

Unit 7–Tourism and Hospitality Accounting

Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:

- a) Cite the operating characteristics of the hospitality industry.
- b) Recognize the intent of the accounting cycle, the key accounting principles, and the source of the information in the trial balance.
- c) Identify the different types, contents, and formats of the financial statements.
- d) Classify the different types of receivable and payable transactions, and the documents associated with the processing of receivables and payables.
- e) Identify the costs included in fixed assets, and the concepts used in the calculation of depreciation.

Knowledge – at the end of the module/unit the learner will have been exposed to the following: (This can be a list of knowledge/content items)

- a) An understanding of the language of hospitality accounting.
- b) An understanding of hospitality accounting concepts and their application.
- c) A recognition and workings of the accounting equation, balance sheet, the balancing accounts, the trial balance, and correction of errors.
- d) An appreciation of the purpose of final accounts and adjustments to final accounts.
- e) An understanding of depreciation, provisions and reserves, accruals and prepayments.

Skills – at the end of the module/unit the learner will have mastered the following skills:

Applying knowledge and understanding

The learner will be able to:

- a) Prepare, plan, execute and evaluate financial statements for a hospitality department.
- b) Demonstrate understanding of revenue and expense accounting through analysis of balance sheets.

Judgment Skills and Critical Abilities

The learner will be able to:

- a) Review and evaluate the various financial applications utilized within the hospitality industry.
- b) Critically analyse the roles and responsibilities of all personnel within the hospitality accounting function.
- c) Appraise the responsibilities of the financial set up within the hospitality industry, and its role in the planning of hotel business.