General information				
Course co-ordinator		Ksenija Klasić, PhD, College Professor		
Course title		**COMPUTER SCIENCE IN BUSINESS**		
Study programme		Professional undergraduate study Accounting and Finance		
Course status		Obligatory		
Year	Semester	1	II	
Value of credits and lecturing procedures		ECTS		
		Number of hours (Lectures+Exercises+Seminars)		45 (30 + 0 + 15)

1. **COURSE DESCRIPTION**	
1.1. Objectives	
The objective of the course is the acquisition of knowledge on the use of IT support in the business practice (various business activities) and recognition of the possibilities to improve business performance of an enterprise by means of the IT. Acquisition of use of the standard office tools (Excel). The students will learn the importance of the team work upon the application of IT. The knowledge on creation of the IT projects in business will help students to apply it in practice.	
1.2. Course enrolment conditions	
None	
1.3. Expected outcomes of the course	
1. to differentiate the types of documents and their filing in the IT system 2. to recognize the importance of code systems 3. to illustrate the characteristics of IT integration into business 4. to draw decomposition diagrams, flowcharts and worksheets necessary for the creation of the request specification 5. to present the processes of testing and implementing IT system 6. to create budget tables applying the corresponding software (EXCEL)	
1.4. Course contents	
Managing documents: types of documents, recording and filing documents, legislation – e-documents, basic terms GDPR. Legal terms of filing documents. CV. Office data management. Data administration. Data modelling. Basic terms of ERA model – entity, attribute, relation (connection), data glossary. Organisation of data. Databases. Creation of relation database. Code systems – source of code systems. Creation of code systems. Management of code systems in a company. Integration of technologies in office management: company's informatisation – IT sub-systems. Connecting an enterprise with the environment – access control to IT system. Personal identification numbers. Digital signature. Call centres. Multimedia systems. Data mining from different sources. The term of data warehouse. Analysis of business system, Model of business system process. Creation of instructions for organisation. Basic terms and criteria for determination of the IT system quality.	
1.5. Teaching methods	☒ lectures ☒ instruction ☒ guided discovery learning ☒ discussion ☐ group/team learning ☐ _____
1.6. Comments	
1.7. Students ' obligations	

Attendance in classes. Students should actively participate in exercises. Independent task solving according to the lecturer's instructions and essay writing (optional) according to the instructions determined by the RRiF College of Financial Management.

1.8. Monitoring students' accomplishments

Attendance	0.5	Student's activity during lectures	0.5	Seminar paper		Experimental work	
Written exam	2	Oral exam		Essay		Research work	
Project		Permanent testing of student's knowledge	0.5	Written presentation		Practical work	
Portfolio		Independent task solving	0.5				

1.9. Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work

The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. The evaluation of students' work during the semester comprises the attendance, activity and the record of the practical part of exercises on PC. It also includes quick check-up tests not announced in advance. The theoretical part of the course contents is assessed in mid-term exams. The students are obliged to take the test on knowledge of using the appropriate software, which represents a pre-condition to take the written exam. The written exam is taken at the end of the semester. The final grade is based on the total sum of grades and regularity in teaching (10%), seminar work (10%), presentation (10%), exercise test (20%) and written exam (50%).

1.10. Obligatory reading

1. Radni materijali s predavanja i vježbi (dostupno na Eduneti)
2. Šimec, A.(2013): Upotreba i integracija MS Office alata u poslovanju, skripta, Tehničko veleučilište, Zagreb (dostupno na Eduneti)
3. Zakonska regulative dostupna na www.nn.hr

1.11. Optional reading

1. Varga, Strugar et al: Informacijski sustavi u poslovanju, Ekonomski fakultet,Sveučilište u Zagrebu, 2016
2. Varga, Čurko et al: Informatika u poslovanju, Element, Zagreb, 2007.
3. Panian, Ž..: Poslovna informatika za ekonomiste, Masmedija, Zagreb, 2005.
4. Čerić, V., Varga, M. et al: Informacijska tehnologija u poslovanju, Element, Zagreb, 2004.
5. Klasić, K.: Uvod u uredsko poslovanje, skripta, Tehničko veleučilište, Zagreb, 2004. (dostupno na eduneti)
6. Klasić, Klarin: Informacijski sustavi- načela i praksa, Visoka škola za informacijske tehnologije, Intus informatika, Zagreb, 2007
7. Srića, Kliment, Knežević: Uredsko poslovanje, Sinergija, Zagreb, 2003.
8. Panian, Ž. i Strugar, I.: Primjena računala u poslovnoj praksi, Sinergija, Zagreb, 2000.
9. Pomoć i upute za Excel- office.microsoft.com/hr-hr/**excel**-help/
10. Različiti članci po izboru dostupni putem interneta (www.hrcak.srce.hr itd)

1.12. Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study.

At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching stuff is aimed at making some corrections in order to improve the quality of teaching.

1.13. Expected competences

- digital competences
- drawing decomposition diagrams, flowcharts, worksheets
- creating calculation tables by means of EXCEL