

<b>Name of Faculty</b>	:	Faculty of Hospitality & Tourism
<b>Name of Program</b>	:	Bachelors in Hotel & Tourism Management (BHTM)
<b>Course Code</b>	:	1BHT04
<b>Course Title</b>	:	Principles of Accounting
<b>Type of Course</b>	:	Ability Enhancement (AE)
<b>Year of Introduction</b>	:	2023-24

<b>Prerequisite</b>	:	Basic understanding of mathematics and proficiency in fundamental arithmetic operations, including addition, subtraction, multiplication, and division.
<b>Course Objective</b>	:	Provide students with a comprehensive understanding of accounting principles, financial statements, recording processes, adjustments, depreciation, merchandising operations, partnerships, corporations, and cash flow statements. By the end of the course, students will be able to apply these concepts to analyze financial data, prepare financial statements, and make informed decisions in various business settings.
<b>Course Outcomes</b>	:	At the end of this course, students will be able to:
	CO1	Analyze the importance of accounting in the hospitality industry and evaluate the differences between bookkeeping and accounting.
	CO2	Create financial statements and assess the relationship between net income and owner's equity.
	CO3	Apply the recording process to accurately journalize business transactions, post them to ledger accounts, and prepare a trial balance.
	CO4	Justify the need for adjusting entries and modify the trial balance to reflect adjustments.
	CO5	Analyze and apply various methods of depreciation, evaluate merchandising operations including transportation costs, comprehend the characteristics of partnerships and corporations, and prepare financial statements for partnerships.

#### Teaching and Examination Scheme

Teaching Scheme (Contact Hours)			Credits	Examination Marks				
L	T	P		Theory Marks		Practical Marks		Total Marks
SEE	CIA	SEE	CIA					
4	0	0	4	100	50	0	0	150

*Legends: L-Lecture; T-Tutorial/Teacher Guided Theory Practice; P-Practical, C - Credit, SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)*

**Course Content**

Unit No.	Topics	Teaching Hours	Weightage	Mapping with COs
1	<p><b>Introduction to Accounting</b></p> <p>Explain why accounting is important for the hospitality industry. You and accounting Explain the meaning of accounting. Introduce the brief history of accounting. Distinguish between bookkeeping and accounting. Identify the users and uses of accounting data. Explain the roles of accounting procedures and systems. Explain the meaning of assumptions of business entity, historical cost, objectivity, continuity, measuring unit, and matching principles. Identify the principal forms of business and their differences.</p>	12	20%	CO1
2	<p><b>Financial Statements</b></p> <p>State the basic accounting equation. Explain the meaning of assets, liabilities, and owner's equity, with examples. Define revenue and expense. Demonstrate business transactions. Analyze the effect of business transactions on the basic accounting equation. Explain the relationship between net income and owner's equity. Define income statement, owner's equity statement, and balance sheet. Present income statement, statement of owner's equity, and balance sheet. Prepare income statement, owner's equity statement, and balance sheet. Summarize the relationship between financial statements. Identify the objectives of financial statements.</p>	12	20%	CO2
3	<p><b>The Recording Process</b></p> <p>Explain what an account is and how it helps in the recording process.</p>	12	20%	CO3

