

DESCRIPTION OF STUDY COURSE

Course unit title	PC Based Accounting	
Programme	Bachelor International Finance	
Year of study	3rd year	
Level of course unit (e.g. first, second or third cycle)	First, Bachelor's study	
Course unit code	BFa020	
Name of lecturer(s)	Ilze Zvirbule	
Credit points	2 CP, Latvian credit points are multiplied by 1,5 to get ECTS	
Number of ECTS allocated	3 ECTS	
Language of instruction	English	
Type of course unit (compulsory, optional)	compulsory	
Semester when the course unit is delivered	6	
Mode of delivery	face-to-face	
Aim of Course	The aim of the course is to develop students' practical skills in preparing documentation for completing full accounting cycle and preparing financial accounts and tax surveys using opportunities offered by computer environment.	
Preliminary knowledge (prerequisites and co-requisites)	Informatics and Data Base Management Systems, Law and Office Management, Financial Accounting I, Financial Accounting II.	
Course contents	<ol style="list-style-type: none"> 1. Requirements set by normative acts for computerized financial and tax accounting. 2. Modeling choices of specialized accounting programmes available on the local market. 3. Preparing covering vouchers, entering and processing accounting data by using specific accounting programmes. 4. Completing financial account. 1. Completing tax surveys. 	
Planned learning activities and teaching methods	The student attends lectures and participates in discussions; completes individual assignments in order to prepare for the practical classes; completes individual practical assignment in the classroom. The total evaluation of the study course consists of: 20% test, 80% completing and defending one's independent work.	
	Teaching methods	Student work load (1 CP = 40 hours of student work)
	Lecture	15%
	Group work	40%
	Independent work/ work on a presentation	40%
	Work at the library, independent studies	5%
	Total 80 hours	

Learning outcomes of the course unit	<ol style="list-style-type: none"> 1. Students are able to evaluate the compliance of computer environment to the requirements of the relevant normative acts. 2. Students are able to choose an appropriate accounting programme according to the specifics of the company and its recordkeeping system. 3. Students can classify, enter and process financial information in computerized environment. 			
Assessment methods and criteria	Study outcomes	1.	2.	3.
	The form of assessment	•		
	Written work in a classroom		•	•
Recommended or required reading	Compulsory literature: <ol style="list-style-type: none"> 1. Datorprogrammu Jumis un Horizon lietošanas apraksti. BAIS mācību materiāls. 2. Matthew MacDonald, Access 2013: The Missing Manual, O'Reilly, 2013 3. Microsoft Office training web page 			
Recommended optional programme components	To be agreed at the start of the course			