Technical College of the Lowcountry
Main Campus
921 Ribaut Road ~ PO Box 1288
Beaufort, SC 29901-1288

Chef Miles Huff
Dean, Culinary and Hospitality Division
Office: Building 2, Room 206
Office Phone: 843-470-6046
Email: mhuff@tcl.edu

Introduction
Required by TCL Procedure 3-1-301.10 titled, “Course Syllabus”

▪ The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with an adequate notice.
▪ User Responsibility on Use and Duplication of Computer Software (TCL Procedure 7-1-702.5).
  Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
▪ ADA Statement: The Technical College of the Lowcountry provides access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities during the first 10 days of the academic term.

Course Description
Reference: South Carolina Technical College System Catalog of Approved Courses

HOS 171 Food and Beverage Controls
3 Semester Hour Credits
Method of Instruction: In class instructor-led and lecture
Prerequisites: None

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.

Course Focus
The textbook, *Food and Beverage Cost Control*, provides the tools required to maintain sales and cost histories, develop systems for monitoring current activities, and forecast future costs. This detailed yet reader-friendly guide helps students and professionals alike understand and apply practical techniques to effectively manage food and beverage costs.
Course Objectives/Learning Outcomes/Goals
By the end of this course, students will be able to:
➢ Compute percentage increases or decreases in sales over time.
➢ Use sales histories and standardized recipes to determine the amount of food products to buy in anticipation of forecasted sales.
➢ Purchase, receive, and store food products in a cost-effective manner.
➢ Compute the cost of food sold and food cost percentage.
➢ Compute the dollar value of bar transfers both to and from the kitchen.
➢ Compute an accurate cost of goods sold percentage for beer, wine, and spirits.
➢ Use management techniques to control the costs of preparing food and beverages for guests.
➢ Compute the actual cost of producing a menu item and compare that cost against the cost you planned to achieve.
➢ Discuss Menu Design and apply the best menu format to an operation.
➢ Identify the variables to be considered when establishing menu prices.
➢ Assign menu prices to menu items based on their cost, popularity, and ultimate profitability.
➢ Categorize Other Expenses in terms of being fixed, variable, or mixed.
➢ Prepare an income (profit and loss) statement.
➢ Analyze sales and expenses using the P&L statement.
➢ Evaluate a facility’s profitability using the P&L statement.

Evaluation Criteria and Grading
Your performance objective and exams will be translated to points and the points to grades. Your grade will be based on the percentage of points earned/the total number of points possible. The grading scale for this course is as follows:
A = 90-100%  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = 0-59%

Required Texts, Uniform Items, and Equipment
The following textbook is required and available for purchase in the TCL bookstore or online at http://bookstore.tcl.edu/SelectTermDept.

<table>
<thead>
<tr>
<th>Textbook: FOOD &amp; BEVERAGE COST CONTROL</th>
<th>Published Date: 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author: DOPSON</td>
<td>ISBN: 9781119524991</td>
</tr>
<tr>
<td>Edition: 7TH 20</td>
<td>Publisher: WILEY</td>
</tr>
</tbody>
</table>

Student Contributions
This course is part of a program that is designed to prepare students for careers in hospitality and tourism fields. The following outlines the college’s minimum expectations from students enrolled in this course.
➢ Class Attendance
The College’s Statement of Policy (Number 3-1-307) titled, CLASS ATTENDANCE (WITHDRAWAL) states,

“Students are expected to be in class on time and attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence.”

❖ This policy is on file in the Academic Affairs Division Office, the Learning Resources Center, and online at https://www.tcl.edu/wp-content/uploads/2012/09/3-1-307-Attendance.pdf.

❖ Students shall plan to attend every class. A student that exceeds one (1) absence during the entire semester impacts his/her chances for success and is in violation of this attendance policy.

Late for Class: Students will be considered late if they report to class more than 30 minutes after the scheduled start time. Being late three (3) times will constitute one (1) absence. Late students may attend the class, but they will not be recorded as present and will not receive a daily participation grade.

➢ Class Preparation
National standards require that lecture courses provide 45 hours of classroom instruction and 90 hours of out-of-class student work. Students are expected to spend at least 10 hours per week studying the textbook, completing assignments, and independently preparing for class using the college’s library resources, researching on the internet, and interacting with experts in the hospitality field to be successful.
➢ Attendance and Participation Rubric
All students should strive to achieve the high standards outlined below.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
<th>EXCELLENT</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>0 points</td>
<td>Student was absent for 2 or more classes (more than 90% of hours required) and/or did not provide instructor with reasonable explanations.</td>
<td>10 points</td>
<td>Student was absent for 2 classes but provided instructor with reasonable explanations.</td>
<td>20 points</td>
</tr>
<tr>
<td>Punctuality</td>
<td>0 points</td>
<td>Student was rarely on time or early (was tardy to class 4 or more times).</td>
<td>10 points</td>
<td>Student was sometimes on time (was tardy to class 3 times), and rarely arrived early.</td>
<td>20 points</td>
</tr>
<tr>
<td>Level of Engagement and Behavior</td>
<td>0 points</td>
<td>Student rarely participated in class discussions or asked questions. Interaction with peers was minimal.</td>
<td>10 points</td>
<td>Student sometimes participated in class without being prompted but was reluctant to join in discussions/work with peers.</td>
<td>20 points</td>
</tr>
<tr>
<td>Preparation</td>
<td>0 points</td>
<td>Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.</td>
<td>10 points</td>
<td>Student is sometimes prepared with most of the assignment completed and with the required materials. May have needed extra time to complete homework/quizzes before turning them in.</td>
<td>20 points</td>
</tr>
</tbody>
</table>

Total Score 0

➢ Special Activities/Events
From time to time, students may be invited to participate in hospitality-related activities for roughly 3-6 hours per event outside the traditional classroom, days/times. Such opportunities are plentiful, support the local community, increase awareness of this college’s programs, and expand the learning experience. Students should eagerly volunteer for such special events and embrace these opportunities.
Use of Electronic Devices
▪ Cell Phones and all mobile devices are not allowed to be used in the classroom.
▪ All electronic devices should be muted or turned off prior to class.
▪ Emergency use of cell phones is by instructor discretion.
▪ Tablets and laptops may be used in the classroom ONLY as part of classroom instruction (no texting, accessing social media platforms).

Course Dress Code
All students should represent the Culinary Institute of the South as if they were representing an employer. In taking this class, students are taking the first important step in a career in hospitality. Therefore, it is important to remember that a classroom environment replicates a professional working environment and all dress and behavior should reflect their commitment to the field of hospitality.

Course Outline (Attachment 1)
Attachment 1 details the specific course requirements. This is a useful planning tool; however, the instructor reserves the right to modify the plan at any time to expand the learning experience.

Key TCL Policies (Appendix 1)
All students must read and understand the Culinary Institute of the South Appendix titled, “Appendix 1, Key TCL Policies” for the following policies: Text Alerts System, Class Cancellation in Hazardous Weather, Class Attendance Policy (Excerpts from the Catalog/Student Handbook), The Student Code, and Americans with Disabilities Act (ADA), Title IX of the Education Amendments Act of 1972.

College Safety Policies (Appendix 2)
All students must read and understand Appendix 2, TCL Safety Policies appended to this syllabus.

Attachments
Attachment 1, Course Outline

Appendices
Appendix 1, Key TCL Policies
Appendix 2, TCL Safety Policies