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| **TOU 1210 Principles of Accounting** | **Course Title:**  |
| Course Description:Provides students with knowledge and background in principles of accounting. The accounting principles are explained and related to tourism management and tourism business reporting |
| Course Objectives:● Acquire understanding of accounting● Knowledge and skills of making financial summaries● Knowledge and skills on prescription of budgets and projected financial statements |
| **Course Outline:*** Conceptual frame work of Accounting
* Concept of Accounts; accounting cycle; inventories and firm assets; journals; ledgers
* Accounting principles, accounting for sales, accounting for cash receipts, accounting for purchases, accounting for wages, calculation of discount and commissions
* Preparing financial statements; ledger income statement, balance sheet, assets and liabilities, analysis of simple financial statements
* Financial accounting: trial balance, final accounts, receipts and payments
* Deprecations, reserves and provision
* Internal audit and control procedures; budget and budgetary controls.
* Accounting practices of in tourism establishments (tour and travel bureaus, hotels, motels, restaurants, etc)
* Review of departmentalized worksheet, reports to management
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| **Learning Outcomes:*** Knowledge and skills to make financial summaries
* Knowledge and skills to budget for and project financial performance of tourism businesses.
* Skills to prepare financial statements and accounting
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| **Method of Teaching/Delivery:**Lecture Hours – 30Practical Hours – 30Tutorial Hours – 30 | **Mode of Assessment:*** Course Work
* Practical
* Final written Exam
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| **Reading/Reference Materials*** Chadwick, L (2000) Essential Management Accounting. Prentice Hall
* Droms W G (1990) Finance and Accounting for non financial managers. Addison – Wesley
* Weetwan P (1999) Financial and Management Accounting. An Introduction. Prentice Hall
* Wood F (2006) Business Accounting. Prentice Hall, UK
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