

**GEORGE MASON UNIVERSITY**  
**College of Education and Human Development**  
Tourism and Event Management

TOUR 214 (001) - Hospitality, Tourism and Event Management Accounting  
3 credit, spring 2019  
MW 10:30 – 11:45 p.m., 201B Robinson Hall– Fairfax campus

**FACULTY**

Name: Paul Magnant “Chef Paul” or “Professor Magnant”  
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**PREREQUISITES**

None

**UNIVERSITY CATALOG COURSE DESCRIPTION:**

Course provides an overview of financial accounting for hospitality, tourism and event (HTEM) managers. Financial accounting is presented from the perspective of recording financial transaction, developing financial statements, and evaluating investment and operational decisions. Emphasis is placed on helping students become efficient in the use of spreadsheets as they relate to managerial decision making in hospitality, event, and tourism management.

**COURSE OVERVIEW:**

This is a lower-level course in hospitality, tourism and events management. It will require the use of information derived from: lecture/textbook material; general print and online library resources; and external data sources. The course is delivered in a variety of ways including lecture presentations, homework assignments, and exams. The objective is threefold: to encourage collaborative and supportive learning environment among students; to emphasize that students are as responsible for their learning as I am; and to encourage analysis and critical thinking. Thus, students are held to the standards of the George Mason University Honor Code. They are expected to attend all class sections, actively participate in class discussions, complete in-class or take-home exercises and fulfill all assignments. **Assignments must be turned in at the specified time and date or no credit will be given.** Detailed information about course rules, course requirements and evaluation will be provided separately in class.

**DELIVERY METHOD**

Lecture Format with limited online activities – Approximately 90% Face-to-face and 10% Online

**LEARNER OUTCOMES AND COURSE OBJECTIVES**

This course is designed to enable students to do the following:

1. Summarize accounting principles
2. Analyze the budget process
3. Develop financial statement including balance sheets and income/loss statements
4. Interpret financial statements for the purposes of making decisions and informed judgments about ethical business management
5. Evaluate the managerial implications of financial assessment tools
6. Identify investment opportunities
7. Utilize Excel software

## PROFESSIONAL STANDARDS:

Students are expected to exhibit professional behaviors and dispositions at all times. Students are expected to follow courteous Internet etiquette. See <https://cehd.gmu.edu/students/polices-procedures/>

## REQUIRED READING

Weygandt, Kieso, Kimmel, DeFranco (2009), *Hospitality Financial Accounting*, 2<sup>nd</sup> edition, N.J; Wiley.

## CLASS ATTENDANCE AND PARTICIPATION:

Attendance will be taken at the beginning of each class meeting. It is your responsibility to sign the class attendance sheet, even if you are late to class. My record of attendance is official and final. I will take attendance for all class meetings, not including exam dates.

## COURSE PERFORMANCE EVALUATION

This course will be graded on a percentage system, with a total of 100 possible percentage points. There are 3 grading requirements, namely: (1) homework; (2) exams; and (3) participation. Each requirement is briefly introduced below. **Late work will not be accepted in this class.**

### 1. Homework (25%)

You are required to complete 10 homework assignment based on both the viewing assignments and the lectures. Each homework assignment is worth 2.5 points. Some of the homework must be completed in Excel. To this point the instructor will likely use a quiz at the beginning of each class where a lecture is scheduled to check for understanding and to verify that you have read the chapter. Quizzes will be incorporated into the homework deliverable grade.

### 2. Exams (45%)

Exams will be taken in class. Dates of the exam are provided below. Each exam is worth 15 percent.

### 3. Final Exam (25%)

The Final Exam will be cumulative.

### 4. Participation and Attendance (5%)

Participation in this class constitutes 5% of the grade and is required as this will contribute to the content quality of the class as well as to your intellectual benefit from it. Participation in class discussion is very important. Please prepare for class by reading the assigned material. Your grade for class participation will be based on my judgment of the consistency with which you *participate constructively* in class discussion and activities. Please note that class discussion includes interacting with your classmates. When I am leading discussions, I may call upon students for input or answers to questions stemming from the lecture. Please be prepared for this.

