**MAKERERE UNIVERSITY BUSINESS SCHOOL**

**FACULTY OF COMMERCE**

**DEPARTMENT OF ACCOUNTING**

**COURSE OUTLINE**

**Programme: Bachelor of Leisure Events and Hotel Management (BLEHM)**

**Course Name: Leisure and Hotel Accounting**

**Course Code: LHM1104**

**Year of Study: One**

**Semester: One**

**Credit Units: 4**

**Academic Year: 2024/2025**

## 1.1 Course Description

This course provides the required background for understanding accounting. This includes introducing students to accounting principles and their application by business entities in the Leisure Events and Catering Industry. Students will then be presented with accounting rules, the fundamentals of bookkeeping and accounting standards that will lead them to prepare financial statements used within the industry.

The resulting financial information will be used to analyze the operation that would form the basis of the management decision-making process commonly used by business entities in Lesiire Events and Catering Industry.

## 1.2 Course Objectives

* + Expose students to sources of accounting documents and complete them
  + Explain the importance of business transactions in accounting
  + Identify and examine the financial position of an enterprise
  + Record business transactions and events using the double entry accounting system.
  + Prepare a trial balance and correct errors in accounting records.
  + Identify the basic financial statements
  + Define net profit and its two major components, revenues and expenses.

## 1.3 Learning Outcomes

On completion of the course, the learner should be able to:

* + Explain the role of accounting and describe the reporting framework of accounting in Uganda.
  + Define the qualitative characteristics of financial information and the fundamental accounting concepts.
  + Identify source of accounting data documents and complete them
  + Explain the importance of business transactions and define the financial position of an enterprise
  + Record business transactions and events using the double entry accounting system.
  + Prepare a trial balance and correct errors in accounting records.
  + Define business revenues and expenses.
  + Prepare financial statements for service firms.

**2.0 Course Content**

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| **Topics** | **Content** | **Hours** |
| **Fundamentals of Accounting** | * Basic concepts and definitions * Importance of accounting * Branches of accounting * Types of business entities * Users of financial statements and their needs * Elements of financial statements * Accounting concepts, bases, standards, policies. * Define, understand and apply the accounting concepts; their meaning, relevancy and limitations using examples. * The Accounting equation * Transaction analysis using the accounting equation | **10 Hrs** |
| **The Use of Double entry and Accounting System** | * Double-entry book-keeping principles including the maintenance of accounting records and sources of information * Accounting cycle * Books of Accounts  1. Source documents 2. The Journals    1. General journal    2. Sales journal    3. Purchases journal    4. Cash book    5. Return in-wards journal    6. Return out-wards journal 3. Ledgers    1. Classification of ledgers    2. Subsidiary ledgers    3. Balancing of the ledgers 4. Trial balance extraction 5. Errors not detected by a trial balance | **20 Hrs** |
|  | **COURSE WORK ONE** |  |
| **Managing cash and Bank Reconciliation** | * Types of cash books * Preparation of cash books (Two column and three column cashbook) * Bank reconciliation statement | **4Hrs** |
| **Inventory Management and Accounting for Non- current assets** | * Inventory evaluation methods (FIFO, LIFO and Moving averages) * Inventory cards * The cost of Property, Plant and Equipment (acquisition) * Depreciation methods (Straight-line, units of production and reducing balance) | **4Hrs** |
| **Preparing Financial Statements** | **Adjusting the accounts**   * Accruals and Prepayments. * Bad Debts and Provisions for Doubtful Debts. * Discounts * Corporation tax * Proposed dividends * Inventory   **Preparing Financial statements**   * Service firms * Trading entities | **20Hrs** |
|  | **COURSE WORK TWO** |  |
| **Analysis and Interpretation of Financial Statements** | * Horizontal and vertical analysis * Ratio analysis * Limitations of financial analysis | **2 Hrs** |

**3.0 Delivery Methods**

* + Lectures
  + Class discussions
  + Class presentations
  + Case studies
  + MUBSEP

## 4.0 Mode of Assessment

1. Take Home Coursework 10%
2. Test 20%

End of course unit examination 70 %

## Total Assessment 100 %

**5.0 Facilitators/Lecturers**

* Sarah Kyejjusa
* Shakira Nabirye
* Fred Wako

**6.0 Reading List**

1. Sserwanga Arthur (2005), ***Introduction to Financial Accounting***, 1st Edition
2. ACCA Study textbook, Paper 3 International stream, ***Financial Accounting*,** by Kaplan BPP publishing.
3. Saleemi N.A, ***Financial Accounting Simplified*,** NA Saleemi Publisher Nairobi,
4. Frank Wood and Songer Alan, **Business Accounting**, (2000), 10th Edition, Pitman Publishers
5. Nkundabanyanga K.S., (2010), ***Financial Accounting*** *(Practical Approach).* 1st Ed. Wide Link Services.
6. Dopson, L. & Hayes, D. (2009). ***Managerial Accounting*** *for the Hospitality Industry.* Hoboken, NJ: John Wiley & Sons, Inc.