



UNIVERSITY *of* MARYLAND  
EASTERN SHORE

**SCHOOL *of* BUSINESS AND TECHNOLOGY**  
**Department of Hospitality and Tourism Management**

Richard A. Henson Center, Room 2100  
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**COURSE OUTLINE – SYLLABUS**

**1. GENERAL INFORMATION:**

- 1.1 Course: HMGT 340 – Hospitality Industry Accounting - 3 Credit Hours
- 1.2 Meeting Time: TTH – 2:00 p.m. – 3:45 p.m., Section: 0101
- 1.3 Instructor: Katherine A. Quinn, Ph.D., CHE  
[kaquinn@umes.edu](mailto:kaquinn@umes.edu), 410-651-7876, RHC Room 2110
- 1.4 Text: Hospitality Industry Accounting, 21th Edition: Wild, Shaw, and Chiapetta, McGraw-Hill Irwin, 2013 w/ Connect **Mandatory Custom Text - ISBN 9781308277844**  
<https://create.mheducation.com/shop/#/catalog/details/?isbn=9781308277868>
- 1.5 Office Hours: M 11am – 4pm, W 11am – 2pm, TTH 11am. – 1pm
- 1.6 **HTM Department Mission and Philosophy:** The mission of the Department of Hospitality and Tourism Management (HTM) within the School of Business and Technology is to prepare entry level hospitality management professionals with essential skills for long term hospitality career success and industry leadership. HTM also fosters research and service of direct application and benefit to the State of Maryland and the global hospitality industry (UMES Undergraduates Catalog: 2015-16).
- 1.7 **Disability Statement:** Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services (SDS) before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability. The documentation must be recent and provided by a

licensed professional with expertise in the special disability area. If you have any questions about disability services or accommodations, please contact Dr. Dorling K. Joseph at (410) 621-3446. Student Disability Services (SDS) is located in the Student Services Center (SSC, Suite 2165).

## 2. **COURSE DESCRIPTION:**

This course focuses on accounting practices, concepts, principles, and legal and ethical issues in business. The accounting cycle, adjusting entries, corporate transactions, and the preparation and analysis of financial statements are emphasized. Prerequisite: HRM Department Major and Curriculum Area IV (Mathematics) requirements must be met. (UMES Undergraduates Catalog: 2013-15, Page 509).

## 3. **COURSE OBJECTIVES:**

3.1 **General:** This course provides students with a basic understanding and working knowledge of accounting concepts and procedures with an emphasis on the accounting equation, accounting information cycle, the system of double-entry bookkeeping, and the major accounting statements. Extensive problem solving exercises will support all lectures.

### 3.2 **Program Learning Outcomes (PLOs) (#3):**

3.2.1 PLO #3 - Quantitative Competence: Initiate and APPLY financial decision making processes and documents necessary for cost effective customer/guest satisfaction management in hospitality establishments.

3.3 **Course Learning Outcomes (CLOs):** Upon completion of this course students will be able to:

3.3.1 Demonstrate an understanding of the accounting cycle and the accrual basis of accounting. -(4)\*

3.3.2 Demonstrate an understanding of double-entry accounting and the role of journals, bookkeeping accounts, and the GL in recording business transactions. (-4)\*

3.3.3 Differentiate between debits and credits and use the basic rules governing the proper application of each. (-3)\*

3.3.4 Differentiate between the form, content, and purpose of the basic financial statements.(-3)\*

3.3.5 Identify and describe the major categories of an income statement, balance sheet, and statement of cash flows.(-5)\*

3.3.6 Identify and describe the major categories of assets, liabilities, proprietorship equity accounts, and typical corporation equity accounts. (-5)\*

**\*(Bloom's taxonomy learning level)**

#### 4. CONDUCT OF COURSE:

4.1 Prerequisites: HTM or PGM Major

4.2 Attendance: (Reference UMES and HRM Dept. Policy)

4.2.1. Class attendance is compulsory for all students.

4.2.2. Each student is permitted a number of "unexcused absences" equal to the number of semester hours the course yields.

