

HMD 340 Syllabus

William F. Harrah College of Hospitality
HMD 340 Hospitality Financial Analysis
Spring 2022

Professor:	
Location:	
Time:	
E-mail:	
Office Hours:	
Office Location:	
Prerequisite:	Harrah College of Hospitality Major; Minimum of a C grade in HMD 221(Formerly TCA 221); and Microsoft Excel Badge
Required Materials:	Textbook - Schmidgall, R. S. (2016). <i>Hospitality Industry Managerial Accounting (8th ed.)</i> . Lansing, MI: Educational Institute of the American Hotel & Lodging Association (Note: Do not purchase or rent the previous edition)
Required Software:	Microsoft Excel and Word
Required Supplies:	Calculator (Texas Instruments: BA 2 Plus)
WebCampus:	This class is supported with UNLV WebCampus. Students are required to check their WebCampus accounts regularly and are responsible for all announcements and information on WebCampus.

COURSE DESCRIPTION:

Analysis and interpretation of internal and external hospitality financial and operating reports central to business operations and managerial decision-making. Topics include: financial statement interpretation, ratio analysis, cost-volume-profit analysis, operating and capital budgets, forecasting, and time value of money. Concepts will be applied using Excel.

STUDENT LEARNING OBJECTIVES:

- (1) Analyze and interpret the financial statements and other internal and external reports used in operations within hospitality firms.
- (2) Apply forecasting techniques to prepare a hospitality firm's operating budget.
- (3) Compare and contrast the financial performance of hospitality firms using various analyses techniques.
- (4) Apply time value of money concepts to evaluate and justify capital budgeting decisions.
- (5) Manage and present financial information to solve business dilemmas.
- (6) Utilize Excel effectively to analyze common hospitality industry problems.

COLLEGE OF HOSPITALITY PROGRAM OUTCOMES:

- (1) Communicate effectively in written, spoken, visual and digital modes to different audiences (e.g. industry leaders, employees, employers, faculty and peers).
- (2) Develop knowledge of the global and multicultural hospitality industry.
- (3) Understand issues in ethics, diversity, and inclusion.
- (4) Apply critical thinking to hospitality management problems.
- (5) Evaluate critical hospitality management concepts.

TECHNICAL ASSISTANCE & SUPPORT:

For assistance with any WebCampus issues call the Student Computing Support Center at (702) 895-0761 or visit <https://www.it.unlv.edu/it-help-desk>.

* **IMPORTANT:** Please do not contact the professor for technical assistance since the professor has no control over the technical aspects of the learning platform. If you have any technical issues while taking a quiz or an exam, contact IT help desk and keep the record. You should have a reliable computer and high-speed internet connection to take quizzes and exams.

COURSE GRADING:

Items with Percentage and Point Value	
(1) 3 exams	60% (600 points)
(2) 5 quizzes	20% (200 points)
(3) 2 projects	20% (200 points)
Total	100% (1,000 points)

Course grades are assigned based upon the total number of points earned.

- 1) **Three exams:** They will comprise 60% of a student's course grade. No exams will be administered at another time other than the assigned period.
- 2) **Five quizzes:** No quizzes will be administered at another time other than the assigned period (20% of your total grade).
 - ❖ **NO MAKE-UP EXAMS or QUIZZES:** A schedule of exam and quiz dates is given on the first day of class, so that students can be sure to be available on those dates.
 - ✓ **Only in extreme emergency circumstance (such as observance of a religious holiday, University related activities, illness, and urgent family matters), a make-up exam or quiz will be given.**
 - ✓ Providing official documentation of the emergency to the instructor will be required **prior to** request for the make-up exam or quiz. Student Athletes must contact the instructor prior to exam schedule if he/she has an exam or quiz scheduling conflict and present proper documentation.
 - ✓ If advance notice was not possible due to a documented emergency, the student must notify the instructor within three business days.
 - ✓ **The instructor will not make accommodation for students on any exams or quizzes due to work schedules, other class schedules, or other personal issues and obligations.**
- 3) **Projects:** There will be two projects based on the materials provided in this course.
 - ✓ The project instructions will be available on WebCampus (20% of your total grade).
 - ✓ **Late submissions will not be acceptable.**
- 4) **Grading Scale:**
 - A = 93%-100%; A- = 90%-92.9%; B+ = 87%-89.9%; B = 83%-86.9%; B- = 80%-82.9%; C+ = 77%-79.9%; C = 73%-76.9%; C- = 70%-72.9%; D+ = 67%-69.9%; D = 63%-66.9%; D- = 60%-62.9%; and F = 59.9% and below

** Note: In the spirit of fairness and university guidelines for ethics, the instructor will not respond to any students' requests for giving extra credit opportunity after posting final grades. Grades are not negotiable. If you need help during the semester, do not hesitate to reach out to your professor.*

CLASSROOM POLICIES:

1) Attendance/Participation:

- *Attendance:* The University requires attendance at all classes. **Students are expected to attend all classes and arrive on time.** Students cannot successfully pass HMD 340 without attending class. The instructor will not give lecture at another time.
- *Participation:* Students are encouraged to solve problems in class. Students will be often required to submit their outcomes of problem solving (e.g., complete a handout or answer questions provided by the instructor and submit it at the end of the class).

