



FAIRLEIGH DICKINSON UNIVERSITY

Vancouver Campus

Vision Statement – The International, School of Hospitality, Sports, and Tourism Management will consistently deliver a unique academic experience to our students who will make a positive impact on industry and society.

Mission Statement – The mission of the International School of Hospitality, Sports, and Tourism Management is to deliver exceptional quality in curricula, and to produce world-class graduates who possess integrity and wisdom in preparation for leadership careers among culturally and commercially diverse organizations in the international hospitality and tourism industry.

First Nations Acknowledgement – FDU-Vancouver acknowledges that we are located in the traditional and unceded territory of the Coast Salish Peoples, the traditional territories of the Squamish, Musqueam, and Tsleil-Waututh First Nations.

Course Title:	Accounting for Hospitality Managers	Semester/Year:	Spring 2023
Course Catalog Number:	HRTM 2211	Instructor:	Dr. Michael Lever
Location:	Campus: Vancouver - Cambie Classroom: 260	Meeting Time:	9:00am-11:50am
Contact Information:	Email: m.lever@fdu.edu Phone: 604-648-4409 Office: Cambie - Room 253 Office Hours: Wed. and Thurs. 1:30-3:00 pm	Meeting Dates:	Every Monday between 16-Jan-2023 and 24-April-2023 (unless otherwise posted)
Course Description:	This course emphasizes the specific accounting information and procedures hospitality students need to become productive managers. Topics include the Uniform System of Accounts, budgeting, cost behaviour and standard costs related to various industry areas. Although all sectors are considered, there is a heavy emphasis on the hotel industry given its connection to others (e.g., food and beverage, spa, etc.).		
Required Materials:	Hospitality Industry Managerial Accounting, Eighth Edition. Raymond S. Schmidgall (2015). This textbook costs \$65.00(USD), giving you 180 days of access to the digital resource. A physical copy of the textbook is also available to purchase, but please plan for the additional time and cost of delivery. Link to eBook: https://www.ahlei.org/product/hospitality-industry-managerial-accounting-eighth-edition-ebook/ . I Don't Need to Know Accounting, I Am Going to Be a Hotel Manager. Right?. Repetti, T. (2019). In <i>SAGE Business Cases</i> . International CHRIE. There is no cost for the case study. The case file can be found in WebCampus in the 'Course Information' tab. Additional free resources may be required as the semester progresses, including additional case studies, book chapters, journal articles, etc. These will be posted in the related week's folder in WebCampus.		
Optional Materials:	Principles of Accounting: Volume 2, Managerial Accounting. Franklin, Graybeal, & Cooper (2019). This is a free, open-source textbook that you can access online and should help to complement many of the topics discussed in class.		

