

Valencia College

Food and Beverage Cost Control FSS2500

<i>Term /Year</i>	Spring
<i>Professor</i>	Kim Jennison
<i>Building/Classroom</i>	Building 9 room 109
<i>Meeting day/Time</i>	Tuesday 2:00pm- 4:00 pm
<i>Email</i>	kjennison@valenciacollege.edu
<i>Contact Phone</i>	
<i>Front door access</i>	
<i>Office</i>	

**COURSE DESCRIPTION**

Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods of controlling sales income, through both electronic spreadsheets and manual systems. Credit hours: 3

Course Objectives: At the end of the course the student will be able to

1. Understand the importance of following the numbers not only when it comes to cost but also Sales
2. Begin to Contrast the different opportunities when it comes to market share and their buying habits
3. The math is not only there to formulate but also to analyze all spread sheets

**Materials required during each class session**

Food and Beverage Cost Control, 5th Edition Lea R. Dopson ISBN: 978-0-470-25138-6

**Evaluation and Course Grading**

Course evaluation is divided into four categories; together these categories will comprise the final grade.

- Classroom attendance 20%
- Project or Case studies: 20% - grading scale at end of syllabi
- Progress Tests/presentations: 30%
- Final Exam: 30%

## **Attendance**

Attendance will account for 25% of the course grade. Aside from being actively engaged in the course as described in the participation rubric, you will be graded on your attendance in the following manner:

- 0 absence = 100% of the attendance grade or the letter grade of A
- 1 absence = 80% of the attendance grade or the letter grade of B
- 2 absences = 50% of the attendance grade or the letter grade of C
- 3 absences = 0% of the attendance grade or the letter grade of F and withdrawn from class

Two partial attendance counts as an absence. A partial attendance is defined as arriving tardy or leaving early. Participation is assessed under classroom engagement. There are no excused absences in the course. Students will normally be withdrawn for failing to attend the first class session unless otherwise communicated before the beginning of class. Students will normally be withdrawn or assigned an F for the course due to excessive absences, normally viewed as 3 total.

## **Project**

A compilation of all homework both in and out of class. May include notes and handouts of specific class time in order of chapter. Grading rubric at end of syllabi

## **Tests:**

The written tests will count for 30% of the grade.

The progress tests and Essay assignments on pertinent topics that presentations will be made of count for 10% of your final grade.

The final exam will count for 30% of your final grade.

## **CLASSROOM POLICIES**

### **Make-up Exams:**

Make-up exams will be given only for emergency situations provided the instructor is notified in advance. Upon your absence and its approval, the exam will be placed in the testing center. Exams must be made up before the next class meeting. Any test missed will have adverse effect on your grade, and make-up test will not be given unless approved by the Professor prior to the date of schedule test. Final exam is required! A no show on that day will result in an F for the session.

### **Homework and Quizzes:**

Home-works and quizzes **cannot** be made up. If a student is absent, it is his/her responsibility to contact a class member, obtain the assignment and come to the next class meeting prepared. If a student is absent the day of a quiz, they will receive a zero.

Late project and/or assignments will be penalized 5 points per day late.

## **GENERAL GRADING SCALE:**

1. A - 90-100
2. B - 80- 89
3. C - 70-79
4. D - 60-69
5. F - below 60

## **College Policies**

### **Academic Honesty**

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. Student Code of Conduct

[http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0)

### **Student Assistance Program**

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relations problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

### **Office of Students with Disabilities Information**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The contact details for East Campus are: Building 5, Room 216; phone 407-582-2229, fax 407-582-8908, TTY 407-582-1222

A full description of all College policies can be found in the College Catalog at <http://valenciacollege.edu/catalog/> Policy Manual at <http://www.valenciacollege.edu/generalcounsel/> and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

### **Things I NEED to do for this course:**

1. You need 3 pencils, a basic calculator, and a 1 inch three ring binder
2. Dedicate 2 hours a week to read chapter assigned and understand and do homework

### **Academic Honesty:**

Academic integrity is expected at all times. Academic dishonesty (cheating) will be punished to the fullest extent allowed by the institution. The instructor will follow the academic dishonest policy as outlined in the student handbook and the catalog. It is your responsibility to familiarize yourself with this policy. However, in short, if a student is caught being academically dishonest, the student(s) involved will receive consequences that may include a zero grade for the assignment and a failing grade for the course.

