Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) Yasong Wang	Email Address yswang@iup.edu
Proposing Department/Unit Hospitality Management	Phone 724-357-6233

Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or program proposal.

1. Course Proposals (check all that apply)

☐ New Course ☐ Course Prefix Change ☐ Course Deletion

☐ Course Revision ☐ Course Number and/or Title Change ☑ Catalog Description Change

Current course prefix, number and full title: HRIM265 Hospitality Cost Management

Proposed course prefix, number and full title, if changing:

2. Liberal Studies Course Designations, as appropriate

This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)

☐ Learning Skills ☐ Knowledge Area ☐ Global and Multicultural Awareness ☐ Writing Across the Curriculum (W Course)

☐ Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one)

☐ Global Citizenship ☐ Information Literacy ☐ Oral Communication

☐ Quantitative Reasoning ☐ Scientific Literacy ☐ Technological Literacy

3. Other Designations, as appropriate

☐ Honors College Course ☐ Other: (e.g. Women's Studies, Pan African)

4. Program Proposals

☐ Catalog Description Change ☐ Program Revision ☐ Program Title Change ☐ New Track

☐ New Degree Program ☐ New Minor Program ☐ Liberal Studies Requirement Changes ☐ Other

Current program name:

Proposed program name, if changing:

5. Approvals

	Signature	Date
Department Curriculum Committee Chair(s)	yasong wang	2-7-12
Department Chairperson(s)		2-7-12
College Curriculum Committee Chair	Jan Wacht	2/20/12
College Dean	Mary E. Sadler	2/28/12
Director of Liberal Studies (as needed)		
Director of Honors College (as needed)		
Provost (as needed)		
Additional signature (with title) as appropriate	Gail Sechrist UWUCC	3/6/12
UWUCC Co-Chairs		

Course Revision: HRIM 265 Hospitality Cost Management

Part II. Description of the Curriculum Change

1. Syllabus of Record.
   The new syllabus of record for this revised course is attached in Appendix A.
2. A Summary of the proposed revisions:
   The course prerequisite is being changed from ACCT 201 to no prerequisite required.
3. Justification/rationale for the revision:
   Faculty reassessment of this course indicates that the course revision (prerequisites only) is necessary, because this course does not need the prior academic preparation reflected by the formerly required prerequisites.
4. The old syllabus of record.
   The old syllabus of record is attached in Appendix B.

I. Catalog Description

HRIM 265 Hospitality Cost Management

3 class hours
0 lab hours
3 credits

(3c-0l-3cr)

Identifies and analyzes the control of hospitality operation costs, including those in the area of food, beverage, labor, and material, and compares those costs to industry norms. Students analyze income statements and balance sheets.

II. Course Outcomes

The student will be able to:

1. Explain the importance of the contribution margin and cost-volume-relationship.

2. Explain and apply factors involved in menu pricing and use several menu pricing models.

3. Explain the relationship between worker productivity and labor cost.

4. Explain the major functions of labor cost analysis and explain why labor cost can be particularly difficult to determine in hospitality operations.

5. Analyze rooms, food and beverage income statements, balance sheets, and calculate key ratios.

III. Course Outline

A. Function of Cost Control (4 hours)
   1. Introduction to Cost Control
   2. Framework for Cost Control Procedures

B. Management Information Systems (3 hours)
   1. Introduction to MIS
   2. Uses of MIS Within Hospitality Operations

C. Forecasting (3 hours)

         1. Hospitality Forecasting Procedures
         2. Casual and Temporal Forecasting

D.   Menu Pricing and Control (5 hours)
         1. Menu Pricing Strategies
         2. Menu Price Control Procedures

E.   Labor Cost and Control (5 hours)
         1. General Hospitality Labor Concerns
         2. Controlling and Reducing Labor Costs
         3. Effective Employee Scheduling Strategies

Exam 1 (1 hour)

F.   Food Cost and Control (5 hours)
         1. General Hospitality Food Cost Concerns
         2. Controlling and Reducing Food Costs
         3. Effective Purchasing Strategies
         4. Portion Control
         5. Food Preparation Controls

G.   Beverage Cost and Controls (5 hours)
         1. General Hospitality Beverage Cost Concerns
         2. Controlling and Reducing Beverage Costs
         3. Effective Beverage Purchasing Strategies
         4. Beverage Portion Control Strategies

H.   Internal Control (5 hours)
         1. Operations Security
         2. Theft Control
         3. Loss Prevention

I.   Financial Statement Analysis (5 hours)
         1. Hospitality Financial Ratios
         2. Analyzing Income Statements
         3. Balance Sheet Analysis

Exam 2 (1 hour)

Final Exam -- During Final Exam Week

IV.   Evaluation Methods

The final grade will be determined as follows:

40 % Two Examinations: Two mathematical problem / essay examinations @ 100 points each

20% Final Examination: Mathematical problem / essay examination @ 100 points

20% Collected Homework Assignments

20% Class Participation

V. Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and Below	F

VI. Attendance Policy

As student learning is enhanced by class attendance and participation in discussions, the instructor encourages regular class attendance. The attendance policy of this instructor recognizes possible student need to miss class because of illness or personal emergency.

VII. Required Textbooks, Supplemental Books and Readings

Keiser, J., and DeMicco, F. (2000). *Controlling and Analyzing Costs in Foodservice Operations*, 4th Ed., New York, New York: MacMillan.

Sackler, W. (1996). *Foodservice Cost Controls Using Excel for Windows*, 1st. Ed., New York, New York: John Wiley & Sons.

VII. Special Resource Requirements

Students to bring to each class two transparency sheets and two different colored overhead markers.

VIII. Bibliography

Abagnale . *Document Verification and Currency Transaction Manual.*

Pavesic, D. (1999). *Restaurant Cost Controls*, Upper Saddle River, New Jersey: Prentice Hall.

DeFranco, and Noriega (2000). *Cost Controls in the Hospitality Industry*, Upper Saddle River, New Jersey: Prentice Hall.

Ilvento, C. (1998). *Profit Planning and Decision Making in the Hospitality Industry*, Dubuque. Iowa: Kendall / Hunt.

Appendix B: Old Syllabus Record

I. Catalog Description

HRIM 265 Hospitality Cost Management	3 class hours
	0 lab hours
Prerequisites: ACCT 201	3 credits
	(3c-0l-3cr)

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The student will be able to:

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Exam 1 (1 hour)

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    5. Food Preparation Controls

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    4. Beverage Portion Control Strategies

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