

**Accounting**

Code: 101203  
ECTS Credits: 6

Degree	Type	Year	Semester
2500894 Tourism	OB	2	2

**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**

Isabel Narbón Perpiña

**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

### UNIT 1. INTRODUCTION TO ACCOUNTING

- Types of companies.
- Accounting concept.
- Classification of accounting.
- Accounting objectives.
- Users of accounting.
- Requirements for the accounting information.
- The accounting framework.

## UNIT 2: THE FINANCIAL STATEMENTS

- Balance Sheet
  - The Accounting equation.
  - Economic and financial structure: assets, equity and liabilities
  - Order and valuation criteria.
- Income Statement
  - Revenues and expenses.
  - Order and valuation criteria.
- Other Financial Statements

## UNIT 3: RECORDING BUSINESS TRANSACTIONS

- The account as an accounting instrument
- The recording process:
  - The Journal and the Ledger.
  - Double entry bookkeeping system: debit and credit rules.

## UNIT 4: THE ACCOUNTING CYCLE

- Stages in the accounting cycle.
- Opening stage.
- Development stage.
- Adjustment stage.
- Closing stage.
- Preparation of Financial Statements.

## UNIT 5. RECORDING BASIC TRANSACTIONS

- Assets:
  - Non-current assets:
    - Fixed and intangible assets.
    - Depreciation and impairment.
- Current assets:
  - Inventories
  - Trade receivables
  - Impairments.
- Equity and liabilities:
  - Capital and reserves. Profit distribution.
  - Loans
- Accruals and deferrals.
- Recording taxes:
  - Income tax
  - Value Added Tax

## **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.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Resolution practical cases	20	0.8	2, 6, 4, 10, 3, 11
Theoretical Classes	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 will take place under the following criteria:

### CONTINUOUS ASSESSMENT

a) Problems, case studies and class participation (30%): Preparation and presentation of problems and cases (individually and/or in groups). Detailed information about the cases and problems to be developed will be provided during the sessions.

b) Exams (70%): The performance of 2 tests distributed throughout the course that will represent (30% each).

- 1<sup>st</sup> midterm (30%): theoretical test (20%) + practical problem (10%)
- 2<sup>nd</sup> midterm (30%) practical problems (30%)

### Important Information

In order to be PASS the continuous assessment and be EXCUSED from the FINAL exam, the student must have, at least, an average grade of 5 in the exams, and a minimum grade of 3.5 in each of them.

Students who meet the requirements to pass the subject with the continuous evaluation system will not have to take the FINAL exam.

### FINAL EXAM

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

### RETAKE 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.

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 practical exam	10%	1	0.04	1, 2, 6, 5, 4, 10, 7, 9, 3
1st theoretical exam	20%	1	0.04	1, 5
2nd practical exam	40%	2	0.08	1, 2, 6, 5, 10, 7, 9, 3
Case studies	20%	1.5	0.06	1, 2, 6, 5, 4, 10, 8, 3, 11
Class exercise, attendance and tutorship	10%	0.5	0.02	1, 5

## **Bibliography**

### Tourism Degree in English

2016. Beyond Figures: Introduction to Financial Accounting M<sup>a</sup> del M. Camacho, M. Akpinar, M<sup>a</sup>. J. Rivero , E. Urquía , A. Eskola. Publisher 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: Edición 2021: Editorial Pirámide, Madrid.
- Plan General de Contabilidad y de Pymes: Edición 2021: Editorial Prentice Hall, Madrid.
- Or any other publisher that publishes the 2021 "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

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

## **Software**

Excel