

ITEM		
<b>1. Title of subject</b>	Basic Hotel and Restaurant Accounting	
<b>2. Subject code</b>	261	
<b>3. Status of subject</b>	Core Subject	
<b>4. Stage</b>	Diploma	
<b>5. Credit Hour</b>	5.71 hours	
<b>6. Pre-Requisite</b>	NIL	
<b>7. Assessment</b>	100% Final Examination	
<b>8. Semester</b>	Semester 2	
<b>9. Objective of subject</b>	<p>At the completion of this course, students should be able to:</p> <ul style="list-style-type: none"> <li>• Explain the fundamental function and purpose of accounting, and differentiate between bookkeeping and accounting.</li> <li>• Identify and explain the technical and long forms of the accounting equation.</li> <li>• Identify the basic steps used in recording business transaction in a two-column general journal.</li> <li>• Describe an accounting system and its objectives, and explain the purpose of accounting records.</li> </ul>	
<b>10. Synopsis of subject</b>	This course provides a basis for understanding hospitality accounting concepts and procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that results in the production of financial statements.	
<b>11. Details of subject</b>	<b>Contents</b>	<b>Hours</b>
<b>Week 1</b>	<b>Topic:</b> <b>1.INTRODUCTION TO ACCOUNTING</b>	4
	<b>Learning Outcomes:</b>  Define and describe the purpose of accounting <ul style="list-style-type: none"> <li>• Explain why financial statements are necessary and explain why the study of accounting is important to a hospitality career.</li> </ul>	

	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions for Chapter 1</li> </ul>	
	<p><b>Further reading for this lesson:</b>                  Hospitality Financial &amp; Technology Professionals                  http : <a href="http://www.hftp.org">www.hftp.org</a>                  Financial Accounting Standards Board                  http : <a href="http://www.fasb.org">www.fasb.org</a></p>	
<b>Week 2</b>	<p><b>Topic:</b>  <b>1. INTRODUCTION TO ACCOUNTING</b></p>	4
	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Describe the major forms of business organisation and the advantages and disadvantages of each</li> <li>Outline the taxation of business income for the major forms of business organisation.</li> </ul>	
	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions for Chapter 1</li> </ul>	
	<p><b>Further reading for this lesson:</b>                  NIL</p>	
<b>Week 3</b>	<p><b>Topic:</b>  <b>2. BUSINESS FORMATION, TAXATION AND INSURANCE</b></p>	4
	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Identify various governmental and professional organisations that influence the field of hospitality accounting.</li> <li>Identify the five account classifications and the fundamental accounting equation, explain the basic financial statements.</li> </ul>	
	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions for Chapter 2</li> </ul>	
	<p><b>Further reading for this lesson:</b>                  Legal Business Structures – http :  <a href="http://www.business.gov/phases/launching/choose_structure/basic_structures.html">www.business.gov/phases/launching/choose_structure/basic_structures.html</a></p>	
<b>Week 4</b>	<p><b>Topic:</b>  <b>2. BUSINESS FORMATION, TAXATION AND INSURANCE</b></p>	4

	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Identify how to do an initial planning strategy and learn different types of business formation.</li> <li>Describe the taxation on the business income and insuring the business.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions for Chapter 2</li> </ul> <p><b>Further reading for this lesson:</b> NIL</p>	
<b>Week 5</b>	<p><b>Topic:</b> <b>3. INTRODUCTION TO FINANCIAL STATEMENTS</b></p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Identify the major financial statements and explain when they are issued.</li> <li>Define the purpose and describe the contents of the statement of income, statement of owner's equity, statement of retained earnings, balance sheet, and statement of cash flows.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions for Chapter 3</li> </ul> <p><b>Further reading for this lesson:</b> Accounting Standards for Financial Instrument in Canada http : <a href="http://www.camagazine.com/index.cfm/ci_id/23634/la_id/1.htm">www.camagazine.com/index.cfm/ci_id/23634/la_id/1.htm</a>  Cash Flow Statement – http : <a href="http://www.investopedia.com/articles/04/033104.asp">www.investopedia.com/articles/04/033104.asp</a></p>	4
<b>Week 6</b>	<p><b>Topic:</b> <b>4. ANALYSIS OF BALANCE SHEET ACCOUNTS</b></p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Identify and describe the asset accounts.</li> <li>Describe the liability accounts</li> <li>Explain the equity accounts and types of accounting for bonds.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions for Chapter 4</li> </ul> <p><b>Further reading for this lesson:</b> NIL</p>	4

