

Central Texas College
Syllabus for HAMG 2332
Hospitality Financial Management

Semester Hours Credit: 3

Instructor: _____

Office Hours: _____

I. Introduction

- A. Introduces the student to the field of Hospitality Financial Management and presents the characteristics of a financial information system and its relationship to the hospitality industry.
- B. This course is related to development of an understanding of the financial controls and internal procedures necessary to monitor and forecast the financial status of a business to ensure maximum profitability. Food and Beverage controls are also a key focus of this curriculum.
- C. Prerequisites: None
- D. HAMG 2332, Hospitality Financial Management is a required course for an Associate in Applied Science degree in Restaurant and Culinary Management, Food and Beverage Management, and Hotel Management. This course is also required for the completion of the Rooms Division Certificate and the Property Management Advanced Certificate.
- E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary's Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, C1, 2, B, etc.) and foundation skills (B, C1, 2, FA, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in "A SCANS Report for America".

II. Learning Outcomes

Upon successful completion, the student will be able to:

- A. Explain the fundamental functions and purpose of accounting, and differentiate between bookkeeping and accounting.

- B. Explain the purpose of generally accepted accounting standards, and describe the generally accepted accounting principles (GAAP) covered in the text.
- C. Describe the proprietorship, and corporate forms of business organization and their advantages and disadvantages.
- D. Explain how equity transactions are accounted for in proprietorships, partnerships and corporations..
- E. Describe the purpose of the basic financial statements prepared by hospitality businesses, and explain when they are prepared.
- F. Identify the criteria that determine whether a certified public accountant (CPA) is independent and describe the independent CPA's role in the preparation of financial statements for external users.
- G. Describe the purpose of a chart of accounts and its function in an accounting system.
- H. Identify and explain the technical and long forms of the accounting equations.
- I. Identify the five major account classifications, and describe the categories and common accounts within each classification
- J. Explain the perpetual and periodic inventory systems and the bookkeeping accounts and accounting methods used in the system.
- K. Define and describe business transactions, and analyze a variety of typical transactions.
- L. Describe double-entry accounting and the role of journals, bookkeeping accounts, and the general ledger in recording business transactions.
- M. Define the terms debit and credit, and list the basic rules governing the proper applications of debits and credits in relation to the major account classifications and to contra accounts.
- N. Identify the basic steps used in recording business transactions in a two-column general journal records.
- O. Describe an accounting system and its objectives, and explain the purpose of accounting records.
- P. Explain how a general journal and special journals are used.

- Q. Define journalizing, posting, footing, and crossfooting, and describe the journalizing and posting process.
- R. List and explain the basic steps involved in the month-end accounting process, including the completion of the worksheet and the preparation of financial statements.
- S. Identify the steps in the closing process, and describe how the steps are performed.
- T. Explain the basic characteristics and functions of computer hardware components and software, and discuss specific computer applications in the hospitality industry.
- U. Identify and describe basic features of integrated accounting software packages.
- V. Explain the purpose and use of the statement of cash flows.
- W. Classify uses of cash as operating, investing, or financing activities.
- X. The following **SCANS** competencies and foundation skills will be covered in this course:
1. Competencies
 - a. Resources
 - (1) Time (**CA1**)
 - (2) Money/Budget (**CA2**)
 - (3) Materials/Facilities (**CA3**)
 - (4) Human Resources (**CA4**)
 - b. Interpersonal Skills
 - (1) Teamwork (**CB1**)
 - (2) Teaches others (**CB2**)
 - (3) Leadership (**CB4**)
 - (4) Cultural Diversity (**CB6**)
 - c. Information
 - (1) Acquires/evaluates (**CC1**)
 - (2) Organizes/maintains (**CC2**)
 - (3) Interprets/communicates (**CC3**)
 - d. Systems
 - (1) Understands (**CD1**)
 - (2) Monitors/corrects (**CD2**)
 - (3) Improves/designs (**CD3**)

2. Foundation Skills
 - a. Basic Skills
 - (1) Reading (FA1)
 - (2) Writing (FA2)
 - (3) Listening (FA4)
 - (4) Speaking (FA5)
 - b. Thinking Skills
 - (1) Reasoning (FB6)
 - c. Personal Qualities
 - (1) Responsibility (FC1)
 - (2) Self-esteem (FC2)
 - (3) Sociability (FC3)
 - (4) Self-management (FC4)
 - (5) Integrity/honesty (FC5)

