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### FSM 270.01: Purchasing and Cost Controls

Timothy Olson

University of Montana, Missoula, [timothy.olson@umontana.edu](mailto:timothy.olson@umontana.edu)

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**The University of Montana - Missoula  
COLLEGE OF TECHNOLOGY  
BUSINESS TECHNOLOGY DEPARTMENT**

Course Title:	Purchasing and Cost Controls	Course Number:	FSM270
Faculty:	Tim Olson	Credits:	5
Office Hours:	MWF 11:10 – 12:00	Office:	AD 11H
Office Phone:	243-7862	Date:	Autumn 2006
Email:	Timothy.Olson@umontana.edu		

**PREREQUISITES: CUL 151T, MAT 100, OR CONSENT OF INSTRUCTOR**

**COURSE DESCRIPTION:**

Principles of purchasing foods and materials based on needs, specifications, availability, and seasonality. Costs of doing business including products, labor, facilities, and preparing financial statements

**COURSE OBJECTIVES:** Upon completion of this course, the student will be able to:

1. Understand purchasing procedures, control, and its importance to the management system.
2. Be able to comprehend standard cost tools, budgeting, cost volume-profit analyses and estimate allowable food and beverage costs or forecasts.
3. Be able to understand operations of automated food and beverage control and take corrective actions by identifying factors that affect work performance and labor control.
4. Be able to understand control and marketing in relation to the menu and profit requirements in menu pricing.
5. Be able to comprehend and analyze financial records and reports presented in the Hospitality Industry and be able to design corrective action plans for specific organizational problems.
6. Be able to read, write, and design control systems and procedures for inventory, budgets, profit/loss and understand ramifications of poor financial reports.

**REQUIRED TEXTS:**

**Planning and Control for Food and Beverage Operations**, 6<sup>th</sup> edition, by Jack D. Ninemeier.

**Managerial Accounting Competency Guide**, by NRAEF ManageFirst.

**ATTENDANCE:** You are expected to come to class. You should not expect to get all that you need to succeed in this class from only reading the text. Tests will partially cover specific material contained in the text, but will in large part be based upon discussions and elaboration in class. I expect you to be able to apply text material and information discussed in class to real-life case studies and situations. Tests may not be made up unless prior arrangements are made. You must take the makeup test the day you return to school. **Let me stress that there are no exceptions to this – if there's a problem, call/e-mail me a message or you have lost the chance to take that particular exam.**

**EVALUATION:** Grading and evaluation are based upon the following points. Total points earned will be divided by the total points available to determine your grade.

Test #1 – on Planning/Control	Chapters 1, 2, 3, 4, 5	100
Test #2 – on Planning/Control	Chapters 6, 7, 8	100
Test #3 – on Planning/Control	Chapters 9, 10, 11, 12	100
Test #4 (Final Exam)	Chapters 13, 14 (Planning/Control) & (Accounting)	100
Various Projects	To be announced	100
Total		500

**This syllabus is subject to change.**

#### **GRADING SCALE**

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

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VPSA/index.cfm/page/1321>