<p><b>Week 7</b></p>	<p><b>Topic:</b> <b>5. ANALYSIS OF BALANCE SHEET ACCOUNTS</b></p> <hr/> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Identify the types of bonds and describe the accounting for bonds.</li> <li>• Describe the equity accounts.</li> </ul> <hr/> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions for Chapter 4</li> </ul> <hr/> <p><b>Further reading for this lesson:</b>                  What Are Liabilities ? – <a href="http://www.ameritrade.com">http : www.ameritrade.com</a>                  What Are Assets : -  <a href="http://www.ameritrade.com/educationv2/fhtml/learning/ubalsheets.fhtml#what">http : www.ameritrade.com/educationv2/fhtml/learning/ubalsheets.fhtml#what</a></p>	<p>4</p>
<p><b>Week 8</b></p>	<p><b>Topic:</b> <b>6. ANALYSIS OF INCOME STATEMENTS</b></p> <hr/> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Students will be able to define the revenue classification and explain when a sale is recognized.</li> <li>• Students will be able to explain the accounting procedures for a perpetual inventory system and a periodic inventory system</li> </ul> <hr/> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions for Chapter 5</li> </ul> <hr/> <p><b>Further reading for this lesson:</b>                  Elements of the Income Statements – <a href="http://www.enlightenweb.net/i/in/income_statement.html">http : www.enlightenweb.net/i/in/income_statement.html</a></p>	<p>4</p>
<p><b>Week 9</b></p>	<p><b>Topic:</b> <b>7. ANALYSIS OF INCOME STATEMENT ACCOUNTS</b></p> <hr/> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Define depreciation and explain the difference between depreciation expense and accumulated depreciation.</li> <li>• List the typical day-to-day operating and fixed expenses.</li> </ul> <hr/> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions for Chapter 5</li> </ul> <hr/> <p><b>Further reading for this lesson:</b>                  NIL</p>	<p>4</p>

<b>Week 10</b>	<p><b>Topic:</b> <b>8. THE BOOKEEPING PROCESS</b></p> <hr/> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Describe bookkeeping and double- entry accounting, and identify common bookkeeping</li> <li>• Students will be able to use three basic questions to analyze business transactions.</li> <li>• Define contra accounts and explain hoe these accounts are used.</li> <li>• Students will be able to identify the normal account balances for each account classification.</li> </ul> <hr/> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions for Chapter 6</li> </ul> <hr/> <p><b>Further reading for this lesson:</b> Debits and Credits – http : <a href="http://www.quickmba.com/accounting/fin/debit-credits">www.quickmba.com/accounting/fin/debit-credits</a></p> <p>Canada Chart of Account Standard for Reporting http : <a href="http://www.statcan.ca/english/subjects/Standard/finposporf/fpf-menu.htm">www.statcan.ca/english/subjects/Standard/finposporf/fpf-menu.htm</a></p>	4
<b>Week 11</b>	<p><b>Topic:</b> <b>9. GENERAL LEDGER SOFTWARE</b></p> <hr/> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Describe the advantages and potential disadvantages of using computerized accounting systems.</li> <li>• Students will be able to identify the standard modules in a general ledger software package and describe the function of each module.</li> <li>• Describe an on-line accounting systems and its hardware components.</li> </ul> <hr/> <p><b>Activity:</b> Review questions for Chapter 7</p> <hr/> <p><b>Further reading for this lesson:</b> Accounting software resource guide – <a href="http://www.fmtcomputers.com">www.fmtcomputers.com</a></p> <p>General Journal – http : <a href="http://www.netmba.com/accounting/fin/process/ledger">www.netmba.com/accounting/fin/process/ledger</a></p>	4
<b>Week 12</b>	<p><b>Topic:</b> <b>10. COMPUTERISED ACCOUNTING CYCLE</b></p>	4

	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Describe the accounting cycle and the difference between accrual and cash basis accounting.</li> <li>• Identify how special journals can be used as the source document for input to the computerized accounting system.</li> <li>• Explain how net income or loss is manually calculated to verify the accuracy of the computerized financial statements.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions for Chapter 8</li> </ul> <p><b>Further reading for this lesson:</b> Accounting Cycle – http : <a href="http://www.netmba.com/accounting/fin/process">www.netmba.com/accounting/fin/process</a></p> <p>Cash Basis Accounting – http : <a href="http://www.insurance.cch.com/rupps/cash-basis-of-accounting.htm">www.insurance.cch.com/rupps/cash-basis-of-accounting.htm</a></p>	
<p><b>Week 13</b></p>	<p><b>Topic:</b> <b>11. RESTAURANT ACCOUNTING</b></p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Describe the income statements and the accounting procedures for full- service and fast food restaurants in accordance with the Uniform System of Accounts for Restaurants.</li> <li>• Explain the basic elements for food and beverage sales accounting.</li> <li>• Students will be able to describe the measurement of food and beverage sales accounting.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions chapter 9</li> </ul> <p><b>Further reading for this lesson:</b> NIL</p>	<p>4</p>
<p><b>Week 14</b></p>	<p><b>Topic:</b> <b>11. RESTAURANT ACCOUNTING</b></p>	<p>4</p>

