

BHARATHIAR UNIVERSITY : COIMBATORE
DIPLOMA IN FOOD AND BEVERAGE MANAGEMENT

(School of Distance Education)

DURATION: 1 YEAR

ELIGIBILITY: 12TH PASS

For the Candidates admitted from the year 2010-2011

SCHEME OF EXAMINATIONS

	SUBJECT AND PAPER	EXAMINATIONS	
		DURATION	MARKS
Paper I	Introduction to Food and Beverage Control	3	100
Paper II	The Menu	3	100
Paper III	Implementing Control Systems	3	100
Paper IV	Information from Control Systems	3	100
Paper V	Revenue	3	100
	Total		500

Paper I - Introduction to Food and Beverage Control

Unit 1 Food and beverage operations:

- the travel and tourism industry
- hotel organization
- commercial and institutional food services
- food service management
- the control cycle
- management systems and processes
- multi unit outlets
- technology in the industry
- the function of management

Unit 2 The control function

- management resoouces and objectives
- the control process
- designing control systems
- responsibilities of control
- establishing standards
- actual results
- compare results with standards
- corrective action
- food service operations control

Unit 3 Planning for food and beverage control

- standard purchase specifications
- standard recipes
- standard yields
- standard portion sizes
- standeard portion costs
- recipe management software
- standard food costs
- standard beverage costs
- key terms used in F&B control

Unit 4 Operations budgeting

- the budget process
- budget development
- examples of budget development
- calculation of projected revenue levels
- calculation of projected expense levels
- operation budget as a control tool
- computers in the budget process
- cost-volume-profit analysis

Unit 5 Budgeting

- designing budget systems
- application of a budget using excel
- determining profit requirements
- budget reformatting
- electronic spreadsheets formats
- cell contents

Reference

Planning and control for food and beverage operations-Jack D Niemeyer

Paper II - The Menu

The foundation of control

Unit 1 Control points

- food service control points
- influence of the menu
- menu planning
- market implications
- building the menu
- menu changes
- theme and atmosphere
- menu planning strategies

Unit 2 Calculating menu prices

- subjective menu pricing
- objective methods
- simple markup method
- contribution methods
- ratio pricing
- simple prime cost method
- specific prime cost method
- important pricing considerations

Unit 3 Evaluating the menu

- evaluation an important tool
- calculations in evaluation
- defining popularity
- defining profitability
- evaluating menu items
- improving menu
- managing power horses

- managing puzzles
- managing stars
- managing dogs
- menu planning in multi unit organizations

Unit 4 Menus and technology

- menu planning and technology
- market surveys of what is offered
- selecting menu items
- menu design soft ware

Unit 5 Menu engineering

- menu item analysis
- menu mix analysis
- menu engineering summary
- four box analysis
- menu engineering graph
- comparison of menu items
- common terms

Reference

Food & Beverage Market Place 3 Volume Set: Equipment, Supplies & Services, Product Categories, Company Profiles (2009) - Gottlieb, Richard

Paper III - Implementing control systems

Unit 1 Purchasing controls

- purchasing objectives and procedures
- purchasing responsibilities
- selecting suppliers
- purchasing quality
- purchasing quantity
- purchase order systems
- security concerns in purchasing
- reducing costs

Unit 2 Receiving controls

- receiving personnel
- receiving procedures
- request for credit
- memos
- marketing procedures
- security concerns in receiving

- computerized receiving systems
- Food service control points
- Menu planning
- Calculating menu prices
- Evaluation of menu
- Menu engineering
- Production and serving controls

Unit 3 Storing and issuing

- Storing control
- Security concerns
- Maintain quality during storage
- Inventory control procedures
- Computerized inventory systems
- Beverage inventory
- Issuing controls procedures
- Beverage requisition process
- Bar par inventories
- Bottle marking

Unit 4 Production controls

- Production planning
- Forecasting production requirements
- Formulating production plans
- Production planning and food purchasing
- Convenience foods
- Special beverage production
- Planning requirements
- Quality requirements
- Special beverage cost control procedures

Unit 5 Food service

- Server and the guest
- Server responsibilities
- General service procedures
- Service control factors
- Technology and service
- Managing guest accounts
- Automated beverage control
- Dispensing units

Reference

Purchasing for food service operations-Cichy Elsworth

Paper IV - Information form control systems.

Unit 1 Actual food and beverage costs

- Monthly calculations
- Actual cost of sales
- Basis of calculations
- Sources of information
- Calculating the value of inventory
- Adjustments to the basis of costs
- Simple calculations

Unit 2 Actual food cost Daily costs:

- Components of daily costs
- Sources of actual daily food cost information
- Calculating actual daily food cost

Unit 3 Actual beverage cost Daily:

- Principals for daily costs
- Procedures for daily beverage costs
- Manuel systems
- Bartenders systems

Unit 4 Technology and actual beverage costs

- POS systems
- Theft by bartenders
- Revenue management technology
- Misuse of beverage products
- Shopper service

Unit 5 Control analysis

- Procedures for control analysis
- Comparison process
- Considerations during comparisons
- Variance form standards
- Identifying problems
- Corrective action
- Evaluating corrective action

Reference

**Auditing the Food & Beverage Operation: An Operational Audit Approach:
Volume I-- Steiniger, Hans L.**

Paper V - Revenue

Unit 1 Revenue control

- Revenue and guest check control
- Manual guest systems
- Automated guest check systems
- Collection revenue from guests
- Revenue reports

Unit 2 Standard beverage revenue

- Server banker systems
- Cashier banker systems
- Bottle revenue values
- Manuel systems
- Automated systems
- Standard beverage operations
- Beverage inventory procedures

Unit 3 Preventing theft of revenue

- Theft by bartenders
- Theft by cahiers
- Theft by servers
- Theft by other staff
- Theft by guest
- Employee theft form guest
- Control of cash after collection
- Bank deposit funds
- Preventing book keeping theft

Unit 4 Controlling labor costs

- Human resources
- Staffing tools
- Recruitment
- Employee supervision
- Employee performance
- Increasing productivity
- Controlling turnover
- The training process
- Labor control and employees

Unit 5 Implementing labor control

- Unit of measure for labor control
- Productivity rates
- Constructing staffing guide

- Staffing guide as a scheduling tool
- Staffing guide as a control tool
- Variance analysis
- Planning corrective action.

Reference Book

Outlines & Highlights for Principles of Food, Beverage, and Labor Cost Controls by J. Desmond Keefe III, Paul R. Dittmer, ISBN: 9780471783473