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American Public University System

The Ultimate Advantage is an Educated Mind

School of Business
HOSP200
Food and Beverage Management
3 Credit Hours
8 weeks
Prerequisite(s): HOSP100

Please see the **Lessons** area in the classroom for additional course specific information

Table of Contents

Course Description (Catalog)

The foodservice industry is one of the largest private-sector employers in the United States today and industry projections forecast continuing growth in the future. A successful Food and Beverage Manager must have knowledge and skills in many different categories; including restaurant operations, the management process, marketing, cost and pricing strategies, production and service, sanitation and safety, design and financial management. Students will increase their knowledge base and skills in these topics and more, while interacting with classmates to exchange ideas and trends related to foodservice management.

Course Scope

This course is divided into 8 weeks and is organized to give students a broad overview of the hospitality, travel and tourism industry, including food and beverage operations. The social, physical, and business issues are examined and other key managerial aspects are considered. Instruction is primarily text book driven with accompanied online lectures and online classroom weekly discussions. Because it is a survey course of a broad subject, it will out of necessity;

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cover each topic with a broad brush. However, the reference area and online conference room will allow a deeper look into any subject area that particularly attracts the student. The student will learn how to use the World Wide Web to research topics related to the material discussed and covered in the textbook.

Course Materials

Required Course Textbook:

Number	Authors	Book Title	Publication Info	ISBN
HOSP200	Cousins, J., Foskett, D., Graham, D., & Hollier, A.	Food & Beverage Management, (4th ed.)	Wolvercote, Oxford: Goodfellow Publishers Limited	**978-1910158739**

This course uses an electronic textbook, access instructions are on the home page and in the classroom lessons.

Readings: See Classroom Lessons.

Additional Resources:
In the classroom lessons, there are additional course articles and up to date APA documents

Websites:
In addition to the required course texts, review the websites listed in the classroom lessons.

Course Objectives

After successfully completing this course, you will be able to:

1. Demonstrate application of theory and concepts as they relate to the various responsibilities of a foodservice manager.
2. Practice current managerial techniques and trends to support the goals of a restaurant.
3. Use decision-making skills and abilities in a variety of managerial, production, and service positions that are typical of the food service industry.
4. Interpret financial data as it relates to an operation's goals.

8 – Week Course Outline

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	Hospitality and Operations	LO 1, 3	Cousins, et al – Ch. 1 Classroom Lesson	FORUM: 1 Quiz Week 1
2	Concept and Product	LO 1, 3	Cousins, et al– Ch. 2 & 3 Classroom Lesson	FORUM: 2 Wk 2 Assignment
3	Operational Areas	LO 1, 2, 3	Cousins, et al – Ch. 4 Classroom Lesson	FORUM: 3 Quiz Week 3
4	Production	LO 1, 2, 3, 4	Cousins, et al – Ch. 5 Classroom Lesson	FORUM: 4 Wk 4 Assignment
5	Food & Bev Service	LO 1, 2, 3, 4	Cousins, et al– Ch. 6 & 7 Classroom Lesson	FORUM: 5 Quiz Week 5
6	Events	LO 1, 3, 4	Cousins, et al – Ch. 8 Classroom Lesson	FORUM: 6 Wk 6 Assignment
7	Performance Appraisal	LO 1, 4	Cousins, et al – Ch. 9 Classroom Lesson	FORUM: 7 Quiz Week 7
8	Strategic Decisions	LO 1, 4	Cousins, et al – Ch. 10 Classroom Lesson	FORUM: 8 Wk 8 Assignment

Evaluation Procedures

Reading Assignments: The textbook and additional journals as assigned in the Lessons and Forums

Weekly Forum Assignments:
Detailed expectations and grading rubrics are located in the classroom forums.

Homework Assignments:
There are written homework assignments, in accordance with the topic of study.
Length of papers: as specified in detailed individual assignment instructions.

Assignment labeling: Assignment **files** will be labeled with the following format:
Student Name_Assignment Name_Course Identifier Example:
FirstnameLastname_AssignmentOne_HOSP200 or Lastname_AssignmentOne_HOSP200

Formatting:
Resources and citations are to be formatted according to APA (6th Edition) style and formatting. Documents are to be MS Word documents.

Quizzes
Quizzes are completed online and composed of multiple choice, true/false and short answer questions.

Grade Instruments	% Points
Forum Posts #1-8	**40**
Assignments/Case Study/Projects	**40**
Quizzes	**20**
Total	**100**

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies & Guidelines

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

>	Drop/Withdrawal Policy
>	Plagiarism Policy
>	Extension Process and Policy
>	Disability Accommodations

Grading Scale
Please see the Student Handbook to reference the University's grading scale.

Citation and Reference Style
Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Netiquette
Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

Disclaimer Statement
Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Tutor.com*: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.
- *Disability Accommodations*: Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

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Request a Library Guide for your course (http://apus.libguides.com/index.php**)**
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.