

BUHM 014: HOTEL AND RESTAURANT ACCOUNTING

Originator

ybender

Justification / Rationale

If students are to succeed in the world of hospitality management they need to understand the many components of the industry including the specific chart of accounts designated for hotels and restaurants, financial statements, budgeting, forecasting, and financial analysis. This course introduces the student to accounting for hotels and restaurants.

Effective Term

Spring 2023

Credit Status

Credit - Degree Applicable

Subject

BUHM - Business/Hotel & Restaurant

Course Number

014

Full Course Title

Hotel and Restaurant Accounting

Short Title

HOTEL AND REST. ACCT

Discipline**Disciplines List**

Hotel and Motel Services

Modality

Face-to-Face
100% Online
Hybrid

Catalog Description

This course provides students with the comprehensive application of accounting principles to the hotel and restaurant industry. Students learn accounting practices, financial statements, income/expense accounts and statements, budgeting, and forecasting. Also included is the application of accounting information for financial analysis.

Schedule Description

This course provides students with the comprehensive application of accounting principles to the hotel and restaurant industry. Advisory: BUAC 066

Lecture Units

3

Lecture Semester Hours

54

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: BUAC 066

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Formatting Style

MLA

Author

Raymond Cote

Title

Hotel and Restaurant Accounting

Edition

8th

Publisher

American Hotel and Lodging Educational Institute

Year

2018

College Level

Yes

ISBN #

978-0-86612-553-6

Class Size Maximum

40

Entrance Skills

Before entering the course students must be able:

- a. Demonstrate the ability to perform all steps of the accounting cycle.
- b. Calculate basic bookkeeping practices and make necessary ledger entries relating to expenses and liabilities.
- c. Demonstrate an understanding of the differences between the three basic accounting methods: Cash, accrual and modified cash.

Requisite Course Objectives

BUAC 066-Demonstrate competence in all steps of the accounting cycle.

Course Content

Course Content and Scope:

1. The necessity for accounting.
2. Uniform system of accounts for the lodging industry.
3. Generally accepted accounting principles.
4. Feasibility study.

5. Legal business structure.
6. Taxation of business income.
7. The bookkeeping process.
8. Hospitality industry financial statements.
 - a. Statement of Income
 - b. Equity statements
 - c. Balance Sheet
 - d. Statement of cash flows
9. Computerized accounting systems.
10. Computerized accounting cycle.
11. Depreciation and amortization
12. Restaurant accounting and financial analysis.
13. Budgeting expenses.
14. Forecasting sales.

Course Objectives

	Objectives
Objective 1	Identify the fundamental accounting equation and the five account classifications.
Objective 2	Identify the major financial statements and explain when they are issued.
Objective 3	Summarize the significance of restaurant accounting and the major components of a restaurant income statement.
Objective 4	Determine breakeven points, contribution margins, and profit targets.
Objective 5	Identify the elements of revenue and describe how changes in one element may affect revenue.
Objective 6	Describe the advantages and potential disadvantages of using a computerized accounting system.
Objective 7	Summarize the steps necessary to convert from a manual accounting system to a computerized accounting system.
Objective 8	Define responsibility accounting and explain how it affects a manager's role and duties.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Students will explain the differences between the chart of accounts for hotels and for restaurants.
Outcome 2	Students will demonstrate how to prepare the income statement and balance sheet
Outcome 3	Students will explain the forecasting sales methods.
Outcome 4	Students will demonstrate their ability to interpret hospitality financial statements.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Lecture	Lecture and demonstration by instructor.
Discussion	In-class practice - includes feedback, coaching, and evaluation by the instructor.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Computational/problem-solving evaluations	Students will complete assignments that include computation and problem solving.	In and Out of Class
Mid-term and final evaluations	Students will be tested on course content to measure understanding of course material.	In and Out of Class

Tests/Quizzes/Examinations	Students will be quizzed to track understanding of course material consistently.	In and Out of Class
Written homework	Students will have weekly homework assignments.	Out of Class Only
Student participation/contribution	Students will be assessed for their participation in class discussions.	In Class Only

Assignments

Other In-class Assignments

1. Readings in textbook
2. Taking detailed notes of lectures
3. Viewing films and slide presentations
4. Class projects

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

N/A

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Chat room/instant messaging
 Discussion forums with substantive instructor participation
 Online quizzes and examinations
 Regular virtual office hours
 Timely feedback and return of student work as specified in the syllabus
 Weekly announcements

External to Course Management System:

Direct e-mail
 Posted audio/video (including YouTube, 3cm mediasolutions, etc.)
 Synchronous audio/video
 Teleconferencing
 Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

The students receive daily announcements that serve to explain the course content. There are weekly discussions that enable the students to discuss ideas and allow the instructor to offer information and replies to questions.

Other Information

Comparable Transfer Course Information

University System

CSU

Campus

California State Polytechnic University, Pomona

Course Number

HRT3740

Course Title

Hospitality Industry Hospitality Accounting

Catalog Year

2021-2022

Rationale

To help students learn about the relationships between business, accounting, and hospitality management

MIS Course Data**CIP Code**

52.0909 - Hotel, Motel, and Restaurant Management.

TOP Code

130700 - Hospitality

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Stand-alone

Transfer Status

Transferable to CSU only

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

COD Hospitality Management Program Faculty AQdvisory Committee Spring 2021 .pdf

Hospitality and Culinary LMI 2021 .pdf

HOSP Management Minutes 02-05-21 (1).docx

Approvals**Curriculum Committee Approval Date**

04/05/2022

Academic Senate Approval Date

04/28/2022

Board of Trustees Approval Date

06/16/2022

Chancellor's Office Approval Date

06/18/2022

Course Control Number

CCC000632402