

Accounting

Code: 101203
ECTS Credits: 6

Degree	Type	Year	Semester
2500894 Tourism	OB	2	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: Yes
Some groups entirely in Catalan: No
Some groups entirely in Spanish: Yes

Teachers

Olga Bravo Soler

Prerequisites

The course aims to initiate students in the second year of the Degree in Tourism in the terminology of economic and accounting concepts by introducing students in the knowledge necessary to interpret economic facts and represent the accounting process of a company. Developing the necessary skills to carry the elaboration of the basic accounting statements and training them to obtain knowledge and understand the basic accounting transactions.

NO prerequisites are required

Objectives and Contextualisation

The course is an introduction to Accounting, being the first one that students will encounter belonging to the Accounting area. It is focused on the accounting principles, logic and on how to prepare financial statements, specifically the balance sheet and the Income Statement/profit and loss account.

For both Degrees the methodology and evaluation is the same.

At the end of the course, the student will be able to:

1. Understand the nature and objectives of accounting
2. Identify the concepts of asset, liability and equity.
3. Use the criteria for assembling and evaluating the elements in the balance sheet.
5. Create journal entries and basic transactions in the accounting cycle.
6. Know the type of accounts (T Accounts), as well as the mechanisms of them.

7. Acquire the concepts know the most usual operations and accounting cycle of a tourism company.
8. Define and know the classification of the annual accounts (balance sheet and profit and loss account).
9. Acquire accounting standardization concept.
10. Know the concept and accounting treatment of the value added tax.
11. Create the Financial Statements (Balance Sheet and Income Statement (P and L)) of a tourism company.
12. Determine the internal economical balance of a tourism company.
13. Know how to carry out the complete accounting process of a company (opening accounts, journal entries, accounts, adjustments, Trial Balance and Closing accounts), in the corresponding materials (Journal Entries and General Ledger).
14. Demonstrate the ability to present an accounting exercise of a company in the corresponding computer resources, integrating the theoretical concepts that form part of this practical exercise in a well-argued manner.

Competences

- Apply the concepts related to tourism products and businesses (economy and finance, human resources, commercial policy, markets, operations and strategy) in the different parts of the sector.
- Develop a capacity for independent learning.
- Have a business vision, pinpoint the customer's needs and pre-empt possible changes in the environment.
- Plan and manage activities on the basis of quality and sustainability.
- Plan, organise and coordinate a work team, creating synergies and showing empathy.
- Propose creative alternative solutions to problems arising in the field of tourism management, planning, businesses and products.
- Take decisions in situations of uncertainty, taking into account potential consequences of these decisions in the short, medium and long term.
- Use communication techniques at all levels.
- Work in a team.

Learning Outcomes

1. Apply the concepts of financial, accounting and resources management with regard to the tourism product and business, in the different parts of the sector.
2. Develop a capacity for independent learning.
3. Have a business vision, pinpoint the customer's needs and pre-empt possible changes in the environment.
4. Identify a business's financial options in the short and long term.
5. Identify the information provided by the financial statements and determine the economic and financial situation of a business.
6. Issue technical accounting reports on a company's financial situation, suggesting solutions to problems and ways to improve.
7. Plan and manage activities on the basis of quality and sustainability.
8. Plan, organise and coordinate a work team, creating synergies and showing empathy.
9. Take decisions in situations of uncertainty, taking into account potential consequences of these decisions in the short, medium and long term.
10. Use communication techniques at all levels.
11. Work in a team.

Content

TOPIC 1 (1st Part). INTRODUCTION, BASIC CONCEPTS OF THE COMPANY'S ECONOMY

The concept of accounting. The company. Type of company Type of accounting. Accounting as the main source of information about the company as economic reality, concept, functions and objectives of the company.

TOPIC 1 (2nd Part). ACCOUNTING AND INFORMATION SYSTEMS

Accounting concept, accounting objectives, accounting users, accounting information requirements, accounting division, accounting operation scheme and basic accounting concepts

TOPIC 2. - THE ACCOUNTING EQUATION OF BUSINESS WEALTH: THE FINANCIAL STATEMENTS.

The inventory. The Balance Sheet: description of its sections. Economic structure and financial structure. The items of the Balance. Valuation and ordering criteria.

TOPIC 3. ACCOUNTING STANDARDIZATION.

Content. The Accounting Principles. The Chart of Accounts. Definitions and accounting relationships. The Annual Accounts. Valuation rules.

TOPIC 4. - THE ACCOUNTING RECORDING PROCESS.

The account: concept and operating mechanisms. The recording of operations: Daily journal entries and general ledger. The double entry and the accounting entries. (T accounts)

TOPIC 5. - THE BASIC ACCOUNTING CYCLE AND INCOME STATEMENT

The opening seat. Registration of patrimonial variations. The concept of Expense and the concept of income (revenue). Record of expenses and income in the Income Statement. The accounting determination of the result of the exercise (Regularization). The Profit and Loss account.

TOPIC 6. NON-CURRENT ASSETS AND NON-CURRENT LIABILITIES

Identification (intangible, tangible assets), accounting for additions and removals of fixed assets, reversible and irreversible depreciation of non-current assets. Sources of financing of the company. Net equity

TOPIC7. CURRENT ASSETS AND CURRENT LIABILITIES

Current Assets (inventories, Debtors and creditors for commercial transactions, Financial Accounts)

TOPIC 8. ACCOUNTING MOST COMMON TRANSACTIONS IN THE FINANCIAL STATEMENTS

Assets: Amortization: concept and amortization systems. Liabilities: Provisions. The extraordinary ones accounting accrual. Equity: Reserves, Profit distributions and personal expenses. Difference between accrual and deferral accounting. The problem of foreign currency.

