COURSE DESCRIPTION CARD

NOTE: If the course includes lectures and classes, the Course Description Card applies to both types of instruction.

1. Course title: **ICT for finance and accounting**
in Polish: Technologie informacyjno-komunikacyjne w finansach i rachunkowości

2. Course code …
Number of ECTS credits: **4**
Course completion method: **E**
Course commenced / Year 2019/2020

3. Major: Finance and Accounting

4. Department of major coordinator: Department of Banking and Financial Markets

5. Name of course instructor: Lecture dr Monika Eisenbardt
Classes dr Monika Eisenbardt Lab classes …
Examiner dr Monika Eisenbardt

6. Department of course instructor: Department of Business Informatics and International Accounting

7. Number of contact hours with students:

Type of instruction	Full-time study	Part-time study
lectures	15	
classes		
foreign language classes		
lab classes	30	
seminars		
e-learning		
other		
Total hours	**45**	
examination (hours)		

8. Course timeframe - no. of semesters: 1

Course commencement / Year 3

Course commencement / Semester …5 (Winter)

9. Level of tertiary education: … I

10. Course status
x Compulsory for the major…
□ Compulsory for the specialization Finance and Accounting for Business
□ Elective …

11. Course prerequisites
Compulsory:
Recommended:

12. Course objectives:

- Presentation of knowledge regarding the possibilities and areas of application of Microsoft Excel, SQL and ERP systems in finance and accounting.
- Developing skills related to the use of Microsoft Excel, SQL and ERP in finance and accounting.
- Improvement of social competences related to the implementation and use of Microsoft Excel, SQL and ERP in finance and accounting.

13. Teaching and learning methods:

A. Direct student-instructor contact:

No.	Teaching methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Computer labs	Work with MS Office Excel, SQL Server / My SQL, statistical packages - data collection, search, analysis and presentation	20	
2.	Lectures with active students' participation	Presentations, discussions, and case studies connected with Internet use in business and finance	12	
3.	Labs with software using	Work with MS Excel, MS Access, SQL and Statistica software	6	
4.	Tests		4	
5.	Multimedia lecture	Multimedia presentation of theoretical and practical issues	3	
Total			AS: 45	AN:

B. Self-study:

No.	Learning methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Preparation of the final project	Project (case study) – ICT solutions for business and finance	5	
2.	Software and computer's studying	Work with software	20	
3.	Literature and software using study	Work with literature and practical solutions on the Internet needed to finish final project	30	
4.	Notes' analysis	Analysis of notes made during labs	5	
Total			BS: 55	BN:

Total AS+BS = 100…….
Examination (E) = …0….
Total AS+BS+E= 100…….

Total AN+BN = …….
Examination (E) =…….
Total AN+BN+E = …….

14. Key words: databases, SQL, MS Excel, ERP and MRP systems

15. Course content:

1. Microsoft Excel and Statistica for business and finance:

- Useful functions and options for business purposes
- Advanced functions creating (nested functions)
- The data from different sources for analyses and reports creating
- Business data analysis with Excel and Statistica software

2. Relational databases and SQL language:
   - The principles of databases designing
   - Databases and tables creating
   - Data implementation, actualization and deleting to/from database
   - SQL queries in practice
   - Practical examples of databases employing
3. ERP systems in business and finance:
   - Architecture and functionality of ERP systems
   - Practical examples of ERP systems using in business
4. Data exchange between ERP, Microsoft SQL Server i Microsoft Excel.

16. Course learning outcomes as related to the learning outcomes of the major and methods for assessing student attainment

Intended learning outcomes of the major / Symbols	Intended learning outcomes of the course	Methods for assessing student learning outcomes	Documentation
	Knowledge		
FiR1_W01# FiR1_W02#	1. Has knowledge of ICT, their role and functions in accounting and finance. 2. Has knowledge of ICTs' usage in finance and accounting	1. Final project 2. Final test 2. Final exam	1. A set of final projects 2. Evaluation sheet
	Skills		
FiR1_U02# FiR1_U06#	1. Can use ICT for finance and accounting purposes 2. Is able to independently propose solutions in the field of ICT for finance and accounting	1. Final project 2. Final test	1. A set of final projects 2. Evaluation sheet
	Social competences		
FiR1_K02# FiR1_K04#	1. Knows the value of knowledge in solving theoretical and practical problems of finance and accounting in the area of implementing and applying ICT. 2. Is able to supplement and improve acquired knowledge and skills related to ICT	1. Final project 2. Final test 2. Final exam	1. A set of final projects 2. Evaluation sheet

17. Method for determining the final course grade:

No.	Methods for awarding credits and course completion requirements	Description	Percentage of the final course grade*
1.	An exam	Test	50%
2.	Midterm tests	Several tasks connected with software usage: MS Excel, MS Access, basic statistical tests	20%
3.	Project (case study) -	Students, in 2-persons groups, work on final projects	20%
4.	Classes engagment		10%

* If students are required to obtain both a class grade and an exam grade, the class grade constitutes at least 30% of

the final course grade.

18. Reading list

1. Mandatory readings:

1. Eisenbardt M.*: ICT for finance and accounting*, e-learning course. (to login to the course contact the teacher)
2. Jorgensen A., Segarra J., LeBlanc P., Nelson A., Microsoft SQL Server 2012 Bible, Wiley, 2012.
3. Winston W., Microsoft Excel 2010: Data Analysis and Business Modeling, 3rd Edition, Microsoft Press, 2012.

Suggested readings:

1. Jorgensen A., Segarra J., LeBlanc P., Nelson A., Microsoft SQL Server 2012 Bible, Wiley, 2012.
2. Winston W., Microsoft Excel 2010: Data Analysis and Business Modeling, 3rd Edition, Microsoft Press, 2012.
3. Leon A., Enterprise Resource Planning, Tata McGraw-Hill Education, 2008.
4. Chmielarz W., Selected Problems of Information Technology Development, Warsaw University, 2005.
5. Bowman J.S. , Emerson S.L., The Practical SQL Handbook: Using SQL Variants, 2004.
6. Moss G., Working with OpenERP, Packt Publishing, 2013.
7. Leon A., ERP Demystified, Tata McGraw-Hill Education, 2008.
8. Ladley J., Making Enterprise Information Management (EIM) Work for Business. A Guide to Understanding Information as an Asset, Publisher: Elsevier, Morgan Kaufmann, 2010.

19. Language of instruction: **English**

20. Course instructors' recommendations:

computer laboratory