Course Description:
**ACC-206 Hospitality Accounting** is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry.

**Credits/Hours:** 3 credits (2 lecture, 2 lab hrs.)

**Prerequisites:** HRM 101

**Text:** Basic Hotel & Restaurant Accounting and Basic Hotel & Restaurant Accounting Exercises
EDMOT, Cote, 7th edition.

**Student Learning Outcomes:** students demonstrate the ability to:
1. Explain the fundamental function and purpose of accounting, and differentiate between bookkeeping and accounting.
2. Explain the purpose of generally accepted accounting standards, and describe the generally accepted accounting principles (GAAP) covered in the text.
3. Describe the proprietorship, partnership, limited liability company, and corporate forms of business organization and their advantages and disadvantages.
4. Describe the purpose of the basic financial statements prepared by hospitality businesses, and explain when they are prepared.
5. 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.
6. Describe the purpose of a chart of accounts and its function in an accounting
system.
7. Identify and explain the technical and long forms of the accounting equation.
8. Identify the five major account classifications, and describe the categories and common accounts within each classification.
9. Explain the perpetual and periodic inventory systems and the bookkeeping accounts and accounting methods used in the systems.
10. Define and describe business transactions, and analyze a variety of typical transactions.
11. Describe double-entry accounting and the role of journals, bookkeeping accounts, and the general ledger in recording business transactions.
12. Define the terms debit and credit, and list the basic rules governing the proper application of debits and credits in relation to the major account classifications and to contra accounts.
13. Identify the basic steps used in recording business transactions in a two-column general journal.
14. Describe an accounting system and its objectives, explain the purpose of accounting records, and explain how a general journal and special journals are used.
15. Define journalizing, posting, footing, and cross footing, and describe the journalizing and posting processes.
16. 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, and identify and describe the steps in the closing process.
17. Explain the basic characteristics and functions of computer hardware components and software, and discuss specific computer applications in the hospitality industry.
18. Describe unique features of restaurant accounting.
20. Read and analyze financial statements.
21. Summarize the federal government's authority regarding reporting by public companies, and discuss the Securities and Exchange Commission, the Sarbanes-Oxley Act, and the 10-K report.
22. Explain merchant accounts and describe point-of-sale systems.
23. Discuss the importance of budgeting and forecasting; describe variable, fixed, and semi-variable expenses; and explain the breakeven point.
24. Discuss what is involved in starting a business, explain the start-up assistance and resources that are available for small businesses, and describe the franchise option.

Assessment Criteria for each of the above: Graded homework, cases and problems and/or comprehensive objective and/or essay type examination

Course Content: The following chapters should be included in this course:

Accounting: A Management Resource
Business Formation: Important Decisions
Survey of Financial Statements
Exploring the Balance Sheet
The Course Outline and Calendar must include all of the following elements:
• A daily or (at least) weekly schedule of topics to be covered.
• Dates for exams, quizzes, or other means of assessment.
• Due dates for major assignments – e.g., when is a paper due; if the topic has to be approved, when; if an outline or draft is an interim step, when is it due?
• Any required special events must be included in the outline/calendar, e.g., a lecture by a visiting speaker, a dramatic or musical performance, a field trip.
• A note to students stating that the course outline and calendar is tentative and subject to change, depending upon the progress of the class.

**Sample Format for Course Outline and Calendar**

**Note to Students:** The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Date(s)</th>
<th>Topics/Activities/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Throughout the curriculum we must practice our communication skills. Students should be writing through the curriculum, speaking before the class, presenting their ideas or solution to cases, and working on their inter-personal skills through team efforts and the group process. Current events as they relate to the course material should be discussed. In addition, various questioning techniques should be employed to develop the student’s critical thinking skills.

**Course Activities:**
Faculty is encouraged to use a variety of instructional techniques to encourage student learning. The research on learning shows that the straight lecture is not particularly effective. Lecture segments should be kept to a maximum of 20 minutes and be interspersed with other learning activities such as demonstration, question and answer, class discussion, group learning projects, student presentations, etc. In order to meet the needs of diverse learners, faculty is encouraged to supplement lectures with transparencies or PowerPoint. (Note: if not assigned to a room already equipped with the technology, portable teaching stations equipped with a laptop computer and projection system is available from the library. Also, all classrooms have an Internet connection.)

