

The Hong Kong Polytechnic University

Subject Code	HTM2302
Subject Title	Accounting and Control in Hospitality and Tourism
Credit Value	3
Level	2
Pre-requisite / Co-requisite/ Exclusion	Nil
Objectives	This subject is designed to develop student's basic knowledge in accounting and internal control as they relate to the industry. The subject curriculum will focus on specific accounting related topics that encompass journals, ledgers, and trial balance as well as preparation of financial statements.

<p>Intended Learning Outcomes</p>	<p>Upon completion of the subject, students will be able to:</p> <p>A. Professional Competence</p> <ul style="list-style-type: none"> • Develop an overall understanding of accounting and internal control concepts and principles pertaining to hospitality and tourism firms. • Learn how to process accounting information as it relates to the operation of hospitality and tourism business. • Apply accounting related knowledge while being able to prepare Income (Profit and Loss) Statements, Balance Sheets, and Statement of Cash Flow for hospitality and tourism organizations. • Examine and critique the validity of information, arguments, and different viewpoints, and reach a sound judgment on the basis of credible evidence and logical reasoning. <p>C. Effective Communicators</p> <ul style="list-style-type: none"> • Communicate ideas and to connect and establish positive relationships with different people across a range of professional and personal contexts. <p>D. Innovative Problem Solvers</p> <ul style="list-style-type: none"> • Be interested and purposely engaged in activities to foster an understanding of local and international affairs and issues. • Identify, define, and resolve problems pertinent to their future professional practice or daily life. <p>F. Ethical Leaders</p> <ul style="list-style-type: none"> • Acknowledge their responsibilities to the society and their own nation and the need to behave ethically and morally, be willing to engage in services/activities beneficial to the society. • Have a sensitivity and respect for cultural diversity.
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**Subject Synopsis/
Indicative Syllabus**

- a. Hospitality accounting in action (a tour of Teaching Hotel Accounting Department)
- b. Accounting principles
- c. The recording process
- d. Adjusting the accounts
- e. Completion of accounting cycle
- f. Internal control and cash
- g. Financial statements
- h. Financial statement analysis
- i. Accounting for merchandising operations in hospitality
- j. Inventories, cost calculations and internal controls
- k. Accounting for receivables and payables / Long term and intangible assets