

**DESCRIPTION OF STUDY COURSE**

<b>Course unit title</b>	<b>Informatics and data base management systems</b>	
<b>Programme</b>	Bachelor International Finance	
<b>Year of study</b>	2 <sup>nd</sup> year	
<b>Level of course unit (e.g. first, second or third cycle)</b>	First, Bachelor's study	
<b>Course unit code</b>	<b>BFa006</b>	
<b>Name of lecturer(s)</b>	Jānis Hermanis	
<b>Credit points</b>	6 ECTS	
<b>Language of instruction</b>	English	
<b>Type of course unit (compulsory, optional)</b>	compulsory	
<b>Semester when the course unit is delivered</b>	4	
<b>Mode of delivery</b>	Face-to-face	
<b>Aim of Course</b>	To develop students' knowledge and practical skills in application of up-to-date software in solution of problems related to the field of studies, research, business, economics and finance.	
<b>Preliminary knowledge (prerequisites and co-requisites)</b>	Computer science at secondary school level, mathematics	
<b>Course contents</b>	<ol style="list-style-type: none"> <li>1. Information technology.</li> <li>2. Communication management</li> <li>3. Text processing for academic and business purposes.</li> <li>4. Preparation of presentation and using actual presenting methods</li> <li>5. Advanced spreadsheets' usage.</li> <li>6. Data base management systems.</li> <li>7. Creation of business process flow-charts</li> </ol>	
<b>Planned learning activities and teaching methods</b>	Student attends classes; performs individual assignments, presents group assignments. Total course evaluation consists of 50% assignments and class tests, 50% exam tests	
	Teaching methods	Student work load (1 CP = 40 hours of student work)
	Lectures	15%
	Practical assignment	25%
	Assignment/Preparation of presentation	35%
	Independent work	25%
	Total 160 hours	
<b>Learning outcomes of the course unit</b>	<ol style="list-style-type: none"> <li>1. To prepare documents using the appropriate tools.</li> <li>2. To prepare presentation.</li> <li>3. To prepare spreadsheet with necessary calculations.</li> <li>4. To understand data base management system principles.</li> </ol>	

5. To create business process related flowcharts.						
Assessment methods and criteria	Study outcomes	1.	2.	3.	4.	5.
	The form of assessment					
	1. Practical assignment	●				
	2. Practical assignment			●		
	3. Practical assignment			●		
	4. Practical assignment			●		
	5. Practical assignment			●		
	6. Practical assignment				●	
	7. Practical assignment				●	
	8. Practical assignment					●
	Presentation of assignment		●			
	Exam test	●			●	
Recommended or required reading	<p>Compulsory literature:</p> <ol style="list-style-type: none"> <li>1. MicrosoftTraining.net (2016), <i>Word Advanced</i>, STL, London</li> <li>2. MicrosoftTraining.net (2016), <i>Excel Advanced</i>, STL, London</li> <li>3. MicrosoftTraining.net (2016), <i>Access Advanced</i>, STL, London</li> </ol> <p>Recommended literature:</p> <ol style="list-style-type: none"> <li>1. Banku augstskola (2021), “<i>Metodiskie norādījumi patstāvīgo studiju darbu izstrādāšanai un aizstāvēšanai</i>”, pieejams: <a href="https://www.ba.lv/wp-content/uploads/2021/02/metodiskie_noradijumi_17-02-2021_apstiprinasanai.pdf">https://www.ba.lv/wp-content/uploads/2021/02/metodiskie_noradijumi_17-02-2021_apstiprinasanai.pdf</a></li> <li>2. Microsoft (2023), “<i>Office apmācības centrs</i>”, pieejams: <a href="http://office.microsoft.com/lv-lv/training/default.aspx">http://office.microsoft.com/lv-lv/training/default.aspx</a></li> <li>3. Prezi (2023), “<i>Prezi Support</i>”, pieejams: <a href="http://prezi.com/support/">http://prezi.com/support/</a></li> </ol>					
Recommended optional programme components	To be agreed at the start of the course					