



HM 3020 – 415 Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

Semester: Spring

Year: 2025

Course Prefix: HM

Course and Section #: HM 3020 - 415

Course Title: Hospitality Managerial Accounting

Credits: 3 Credits

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Course Description

Presents managerial accounting concepts and explains how these concepts apply to specific operations within the hospitality industry. Utilizes lectures, demonstrations, and case studies in class.

This course is the first in a two-part series designed to integrate operations and managerial accounting principles related to the hospitality industry. Emphasis is placed on developing competencies in analyzing real-world hospitality industry scenarios using spreadsheet software. Topics covered include financial statements, ratio analysis, inventory and cost of goods sold, cost analysis, standard costing, butcher and cooking loss tests, the control process, purchasing, and beverage controls.

This is not a GE course. This course is the first two-part series required for hospitality management majors.

Course Attributes

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

Instructor Information

Instructor Name: Andrew Moleff

Student Learning Outcomes

- Use spreadsheet software to perform various types of real-world analysis.
- Perform financial statement preparation, review, interpretation, and evaluation.
- Perform various types of cost identification, classification, standardization, measurement, allocation, evaluation, and forecasts.
- Use inventory to calculate the cost of goods sold accurately.
- Use industry-standard techniques to determine standard costs on a unit and cumulative basis.
- Implement effective expense management, revenue optimization, and profit maximization strategies.

Course Materials and Texts

- No text or other paid-for instructional materials are required for this course. The text is provided in each lesson free of charge. Professor Marc Brown authored the text.
- Access to a food scale.
- Food is to be purchased by the student for the loss assignment.

Course Requirements

Course Assignments, Assessments, and Grading Policy

Course Assignments

Page [Module 1: Overview](#)

Page [Module 1: Syllabus](#)

Page [Module 1: Using Google Sheets in this Course](#)

Wed Jan 8, 2025

Page [Read Announcements](#)

Quiz [Module 1: Syllabus Quiz](#)

Quiz [Module 1: Using Google Sheets in this Course Affirmation](#)

Discussion Topic [Module 1: Welcome Discussion](#)

Thu Jan 9, 2025	Assignment Module 1: Google Sheets Tutorial - Part 1
	Assignment Module 1: Google Sheets Tutorial - Part 2
Fri Jan 10, 2025	Page Module 2: Overview
	Page Module 2: Read
	Page Module 2: Review
	Page Module 2: Watch
Sun Jan 12, 2025	Assignment Module 1: LinkedIn
	Discussion Topic Module 2: Discuss
	Quiz Module 2: Quiz
Tue Jan 14, 2025	Page Module 3: Overview
	Page Module 3: Read
	Page Module 3: Review
	Page Module 3: Watch
Wed Jan 22, 2025	Quiz Module 3: Quiz
Fri Jan 24, 2025	Page Module 4: Overview
	Page Module 4: Read
	Page Module 4: Review
Sat Jan 25, 2025	Assignment Module 3: Day in the Life - Part 1

Quiz [Module 3: Day in the Life - Part 2](#)

Assignment [Module 3: Practical Problems](#)

Mon Jan 27, 2025

Quiz [Module 4: Quiz](#)

Page [Module 5: Overview](#)

Tue Feb 4, 2025

Page [Module 5: Read](#)

Page [Module 5: Review](#)

Wed Feb 5, 2025

Quiz [Module 5: Quiz](#)

Assignment [Module 4: Day in the Life](#)

Thu Feb 6, 2025

Assignment [Module 4: Practical Problems](#)

Page [Module 6: Overview](#)

Page [Module 6: Read](#)

Fri Feb 7, 2025

Page [Module 6: Review](#)

Page [Module 6: Watch](#)

Assignment [Module 5: Day in the Life - Part 1](#)

Sat Feb 8, 2025

Quiz [Module 5: Day in the Life - Part 2](#)

Assignment [Module 5: Practical Problems](#)