**Mobile communication devices** – I understand there are many good reasons to have laptops, mobile phones and other wireless communication devices. Many of us have work and family responsibilities that sometimes cannot wait until the end of class. Recognizing that it may be necessary on occasion to communicate with

others during class, please do not text, email, surf, talk, or anything else while class is in session.. Feel free to leave the classroom for a “moment” to take care of any necessary communications.

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### **Withdrawal Policy**

Students are only able to withdraw themselves up to the Withdrawal Deadline, After the Withdrawal Deadline; the instructor may withdraw students who are in violation of the course attendance policy up to the beginning of the final exam period.

### **Academic Accommodations**

"Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities .

### **Disclaimer:**

The schedule, procedures, and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.

### **Expected Student Conduct**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the student code of conduct in the current Valencia student handbook

## SCHEDULE OF CLASSES

Teach: Introduction to class/ compare and contrasting	Assign: Chapter 1
<i>Week 2</i> Managing Revenue and Expense	Assign: Chapter 2
<i>Week 3</i> Determining Sales Forecasts	Assign: Chapter 3
<i>Week 4</i> Managing the Cost of Food	Assign: Chapter 3
Week 5 Managing the Cost of Food	Assign: Chapter 4
<i>Week 6</i> Managing the Cost of Beverages	Assign: Chapter 5
<i>Week 7</i> Managing the F&B Production Process	Assign: Chapter 6
<i>Week 8</i> <i>Managing F&amp;B Pricing</i>	Assign: Chapter 7
<i>Week9</i> <i>Managing the Cost of Labor</i>	Assign: Chapter 7
<i>Week9</i> <i>Managing the Cost of Labor</i>	Assign: Chapter 8
<i>Week 10</i> <i>Controlling</i> Other Expenses	Assign: Chapter 9
<i>Week 11</i> <i>Analyzing</i> Results/Income Statement	Assign: Chapter 10
<i>Week 12</i> <i>Planning</i> for Profit	Assign: Chapter 11
<i>Week 13</i> Maintaining and Improving Revenue	Assign: Chapter 12
<i>Week14</i> Global Dimensions of Cost Control	Review for Final
<i>Week15</i> Final Exam	

**Institutional Core Competencies** The following Valencia Student Competencies will be reinforced throughout the entire course.

**THINK** – Analyze data, ideas, patterns, principles, and perspectives employing facts, formulas and procedures of the discipline.

**VALUE** – Distinguish among personal, ethical, aesthetic, cultural, and scientific values evaluating your own and others values from a global perspective in the process of learning the discipline.

**COMMUNICATE** – Identify your own strengths and need for improvement as a communicator employing methods of communication appropriate to your audience and purposefully evaluate the effectiveness of your own and others communication.

**ACT** – Apply disciplinary knowledge, skills, and values to educational and career goals acting effectively and appropriately in various personal and professional settings responding also to changing circumstances.

