

COLLEGE OF ACCOUNTANCY AND FINANCE
Study Programme “Accounting and Finance”
Study Course Description

Study course title	
<i>In Latvian</i>	Biznesa Informātika
<i>In English</i>	Business Informatics
Programme part	General education study courses
ECTS	2
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 cloud technology in class to share documents.	
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: <ul style="list-style-type: none"> • Improve skills to use programs from MS Office (MS Word, MS Excel) 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. 	
Study course mastering results:	
Knowledge: <ul style="list-style-type: none"> • 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. 	
Skills: <ul style="list-style-type: none"> • Apply the possibilities provided by MS Office in research and study works; • Design of study papers in accordance with methodological instructions; • Use computers in economic research; • Perform data analysis, creation of diagrams, application of logical and financial functions in accounting work; • Gaining the ability to put documents in the clouds and share them. 	
Competences: <ul style="list-style-type: none"> • 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 with PowerPoint;
•	Clouding and sharing of study papers. Create your own cloud folder, insert and use documents in the clouds, share documents.

Requirements for obtaining credit points (course assessment structure):

Assessment form:	Number:	Proportion:
Participation in practical classes	6	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.

Basic literature:

1. Mācību materiāli.
2. Apmācība – Office.com, <http://office.microsoft.com/lv-lv/training>
3. EQUAL informātikas mācību materiāli, <http://www.latvijapasaule.lv/generic/show/24>

Additional literature:

1. Akadēmiskā terminu datu bāze, <http://termini.lza.lv/term.php>
2. Free Microsoft Office Tutorials at GCFLearnFree.org, <http://www.gcflearnfree.org/office>
3. Microsoft SkyDrive, <http://login.live.com/>
4. DropBox, <https://www.dropbox.com/>
5. Exploring Microsoft Word 2019 Comprehensive, Mary Anne Poatsy, Lynn Hogan, Linda Lau, 2020, Pearson.
6. Exploring Microsoft PowerPoint 2019 Comprehensive, Mary Anne Poatsy, Rebecca Lawson, Diane Kosharek, 2020, Pearson.
7. Exploring Microsoft Office Excel 2019 Comprehensive, Mary Anne Poatsy, Keith Mulbery, Jason Davidson, 2020, Pearson.

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