4.2.6. For every class period missed beyond the days allowed, a reduction of one (1) letter grade is permitted. Thus, class attendance is paramount. In the service industry, tardiness is not acceptable.

4.2.3. "Excused absences" are those absences incurred by the student's participation in college class-sponsored activities. Examples include band, chorale, gospel choir, athletic teams, field trips, etc.

4.2.4. Every student is responsible for informing his/her teacher(s) of impending absence(s) from class when the student has such information beforehand.

4.2.5. For every class period missed beyond the two (3) days allowed a reduction of one (1) letter grade is permitted.

Thus, class attendance is paramount. In the service industry, tardiness is not acceptable. Students not present at the beginning of class are counted as absent.

#### 4.3 Activities:

4.3.1 Chapter Assignments including questions, exercises, and problems are the most effective way to learn the difficult topics covered in this course. It is essential that all assignments be completed on an individual basis, and on time using **McGraw-Hill's Connect**, a web-based homework management system. Students are advised to make duplicate copies of all assignments for study reference and review. Students are responsible for checking Blackboard for the assignments – failure to do so will result in missing assignments and loss points. Connect can be accessed directly from the URL link located in the Content section of the HMGT 340 Blackboard course. **Assignments not submitted when due CANNOT be made up at a later date or time.**

**Connect:** students can access homework assignments, tests, quizzes, study modules and an interactive online textbook, allowing students working on assignments to click a hotlink and instantly review the appropriate material in the textbook.

4.3.2 LearnSmart Study Modules: An interactive study tool that adaptively assesses students' skill and knowledge levels to track which topics students have mastered and which require further instruction and practice. Based upon student progress, it then adjusts the learning content based on their knowledge strengths and weaknesses, as well as their confidence level around that knowledge.

LearnSmart's adaptive technology also understands and accounts for memory degradation. It identifies the concepts that students are most likely to forget over the course of the

semester—by considering those that they had been weakest on or least confident with—and encourages periodic review by the student to ensure that concepts are truly learned and retained. In this way, it goes beyond systems that simply help students study for a test or exam, and helps students with true concept retention and learning.

**Mobile App:** Access your LearnSmart study modules anywhere and anytime using your Apple iPhone, iPod Touch, or iPad. Note, not all content is available via the mobile app. You need to access LearnSmart online to complete assignments and update your results.

4.4 **Academic Honesty:** - See University Handbook for policy and enforcement

Students are expected to do their own work and neither to give nor to receive assistance during quizzes and examinations or to turn in the work of someone and claiming it as your own. **The minimum sanction for cases of proven cheating is failure of the course.**

5. **FINAL GRADE DETERMINATION**

In general, students are responsible for all assignments, including guest lecturers, films, textbook reading, handouts, and reports by classmates.

However, final grade will specifically be determined as follows:

				Points	%
Examinations	4	@	170 points each	680	68 %
Income Statement Project	1	@	20 points each	20	2 %
LearnSmart Modules	6	@	20 points each	120	12 %
Chapter Assignments and comprehensive problems				<u>180</u>	<u>18 %</u>
Total Possible Points				1000	100 %

<b>90% - 100%</b>	<b>- A</b>	<b>900 to 1000</b>
<b>80% - 89%</b>	<b>- B</b>	<b>800 to 899</b>
<b>70% - 79%</b>	<b>- C</b>	<b>700 to 799</b>
<b>60% - 69%</b>	<b>- D</b>	<b>600 to 699</b>
<b>59% &amp; Below</b>	<b>- F</b>	<b>0 to 599</b>

**Syllabus Changes:** The professor reserves the right to make adjustments to the syllabus and assignments and their point value, on an as needed basis. All students will be notified of any changes and provided with an updated syllabus.

6. **REFERENCES**

“*Basic Hotel and Restaurant Accounting*”, Raymond Cote, 6th Edition 2009, Educational Institute of American Hotel & Lodging Association (AHLA).

