



DEGREE IN TOURISM

DEPARTMENT OF ACCOUNTING AND FINANCIAL ECONOMICS

FUNDAMENTALS OF ACCOUNTING

COURSE SYLLABUS

ACADEMIC YEAR 2017/2018

Faculty:

Dr. Francisco Bravo Urquiza

OBJECTIVES OF THE COURSE

A significant number of graduates in Tourism work in contact with financial information. Their work often involves the knowledge of accounting concepts.

The main objective of the course *Fundamentals of Accounting* is to help students to understand fundamental accounting concepts and principles, as well as to develop the capability to perform the basic accounting functions: the recognition, valuation, measurement and recording of the most common business transactions and the preparation of accounting statements.

The course deals with the “*Fundamental Issues in Accounting*” and addresses the following issues:

ISSUES	OBJECTIVES	
1. ACCOUNTING AS AN INFORMATION SYSTEM.	(I) To introduce students to Accounting, stressing its importance in today’s business world.	
2. CONCEPTUAL ANALYSIS OF BALANCE SHEET.		
3. FINANCIAL INFORMATION DISCLOSED BY COMPANIES.		(II) To help students to understand the main concepts and principles of Accounting.
4. CONCEPTUAL ANALYSIS OF INCOME STATEMENT.		
5. OTHER FINANCIAL STATEMENTS.		(III) To provide students with a theoretical basis upon which they will develop their knowledge in other areas of accounting.
6. FINANCIAL ANALYSIS.		

The total teaching load of this course is 6 credit-hours.

COURSE CONTENTS

1. ACCOUNTING AS AN INFORMATION SYSTEM.

- 1.1. Business activity: companies.
- 1.2. Concept and classification of accounting.
- 1.3. Users of accounting information.
- 1.4. Requirements of accounting.

2. CONCEPTUAL ANALYSIS OF BALANCE SHEET.

- 2.1. Definition of Balance Sheet.
- 2.2. Components of Balance Sheets: assets, liabilities and equity.
- 2.3. Assets.
- 2.4. Liabilities and stockholders equity.

3. FINANCIAL INFORMATION DISCLOSED BY COMPANIES.

- 3.1. Business transactions.
- 3.2. Companies' wealth.
- 3.3. The Accounting Equation.
- 3.4. Accounting tools.
- 3.5. The annual accounts.

4. CONCEPTUAL ANALYSIS OF INCOME STATEMENT.

- 4.1. Income definition.
- 4.2. Components of Income Statement: revenues and expenses.
- 4.3. The Income Statement.
- 4.4. Income distribution.
- 4.5. The accounting cycle.

5. OTHER FINANCIAL STATEMENTS.

- 5.1. Notes to the Financial Statements.
- 5.2. Statement of Changes in Equity.
- 5.3. Cash Flow Statement.
- 5.4. Management Report.
- 5.5. Audit Report.

6. FINANCIAL ANALYSIS.

- 6.1. Liquidity analysis.
- 6.2. Solvency analysis.
- 6.3. Income Statement analysis.

COURSE RULES AND PROCEDURES

CLASS ATTENDANCE

Students are encouraged to attend classes regularly. Attendance and punctuality are considered a requirement in the classroom. Coming in late or leaving early disrupts the class and exhibits disrespectful and unprofessional behavior to the instructor and fellow classmates. Therefore, such type of behavior should be avoided to the extent possible.

FACULTY CONTACT INFORMATION AND OFFICE HOURS

Professor	Office Hours.	Room.
Dr. Francisco Bravo Urquiza	Mondays (10:00-12:00); Wednesdays (9.30-11.30; 13.30-14.30); Fridays (11.30-12.30)	13 FCEYE

Any change in faculty office hours will be communicated in class and posted according to the procedures commonly followed by the Department of Accounting and Financial Economics.

EVALUATION SYSTEM AND CRITERIA

Students must choose between two alternative systems of evaluation:

Option 1: Continuous assessment.

- a) First mid-term test (20%).
- b) Second mid-term test (40%).
- c) Final exam (40%).

Option 2: Official exam (100%).

Students must fulfill the evaluation system form (at the end of this syllabus) before 27th October 2017 with their personal evaluation system choice. (Option 1 or Option 2). The evaluation system will be option 2 for those who do not fulfill the form on time.

The Department of Accounting and Financial Economics has implemented strict control mechanisms to avoid unethical behaviour. Students will be required to show their ID cards before entering the room to take an exam.

It is considered that students attend a final exam as soon as they receive the papers on which the test is printed. We strongly recommend that this is kept in mind by all students.

Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise will result in severe sanctions. This will also apply to situations in which a student intends to help another student commit an act of academic dishonesty.

EXAM REVIEW

According to the Statutes of the University of Seville, students have the right to review their exams, quiz tests and any other assignment used to assess their performance. Thus, after the disclosure of grades, professors will be available to discuss them with those students interested or who might have a complaint. After the exam review process, grades will become officially accepted and will be posted by the Secretary of the School. It is the students' responsibility to make sure that no error or omission exists in the grades posted.

Seville, September 2017

EVALUATION SYSTEM FORM

Name:

Assessment option:

Date and signature