	<p>Define debit and credit and explain how to record business transactions.</p> <p>Identify the basic steps in the recording process.</p> <p>Define general journal and ledger.</p> <p>Explain the purpose of the ledger.</p> <p>Define chart of accounts</p> <p>Explain posting.</p> <p>Demonstrate recording journal entries, posting to ledger accounts.</p> <p>Define trial balance and explain its purpose.</p> <p>Prepare a trial balance.</p> <p>Outline and discuss the reasons why a trial balance may not balance.</p> <p>Present the final accounts from the trial balance.</p>			
4	<p><b>Adjusting the Accounts</b></p> <p>Identify the steps in an accounting cycle.</p> <p>Explain the need for adjusting entries.</p> <p>Identify the major types of adjustments.</p> <p>Demonstrate adjustments for accruals and prepayments.</p> <p>Prepare adjusting entries for accruals and prepayments.</p> <p>Prepare the adjusted trial balance and financial statements from adjusted trial balance.</p>	10	17%	CO4
5	<p><b>Depreciation, Merchandising Operations, Partnerships, and Corporations</b></p> <p>Explain the concept of depreciation.</p> <p>Identify different depreciation methods.</p> <p>Describe the effects of different depreciation methods on net income.</p> <p>Calculate depreciation expense and accumulated depreciation.</p> <p>Practice different depreciation methods</p> <p>Identify the differences between a service enterprise and a merchandising company.</p> <p>Describe the nature of merchandising operations and transactions.</p> <p>Illustrate the treatment of transportation costs in merchandising operations.</p> <p>Identify the features of the income statement of merchandising operations.</p> <p>Calculate and interpret profit margins.</p> <p>Compute income statements based on different</p>	14	23%	CO5

	<p>mark-ups and trade discounts.</p> <p>Evaluate business proposals for merchandising operations.</p> <p>Define partnership.</p> <p>Identify the characteristics of a partnership.</p> <p>Identify the differences between general and limited partnership.</p> <p>Explain limited and unlimited liabilities.</p> <p>Identify typical areas to be included in the partnership agreement.</p> <p>State the purpose of an appropriation account.</p> <p>Prepare financial statements for a partnership.</p> <p>Define corporation.</p> <p>Differentiate between private and public limited companies.</p> <p>Identify the documents prepared by limited companies.</p> <p>Identify the major characteristics of a corporation.</p> <p>Identify the advantages and disadvantages of a corporation.</p> <p>Compare corporation accounts with proprietorship and partnership accounts (especially owner's equity on the balance sheet)</p> <p>Explain why investors and others are interested in cash flows.</p> <p>State the purpose of the cash flow statement.</p> <p>Classify operating, investing, and financing activities.</p> <p>List and discuss the uses of the cash flow statement.</p> <p>Prepare the cash flow statement using the indirect method.</p>			
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Suggested Distribution of Theory Marks Using Bloom's Taxonomy						
Level	Remembrance	Understanding	Application	Analyse	Evaluate	Create
Weightage	20	35	20	10	10	5

*NOTE: This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.*

**Suggested Learning Websites**

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Sr. No.	Name of Website
1	<a href="https://www.principlesofaccounting.com/">https://www.principlesofaccounting.com/</a>
2	<a href="https://www.accountingtools.com/">https://www.accountingtools.com/</a>
3	<a href="https://www.accountingcoach.com/">https://www.accountingcoach.com/</a>
4	<a href="https://www.accountingverse.com/">https://www.accountingverse.com/</a>
5	<a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a>

#### Reference Books

Sr. No.	Name of Reference Books
1	"Financial Accounting: Tools for Business Decision-Making" by Paul D. Kimmel, Jerry J. Weygandt, and Donald E. Kieso (Publisher: Wiley)
2	"Accounting: Tools for Business Decision-Making" by Paul D. Kimmel, Jerry J. Weygandt, Donald E. Kieso, and Barbara Trenholm (Publisher: Wiley)
3	"Principles of Accounting" by Belverd E. Needles, Marian Powers, and Susan V. Crosson (Publisher: Cengage Learning)
4	"Financial Accounting: An Introduction to Concepts, Methods, and Uses" by Clyde P. Stickney, Roman L. Weil, Katherine Schipper, and Jennifer Francis (Publisher: Cengage Learning)
5	"Managerial Accounting: Tools for Business Decision Making" by Jerry J. Weygandt, Paul D. Kimmel, and Donald E. Kieso (Publisher: Wiley)
6	"Intermediate Accounting" by Donald E. Kieso, Jerry J. Weygandt, and Terry D. Warfield (Publisher: Wiley)