



**Departamento de Contabilidad y Economía Financiera
Universidad de Sevilla**

GRADO EN TURISMO

**(ACADEMIC YEAR 2017/2018, 1st semester, 6 credits)
(2nd year)**

SYLLABUS

**MANAGEMENT ACCOUNTING FOR
TOURISM INDUSTRY**

Instructor: Dr. Antonio Lobo Gallardo

1.- CONTACT INFORMATION

Antonio Lobo Gallardo

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Office Hours:

Mondays and Wenesdays

9:30-11:30

2.- COURSE DESCRIPTION AND OBJECTIVES

2.1.- DESCRIPTION

This course is designed to provide an understanding of traditional and contemporary costing systems, cost allocation practices and cost-management issues. Topics include Full Costing System, Direct Costing System, USALI cost-volume-profit analysis, flexible budgets, variance analysis and management control. In addition, the course explores the uses of costing techniques and practices for various types of management decisions, including product pricing, cost management and balanced scorecard.

2.2.- OBJECTIVES

After completing this course, students should have a satisfactory understanding of:

- The different methods of cost and revenue allocations to services and products .
- Cost behaviours and the impact cost behaviours have on the planning, reporting, controlling, analyzing, and decision-making functions within a business organization.
- Cost-Volume-Profit analysis and situations where it is most appropriate and beneficial.
- Flexible budgeting and performance evaluation using variance analysis.
- Balanced scorecard concepts including the initial development and evaluation subsequent to implementation.
- The use of management control systems to measure performance.
- The Code of Ethics for Management Accountants.

3.- COURSE POLICIES

3.1.- INSTRUCTIONAL METHODS

A variety of methods will be used to during the course to assist students in learning course concepts and expanding their skills. Instructional methods include:

- Lecture
- Class Discussions
- In-class group problems
- Video Case Discussion
- Homework problems and Discussion Questions
- Group Presentations
- Guest speaker presentations, if possible.

3.2.- COURSE EXPECTATIONS

Overall, the most important expectation from this course is to learn management accounting techniques for the Tourism Industry that you can use throughout your professional career. The critical ingredient for success in this course is the amount and quality of work that you put forth. The material in this course cannot be learned without practice. To be successful in this course, the following are some of the basic expectations that should enable you to successfully complete the course:

- Attend every class.
- Read all required material prior to attending the course.
- Complete all assignments on time.
- Participate in class and group discussions on the cases and exercises.
- Present “professional” reports and presentations.
- Use recommended software and word processing for required assignments.
- Participate in group problems and be respectful to other opinions.
- Solve the exercises on your own before they are covered in class or in groups.
- Ask questions – either during class or during office hours.
- Challenge yourself to continuously improve your oral and written communication skills in English.

It is **critical to your success** that you attend each class and take notes during the lectures. You should come to class prepared, which means that you should have read the assigned material prior to attending class. This will enhance your understanding of the material discussed in class.

3.3.- SKILLS

You will be using many different skills in this course. Previous courses of Financial Accounting are prerequisites to this course and the foundation for topics to be covered. You will also be using the following skills:

- Group working.
- Problem solving.
- Analytical and critical thinking.
- Written and oral communication in English.
- Recommended Computer applications (above all, EXCEL spreadsheet)

3.4.- SPECIAL NOTES

3.4.1.- GUIDELINES FOR HOMEWORK GROUP ASSIGNMENTS

- **Assignments are due during the classes. Late assignments receive zero points. No late homework, no exceptions!**
- In addition to group number, you have to identify the group members at the top of the page
- Identify the numbers of the discussion questions, exercises, and problems next to your answers
- Discussion questions and homework problems will be reviewed in class if there are specific questions
- Staple your assignment papers together. Folding the top corners can result in misplaced pages
- Show calculations to support your answers
- Sloppy, incomplete, or hard to understand homework will lose points
- Failure to follow the homework guidelines will result in lost points