	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Define the terms and describe the accounting procedures for service charges and other income.</li> <li>• Describe how a restaurant's balance sheet and chart of accounts may differ from those of other industries.</li> <li>• Identify and explain the various food sales and beverage sales analysis statistics.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions chapter 9</li> </ul> <p><b>Further reading for this lesson:</b> National Restaurant Accounting – http : <a href="http://www.restaurant.org">www.restaurant.org</a></p>	
<p><b>Week 15</b></p>	<p><b>Topic:</b> <b>12. HOTEL ACCOUNTING</b></p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Describe the hotel income statement and departmental statement formats recommended by the Uniform System of Accounts for the Lodging Industry.</li> <li>• Students will be able to explain the revenue and expense accounting procedures for a lodging property recommended by USAL</li> <li>• Explain the unique balance sheet accounting considerations for a lodging property.</li> </ul> <p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review questions chapter 10</li> </ul> <p><b>Further reading for this lesson:</b> NIL</p>	<p>4</p>
<p><b>Week 16</b></p>	<p><b>Topic:</b> <b>12. HOTEL ACCOUNTING</b></p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Describe the composition of a chart of accounts for a lodging property.</li> <li>• Explain the operating ratio useful to management of a lodging property.</li> <li>• Identify and describe the operating ratios useful to the management of a lodging property.</li> </ul>	<p>4</p>

	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions chapter 10</li> </ul>	
	<p><b>Further reading for this lesson:</b>                  Hotel Association of Canada – http :  <a href="http://www.hotelassociation.com">www.hotelassociation.com</a></p> <p>Corporate Annual Reports online – http :  <a href="http://www.annualreporservice.com">www.annualreporservice.com</a></p>	
<b>Week 17</b>	<p><b>Topic:</b>  <b>13 INTERNAL CONTROL OF CASH</b></p>	4
	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Define internal control and explain its objectives and limitations.</li> <li>Students will be able to describe the principles of internal control for cash receipts and prepare a daily cashier report.</li> </ul>	
	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions chapter 11</li> </ul>	
	<p><b>Further reading for this lesson:</b>                  Bank Reconciliation – http :  <a href="http://www.toolkit.cch.com/text/P06_1424.asp">www.toolkit.cch.com/text/P06_1424.asp</a></p>	
<b>Week 18</b>	<p><b>Topic:</b>  <b>14. INTERNAL CONTROL OF CASH</b></p>	4
	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>Students will be able to describe the principles of internal control for cash disbursements.</li> <li>Students will be to explain the purpose of a bank reconciliation, describe reconciling items, and prepare a bank reconciliation.</li> </ul>	
	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>Review questions chapter 11</li> </ul>	
	<p><b>Further reading for this lesson:</b>                  NIL</p>	
<b>Week 19</b>	<p><b>Topic:</b>  <b>15. HOW TO READ AND ANALYZE FINANCIAL STATEMENTS</b></p>	4

	<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Explain and describe the composition of a financial statement package.</li> <li>• Students will be able to explain why the monetary amounts on financial statements can give a false illusion.</li> <li>• Describe the effect of accrual accounting on revenue, expenses, net income, assets, liabilities and equity.</li> </ul>				
	<p><b>Activity:</b></p> <ul style="list-style-type: none"> <li>• Review question chapter 12</li> </ul>				
	<p><b>Further reading for this lesson:</b>                  Understanding Financial Statements                  http : <a href="http://www.dnb.ca/community/unfinstate.html">www.dnb.ca/community/unfinstate.html</a></p>				
<p><b>Week 20</b></p>	<p><b>Topic:</b>  <b>16. ANNUAL REPORT TO SHAREHOLDERS</b></p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Summarize the federal government’s authority regarding reporting by public companies, and discuss the SEC, the Sarbances-Oxley Act, and the 10-K report</li> <li>• List and describe the major components of the annual report to shareholders.</li> </ul> <p><b>Activity:</b>                  Class Test</p> <p><b>Further reading for this lesson:</b>                  Sample Annual Report: Northamphthon Group,Inc                  http : <a href="http://www.northamphthon-group.com/pages/3/index.htm">www.northamphthon-group.com/pages/3/index.htm</a></p>	<p>4</p>			
	<p><b>Total</b></p>	<p>80</p>			
<p><b>12. Text</b></p>	<table border="1"> <tr> <td data-bbox="532 1583 727 1675"> <p><b>Compulsory</b></p> </td> <td data-bbox="727 1583 1421 1675"> <p>Basic Hotel and Restaurant Accounting, by Raymond Cote (Sixth Edition)</p> </td> </tr> <tr> <td data-bbox="532 1675 727 1736"> <p><b>Reference</b></p> </td> <td data-bbox="727 1675 1421 1736"> <p>NIL</p> </td> </tr> </table>	<p><b>Compulsory</b></p>	<p>Basic Hotel and Restaurant Accounting, by Raymond Cote (Sixth Edition)</p>	<p><b>Reference</b></p>	<p>NIL</p>
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<p><b>Reference</b></p>	<p>NIL</p>				