Mon Feb 17, 2025

Quiz [Module 6: Quiz](#)

Thu Feb 20, 2025

Page [Module 6: Plan your Home Butcher Test](#)

Page [Module 6: Plan your Restaurant Manager Interview](#)

Assignment [Module 6: Day in the Life](#)

Assignment [Module 6: Practical Problems - Part 1](#)

Assignment [Module 6: Practical Problems - Part 2](#)

Page [Midterm: Review \(Exam Review & Final Project Example\)](#)

Page [Midterm: Study](#)

Page [Module 7: Overview](#)

Fri Feb 21, 2025

Page [Module 7: Read](#)

Page [Module 7: Review](#)

Page [Midterm: Overview](#)

Sat Mar 1, 2025

Quiz [Midterm: Exam](#)

Mon Mar 3, 2025

Quiz [Module 7: Quiz](#)

Page [Module 8: Overview](#)

Page [Module 8: Read](#)

Tue Mar 4, 2025

Page [Module 8: Review](#)

Page [Module 8: Watch](#)

Wed Mar 5, 2025

Quiz [Module 8: Quiz](#)

Thu Mar 13, 2025

Assignment [Module 7: Day in the Life - Part 1](#)

Quiz [Module 7: Day in the Life - Part 2](#)

Assignment [Module 7: Practical Problems](#)

Quiz [Module 7: Schedule Restaurant Manager Interview](#)

Page [Module 9: Overview](#)

Fri Mar 14, 2025 Page [Module 9: Read](#)

Page [Module 9: Review](#)

Assignment [Module 8: Home Butcher Test or Cooking Loss Test Activity](#)

Sat Mar 15, 2025 Assignment [Module 8: Practical Problems](#)

Page [Module 8: Final Project Overview](#)

Mon Mar 17, 2025 Quiz [Module 9: Quiz](#)

Page [Module 10: Overview](#)

Page [Module 10: Read](#)

Tue Mar 25, 2025

Page [Module 10: Review](#)

Page [Module 10: Watch](#)

Wed Mar 26, 2025 Quiz [Module 10: Quiz](#)

Thu Mar 27, 2025 Assignment [Module 9: Restaurant Manager Interview](#)

Assignment [Module 10: Day in the Life - Part 1](#)

Sat Mar 29, 2025

Quiz [Module 10: Day in the Life - Part 2](#)

Assignment [Module 10: Practical Problems](#)

Page [Module 11: Overview](#)

Page [Module 11: Read](#)

Mon Apr 7, 2025

Page [Module 11: Review](#)

Page [Module 11: Watch](#)

Page [Module 12: Overview](#)

Thu Apr 10, 2025

Page [Module 12: Study](#)

Assignment [Module 11: Day in the Life - Part 1](#)

Quiz [Module 11: Day in the Life - Part 2](#)

Sat Apr 19, 2025

Assignment [Module 11: Practical Problems - Part 1](#)

Assignment [Module 11: Practical Problems - Part 2](#)

Quiz [Module 12: Extra Credit Course Questionnaire](#)

Quiz [Module 12: Final Exam](#)

Wed Apr 23, 2025

Assignment [Module 12: Final Project](#)

Assignment [Module 12: SRI Receipt Submission](#)

Course Assessments **Practical Problems:**

Each lesson contains a series of practical problems designed to help you apply the principles presented in each lesson. These practical problems are intended to help you find real-world applications to course concepts and build the competency needed to complete more demanding tasks. The practical problems are primarily completed using Google Sheets. You are able to submit each question as you complete it and view the problem's solution. If you missed points on a problem, you could correct your work and

resubmit a final time to earn additional partial credit. A tutorial on how to use this functionality in Google Sheets for this course will be presented later in this lesson.