III. Instructional Materials

The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. Course Requirements

- A. Class Attendance: Refer to the CTC Catalog for a detailed policy. You are expected to attend each class period, be on time and stay the full class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed. (FC1, FC4)
- B. Reading Assignment: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (FA1, FA5, CC3)
- C. Written and Oral Assignments: The instructor will assign at least one writing assignment such as a case analysis, research paper, article repost, etc., and will also require an oral presentation of the written product to the class. Both written and oral presentation assignments must be completed in order to receive a passing course grade. (FA2, FA5)
- D. Student Preparation and Study Requirements: Each student is expected to develop an effective personal time management and study schedule that will enable him or her to master the learning outcomes listed previously. (FC1, FC4, CA1)

V. Examinations

A. Scheduled Examinations: (CC1, FC2)

There will be two scheduled examinations, as follows:

1. Exam 1 (Mid-Term)
2. Exam 2 (Final Exam)

B. Students must be present for all examinations. No make-up examinations will be given. Students who know in advance they will be absent from an examination due to valid reasons must arrange to take an early examination. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work in lieu of the missed examination.

C. Students without excused absences will be given a zero for the examination missed.

D. Examination schedule: The instructor will publish specific examination dates and will give in-class review concerning the nature and type of test questions to be given.

VI. Semester Grade Computations

A. Summary of requirements point values:

Exam 1 (Mid-Term)	200 points
Exam 2 (Final Exam)	200 points
Written Assignments:	400 points (CC2,3; FA1,2)
Quizzes (4 @ 50pts each)	<u>200 points</u> (CC2,3; FA4,5)
Total Possible Points	1000 points

B. Letter grades will be assigned based on total points earned as follows:
(Note: Pop quiz points will be added and point/letter grade requirements will be adjusted as required.)

900-1000	A	600-699	D
800-899	B	0-599	F
700-799	C		

VII. Notes and Additional Instructions

- A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

10-week session	Friday of the 8 th week
8-week session	Friday of the 6 th week
5-week session	Friday of the 4 th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W," provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

- B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.
- C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete requirements for a course..." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
- D. Cellular Phones and Electronic Devices: Cellular phones and other electronic devices will be turned off while the student is in the classroom or laboratory.

- E. Americans with Disabilities Act (ADA): Disability Support Services provides services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
- H. Honesty and Integrity: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:
1. *Plagiarism*: The taking of passages from writing of others without giving proper credit to the sources.
 2. *Collusion*: Using another's work as one's own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
 3. *Cheating*: Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action.

VIII. Important Note regarding Feedback and Responsibility for Learning

- I. **Feedback**: Feedback is the return of data/information about the result of a process and is an important part of the learning process. Feedback in the course will be provided via test scores, graded assignments, and/or instructor evaluation of the student's progress. You are encouraged to take advantage of the many avenues for feedback available to you. For example, office hours are established primarily to provide the student access to the instructor to discuss academic guidance. I am also generally available before and after class to meet with you. E-mail is another easily available medium to obtain feedback. Additional feedback may be provided at the discretion of the instructor or on your request.

1. *Instructor:* As your instructor I will organize and present the course material in a manner designed to facilitate the learning process. I will evaluate your progress periodically via writing assignments and exams and provide feedback on your performance via exam scores, exam critiques, and critique of your writing assignments, etc. I am also available before and after each class period and during office hours to discuss your performance and answer questions.
2. *Student:* **As the student you are ultimately responsible for your success in this course.** It is your responsibility to attend class regularly, prepare for class by reading assigned text material, participate in class discussions, ask questions when required to improve your understanding, prepare for and complete exams, and complete all other assignments.

IX. Course Outline

A. Unit One: Chapters 1-3

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:
 - a. Explain what accounting is.
 - b. Identify the users and uses of accounting.
 - c. Understand why ethics is a fundamental business concept.
 - d. Explain the meaning of generally accepted accounting principles and the cost principle.
 - d. Explain the meaning of the monetary unit assumption and the economic entity assumption.
 - e. State the basic accounting equation, and explain the meaning of assets, liabilities, and stockholders' equity.
 - f. Explain the accounting cycle and flow of information.
 - g. Identify the various systems of accounting procedures used in the hospitality industry.
 - h. Understand accounting and financial management in a hotel.
 - i. Understand accounting and financial management in a foodservice operation.
 - j. Analyze the effects of business transactions on the basic accounting equation.
 - k. Understand what the four financial statements are and how they are prepared.
 - l. Explain the meaning of generally accepted accounting principles.
 - m. Describe the basic objectives of financial accounting.

