

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: FUNDAMENTALS OF HOSPITALITY ACCOUNTING

CODE NO. : ACC 105 **SEMESTER:** TWO

PROGRAM: HOTEL AND RESTAURANT MANAGEMENT

AUTHOR: JOHN MITCHELL

DATE: JANUARY **PREVIOUS OUTLINE DATED:** JAN/00
2001

APPROVED:

DEAN

DATE

TOTAL CREDITS:

PREREQUISITE(S): NONE

LENGTH OF COURSE: 4 Hours per week for 16 weeks

TOTAL CREDIT HOURS: 4

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For additional information, please contact

School of

(705) 759-2554, Ext.

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I. COURSE DESCRIPTION:

This course enables the student to begin measuring and evaluating an organization's financial activities. The course will permit the student to employ Generally Accepted Accounting Principles when preparing and maintaining the accounting records of a service organization.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Identify the key financial statements of a business organization and their purpose. These statements are the Balance Sheet, Income Statement and Statement of Owner's Equity. This learning objective will constitute 15 % of the course's grade.

Potential Elements of the Performance:

- Recognize the Balance Sheet
- Describe the Balance Sheet and its three major components
- Recognize the Income Statement
- Describe the Income Statement and its two main components
- Recognize the Statement of Owner's Equity
- Describe the Statement of Owner's Equity and its components
- Interpret each statement as to the organization's financial activities

2. Identify and correctly apply the Generally Accepted Accounting Principles which relate to the preparation of the Income Statement, Balance Sheet and Statement of Owner's Equity. This learning outcome will constitute 15% of the course's grade

Potential Elements of the Performance:

- Identify the concepts and principles of accounting
- Show application of the concepts and principles
- Define each asset and liability classification appearing on the Balance Sheet
- Classify Balance Sheet items

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- Prepare a final draft of a Classified Balance Sheet
 - Prepare an Income Statement
 - Update the Statement of Owner's Equity at the end of the relevant accounting period
 - Recognize the effects of transactions on the elements of the Accounting equation
 - State the rules of Debit and Credits and rules to analyze transactions and show their effects on the accounts
3. Prepare the appropriate Accounting Journals when recording the daily transactions of a business, post these transactions to the General Ledger and prepare a Trial Balance at the end of each accounting period. Prepare financial statements for a service organization. This learning outcome will constitute 30% of the course's grade.

Potential Elements of the Performance:

- Record transactions in the Accounting Journals
 - Describe balance column accounts
 - Post entries from the Journals to the accounts
 - Prepare a trial balance to discover and correct errors
 - Prepare financial statements for a service organization
4. Prepare Subsidiary Ledgers for use with a service organization. This learning outcome will constitute 10% of the course's grade.

Potential Elements of the Performance:

- Explain how a controlling account and its subsidiary ledger are related and how a subsidiary ledger is used to maintain a separate account for each credit clients or each vendor
 - Explain how to test the accuracy of the account balances in the Accounts Receivable and Accounts Payable subsidiary ledgers and prepare schedules of accounts in those ledgers
5. Prepare a Petty cash fund and its maintenance. Prepare a Bank reconciliation. This learning outcome will constitute 15% of the course's grade.

Potential Elements of the Performance

- Explain the operation of a petty cash fund
- Prepare journal entries to record petty cash transactions

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- Determine why the bank balance and the book balance of cash should be reconciled
 - Prepare a formal bank reconciliation
 - Journalize and post the entries resulting from the bank rec.
- 6 Prepare payroll records for a service organization. This learning outcome will constitute 15 % of the course's grade.

Potential Elements of the Performance

- Explain the laws and regulations effecting payroll
- Explain the preparation required to calculate the payroll for service organization
- Prepare a payroll for a service organization

III. TOPICS:

1. Key financial statements
2. Identify and apply the General Accepted Accounting Principles
3. Prepare the appropriate accounting journals
4. Prepare subsidiary ledgers
5. Petty cash and bank accounts
6. Payroll

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

College Accounting - A Practical Approach
Slater / Zwicker - Prentice Hall

V. EVALUATION PROCESS/GRADING SYSTEM:

The following semester grades will be assigned to students in postsecondary courses:

Grade

Definition

Grade Point
Equivalent

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A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	

S	Satisfactory achievement in field placement or non-graded subject areas.
U	Unsatisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades. Tests: All students will be required to complete three tests during the course of the term. The total weighting of the three tests will represent 100% of the final term grade. The tests will be administered during the term as follows:

Test #1: Learning outcome # 1 & 2: Financial statements, Accounting concepts and principles, Debit and Credit rules. Weighting of this test is 30%.

Test #2: Learning outcome # 3 & 4: Journalizing transactions, Posting to the General Ledger, Trial Balance, & Subsidiary Ledgers. Weighting of this test is 40%.

Test #3: Learning outcome # 5 & 6: Petty Cash, Bank reconciliation and payroll.

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Weighting of this test is 30%.

Supplementary Test: Administered at the end of the semester. A student who fails a test or missed a test during the regular semester qualifies to write the supplementary test. The grade received on the supplementary test will replace the lowest failed test or a missed test. The supplementary test is a comprehensive test drawing upon all of the material covered during the regular semester.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

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Substitute course information is available in the Registrar's office.

Attendance is critical to the participant's success in this course
Your instructor reserves the right to modify the course as he/she deems
necessary to meet the needs of the students

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should
consult the instructor. Credit for prior learning will be given upon
successful completion of the following:

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing)
should obtain a direct credit transfer form from the Dean's secretary.
Students will be required to provide a transcript and course outline related
to the course in question.