3.4.2.- OTHERS

- Course information will be emailed to the class list. It is your responsibility to check your email regularly
- Academic dishonesty cases will be taken into account for evaluation
- If you have a disability that could affect your performance in this class or that requires a specific accommodation, please see me as soon as possible so that we could make arrangements
- Tardiness: Class begins at the set hour. In a professional setting, tardiness is not acceptable. Tardiness is also disruptive to the learning environment. Promptness reflects professional courtesy and is expected. Policy on tardiness will be: **One tardy equals one absence**
- Student code of conduct: You are expected to respect and obey standards of student conduct while in class and on the campus. Disciplinary sanctions may be imposed if you violate this general standard of conduct
- You are also expected to respect and obey the same standard of student conduct while in communication with other students or with the instructor. Any posting to the discussion

board, chat room, or via email that contain inflammatory or inappropriate language will be deleted by the instructor. Disciplinary sanctions may be imposed if you violate this general standard of conduct

4.- COURSE MATERIALS

Main Text:

Management Accounting for the Hospitality, Tourism and Retail Sectors Donncha O'Donoghue with Alice Luby, 2006, Blackhall.

Complementary Text:

Cost Accounting: A managerial Emphasis (11th ed.) by Horngren, Datar, and Foster, 2003, Prentice Hall.

Both of them are available at the FTF and the FCEYE Library (Short loan)

ANY OTHER COMPLEMENTARY MATERIAL TO BETTER FOLLOW PRESENCIAL LECTURES WILL BE AVAILABLE ON-LINE
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5. GRADING SYSTEM AND POLICY

A combination of group assignments and individual test scores will be used to determine the final course grade. The percentage of points assigned to various categories is shown in the table below. Students must choose between two alternative systems of evaluation:

(A) Continuous	(B) Traditional
<ul style="list-style-type: none">▪ Compulsory Participant Attendance (15% of total grade).▪ Assignments (40% of total grade).▪ Test (45% of total grade).	<ul style="list-style-type: none">▪ Official Exams (100%).

Please, you have to fulfil the EVALUATION SYSTEM FORM (at the end of this Syllabus) before 18th October 2017 with your personal evaluation system choice (Option A or Option B).

Please, don't forget to sign it.

The evaluation system will be Option B for those who do not fulfil the form on time. NO EXCEPTIONS;.

5.2.- OPTIONS DESCRIPTION

5.2.1.- OPTION (A): CONTINUOUS EVALUATION

1) Attendance

Attendance is compulsory. Participation during the classes is strongly encouraged and will be taken into account when grading students. Records or files with your photo and personal data must be surrendered as soon as possible (Not Late than 20th October). You should attend, at least, 2/3 of the scheduled classes and any absence will decrease this grading component.

2) Different assignments (exercises, cases and others) to work in groups

Periodically, you will be provided with suggested exercises, cases or any other assignment for each chapter to be worked in groups. These assignment can be both out-of-class or in class activities. The assignment will be graded on clarity of thought process, grammar, spelling and technical content. If for any reason, you are unable to attend class on the day a assignment is due, it will be accepted by email (preferable, attached as a MS Word or Excel File) as long as the exercise arrives before midnight on the due date. **Do not email anything unless you are unable to attend class.**

b) Tests

There will be a test at the end of each one or two chapters. The format of the test could be a combination of true / false questions, multiple choice questions, short-answer questions and problems depending on the chapter contents. **It is necessary to obtain a minimum grade of 5 in the tests.**

5.2.2.- OPTION (B): TRADITIONAL EVALUATION

- Official tests

There will be a final exam. The format would be a combination of true / false questions, multiple choice questions, short-answer questions and problems.

Next academic year examinations dates are published at Faculty of Tourism and Finance web:

<http://ftf.us.es/calendarios-de-examenes/>

6.- COURSE OUTLINE

Part I: COST ACCOUNTING FUNDAMENTALS

- Chapter I. Management Accounting in Tourism Organizations.
- Chapter II. An Introduction to Cost Terms and Purposes.
- Chapter III. Full-Costing System.
- Chapter IV. Partial costing systems: Variable costing and Direct costing system.
- Chapter V. USALI (Uniform System of Accounts for the Lodging Industry).

Part II: TOOLS FOR PLANNING AND CONTROL

- Chapter VI. Cost-Volume Profit Analysis.
- Chapter VII. Budgetary Planning and Budgetary Control
- Chapter VIII. Dashboard and Balanced Scorecard.

EVAUATION SYSTEM FORM

Name.....

**chooses the option to be evaluated in MANAGEMENT ACCOUNTING FOR
TOURISM INDUSTRY 2017/2018.**

Date and signature