Day in the Life Activities:

Most lessons contain a day in the life (DIL) activity. These day-in-the-life activities are based on real-world scenarios and are designed to help you find applications to managerial accounting problems in the hospitality industry. Each day in the life activity contains a series of problems that build on one another in order to complete a more extensive analysis. These assignments are completed using Google sheets and will contain the same type of functionality found in the practical problems. To aid you in the completion of these assignments, you may periodically submit your work. This prevents you from getting too off track from the presented methodology. The day-in-the-life activities often include quizzes and other assessment methodologies designed to test your comprehension of the day-in-the-life assignment material. These questions (typically part 2 of a given DIL assignment) are often the most challenging assessment methodology of the course. They frequently require you to investigate each claim in the question and evaluate whether the claim is true or false. They require a thorough knowledge of the analysis performed in part 1 and an ability to interpret findings from the analysis. The questions are designed to ensure students not only can perform analysis, but interpret data as well.

Other Assignments :

There are occasionally other types of assignments designed to further build upon the principles presented in the course. These may vary significantly from other learning methodologies.

Quizzes / Exams:

Each lesson contains a quiz that will cover the material presented in the lesson. There will be a midterm and a final exam that will cover all the material presented in the course. Quizzes and the exam are open-book. Exams are designed to measure comprehension of key concepts from the course. The exams will contain a combination of multiple-choice and fill-in-the-blank questions. **Students who fail to earn an average of 60% or higher between the midterm and final exam will be ineligible to earn a grade higher than a D+ in the course.** This policy is designed to ensure all students attain a minimal level of comprehension of the subject matter.

Final Project:

Starting in Module 8, you will be working on a final project. For more information about the final project, refer to [Module 8: Final Project Overview](#).

Grading

Grade	Percent
A	94 -100
A-	90 - 93
B+	87 – 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62

Assignment Categories and Grading Weight

Activity	Points / Percent
Practical Problems	217 / 24%
Day in the Life Activities	190 / 21%
Other Assignments	120 / 13%
Quizzes / Exams	237 / 26%
Final Project	150 / 16%

Required or Recommended Reading Assignments

1. Google Sheets Tutorial Parts 1 & 2
2. Basics of Accounting
3. Understanding Income Statements
4. Understanding Balance Sheets
5. Horizontal and Vertical Analysis
6. Understanding Ratios and Ratio Analysis
7. Understanding Cost of Goods Sold and Inventory
8. Types of Costs
9. Standard Costs
10. Cooking Loss (Butcher Test and Cooking Loss Test)
11. The Control Process
12. Purchasing
13. Beverage Control

All reading assignments and text are in Canvas

General Description of the Subject Matter of Each Lecture or Discussion

1. Introduction to Google Sheets – Overview of Google Sheets and understanding the use of formulas and functions and formatting for accounting.
2. Basics of Accounting - During this lesson, you will be introduced to the basics of accounting. Knowing the basics will assist you in understanding business finances, using accounting software, and seeking professional advice for your business.
3. Understanding Income Statements - The income statement and the balance sheet are two of the main financial statements used by businesses to assist them in making sound financial decisions and communicate information to external users. Together they present the profitability and strength of a company. During this lesson, you will learn about the income statement which reflects a company's profitability.
4. Understanding Balance Sheets - The income statement and the balance sheet are two of the main financial statements used by businesses to assist them in making sound financial decisions and communicate information to external users. Together they present the profitability and strength of a company. During this lesson, you will learn about the balance sheet which shows a company's solvency and financial position.

5. Horizontal and Vertical Analysis - Horizontal and vertical analysis are methods of financial statement analysis. Many hospitality organizations routinely perform horizontal and vertical analysis or adaptations of these analyses to evaluate revenue, expense and profit performance. This process is built upon the principles presented earlier in the readings relating to variance analysis.
6. Understanding Ratios and Ratio Analysis - In this lesson, we will discuss different types of ratios and ways that they are used in financial management in the hospitality and tourism industry.
7. Understanding Cost of Goods Sold and Inventory - Inventory is considered the goods and materials that a business holds for the purpose of being sold to customers. In the hospitality industry, the most common inventory sold to customers is food and beverage inventory found in food and beverage operations.

