

## MHOS105 Accounting and Administration for Hospitality

ECTS Value: 4 ECTS  
Self-Study Hours: 87

Contact Hours: 20  
Assessment Hours: 3

### Overall Objectives and Outcomes

This module is aimed at providing the student with a basic understanding of accounting and administration within the Hospitality industry. The student will be equipped with the necessary knowledge and understanding to properly read and prepare basic accounting reports within a hospitality environment. By the end of this module, learners would also be able to draw the link between the responsibility of the manager to the operation of the hospitality unit. In addition, the student will be able to make use of the skills and knowledge acquired to understand the administrative matters related to a specific Hospitality organisation/department/unit. Furthermore, the student will be able to master an analytical skill, which will suite oneself in the practice of management and administration.

By the end of this module, the learner will be able to:

#### Competences:

- a. Carry out tasks related to the operation of the business concerned on the understanding of the financial statements available or prepared;
- b. Be responsible for producing and analysing of financial statement and derive whether an operation is performing in an acceptable manner;
- c. Critically assess and monitor bad and doubtful debts and their computation;  
Be responsible for preparing trading, profit and loss, and appropriate accounts for partnerships and sole traders.
- d. Manage draft accounts for limited liability companies whilst ensuring the use of commissions revenue as a crucial form of revenue for tourism-oriented operators;
- e. act autonomously in decision-making on the information and data available and advise organisations on the available options. Efficiently manage the general administration related to a hospitality organization by using a holistic approach.

#### Knowledge:

- a. Systematically comprehend concepts of fundamental accounting and the relevance of the accounting function within a Tourism and Hospitality organisation;
- b. demonstrate critical awareness of Trends and Movements arising from the Ratio Analysis;
- c. Critically understand the importance of supporting Tourism and Hospitality with the use of Accounting Reporting, Trading, Profit and Loss Accounts and Balance Sheets;
- d. Act autonomously in critical decision making. Systemically compile and evaluate information for administration purposes and use budgets for control purposes and management execution;
- e. Demonstrate self-direction and originality in applying teaching methods related Accounting and Administration for Hospitality in a vocational education environment.

#### Skills:

#### **Applying knowledge and understanding**

The learner will be able to:

- a. Apply these methodologies to an operating structure, that is whether a sole trader, a partnership or a limited liability company;
- b. Prepare and develop key material and information such as financial statements and cash flow statements and present reports to the management, whereby highlighting issues of concern and recommend solutions or otherwise;
- c. Demonstrate an understanding and critical evaluation of the role of contemporary management accounting in a range of different hospitality and tourism business units;
- d. Comprehensively demonstrate an understanding of the core components of general administration within a Hospitality organization;  
Deploy originality in the application of knowledge, skills and competences obtained in this module to teach Hospitality students the relevant topics related to costings and bookkeeping by following the syllabus provided by the local education authority. Demonstrate critical understanding of key issues in accounting and administration.

### Assessment Methods

This module will be assessed through: Assignment.

### Suggested Readings

#### Core Reading List:

1. Dyson, J. (2010). Accounting for non-accounting students. 8th ed. London: Pitman.
2. Sturman, M.C., Corgel, J.B. and Verma, R. eds. (2011). *The Cornell school of hotel administration on hospitality: cutting edge thinking and practice*. John Wiley & Sons.

#### Supplementary Reading List:

Lane, H.E. and Hartesvelt, M.V. (1983). *Essentials of hospitality administration*. Reston Publishing Company, Inc.