- n. Discuss the qualitative characteristics of accounting information and elements of financial statements.
- o. Identify the basic assumptions used by accountants.
- p. Identify the basic principles of accounting.
- q. Identify the two constraints in accounting.
- r. Understand and analyze classified financial statements.
- s. Explain the accounting principles used in international operations.
- t. Explain what an account is and how it helps in the recording process.
- u. Define debits and credits and explain how they are used to record business transactions.
- v. Identify the basic steps in the recording process.
- w. Explain what a journal is and how it helps in the recording process.
- x. Explain what a ledger is and how it helps in the recording process.
- y. Explain what posting is and how it helps in the recording process.
- z. Prepare a trial balance and explain its purposes.
- aa. Identify the advantages of manual and computerized accounting systems.

2. Learning Activities:

- a. Classroom lecture/discussion/demonstration/exercise (FA2, FB1, FC1, CA1, CB4, CC1, CC3)
- b. Student homework study (FA1)
- c. Homework and other assignments designed by the instructor (FB1, FC4, CB4, CC1, CD1)

3. Unit Outline: Follow the sequence of the unit objectives.

B. Unit Two: Chapters 4-7

- 1. Unit Objectives: Upon successful completion of this unit, the Student will be able to:
 - a. Explain the time period assumption.
 - b. Explain the accrual basis of accounting.
 - c. Explain why adjusting entries are needed.
 - d. Identify the major types of adjusting entries.
 - e. Prepare adjusting entries for prepayments.
 - f. Prepare adjusting entries for accruals.
 - g. Describe the nature and purpose of an adjusted trial balance.

- h. Prepare adjusting entries for the alternative treatment of prepayments.
- i. Prepare a work sheet.
- j. Explain the process of closing the books.
- k. Describe the content and purpose of a post-closing trial balance.
- l. State the required steps in the accounting cycle.
- m. Explain the approaches to preparing correcting entries.
- n. Identify the sections of a classified balance sheet.
- o. Distinguish between multiple-step and single-step income statements.
- p. Explain the computation and importance of gross profit.
- q. Distinguish between departmental and consolidated income statements.
- r. Understand the relationship between the income statement and the balance sheet.
- s. Indicate the primary purpose of the statement of cash flows.
- t. Distinguish among operating, investing, and financing activities.
- u. Prepare a statement of cash flows using the indirect method.
- v. Discuss the need for comparative analysis.
- w. Identify the tools of financial statement analysis.
- x. Explain and apply horizontal analysis.
- y. Describe and apply vertical analysis.
- z. Identify and compute ratios.
- aa. Recognize the limitations of financial statement analysis.

2. Learning Activities:

- a. Classroom lecture/discussion/demonstration/exercises (FA2, FB1, FC1, CA1, CB4, CC1, CC3)
- b. Student homework study (FA1)
- c. Homework and other assignments designated by the instructor (FB1, FC4, CB4, CC1, CD1)

3. Unit Outline: Follows the sequence of the unit objectives.

C. **Unit Three:** Chapters 8-11

1. **Unit Objectives:** Upon successful completion of this unit, the student will be able to:
 - a. Identify the differences between a service enterprise and a merchandiser.
 - b. Explain the entries for purchases under a perpetual inventory system.
 - c. Explain the entries for sales revenues under a perpetual inventory system.
 - d. Explain the steps in the accounting cycle for a merchandiser.
 - e. Prepare a work sheet for a merchandiser.
 - f. Describe the steps in determining inventory quantities.
 - g. Prepare the entries for purchases and sales of inventory under a periodic inventory system.
 - h. Determine the cost of goods sold under a specific periodic inventory system.
 - i. Identify the unique features of the income statement.
 - j. Explain the basis of accounting for inventories, and describe the inventory cost-flow methods.
 - k. Explain the financial statement and the tax effects of each of the inventory cost-flow methods.
 - l. Indicate the effects of inventory errors on financial statements.
 - m. Compute and interpret inventory turnover.
 - n. Define internal control.
 - o. Identify the principles of internal control.
 - p. Explain the applications of internal control principles to cash receipts and cash disbursements.
 - q. Indicate the control features of a bank account.
 - r. Prepare a bank reconciliation.
 - s. Discuss the objectives of internal control for payroll.
 - t. Compute and record the payroll for a pay period.
 - u. Compute and record tips under the 8 percent tip regulation.
 - v. Describe and record employer payroll taxes.
2. **Learning Activities:**
 - a. Classroom lecture/discussion/demonstration/exercise (FA2, FB1, FC1, CA1, CB4, CC1, CC3)
 - b. Student homework study (FA1)
 - c. Homework and other assignments designated by the instructor (FB1, FC4, CB4, CC1, CD1)
3. **Unit Outline:** Follows the sequence of the unit objectives.

