

### Educational course description

<b>Course name</b>		Spreadsheet Application in Finance			<b>Course code</b>				
Major		Finance and Accounting							
Profile		Practical							
Level of studies		First cycle studies							
Specialization		Subject common to all specializations							
Form of studies		Full time studies							
Semester		III			<b>Language of instruction</b>		English		
<b>Prerequisites for the course</b>		Principles of Finance			Basic courses		No		
<b>Form of crediting</b>		Credit with a grade		<b>Number of ECTS points: 2</b>			<b>Methods of assessment</b>		
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	2	direct contact classes		0,8	practical classes
		Total	Student's workload	Direct contact	<b>Methods of learning outcomes verification</b>				Weight in%
Laboratory		30	15	15	Task lists, Final test				100%
Consultation		8	4	4					
<b>Total hours:</b>		<b>38</b>	<b>19</b>	<b>19</b>	<b>Total:</b>				<b>100%</b>
<b>Categories of learning outcomes</b>	<b>No.</b>	<b>Course learning outcomes</b>			<b>Methods of learning outcomes verification</b>	<b>Major learning outcomes</b>	<b>Area learning outcomes</b>	<b>Forms of realization</b>	
Knowledge	1.	Student knows the basic concepts and functions associated with a spreadsheet.			tasks lists, final test	K1_W16+	S1A_W06+	L	
	2.	In addition, student can use complex functions related to finance and the related disciplines offered by a spreadsheet.			tasks lists, final test	K1_W16+	S1A_W06+	L	
	3.	Student understands which features are useful in finance, accounting, investments, etc..			tasks lists, final test	K1_W16+	S1A_W06+	L	
Skills	1.	Student is able to use a spreadsheet to solve economic problems.			tasks lists, final test	K1_U15+	S1A_U7+, S1A_U6+	L	
	2.	Student can also provide information in the form of transformed tables and various types of graphs.			tasks lists, final test	K1_U15+, K1_U14+	S1A_U7+, S1A_U6+, S1A_U8+, S1A_U1+	L	
	3.	Student knows how to combine functions and create basic macros.			tasks lists, final test	K1_U15+, K1_U14+	S1A_U7+, S1A_U6+, S1A_U8+, S1A_U1+	L	
Social competences	1.	Students are prepared to work using the spreadsheet.			conversation, observation	K1_K02+	S1A_K01+, S1A_K06+	L	
	2.	Student appreciates the ease offered by the spreadsheet.			conversation, observation	K1_K02+	S1A_K01+, S1A_K06+	L	

### Subject supervisor

<b>Form of classes</b>	<b>Subject supervisor</b>
Laboratory	MSc Adriana Halikowska

### Content of education

<b>Laboratory</b>	<b>Teaching methods</b>	solving exercises using a computer	
<b>No.</b>	<b>Subject classes</b>		<b>Number of hours</b>
1.	Basic concepts of a spreadsheet. Addressing the cells: relative, absolute and mixed - examples. Downloading data between cells, worksheets etc. Setting the cell format. Automation techniques.		2
2.	Familiarizing with the functions of the spreadsheet. Using the creator function. Usage of basic functions.		2
3.	Preparation of dynamic schedules of credit repayment. Time value of money. Calculation of depreciation.		2
4.	Calculating the cost of credit using the IRR function. Future and present value.		2
5.	Usage of logical function "if". Combination of "if" function with other logic functions.		2
6.	Graphical presentation of financial data using the charts creator.		2
7.	Creation a database to manage payments in the company. Sorting and filtering data according to a specified key. Strengthening knowledge examples.		2
8.	Final test.		1
<b>Total hours:</b>			<b>15</b>

### Primary literature:

1	EXCEL w firmie / Michael Kolberg; tł. z ang. Aleksander Grejner. - Wrocław : Robomatic, cop. 2001.
2	MICROSOFT Excel 2000 : kurs dla zaawansowanych : podręcznik studenta : wersja polska / Ron Pronk; tł. z ang. Piotr Kolczyński. - Warszawa : RM, 2001.
3	Zaawansowane modele finansowe z wykorzystaniem Excela i VBA / Mary Jackson, Mike Staunton; tł. z ang. Daniel Kaczmarek. - Gliwice : Helion, cop. 2004.
4	Pracownia Informatyczno-Handlowa, cz.1 i cz.2 / Jadwiga Jóźwiak, Monika Knap. - Warszawa: WSiP, 2012.
5	Finanse z arkuszem kalkulacyjnym / Bartłomiej Cegłowski, Błażej Podgórski. - Warszawa: PWN, 2011.
6	Modelowanie finansowe z użyciem arkusza kalkulacyjnego / Tomasz Zieliński, Jan Kaczmarczyk - Katowice: Wyd. Akademia Ekonomiczna Katowice, 2012.

7	W 80 zadań dookoła Excela. Arkusz kalkulacyjny w ćwiczeniach / Dawid Rasala, Ryszard Motyka. - Gliwice: Helion 2012.
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**Secondary literature:**

1	Ćwiczenia z arkusza Excel : dla gimnazjalistów i licealistów / Danuta Olędzka. - Warszawa : Mikom, 2001.
2	ABC...EXCELA 2002 / Krzysztof Kuciński. - Kraków : Edition 2000, 2002.
3	Po prostu Excel 2002/XP PL / Maria Langer; tł. z ang. Grzegorz Kowalczyk. - Gliwice : Helion, cop. 2002.
4	Poznajemy,... Excela 2000 : ...wszystko, co chciałeś wiedzieć o MS Excel, ale nie wiedziałeś kogo zapytać / Michał Czajkowski. - Kraków : Edition 2000, 2000.
5	EXCEL 2002 PL: księga eksperta /Kathy Ivens, Conrad Carlberg; tł. Krzysztof Masłowski. - Gliwice: Helion, cop. 2002.

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Course co-ordinator  
signature

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Director of Institute  
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