

Study programme: Master in Tourism
Level: Master
Course title: Control and Audit in the business of hotels (MT210)
Teacher: dr Branislav Nerandžić
Status: obligatory for the module Hotel Management
ECTS: 6
Requirements: None
<p>Learning objectives: Students should integrate the component of strategic thinking necessary for managing a hotel. Introduction and understanding of the control processes, audit, internal and operational audit from the point of environment and as a management instrument, in order to achieve the strategic goal of a hotel system. Hotel organization and management by recommending and undertaking corrective measures.</p>
<p>Learning outcomes: Acquiring knowledge and skills necessary to implement standards and procedures of control, audit, internal and operational audit. Practical knowledge of internal and operational audit of hotels and other organizations. Students should be able to: (1) strategically establish elements of the internal control systems of a hotel organization, (2) use tools to analyze the situation in the organization, make conclusions, propose and compare different strategies, (3) make recommendation to the capital owner(s) and management, (4) participate in the implementation of the company strategy from a position of managers through improving the internal control systems in accordance with the estimated business risks.</p>
<p>Syllabus <i>Theoretical lessons:</i> Control as a business function; The system of internal supervision and internal control; Reviewing the basic principles of accounting; Audit - types and principles; Methodology of financial audit; Introduction to operational audit; Solvency of the hotel organization; Consideration activities of the business flows; Evaluation of the integrity of business processes; Snapshot of business processes, identifying gaps and weaknesses of the business flows; Suggestions for improving the monitoring of business flows of an organization; Monitoring of process indicators by questionnaires on activities; Reintegration of business activities in the system of internal supervision; Forming procedures of business activities; Assessment of business risks and portfolio risks; 3E operational audit; Control of purchases, cash collection, storage, cash payments, insurance. Control of production and service process, control of operational costs, food cost control, accounting and cost control of food staff, beverage, employees and other costs. Budget and non-budget methods; Report of operational auditor and suggestions for implementing strategic instruments of management in an organization; Making the practical example of operational audit.</p> <p><i>Practical lessons:</i> Practice is conducted in hotels through overview of the control and internal audit in the functions sector.</p>
<p>Literature:</p> <ol style="list-style-type: none"> 1. Nerandžić B. (2007): Interna i operativna revizija, Stilos, Novi Sad. 2. Stanišić M., Nikolić D (2007): Kontrola i revizija hotelskog poslovanja, Univerzitet Singidunum, Fakultet za turistički i hotelijerski menadžment, Beograd. 3. Nerandžić B., Perović V (2009):Upravljačko računovodstvo, Fakultet tehničkih nauka, Novi

Sad.				
Weekly teaching load			5 (75)	Other:
Lectures: 3	Exercises: 2	Other forms of teaching: /	Student research: /	
Methods of Teaching: Lectures, Illustration and Demonstration Practical skills				
Knowledge score (maximum 100 points)				
Pre-examination assignments	points		Final examination	points
Activities during lectures	0-5		Written examination	
Practical skills	0-5		Oral examination	30-45
Colloquia	20-40		
Seminar paper	0-5			