Faculty is encouraged to incorporate the use of technology in their assignments and projects. Students have ample access to the Internet, as well as Microsoft Office in college labs. Accordingly, assignments using the Internet, Excel, Word and Power Point can be assigned.

There are many types of projects that are excellent learning activities for ACC-206 students. Some examples of projects that can be assigned to individuals or groups are:
- Financial statement/annual report analysis
- Prepare a budget using case material or the students’ personal financial information

**Evaluation:**
The Business Department is required to establish one or more assessment measures that students in every section of ACC-206 must complete. Faculty will be required to incorporate these into their assessment plan. Guidelines are provided below.

**Faculty is encouraged to use multiple methods of assessment and to assess student learning frequently.** Listed below are some general guidelines that you should use to develop your individual grading policy. If you would like to go outside of these guidelines please confer first with the Accounting Department. Remember that you must distribute your grading policy to the students, preferably, on the first day of the semester. A copy MUST also be sent to the Business Department secretary for their records.

- Class Participation* .............................................................................................. 0-10%
- Homework ........................................................................................................... 10-15%
- Projects (Cases, Internet Research, Projects, etc.) ........................................... 10-25%
- Quizzes and Exams ............................................................................................ 40-70%
- Final Exam ........................................................................................................... 0-20%
*Class participation grades cannot be based solely on attendance. The grade must be based on objective recordings in the instructor’s grade book of participation, discussion, responses to questions, etc.

True/false questions on exams are widely discouraged.

**Competencies:**
In addition to meeting the overall objective cited above, there are additional student competencies that are desirable and should be encouraged throughout the entire educational experience. Some of these are:

- Oral and written communication skills – *the department has mandated that there should be at least one written assignment or oral presentation to develop their communication skills.*
- Computer Literacy
- Interpersonal Skills
- Critical Thinking Skills

There are various ways in which we can meet our specific course objectives as well as to enhance our students’ competencies in these areas. Oral reports on related current events, topical coverage or explanations of problems and cases may be encouraged. Projects can be assigned where students calculate product cost, breakeven, budgets, etc. Written and/or oral communication skills **MUST** be applied. Group work is an effective tool to enhance several of these skills. Assigning problems/exercises/cases/independent research requiring the use of the Internet and word processing their responses may be desirable.

**BCC Attendance Policy:**
All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

**Attendance Policy in this Course:**
It is at the instructor’s discretion to institute an attendance policy. If a student will be penalized for absences and lateness, it is incumbent upon the instructor to include those provisions in the outline.

**Office of Special services:**
Please include the following at the bottom of your student course outline:

*Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: [http://www.bergen.edu/oss](http://www.bergen.edu/oss).*
Student and Faculty Support Services:

<table>
<thead>
<tr>
<th>Office/Center:</th>
<th>Room:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Distance Learning Office – for any problems you may have accessing your online courses</td>
<td>Room C-334</td>
<td>201-612-5581 <a href="mailto:psimms@bergen.edu">psimms@bergen.edu</a></td>
</tr>
<tr>
<td>The Tutoring Center</td>
<td>Room L-125</td>
<td>201-447-7908</td>
</tr>
<tr>
<td>Online Tutoring, Smart Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Writing Center</td>
<td>Room L-125</td>
<td>201-447-7908</td>
</tr>
<tr>
<td>The Online Writing Lab</td>
<td>On Line at:</td>
<td>OWL</td>
</tr>
<tr>
<td>The Office of Specialized Services (personal issues and Disabilities)</td>
<td>Room S-131</td>
<td>201-612-5270 Office</td>
</tr>
<tr>
<td>The Sidney Silverman Library – Reference Desk</td>
<td>Room L-226</td>
<td>201-447-7436 Library</td>
</tr>
</tbody>
</table>

PUBLISHER’S WEBSITE: http://www.pearsonhighered.com/educator/product/Hotel-and-Restaurant-Accounting-AHLEI/9780133097306.page

Special Note on the Tutoring Center - The Henry and Edith Cerullo Learning Assistance Center encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. Check out the website of the Learning Assistance Center. As listed above, the Tutoring Center is located in Room L-125, and its phone number is 201-447-7908.