2) Electronic Devices:

- Smartphones must be **turned off** or placed in “**Silent**” mode during class time. Students who bring laptops or tablets are allowed to use only **Excel** and **PPT** software and view the websites that are allowed by the instructor during class time.
- Taking pictures and video/audio recording without instructor permission are prohibited.
- Students do not comply with this policy will be requested to leave the classroom or reported to the Assistant Dean for Academic Affairs.

3) Food and Beverage:

- The use of any tobacco products is prohibited in the classroom. Only snacks and beverages are allowed in the classroom.

4) Classroom Environment:

- Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, student are prohibited from engaging in any other form of distraction (e.g., **talking to other students while the instructor is lecturing, watching videos or other Internet sites without the instructor's permission**).
- Inappropriate behavior in the classroom shall result, minimally, in a request to leave class or will be reported to the Assistant Dean for Academic Affairs. If a student does not comply with established requirements or obstructs the functioning of the class, **the instructor may initiate an administrative withdrawal of the student from the course.**

5) Communication:

- Students must check the WebCampus every Monday and Wednesday for important announcements. Invariably, necessary adjustments related to course material and due dates occur throughout the semester.

** IMPORTANT: Students are highly encouraged to read this syllabus and WebCampus Announcement before asking questions to the instructor regarding course schedule and grading.*

UNLV POLICIES

Public Health Directives

Face coverings are mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who

do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](https://www.unlv.edu/studentconduct/student-conduct), <https://www.unlv.edu/studentconduct/student-conduct>.

Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. **Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor.** Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. **If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.**

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability,

temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration

Policies, on the [Academic Policies](#) webpage,
<https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es). The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course. This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebemail

Rebemail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebemail accounts. Rebemail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebemail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](#), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](#), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

HMD 340 - Tentative Course Schedule – Spring 2022*

Week of	Week	Topic	Due date
1/17	1	Course Introduction Review Syllabus Intro to Managerial Accounting (CH1)	
1/24	2	Balance sheet (CH2)	Syllabus agreement due on Thurs Quiz 1 on Thurs (CH1 and CH2)
1/31	3	Income statement (CH3)	
2/7	4	Statement of cash flows (CH4)	Quiz 2 on Thurs (CH3 and CH4)
2/14	5	Go over the quizzes/problem solving/Exam review Exam 1	Exam 1 on Thurs (CH1-CH4)
2/21	6	Ratio analysis (CH5)	
2/28	7	Project 1 Instructions Cost Concepts (CH6)	Quiz 3 on Thurs (CH5 and CH6)
3/7	8	Cost-Volume-Profit Analysis (CH7)	
3/14	9	<i>Spring Break</i>	<i>No class</i>
3/21	10	Cost-Volume-Profit Analysis (CH7) Forecasting (CH9)	Quiz 4 on Thurs (CH7 and CH9) Project 1 due on Thurs
3/28	11	Go over the quizzes/problem solving/Exam review Exam 2	Exam 2 on Thurs (CH5, 6, 7, 9)
4/4	12	Operations Budgets (CH10)	
4/11	13	Project 2 Instructions Time Value of Money (TVM) (CH13)	
4/18	14	Cost of Capital Capital Budgeting (CH13)	
4/25	15	Capital Budgeting (CH13) Go over the quizzes/problem solving/Exam review	Quiz 5 on Tue (CH 10, CH13, Cost of Capital) Project 2 due on Thurs
5/2	16	Study week	
5/9	17	Exam 3	Exam 3** (CH 10, CH13, Cost of Capital)

***Note:** Syllabus dates and topics are tentative and subject to change. Although the instructor has every intention of following this course outline, the first priority is to provide the best possible learning experience. If necessary, the instructor will alter the material/course/course requirements to that end. Exam and quiz dates will NOT be changed. Updated copies will be posted on WebCampus.

****Note:** The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The date/time of the exam will be informed to students after the University posts the final exam schedule on the UNLV website.