# Attendance Participation Rubric

100
80
70
60
0

Categories

<b>Attendance</b>	<p>Always arrives to class on time</p> <p>Never asks to leave</p> <p>No unexcused absences</p>	<p>2 Tardiness</p> <p>Never asks to leave</p> <p>No unexcused absences</p>	<p>2 tardy equals one absence; leaves class 5-10 minutes at a time</p> <p>Leaves without asking</p> <p>Has 1 unexcused absences</p>	<p>2 tardy equals one absence and or leaves class 10-15 minutes at a time</p> <p>Leaves without asking</p> <p>Has 2 unexcused absences</p>	<p>3 or more absences</p> <p>Leaves without asking</p> <p>3+ unexcused absences</p>
<b>Classroom</b>	<p>Comes to class prepared did the assignment, takes notes, listens during lecture.</p>	<p>Sometimes (2, two times) didn't come to class with assignment, dozes off during lecture.</p>	<p>Did not do class assignment three times (3). Does not pay attention during lecture. Sometimes disruptive.</p>	<p>Did not do class assignment (4) four times. Does not pay attention during lecture and reminded to often to have book and knives on hand.</p>	<p>Did not do class assignment (5) five times. Has not bought the book, Sleeps during lecture most of the time.</p>
<b>Class Participation</b>	<p>Productive throughout the entire class. Organized shows complete project assignment every week.</p> <p>Goes beyond expectations for assigned tasks</p> <p>Works well with others, and pays attention during class. Follows direction well including no texting, no cell phone usage.</p>	<p>Completes assigned tasks. Relatively Organized Missed project assignment twice (2 times)</p> <p>Needs little reminder to do the assigned job while in lab.</p> <p>Works with other students most of the time. Usage of cell device sometime during class.</p>	<p>Completes only assigned tasks. Frequently Disorganized Missed project assignment three times.</p> <p>Needs a lot of direction and reminding of assigned tasks accomplishment.</p> <p>Doesn't work well in Team situation with other students. Use of cell phone during class.</p>	<p>Completes only part of assigned tasks; Disorganized takes little personal responsibility Missed project assignment 4 times</p> <p>Needs to be reminded to often to perform assigned tasks.</p> <p>Doesn't pay attention during class. Ill-prepared for the lecture. Use of cell phone for personal reason during class.</p>	<p>Disruptive; rarely or doesn't complete. Disorganized/sloppy assigned tasks. Missed project assignment more than five times.</p> <p>Reluctant to follow direction most of the time. Disappearing for long periods of time. Sleeping, texting, or using cell phones during class. Reluctant to work with other students.</p>

<b>Attitude</b>	Has a very positive attitude. Listens well.	Maintains a positive attitude and is kind to others. Pays attention to instruction most of the time.	Bad attitude; in conflict with classmate/s . Pays attention to instruction and relevant conversation some of the time.	Negative attitude, disrespectful of others, disruptive. Does not listen to instruction at all. Conversations out of context	Takes no personal responsibility and lacks integrity and pride in work. Talks too much with conversation out of context. (Sports, movies, etc.)
	Consistently maintains personal responsibility and integrity	May need an occasional reminder of responsibility or integrity	Is reluctant to take personal responsibility; lacks integrity and pride in work. Too sensitive when confronted.	No respect to authority, passes blame to others including chef. Overly sensitive when confronted.	Complete lack of integrity, no personal responsibility. Defensive when confronted.



**Project Grading Scale**

Course Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

- The Project will be evaluated on a weekly basis, and a pass or fail grade will be assessed

**Criterion 1 Initial formatting**

Project should be typed, in a 3 ring binder with tabs, and easy to follow.	25%
Page 1,	
Page 2,	
Page 3	
Project turn in on time, due date will be told during class time,	
I will not accept any portfolio after the due date and time.	
No partial grade will apply or at teacher's academic discretion.	

**Criterion 2 – Visuals**

	25%
No black and white pictures will be accepted.	
No cut and paste picture from outside source or copied from other student or portfolio.	
No partial grade will apply or at teacher's academic discretion.	

**Criterion 3 –**

	25%
No partial grade will apply or at teacher's academic discretion.	

**Criterion 4 - Procedures and notes (25% )**

	25%
No partial grade will apply or at teacher's academic discretion.	

**The following infractions will result in F grade for the project and the class:**

Evidence of copying / pasting from others
Evidence of plagiarism
Portfolio not received on time