>
<td>Class Participation / Attendance</td>
<td>50</td>
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<tr>
<td>Service Learning Participation</td>
<td>50</td>
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<tr>
<td>TOTAL POINTS</td>
<td>500</td>
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</table>
V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>DATE</th>
<th>Week</th>
<th>SUBJECT</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>T, 1/19</td>
<td>1</td>
<td>Introduction to course</td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Importance of Cost Control</td>
<td></td>
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<tr>
<td>T, 1/26</td>
<td>2</td>
<td>Forecasting and Budgeting</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>T, 2/2</td>
<td>3</td>
<td>Calculating Food Cost</td>
<td>Chapter 3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Kitchen Math Worksheet Due 2/8</td>
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<tr>
<td>T, 2/9</td>
<td>4</td>
<td>Determining Menu Prices</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>T, 2/16</td>
<td>5</td>
<td>Examination One</td>
<td>Chapter 1-4</td>
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<td></td>
<td></td>
<td>4:00-5:15</td>
<td>Responsible for all material in chapters plus class notes</td>
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<tr>
<td>T, 2/23</td>
<td>6</td>
<td>Controlling Food Cost</td>
<td>Chapter 5</td>
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<tr>
<td>in Purchasing</td>
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<tr>
<td>T, 3/1</td>
<td>7</td>
<td>Controlling Food Cost</td>
<td>Chapter 6</td>
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<tr>
<td>in Receiving, Storing and Issuing</td>
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<tr>
<td>T, 3/8</td>
<td>8</td>
<td>Controlling Food Cost</td>
<td>Chapter 7</td>
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<td>during Production</td>
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<tr>
<td>T, 3/15</td>
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<td>SPRING BREAK</td>
<td>No class</td>
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<tr>
<td>T, 3/22</td>
<td>9</td>
<td>Controlling Food Cost</td>
<td>Chapter 8</td>
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<td>during Service &amp; Sales</td>
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<td>T, 3/29</td>
<td>10</td>
<td>Examination Two</td>
<td>Chapters: 5 – 8</td>
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<td>Responsible for all material in chapters plus class notes</td>
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<tr>
<td>T, 4/5</td>
<td>11</td>
<td>Buying Technology and Services</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>T, 4/12</td>
<td>12</td>
<td>Purchasing Capital</td>
<td>Chapter 10</td>
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<tr>
<td>Equipment</td>
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<tr>
<td>T, 4/19</td>
<td>13</td>
<td>Guest Speaker</td>
<td>TBA</td>
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<tr>
<td>T, 4/26</td>
<td>14</td>
<td>Examination Three</td>
<td>Chapters: 9 – 10</td>
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<td></td>
<td></td>
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<td>Responsible for all material in chapters plus class notes</td>
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<tr>
<td>T, 5/3</td>
<td>15</td>
<td>Review for the final</td>
<td>Chapters 1 - 10</td>
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<tr>
<td>T, 5/10</td>
<td>16</td>
<td>Final Exam (4:00 – 5:15)</td>
<td>ManageFirst Certification Exam. You must have the scantron/Key to take this exam. This is also the LiveText assignment.</td>
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VI. Required Readings:

**ManageFirst: Controlling FoodService Costs with Answer Sheet, 2/E**  
Association Solutions National Restaurant Association  
©2013 • Prentice Hall • Paper, 320 pp  
Published 08/06/2012

**FEM Statement:**  
In this course you must purchase and activate the LiveText add-on, Field Experience Module (FEM), PRIOR to your first day of field experience/clinical teaching. Failure to purchase and activate the account and/or submit the required assignment(s) within the FEM system may result in course failure. FEM must be purchased from www.livetext.com for a fee of $20.00.

**LiveText Statement:**  
This course uses the LiveText data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

*If you have questions about obtaining or registering your LiveText account, call ext. 1267 or e-mail SFALiveText@sfasu.edu. Once LiveText is activated, if you have technical questions, call ext. 7050 or e-mail livetext@sfasu.edu. Failure to activate the account and/or submit the required assignment(s) within the LiveText system may result in course failure.*

VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:
1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement.

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.
BONUS POINTS: Students who complete the evaluation before Tuesday, May 10, 2016 at 11:59 pm will receive 10 bonus points.

VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilities/.

Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism.
Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at https://www.sfasu.edu/judicial/earlyalert.asp or call the office at 936-468-2703.

**Additional Information:**

**To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:**

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/). YOU must provide legal documentation.
to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder 936-468-1740 or snyderke1@sfasu.edu.