D. **Unit Four:** Chapters 12-14

1. Unit Objectives: Upon successful completion of this unit, the student will be able to:
 - a. Identify the different types of receivables.
 - b. Explain how accounts receivable are recognized in the accounts.
 - c. Distinguish between the methods and bases used to value accounts receivable.
 - d. Describe the entries to record the disposition of accounts receivable.
 - e. Explain why credit policies are needed in the hospitality industry.
 - f. Compute the maturity date of and interest on notes receivable.
 - g. Explain how notes receivable are recognized in the accounts.
 - h. Describe how notes receivable are valued.
 - i. Describe the entries to record the disposition of notes receivable.
 - j. Explain a current liability, and identify the major types of current liabilities.
 - k. Describe the accounting of notes payable.
 - l. Explain the accounting of other current liabilities.
 - m. Describe the application of the cost principle to long-term assets.
 - n. Explain the concept of depreciation.
 - o. Compute periodic depreciation using different methods.
 - p. Describe the procedure for revising periodic depreciation.
 - q. Distinguish between revenue and capital expenditures, and explain the entries for these expenditures.
 - r. Explain how to account for the disposal of a long-term asset through retirement, sale, or exchange.
 - s. Contrast the accounting for intangible assets with the accounting for long-term assets.
 - t. Identify the major characteristics of a sole proprietorship.
 - u. Identify the major characteristics of a partnership.
 - v. Explain the accounting entries for the formation of a partnership.
 - w. Identify the bases for dividing net income or net loss.
 - x. Identify the major characteristics of a corporation.
 - y. Record the issuance of common stock.
 - z. Explain the accounting for treasury stock.
 - aa. Differentiate preferred stock from common stock.

- bb. Prepare the entries for cash dividends and stock dividends.
- cc. Identify the items that are reported in a retained earnings statement.

2. Learning Activities:

- a. Classroom lecture/discussion/demonstration/exercise (FA2, FB1, FC1, CA1, CB4, CC1 CC3)
- b. Student homework study (FA1)
- c. Homework and other assignments designated by the instructor (FB1, FC4, CB4, CC1, CD1)

3. Unit Outline: Follows the sequence of the unit objectives.

Appendix 1 – Article Report Grading Criteria

Name: _____

Course: _____

ARTICLE REPORT GRADING CRITERIA		
Written Report Criteria	Point Value	Points Earned
Copy of the article included with report.	5	
Report submitted on time.	5	
Article must be subject-related, current and from a recognized source. How would you answer the question: <u>“So what does your article have to do with the hospitality industry?”</u>	5	
The report must be in the correct format, typed and no more than one page in length. The article copy must be stapled to the report. Correct grammar and spelling must be used.	5	
Total Points for Written Criteria	20	
Oral Report Criteria	Point Value	Points Earned
Completed presentation within time limit. Use of correct speech and presentation techniques.	5	
Total Points for Written and Oral Criteria	25	

Appendix 2 – Current Events Article Report Format

**CENTRAL TEXAS COLLEGE
CURRENT EVENTS ARTICLE REPORT**

NAME: _____

DATE: _____

COURSE: _____ **SECTION:** _____

Publication Title: _____

Issue Date: _____ **Page(s):** _____

Article Title: _____

ARTICLE SUMMARY/MAIN POINTS: (You need only a few complete sentences – just enough to express the purpose of the article).

YOUR CONCLUSIONS (Reaction, Agree/Disagree, Your opinion, etc.):

CERTIFICATION OF AUTHORSHIP: I certify that I am the author of this paper, and that it is written in my own words except where indicated by quotation marks and it was prepared by me specifically for this course.

STUDENT SIGNATURE: _____