Deliverables	Percentage
Attendance/Participation	5
Exam 1 through 3 (15% each)	45
Homework	25
Final Exam (Cumulative)	25
<b>Total</b>	<b>100</b>

## Grading Scale

A+ = 97 – 100	B+ = 87-89	C+ = 77-79	D = 60-69
A = 94-96	B = 84-86	C = 74-76	F = 0 –59
A- = 90-93	B- = 80-83	C- = 70-73	

## PROFESSIONAL DISPOSITIONS

Students are expected to exhibit professional behaviors and dispositions at all times.

**Instructor Support:** Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

## CORE VALUES COMMITMENT

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

## GMU POLICIES AND RESOURCES FOR STUDENTS

### Policies:

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).

### Campus Resources:

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>
- For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.

## STUDENT SERVICES:

University Libraries provides resources for distance students. See <http://library.gmu.edu/distance>

## Writing Center

The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing. [See <http://writingcenter.gmu.edu>]. You can now sign up for an Online Writing Lab

(OWL) session just like you sign up for a face-to-face session in the Writing Center, which means YOU set the date and time of the appointment! Learn more about the [Online Writing Lab \(OWL\)](#) (found under Online Tutoring).

### Counseling and Psychological Services

The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu>].

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. [See <http://registrar.gmu.edu/privacy>].

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.

## CLASS SCHEDULE

Date		Topic/Learning Experiences	Chapter Read Ahead
Week 1	Mon – Wed – 1/23	No class-Holiday Introductions & Accounting Building Blocks	
Week 2	Mon – 1/28 Wed – 1/30	Uniform System of Accounting and Reporting	1 (pg1-23)
Week 3	Mon – 2/4 Wed – 2/6	Framework, Assumptions & Principles Constraints, Using Building Blocks, Statements	2 (pg. 30-40) 2 (pg. 41-54)
Week 4	Mon – 2/11 Wed – 2/13	Account, Recording Process, Journalizing/Post Trial Balance, Data Processing	3 (pg. 66-87) 3 (pg. 88-93)
Week 5	Mon – 2/18 Wed – 2/20	<b>Review for Exam</b> <b>Exam #1 (Chapters 1-3)</b>	
Week 6	Mon – 2/25 Wed – 2/27	The Income Statement to Balance Sheet Statement of Cash Flows	6 (pg. 168-177) 6 (pg. 178-183)
Week 7	Mon – 3/4 Wed – 3/6	Inventory Basics and Costing: Periodic Inventory: Physical Flow, Errors, Presentation	9 (pg. 260-273) 9 (pg. 274-283)
Week 8	Mon – 3/11 Wed – 3/13	Spring Break-No Classes	
Week 9	Mon – 3/18 Wed – 3/20	Internal Control Cash Control & Bank Use	10 (pg. 288-300) 10 (pg. 302-305)
Week 10	Mon – 3/25 Wed – 3/27	<b>Review for Exam</b> <b>Exam #2 (Chapters 6, 9, 10)</b>	
Week 11	Mon – 4/1 Wed – 4/3	Payroll Defined, Control & Determination Payroll Recording and Employer Taxes	11 (pg. 318-327) 11 (pg. 327-338)
Week 12	Mon – 4/8 Wed – 4/10	Acct Receivable/Current Liabilities Long Term Assets	12 (pg. 346-371) 13 (pg. 380-430)
Week 13	Mon – 4/15 Wed – 4/17	Ownership Formats Stock, Dividends, Retained Earnings	14 (pg. 410-428) 14 (pg. 429-447)

Week 14	Mon – 4/22 Wed – 4/24	<b>Review for Exam</b> <b>Exam #3 (Chapters 11-14)</b>	
Week 15	Mon – 4/29 Wed – 5/1	<b>Review for Final Exam</b> <b>Review for Final Exam</b>	

Note: Faculty reserves the right to alter the schedule as necessary.