

## 27532 - ICT for Accounting

### Syllabus Information

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**Academic Year:** 2022/23

**Subject:** 27532 - ICT for Accounting

**Faculty / School:** 109 - Facultad de Economía y Empresa

**Degree:** 449 - Degree in Finance and Accounting

**ECTS:** 6.0

**Year:**

**Semester:** Second semester

**Subject Type:** Optional

**Module:**

## 1. General information

## 2. Learning goals

## 3. Assessment (1st and 2nd call)

### 3.1. Assessment tasks (description of tasks, marking system and assessment criteria)

The student must demonstrate that they have achieved the expected learning outcomes through the following evaluation activities, with two ways of evaluating the subject:

#### - Continuous assessment through practical work.

It is the most recommended modality for students who can attend class regularly.

These students elaborate, partially or totally in class, practical cases, which must be supervised by the teacher in the classroom, on each of the subjects of the subject.

#### Continuous assessment criteria:

In order to follow the continuous evaluation process, it is necessary to participate in a minimum of 90% of the sessions in which the practical cases detailed below are carried out:

- Practical case 1. Professional social media. Accounting and financial approach. 5 points.
- Practical case 2. Financial and accounting information. Search systems. 5 points.
- Practical case 3. Financial Statement analysis through Excel. 20 points.
- Practical case 4. Financial functions through Excel. 20 points.
- Practical case 5. Systems of Integral Management of the Enterprise (ERP). 35 points.
- Practical case 6. Technological tools to the fulfillment of commercial obligations. 10 points.
- Practical case 7. Technological tools to tax obligations. 5 points.

The quality of the information used, its application to the exercise, the clarity in the writing and the rigor in the results obtained will be valued.

All practical cases must be presented. The subject will be passed through continuous evaluation if a score of 50 points or more is obtained through the practical cases.

#### - Final evaluation.

##### On first call

In the case of not passing the subject by continuous evaluation, or if having passed the subject by continuous evaluation, the student wants to try to raise their grade, the student may take a final exam on the date of the official call in which theoretical and practical questions related to the contents of the program will be addressed. To pass the subject, the student must

achieve a score equal to or greater than 5 points out of 10. Those students who have passed the subject by continuous assessment and take the final assessment, the final grade will be the highest of those obtained in both assessment modalities.

#### On second call

The evaluation will be carried out by means of a final exam on the date of the official call in which theoretical and practical questions related to the contents of the program will be addressed. To pass the subject, the student must achieve a score equal to or greater than 5 points out of 10.

It is planned that these tests will be carried out in person, but if the health circumstances require it, they will be carried out online. If the evaluation is carried out online, the student may be recorded in any test, being able to exercise their rights by the procedure indicated in the following link on the REDUCED INFORMATION CLAUSE IN MANAGEMENT OF TEACHING RECORDINGS:

[https://protecciondatos.unizar.es/sites/protecciondatos.unizar.es/files/users/lopd/gdocencia\\_reduced.pdf](https://protecciondatos.unizar.es/sites/protecciondatos.unizar.es/files/users/lopd/gdocencia_reduced.pdf).

The necessary software will be used to verify the originality of the activities carried out. The detection of plagiarism or copying in an activity will imply the qualification of 0 points in it.

## 4. Methodology, learning tasks, syllabus and resources

### 4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work, study, assessment tasks and attendance of company managers.

Students are expected to participate actively in class throughout the semester.

Further information regarding the course will be provided on the first day of class.

### 4.2. Learning tasks

This is a 6 ECTS course organized as follows:

?**Lectures** (1 ECTS: 10 hours). The teacher presents theoretical contents illustrated with relevant examples.

?**Practice sessions** (1 ECTS: 40 hours). They can include discussion and presentation of case studies, practical work outside the classroom (field work or visits), and seminars.

?**Autonomous work** (1 ECTS: 10 hours). Students do tasks such as study, readings, preparation of practice sessions and seminars, and summative assignments.

?**Tutorials** (0.5 ECTS: 5 hours). Office hours can be used to solved doubts and for follow-up of students? learning progress.

?**Assessment tasks** (0.5 ECTS: 5 hours). A final written examination.

The teaching delivery methodology is planned to pivot around face-to-face classes. However, if necessary for health reasons, face-to-face classes may be taught online.

### 4.3. Syllabus

The course will address the following topics:

- Topic 1. Professional social media. Accounting and financial approach
- Topic 2. Financial and accounting information. Search systems.
- Topic 3. Financial Statement analysis through Excel
- Topic 4. Financial functions through Excel
- Topic 5. Systems of Integral Management of the Enterprise (ERP).
- Topic 6. Technological tools to the fulfillment of commercial obligations.
- Topic 7. Technological tools to tax obligations.

### 4.4. Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course, will be provided on the first day of class, Moodle platform or please refer to the Faculty of Economics and Business website (<https://econz.unizar.es/>)