**The foundation for success in accounting:**

Accounting concepts build on principles that are presented in a particular sequence, and

are difficult to comprehend if any intervening material is skipped. It is therefore essential that students read each chapter and access the study modules before your assignment.

## **7. SCHEDULE OF DATES, TOPICS, AND ASSIGNMENTS**

<b>Date</b>	<b>Topic</b>	<b>Reading Assignment</b>	<b>Points</b>
Tuesday, August 29, 2017	Introduction and Course Orientation	Book & Code	
Thursday, August 31, 2017	Accounting in Business	Chapter 1	
Tuesday, September 5, 2017	Accounting in Business	Chapter 1	
Thursday, September 7, 2017	Accounting in Business	Chapter 1	
Tuesday, September 12, 2017	<b><i>Meet in Waters for Connect Review</i></b>	<b><i>Waters</i></b>	
Thursday, September 14, 2017	Analyzing and Recording Transactions	Chapter 2	
Tuesday, September 19, 2017	Analyzing and Recording Transactions	Chapter 2	
Thursday, September 21, 2017	Analyzing and Recording Transactions	Chapter 2	
Tuesday, September 26, 2017	<b>Examination #1</b>	<b>Chapters 1-2</b>	<b>170</b>
Thursday, September 28, 2017	Adjusting Accounts & Preparing Financial Statements	Chapter 3	
Tuesday, October 3, 2017	Adjusting Accounts & Preparing Financial Statements	Chapter 3	
Thursday, October 5, 2017	Adjusting Accounts & Preparing Financial Statements	Chapter 3	
Tuesday, October 10, 2017	Completing The Accounting Cycle	Chapter 4	
Thursday, October 12, 2017	Completing The Accounting Cycle	Chapter 4	
Tuesday, October 17, 2017	<b><i>Review</i></b>	<b><i>Review</i></b>	
Thursday, October 19, 2017	<b>Examination #2 - Midterm</b>	<b>Chapters 3-4</b>	<b>170</b>
Tuesday, October 24, 2017	Accounting For Merchandising Activities	Chapter 5	
Thursday, October 26, 2017	Accounting For Merchandising Activities	Chapter 5	
Tuesday, October 31, 2017	Accounting For Merchandising Activities	Chapter 5	
Thursday, November 2, 2017	Cash and Internal Controls	Chapter 8	
Tuesday, November 7, 2017	Cash and Internal Controls	Chapter 8	
Thursday, November 9, 2017	<b><i>Review</i></b>	<b><i>Review</i></b>	
Tuesday, November 14, 2017	<b>Examination #3</b>	<b>Chapters 5, 8</b>	<b>170</b>
Thursday, November 16, 2017	Accounting For Food & Beverage Operations	Chapter 6	
Tuesday, November 21, 2017	<i>Adjusting entries, income statements, gross margin, acid test, and current ratios problem</i>	<b>Due Monday 11/27</b>	<b>20</b>
Thursday, November 23, 2017	<b><i>Thanksgiving Recess</i></b>	<b><i>Campus Closed</i></b>	
Tuesday, November 28, 2017	Accounting For Food & Beverage Operations	Chapter 6	
Thursday, November 30, 2017	Accounting For Lodging Operations	Chapter 7	
Tuesday, December 5, 2017	Analysis of Hospitality Financial Statements	Chapter 9	
Thursday, December 7, 2017 <i>Last day of class</i>	<b><i>Review</i></b>	<b><i>Review</i></b>	
<b>Wednesday, December 14, 2017 8am – 9:50am</b>	<b>Final - Exam #4 – section 0101</b>	<b>Chapters 6,7,9</b>	<b>170</b>
	<b>Homework – posted &amp; completed through Blackboard</b>		<b>180</b>
	<b>LearnSmart Modules</b>		<b>120</b>
<b>TOTAL Points</b>			<b>1000</b>