Study course title	
In Latvian	**Biznesa Informātika**
In English	**Business Informatics**
Programme part	**General education study courses**
ECTS	**3**

Study course summary: Students learn to create and format large text documents in accordance with the requirements of the College guidelines; learn the creation, formation and calculation of various accounting tables, the basic activities of analytical graphic data processing. Students use the Internet and modern technologies in the classroom to prepare documents and presentations.

Study course aim:
Promote students' practical and individual work skills and abilities in the use of information and communication technologies in obtaining, processing and creating information that is necessary for mastering of other subjects and the competence of an accountant.

Study course objectives:

- Improve skills to use programs from MS Office (MS Word, MS Excel, PowerPoint) and use them to solve practical tasks;
- Acquire skills to use computer possibilities in studies, works and economic research;
- Develop skills in data entry and analysis, creation of graphs and charts, use of logical functions, financial calculations;
- Acquire skills to use AI tools for business processes.

Study course mastering results:

Knowledge:

- Knowledge of working with a text editor and spreadsheets;
- Knowledge of table auditing, data analysis tools;
- Knowledge of linking Excel list to Word document, editing Excel spreadsheets in Word environment, password protection of Word and Excel documents;
- Artificial intelligence tools for business environment.

Skills:
- Apply the possibilities provided by MS Office in economic research and study works;
- Design of study papers in accordance with methodological instructions;
- Perform data analysis, creation of diagrams, application of logical and financial functions in accounting work;
- Presentation of statistical data;
- Gaining the ability to put documents in the clouds and share them;
- The integration of AI into core business processes.

Competences:
- Able to independently use the possibilities of computer software for creating study papers;
- Able to create scientific research works in accordance with methodological instructions;
- Able to practically use computer functions in the formation of accounting documents.

Study course content:
- Creation and formatting of large documents with MS Word;

- Development and formation of scientific research works in accordance with methodological instructions;
- MS Excel spreadsheets, creation and formation of accounting tables;
- Excel spreadsheet editing in Word environment, Word and Excel document password protection;
- Calculations in tables;
- Creating presentations tools;
- Clouding and sharing of study papers. Create your own cloud folder, insert and use documents in the clouds, share documents;
- Elements of AI for Business.

Requirements for obtaining credit points (course assessment structure):

Assessment form:	Number:	Proportion:
Participation in practical classes	4	10%
Homework assignments	2	50%
Differentiated test	1	40%

Study language: English

Methods used in the acquisition of the study course: Explanatory illustrative method, practical work, individual work.

Examination form: Differentiated test.

During the study process, changes and additions to the programme and bibliography are possible.