

**FACULTY OF GLOBAL AND COMMUNITY STUDIES  
 SCHOOL OF TOURISM MANAGEMENT  
 COURSE OUTLINE**

|                             |                               |                      |  |
|-----------------------------|-------------------------------|----------------------|--|
| <b>Term:</b>                | Fall 2017                     | <b>Instructor:</b>   |  |
| <b>Course No (Section):</b> | TOUR 325                      | <b>Office:</b>       |  |
| <b>Course Name:</b>         | Tourism Managerial Accounting | <b>Telephone:</b>    |  |
| <b>Credits:</b>             | 3                             | <b>E-mail:</b>       |  |
| <b>Classroom/Lab:</b>       |                               | <b>Office Hours:</b> |  |
| <b>Scheduled:</b>           |                               |                      |  |

**COURSE FORMAT:** 3 hr lecture/week for 15 weeks (including 2 weeks for final exams) plus 4th hour

**PREREQUISITES:** None

**NOTE:** This is an approved Quantitative/Analytical course for baccalaureate degrees.

**FOURTH HOUR:** Fourth hour activities will include tutorials (individual or group) and group meetings.

**COURSE DESCRIPTION:** The focus of this tourism service-industry course is on using financial information for management decision making. Specific topics include financial statement analysis, budgeting and planning, cost-volume-profit relationships, and cash management and control. The course will include several tourism and hospitality industry cases, and a final major case or project, which is the development of the financial portion of a business plan

**COURSE LEARNING OUTCOMES:** Upon successful completion of this course, students will be able to:

| <b>LEARNING OUTCOMES</b>   |
|--|
| <b>Calculate</b> and explain financial ratios for the purpose of analysis and planning   |
| <b>Construct</b> budgets and pro-forma statement for the purpose of planning, control, and financial forecasting   |
| <b>Calculate</b> operating and financial leverage and explain its usage in assessing the risk of the firm  |
| <b>Demonstrate</b> how working capital management impacts the long and short term financing decisions of the firm  |
| <b>Demonstrate</b> an understanding of the management of cash flow, short term investments, accounts receivables and inventory   |
| <b>Articulate</b> the impact of alternative business financing strategies  |
| <b>Prepare</b> a professional quality written report that: (1) evaluates the financial possibilities of a tourism business and (2) effectively communicates using the terminology, language and format of a tourism industry practitioner with financial acumen. |

**EVALUATION PROFILE:**

| Assessment   | % of Final Grade | Individual/Group |
|--------------|------------------|------------------|
| Case #1      | 15%              | Individual       |
| Case #2      | 15%              | Individual       |
| Midterm      | 20%              | Individual       |
| Final Exam   | 25%              | Individual       |
| Term Project | 25%              | Group            |
| <b>TOTAL</b> | <b>100%</b>      |                  |

**GRADING PROFILE:**

|            |             |             |                 |
|------------|-------------|-------------|-----------------|
| A+=90-100% | B+ = 77-79% | C+ = 67-69% | D = 50-59%      |
| A =85-89%  | B = 73-76%  | C = 63-66%  | F = 49% or less |
| A-=80-84%  | B- = 70-72% | C- = 60-62% |                 |

**REQUIRED TEXT and OTHER RESOURCES:** Bergeron, Pierre W. (2014). *Finance for Non-Financial Managers*, 7<sup>th</sup> Edition. Nelson.

**COURSE CONTENT/SCHEDULE:**

| WEEK    | TOPIC(S)                                | REQUIRED READINGS/<br>ACTIVITIES |
|---------|---|----------------------------------|
| 1       | Overview of Financial Management        | Chapter 1                        |
| 2       | Accounting and Financial Statements     | Chapter 2                        |
| 3       | I-C Case Analysis                       | Case #1                          |
| 4       | Statements and Cash Flows               | Chapter 3                        |
| 5       | Financial Statements                    | Chapter 4                        |
| 6       | Profit Planning and decision Making     | Chapter 5                        |
| 7       | Midterm                                 | Midterm                          |
| 8       | Planning, Budgeting, and Controlling    | Chapter 7                        |
| 9       | I-C Case                                | Case #2                          |
| 10      | Sources and Forms of Financing          | Chapter 8                        |
| 11      | Time Value of Money                     | Chapter 10                       |
| 12      | Capital Budgeting<br>Business Valuation | Chapter 11<br>Chapter 12         |
| 13      | <b>Final Project</b>                    | Project/Presentation DUE         |
| 14 - 15 | <b>FINAL EXAM PERIOD</b>                |                                  |

**UNIVERSITY POLICIES:**

Capilano University has policies on academic appeals (including appeal of final grade), student conduct, cheating and plagiarism, academic probation, and other educational issues. These and other policies are available on the University website.

**FACULTY POLICIES:**

**Attendance:** Regular class attendance, and participation in course activities and assignments, is expected and likely essential to successfully achieving the course learning outcomes. Students are responsible for any and all content and instructions communicated during scheduled classes, in course handouts, and (if applicable) via course e-mail and websites. In cases where participation by all students is essential for conducting the planned instructional activities, attendance may be mandatory. In all cases, the attendance expectations and any penalties for missing instructional activities shall be clearly articulated on the course outline.

**Attendance for weekend courses is mandatory.**

No exemption from class time will be granted without appropriate medical documents or a proven emergency. Should a student choose to be absent they will receive a 15% deduction off the total final grade in the course for any day/or portion thereof missed. Students are required to make up all class work for which they were not in attendance.

**Professional Behaviour:** Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Professional behaviour includes appropriate language use. Appropriate language use involves using respectful, moderate, and inclusive language at all times.

**Cheating and Plagiarism:** Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Library and the Writing Centre.

**Penalties for Cheating and Plagiarism:** A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

**Missed Exams or Quizzes:** Will receive a grade of "0" unless **PRIOR** arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. **A doctor's certificate, or other proof supporting the reason for the absence, may be required.**

**English Usage:** All assignments are marked for correct English usage, proofreading and formatting, **up to a**

**maximum of 15% of the total mark for that assignment.**

- Assignments:** Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.
- Programmable Tools:** The use of programmable items such as calculators, and dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.
- Incomplete Grades:** Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the exam period.
- Copyright Policy:** Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University Website.
- Emergency Procedures:** Students are required to familiarize themselves with emergency procedures posted in the classroom.