

COURSE OUTLINE
Thomas Mayburry
7/12/2007

DEPARTMENT: Professional Technical Education

CURRICULUM: BAS/Hospitality Management

COURSE TITLE: Hospitality Accounting

COURSE NUMBER: HMG 402

TYPE OF COURSE: Lecture

COURSE LENGTH: 1 quarter

CREDIT HOURS: 3

LECTURE HOURS: 33

LAB HOURS: 0

CLASS SIZE: 30

PREREQUISITES: Students must be enrolled as BAS students in the Hospitality Management Program or approved by instructor

COURSE DESCRIPTION: This class explores the use of management tools for creating and analyzing operational effectiveness in the Hospitality Industry. This course also carries national certification from the American Hotel and Lodging Association (AHLA). Certificates issued by the AHLA are in addition to credits earned for successful completion of the course and are widely recognized throughout the hospitality industry.

STUDENT LEARNING OUTCOMES:

1. Personal Responsibility - Demonstrate the ability to be timely, responsible for tasks assigned as well as working independently, value one's own skills and abilities and value intellectual inquiry and ethical behavior. Be motivated in the pursuit of gaining more knowledge of the Hospitality Industry.
2. Computation - Use arithmetic and other basic mathematical operations as required by program of study. Apply quantitative skills for academic and career purposes. Specifically in this course the student will need to understand basic algebraic concepts such as fraction and percents.

3. Human Relations - Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values of peers, colleagues, and the Hospitality Industry overall. Students will have the opportunity to work in a group setting with peers of different ethnicity. Therefore, students will be required to interact in a professional manner at all times.
4. Critical Thinking and Problem Solving - This course requires students to critically analyze different types of accounting statements, forms, and reports in the hospitality industry and to make decisions on the best system application for hospitality operations.
5. Information Literacy - Access and evaluate information from a variety of resources, including research in the library, various website searches, reading textbooks, and from peer discussion.
6. Communication - Read and listen actively to learn and communicate. Speak and write effectively for personal, academic, and career purposes. In this course, students will read assigned each assigned chapter, listen to demonstrations by the instructor, and communicate with peer information gathered by analysis.
7. Technology - Select and apply appropriate technology tools for personal, academic, and career tasks. Students in this course will utilize technology for discovering and utilizing hospitality industry operating systems.

PROGRAM OUTCOMES ADDRESSED:

1. Read and analyze financial statements and budgets
2. Demonstrate specific hospitality industry accounting skills
4. Utilize computer technology
8. Manage and implement daily operations of a hospitality enterprise
10. Demonstrate knowledge in personal skills as it pertains to the hospitality industry including professional business etiquette and ethics
11. Apply basic principles of management and leadership and also recognize diversity of cultural influences and values

GENERAL COURSE OBJECTIVES:

At the end of the course the student will be able to:

1. Explain how revenue and expenses are accounted for in hospitality operations.
2. Describe the considerations involved in property, equipment, and other non-current asset accounting.
3. Outline and apply the significant elements of payroll accounting.
4. Recognize and use departmental statements or schedules.
5. Read and analyze hotel income statements.
6. Read and analyze the statement of cash flows.
7. Describe the types and purposes of interim and annual reports, including the role of an audit service.
8. Outline the process of budgeting expenses and the elements that must be considered.
9. Describe and use various models to forecast sales for hospitality operations.

10. Distinguish between and use master, flexible, and capital budgets, and apply variance analysis techniques.
11. Analyze several important types of managerial decisions in order to make the best choice.

REVISED BY:
DATE: 7/12/2007