

Welcome to OTHM

Workbook 4 – Introduction to business and finance

This module is intended to provide you with a thorough background to business and finance

In this module you will gain:

- An understanding of tourism and hospitality business practices
- An understanding of financial systems and applications in the tourism and hospitality industry.
- An understanding and appreciation of business organisations and structures
- An understanding of financial roles in the tourism and hospitality industry
- An understanding and ability to use financial information and prepare financial documents

The course duration will be 15 weeks, which will include lectures, seminars and tutorials. You will be expected to take an active part in each session and, in groups, will lead at least one seminar. The more you participate the more you will personally obtain from this course.

You will need to read the essential texts and will be expected to read from the range of additional recommended reading. We suggest that you refer to them when you want to know more about a subject, when you don't understand the topic or when you are preparing for your exam. It is not suggested that you buy all these, but it is worth finding out which ones are available in your library and how to order them if they are not on the shelves so that you know you can access them if needed. It is strongly advised that you make use of the journals and web-sites suggested in this guide.

This workbook will support you through your studies. It is divided into 3 main sections:

- The outline of the module
- Each weekly session with explanations of financial terms, class and individual activities, background reading and an exam question relating to the session, together with copies of the lecture slides for you to use to take notes
- A section on exam guidance to help you prepare for your exam at the end of the module.

Enjoy, and we at OTHM look forward to working with you over the next 15 weeks

The OTHM Team

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