	<p>Link: https://openstax.org/details/books/principles-managerial-accounting.</p> <p>USALI 11th Edition Virtual Edition. The cost for these resources is \$14.95USD per month, a total of \$59.80USD for the semester.</p> <p>Link: https://my.hftp.org/s/store#/store/browse/detail/a153i000000j2ydAAA</p>																																						
Learning Outcomes:	<p>Upon course completion, students will be able to:</p> <ul style="list-style-type: none">• Demonstrate command of the course content• Establish a strong knowledge base for hospitality accounting operations• Calculate basic hospitality-based cost approaches to pricing• Understand the basic financials of a hospitality operation• Identify methods for forecasting future company performance• Understand the importance of operations budgeting																																						
Learning Objectives:	<ul style="list-style-type: none">• Describe and apply various quantitative and qualitative forecasting methods• Explain and apply the techniques used for operations budgets• Interpret P&Ls using horizontal and vertical analyses• Use basic functions in Excel to produce professional management reports• Effectively communicate company performance• Analyze and interpret monthly STAR reports																																						
Evaluation and Grading:	<p><u>Evaluation</u></p> <p>All the scores are weighted, and earned scores are added to the Grade Center on WebCampus as the semester progresses.</p> <table><tr><th colspan="2">Grading Breakdown</th></tr><tr><td>Midterm</td><td>20%</td></tr><tr><td>Reflection Journal Entries (4 in total, 5% each)</td><td>20%</td></tr><tr><td>Case Activity Submissions (4 in total, 5% each)</td><td>20%</td></tr><tr><td>Final Exam</td><td>30%</td></tr><tr><td>Attendance/Participation</td><td>10%</td></tr><tr><td>Total</td><td>100%</td></tr></table> <p><u>Grading:</u></p> <p>For this course, the letter grades will be interpreted as follows:</p> <table><tr><th>Letter Grade</th><th>Numeric Grade</th><th>Letter Grade</th><th>Numeric Grade</th></tr><tr><td>A</td><td>94-100</td><td>C+</td><td>77-79.9</td></tr><tr><td>A-</td><td>90-93.9</td><td>C</td><td>74-76.9</td></tr><tr><td>B+</td><td>87-89.9</td><td>C-</td><td>70-73.9</td></tr><tr><td>B</td><td>84-86.9</td><td>D</td><td>60-69.9</td></tr><tr><td>B-</td><td>80-83.9</td><td>F</td><td>Below 60</td></tr></table> <p><i>Since this is a CORE ISHSTM class, students must receive a “C” or better. The class will need to be repeated if a student receives below a C.</i></p>	Grading Breakdown		Midterm	20%	Reflection Journal Entries (4 in total, 5% each)	20%	Case Activity Submissions (4 in total, 5% each)	20%	Final Exam	30%	Attendance/Participation	10%	Total	100%	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	A	94-100	C+	77-79.9	A-	90-93.9	C	74-76.9	B+	87-89.9	C-	70-73.9	B	84-86.9	D	60-69.9	B-	80-83.9	F	Below 60
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	<p><u>Qualitative Grading Explanation:</u></p> <p>A = Is used to recognize excellent work, that is work that stands out in comparison with that of other students at FDU, now and in the past, and that might attract the interest and appreciation of others working in the field. The work is both competently presented and innovative. An "A" is typically reserved for a few elite individuals.</p> <p>B = Is used to acknowledge competent treatment of assigned material. Competent treatment includes writing that is coherent, internally consistent and professionally presented (grammatically correct, etc.) as well as insightful and interpretive. The words “well done” are also used to recognize this level of work. A grade of "B" is reserved for students who exceed adequate performance and show considerable promise for being highly effective.</p> <p>C = Is used to acknowledge adequate work that is acceptable in the knowledge reflected but is either flawed in its presentation or lacking in insight and interpretation or both. The word “ok” may be used to reflect this judgment.</p> <p>D = Is used to acknowledge work that is ineffective at developing a subject. It is often a summary or information rather than an analysis of information and may miss parts of the required assignment. The sentences and overall organization are frequently awkward and ambiguous. There may also be frequent grammatical and/or spelling errors.</p> <p>F = Is used to recognize work that is unacceptable. A failing mark of "F" is reserved for a few individuals (many of whom receive this mark because of circumstances that create difficulties with time and concentration or a lack of effort).</p>
<p>Assignments and Other Instructor Policy:</p>	<p><u>Case Study Submissions – Weeks 3, 4, 10 and 12 – 20% (4 submissions x 5% each)</u></p> <p>In certain weeks (refer to Course Schedule for exact dates), students will complete a team-based case study activity based on the material learned. The purpose of the submission is to ensure there is an adequate comprehension of the material, and to demonstrate an understanding of the learning objectives in this course.</p> <p>The four case study themes are as follows:</p> <ol style="list-style-type: none"> 1. Phase 1: Profit & Loss Analysis 2. Phase 2: STAR Report 3. Phase 3: Leadership/Executive Meeting 4. Phase 4: Operations Budgeting/Forecasting <p>These four themes are based on the course case study titled <i>“I Don’t Need to Know Accounting, I Am Going to Be a Hotel Manager. Right?”</i>. Each activity will be introduced during the class associated with the case study topic, where students will initially brainstorm and begin completing the activity as a group. Then, they will have until the following week to complete the activity and submit it to WebCampus. One submission per group. All students will receive the same grade. Specific details of each submission, including any related templates, rubrics, and so on will be given through WebCampus.</p> <p><u>Reflection Journal Entries – Weeks 3, 4, 10 and 12 – 20% (4 submissions x 5% each)</u></p> <p>Along with each team’s case study submission, each individual student will prepare a reflection of their learning experience regarding their contribution to the case study by answering the following questions:</p>