Cost of goods sold (COGS), often referred to as cost of sales, is the cost of the goods and materials that were sold to customers. In the food and beverage sector of the hospitality industry, COGS describes the amount of money a restaurant spends on food, beverage, and mercantile that will be sold to customers -- such as beverages, seasonings, meats, fruits and vegetables.

Understanding inventory and cost of goods sold is an important part of managing finances in a business. This lesson will help you learn more about these important concepts and how they impact financial management.

8. Types of Costs - You may have heard of variable costs, fixed costs, and even mixed costs in relation to financial management, but what exactly are they? Even more important is the question, why do they matter to businesses? In this lesson, we will discuss types of costs and how understanding costs can help you run your business more effectively.
9. Standard Costs - This week you will learn about an important concepts related to financial management in the hospitality and tourism industry: standard costing. Briefly, standard costing is the practice of determining what a cost should be based on standard policies and procedures. Standard costs are often compared to actual costs in order to evaluate a manager's ability to manage costs.
10. Cooking Loss (Butcher Test and Cooking Loss Test) - Accurately calculating standard costs is essential in food and beverage operations. In the last lesson we explored the concept of yield and how different yields are used to calculate standard costs. Sometimes, food preparation requires a more complex approach to determining the standard costs accurately. In this lesson's reading, we will explore how the butcher test and the cooking loss test can help us to accurately measure standard costs.
11. The Control Process - In this course, we talked a lot about costs and proposed various ways to measure, analyze, forecast, and budget costs. In this lesson, we will explore the control process, a framework for implementing standards and standard procedures aimed at controlling costs.

12. Purchasing - Purchasing is an important part of running any hospitality business. Due to its complexities and scope, we will focus on food purchasing in this lesson. We will examine how purchase quantities are determined and how to obtain competitive pricing through vendors.
13. Beverage Control - We will be covering the basics of alcohol purchase, production, storage, dispensing, and service. We will discuss various tools and safeguards used to improve or maintain profitability, including clicker logs, cost and inventory monitoring, inventory variance calculation, standard costing, standard cost analysis, and beverage pricing models.
14. All other readings, videos, and lecture materials (i.e., PowerPoint slides) are in Canvas and accessible to the student.

Required Course Syllabus Statements

Generative AI

AI Use Policy for Professor Moleff's Course

This course encourages students to explore and utilize emerging tools, including artificial intelligence (AI), to enhance their learning and practical skills. However, appropriate and ethical use of AI tools is essential to maintain academic integrity.

Permitted Use of AI Tools:

- You are encouraged to use AI tools to assist with technical assignments, such as Excel and Tableau projects, where applicable.
- AI can be used to generate insights, automate repetitive tasks, or troubleshoot challenges in data analysis, provided it aligns with the specific instructions of the assignment.

Prohibited Use of AI Tools:

- AI tools, including chatbots, text generators, paraphrasers, and summarizers, **may not be used** for writing assignments unless explicitly permitted in the assignment instructions.
- The use of AI to produce or assist with any written content for assignments where it is prohibited will be considered academic dishonesty.

Guidelines:

1. All AI-assisted work must be appropriately cited and credited where relevant.
2. You are responsible for ensuring the accuracy and reliability of any AI-generated output you incorporate into your assignments.
3. If you are uncertain about the acceptable use of AI tools for a specific assignment, consult with the instructor **before** submission.

Violations of this policy will be treated as academic dishonesty and handled according to the university's academic integrity guidelines.

By following this policy, you will develop critical thinking and analytical skills while responsibly engaging with innovative technology.

Using Remote Testing Software

This course does not use remote testing software.

□ This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at accessibilityservices@uvu.edu or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at DHHservices@uvu.edu

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment,

admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – TitleIX@uvu.edu – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at accessibilityservices@uvu.edu. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.