TOPIC 9. ACCOUNTING STUDY AND TREATMENT OF TAX ON ADDED VALUE (VAT)

Concept and tax treatment of benefit. General aspects of VAT tax treatment. Complete study of VAT accounting treatment.

TOPIC 10. CREATING THE ANNUAL ACCOUNTS

The financial statements and the annual accounts, the balance sheet, profit and loss models, the report (basic information required)

Methodology

The course will have two very different dynamics:

A) Lecture classes: Exhibition of the theoretical content of the program in a clear, systematic and organized by the teacher (students will have in the Virtual Campus with the basic notes of all topics). The participation of students in the classroom will be encouraged; their contributions, reflections and doubts will be valued

B) Practical class sessions: Students in groups of two to four people will develop a series of exercises and case studies throughout the course (students will have the exercises to perform in the book or Virtual Campus). Of these exercises and practical cases each group will have to present in class at least one exercise (to be determined by the professor) in Power Point. In order to guide and evaluate the group work, there will be tutorials if needed during the course.

The proposed teaching methodology may undergo some modifications according to the restrictions imposed by the health authorities on on-campus courses.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Resolution practical cases	20	0.8	2, 6, 4, 10, 3, 11
Theoretical Clases	35	1.4	1, 5, 10, 9, 3
Work presentation	10	0.4	6, 4, 10, 11
Type: Supervised			
Tutorials	19	0.76	1, 5, 10
Type: Autonomous			
Resolution practical cases	25	1	1, 2, 6, 5, 4, 7, 8, 9, 11
Study	25	1	1, 2, 6, 5, 4, 7, 3
Work preparation	10	0.4	1, 2, 6, 5, 4, 7, 8, 9, 11

Assessment

The assessment of this course is the following:

CONTINUOUS ASSESSMENT

a) Class exercise, attendance and tutorship (10%) - It is required the development of a class exercise that can be guided with tutorial. Professor of the assignment will give detail information of the cases and work to be presented on the first day of class.

b) Case Studies (30%) - Completion of the different exercises to be developed throughout the course and presentation of a case study. In each exposition session, the groups will have a maximum of 20 minutes to make the presentation, integrating in this way the theoretical concepts that are part of this practical exercise. Professor of the assignment will give detail information of the cases and work to be presented on the first day of class

c) Exams 60% - The performance of 2 tests distributed throughout the course that will represent (30% each). The exam will consist of two parts: a theoretical part and a practical part.

Important Information

In order to be PASS the continuous assessment and be EXCUSED from the FINAL exam the Student must have an average minimum of:

- *Exams* -minimum of 5 in total, with minimum of 3.5 in one of the exams

If the average result of the exams is approved (minimum of 5) by continuous Assessment, the student does not have to take the FINAL exam according to the official exam calendar, and of the following:

- *Class exercise, attendance and tutorship minimum of 5*

- *or Case Studies- minimum of 5*

UNIQUE EVALUATION - FINAL EXAM

Students, who have not passed the subject by continuous evaluation or have not followed it, can take the FINAL exam.

RECOVERY- RE TAKE EXAM

Only those students who in the FINAL evaluation have obtained a grade equal to or higher than 3.5, but less than 5 will be able to access the recovery. If student pass the retake exam, the maximum grade to apply will be 5.

The proposed evaluation activities may undergo some changes according to the restrictions imposed by the health authorities on on-campus courses.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
1st Theoretical exam	5%	0.5	0.02	1, 5
1st practical exam	25%	2	0.08	1, 2, 6, 5, 4, 10, 7, 9, 3
2nd practical exam	25%	2	0.08	1, 2, 6, 5, 10, 7, 9, 3
2nd theoretical exam	5%	0.5	0.02	1, 5
Case studies	30%	0.5	0.02	1, 2, 6, 5, 4, 10, 8, 3, 11
Class exercise, attendance and tutorship	10%	0.5	0.02	1, 5

Bibliography

Toursim Degree in English

2016. Beyond Figures: Introduction to Financial Accounting M^a del M. Camacho, M. Akpinar, M^a. J. Rivero , E. Urquía , A. Eskola. Publiser Edición Pyramide

THEORETICAL DOSSIER ELABORATED BY THE TEACHER (that the students will have to get obtain via virtual campus and read before class sessions)

Tourism Degree in Spanish

Basic regulations:

- Plan General de Contabilidad y de Pymes 2008: Editorial Pirámide, Madrid.
- Plan General de Contabilidad y de Pymes 2008: Editorial Prentice Hall, Madrid.
- Or any other publisher that publishes the 2008 "General Plan for Accounting" and SMEs without commenting (without specifying).

Recommended bibliography:

Amat, Oriol & Aguilà, Santiago (2008): "El nuevo PGC a la práctica- Ejercicios y soluciones", Barcelona: ACCID.

Amat, Oriol & Aguilà, Santiago (2008): "Nuevo PGC y PGC PYMES: Un análisis práctico y a fondo", Barcelona: ACCID.

Segovia San Juan, Ana Isabel (2008): "Contabilidad básica. Adaptado al nuevo Plan General de Contabilidad (RD 1514/2007, de 16 de noviembre), Madrid: Editorial Universitaria Ramón Areces.

Muñoz Jiménez, J. (2008): "Contabilidad Financiera", Ed. Prentice Hall

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