



General information		
Course instructor	Dubravka Vlašić, PhD, Associate Professor Anna Kralj, PhD, Senior Lecturer	
Name of the course	Accounting	
Study programme	Undergraduate study: Business Economics in Tourism and Hospitality Module: Hospitality Management	
Status of the course	compulsory	
Year of study	2nd	
ECTS credits and manner of instruction	ECTS credits	9 ECTS
	Number of class hours (L+E+S)	75 ( 30 + 45 + 0)
<b>1. COURSE DESCRIPTION</b>		
<b>1.1. Course objectives</b>		
<p>The course objectives are to introduce students to the basic accounting tools, concepts and content of accounting categories and processes, and financial statements prepared according to the framework of accounting regulations and standards.</p>		
<b>1.2. Course enrolment requirements</b>		
None		
<b>1.3. Expected learning outcomes</b>		
<p>After completion of the course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the position and role of accounting information system in theory and in the hotel industry practice, following the framework of national regulations as well as national and international accounting standards</li> <li>2. Use the accounting categorical system in the presentation of the financial position and results of the enterprise / company's activities (based on statically and dynamically defined accounting categories).</li> <li>3. Following accounting principles in recording business transactions in the general ledger and accordingly prepare Financial statements</li> <li>4. Link the theoretical starting points with the practical needs in monitoring the process of reproduction, using Chart of Account and understand the causal relationships among accounting categories occurred in tourism and hotel industry (taking special care of the specifics of accounting process in tourism and hospitality businesses)</li> <li>5. Explain the purpose and character of dynamically defined accounting categories (costs, expenses, revenues, results...) as well as the cash flow categories (inflows and outflows of cash), in order to meet the information requirements of external and internal users.</li> <li>6. Specify, identify and interpret information presented in financial statements (Balance sheet, Income statement, Statement of cash flow, Statement of Retained earnings / owner's equity), following the provisions of the national accounting regulations, as well as national /international accounting standards.</li> </ol>		
<b>1.4. Course content</b>		
<p>Accounting information system; Historical development; Accounting concepts (principles); Accounting in the hotel and tourism business; Accounting tools, methods and techniques (accounts, general ledger and other business books, financial statements ...) in the theory and practice; Account as a method of bookkeeping (form and content of accounts); Chart of Accounts; Principles of recording business transactions in the general ledger and other business books; Interrelation among Accounts and the Balance Sheet; Using Chart of Accounts in hotel business (and taking care of its specifics); Balance Sheet as a basic statement oriented towards the external user's needs, which provide information on the financial position of the enterprise / company (types, principles, accounting categories ...); Balance between assets and liabilities / capital between the Balance Sheet (centripetal, centrifugal, concentric and peripheral balance change) as well as between revenues and expenses; Costs and effects of internal</p>		



business (definitions of terms, types of costs, cost management, calculation, costs in segment reporting processes ...), and in preparing information for internal and external users; Expenses and revenues; Specifics of expenses in the hotel business (concepts and types of expenses, interrelation between costs and expenses, types of expenses and reporting on expense structure); Specifics of revenues in the hotel business (concepts and types of revenue, interrelation among internal effects and revenues, types of reporting expenses structure); Reporting about internally and externally achieved level of income reporting; Principles of presenting revenues on the account in the general ledger; Profit and Loss Account (income statement) - PLA (concept and content, PLA forms and principles of presenting cost/expense and revenue items, presenting achieved results for external users); Interrelation between information, prepared for internal and external users; Cash flow statement (inflows and outflows, correlation between receipts and revenue, as well as between expenditures and expenses, how to apply money principle, characteristic of direct and indirect cash flow method, what is the "pure cash flow"); Statement of owner's equity (invested capital, retained capital); Interdependence and dependence of financial statements, prepared for external users; Croatian Accounting Act; International accounting standards.

<b>1.5. Manner of instruction</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> distance learning <input type="checkbox"/> fieldwork	<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratories <input type="checkbox"/> mentorship <input type="checkbox"/> other
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**1.6. Comments**

**1.7. Student responsibilities**

Attend lectures and exercises minimum 75%, is mandatory for all full time students, as well as involvement in solving activities in class, as a way of active participation in the teaching process. Due to the complexity of the course content, the student is obligated to learn the theoretical part with its application to practical assignments in order to successfully pass partial and final exams.

**1.8. Monitoring of student work<sup>1</sup>**

Class attendance	2,5	Class participation	0,6	Seminar paper		Experimental work	
Written exam	1,5	Oral exam		Essay		Research	
Calculation		Continuous assessment	2,4	Report		Practical work	2,0
Portfolio							

**1.9. Assessment of learning outcomes in class and at the final exam (procedure and examples)**

Assessment and evaluation of students in classes and at the final exam is conducted under the Rulebook on evaluation of students at the Faculty of tourism and hospitality management. For each course a detailed teaching plan is available.

**1.10. Mandatory literature (at the time of submission of study programme proposal)**

1. Cote, R., Hotel and Restaurant Accounting, AHLEI - American Hotel & Lodging Educational Institute, Educational Institute, Lansing, USA, 2013

**1.11. Optional/additional literature (at the time of submission of the study programme proposal)**

1. Black, G., Applied Financial Accounting and Reporting, Oxford University Press, 2011
2. Kumar J.P., Daniel, M.S., Pagad M.V., Financial accounting for Hotels, McGraw Hill Education, 2012
3. Moncarz, E.S., Portocarrero, N.J., Accounting for Hospitality Industry, Florida Internatioanl University, Pearson Learning Solutions, 2012
4. Schmidgall, R.S., Hospitality Industry Managerial Accounting, AHLEI, American Hotel & Lodging

<sup>1</sup> IMPORTANT: Enter the appropriate proportion of ECTS credits for each activity so that the total number of credits equals the ECTS value of the course. Use empty fields for additional activities.



Educational Institute, Lansing, Michigan, USA, 2016

*1.1. Number of assigned reading copies in relation to the number of students currently attending the course*

<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
Cote, R., Hotel and Restaurant Accounting, AHLEI - American Hotel & Lodging Educational Institute, Educational Institute, Lansing, USA, 2013	5	

*1.12. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences*

The quality of the programme, teaching process, teaching skills and level of acquired course matter will be evaluated in writing, by means of extensive questionnaires and by employing other methods that are in accordance with the accepted standards and with the Book of regulations on the quality of the University of Rijeka, as well as the Book of regulations on the quality of the Faculty of tourism and hospitality management.