	<ol style="list-style-type: none"> 1. <i>What was your specific contribution to this case study activity? Do you feel you had an equal contribution to the activity? Why or why not?</i> 2. <i>In your opinion, what was the most important aspect of this activity? Please be as detailed as possible in your response.</i> 3. <i>What concept, theory, model, or idea from the textbook was the most helpful for you to complete your part of this case study activity? What made it helpful to you?</i> 4. <i>Overall, how difficult did you find this case study activity? Why do you say so?</i> 5. <i>If you were to change this activity in some way for future students, what would you change, and why?</i> <p>One submission per student. Please prepare your reflection in MS Word format. Your reflection is due in WebCampus at the same time as your case study submission.</p> <p><u>Other:</u></p> <ul style="list-style-type: none"> - The class will be conducted as an interactive discussion between the instructor and the students. Prepare for each class to include individual/team-based activities, games, and examples to fuel your learning. - Should you not be able to attend a class please give advance notification to the instructor. Even valid excused absences will forfeit any bonus or dropped marks that those students in attendance earned that day. - No alternative assignments will be offered under any circumstances. - Late assignments will automatically receive one grade lower per day unless arranged with the instructor prior to the due date.
Academic Integrity Policy:	<p>Students enrolled at Fairleigh Dickinson University are expected to maintain the highest standards of academic honesty. Students have the responsibility to each other to make known the existence of academic dishonesty to their course instructor, and then, if necessary, the department chair, or the academic dean of their college. Course instructors have the added responsibility to state in advance in their syllabi any special policies and procedures concerning examinations and other academic exercises specific to their courses. Students should request this information if not distributed by the instructor.</p> <p>Academic dishonesty includes, but is not necessarily limited to, the following:</p> <ol style="list-style-type: none"> 1. Cheating—Giving or receiving unauthorized assistance in any academic exercise or examination. Using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise. 2. Plagiarism—Representing the ideas or language of others as one's own. 3. Falsification—Falsifying or inventing any information, data, or citation in an academic exercise. 4. Multiple Submission—Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor. 5. Complicity—Facilitating any of the above actions or performing work that another student then presents as his or her assignment. 6. Interference—Interfering with the ability of a student to perform his or her assignments. <p>Sanctions: Any student found guilty of academic dishonesty will, for the first offense, receive one or a combination of the following penalties:</p>

	<ol style="list-style-type: none"> 1. No credit (0) or Failure for the academic exercise 2. Reduced grade for the course 3. A Failure in the Course that is identified on the student's permanent record card as permanent and cannot be removed. 4. Recommendation for Academic Probation to the dean's office.
Conduct Policy Statement:	<p>FDU-Vancouver values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. The Fairleigh Dickinson University Policy on Prohibited Discrimination, Harassment and Related Misconduct prohibits all forms of discrimination and harassment based on protected status. It also expressly prohibits related conduct, including sexual and gender-based harassment, sexual assault, sexual exploitation, stalking and interpersonal violence, which need not be based on the individual's protected status. In addition, the Policy prohibits complicity for knowingly assisting in an act that violates the Policy and retaliation against an individual because of their good faith participation in the reporting, investigation, or adjudication of violations of the Policy. University students and employees who violate the Policy will be met with appropriate disciplinary action, up to and including dismissal, expulsion or termination from the University. The full policy can be found at https://portal.fdu.edu/studentlife/2018/policy-on-prohibited-discrimination.pdf. For reports of harassment against students on the Vancouver Campus, contact Jobin Mojtavavi, Director of Student Services, at jobin@fdu.edu or via phone at (604) 648-4465.</p>
Student Academic Services:	<p>Any student with documented medical, psychological or learning disabilities, who feels he/she may need in-class academic adjustments, reasonable modifications, and/or auxiliary aids and services while taking this course, should first contact the Disability Support Services (DSS) to discuss his/her specific needs. Once the academic adjustments, modifications, or auxiliary aids and services are approved by DSS, make an appointment to see the professor.</p>

*Course Schedule

Week	Date	Topic	Textbook Chapter	USALI	Case Activity Phase
1	16-Jan	Intro to course/case study; Overview of Hospitality Industry and Accounting	1		
2	23-Jan	Operating Statements	N/A	Part I - Page 17-162	
3	30-Jan	Financial Statements	2,3,4	Part II - Page 163-189	Phase P&L Analysis
4	6-Feb	Financial Ratios and Operating Statistics	5	Part III - Page 191-238	Phase STAR Report
5	13-Feb	Basic Cost Concepts	6		
6	20-Feb	BREAK (Family Day)			

7	27-Feb	Cost-Volume-Profit Analysis; Midterm Review	7		
8	6-Mar	Midterm			
9	13-Mar	Cost Approach to Pricing	8		
10	20-Mar	Internal Control	12		Phase Leadership/Executive Meeting
11	27-Mar	Forecasting Methods	9		Phase Operations Budgeting/Forecasting
12	3-Apr	Operations Budgeting	10		Phase Operations Budgeting/Forecasting
13	10-Apr	BREAK (Easter)			
14	17-Apr	Final Exam Review			
15	24-Apr	Final Exam			

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.