



<b>The Faculty of:</b>	Faculty of Electrical and Computer Engineering
<b>Field of study:</b>	Computer Science
<b>Speciality:</b>	
<b>Study degree (BSc, MSc):</b>	Full time studies

### COURSE UNIT DESCRIPTION

<b>Course title:</b>	Organization and management of a small IT company
<b>Lecturer responsible for course: dr. Kazimierz Lal</b>	
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<b>Department : Department of Electrical Engineering and Informatics</b>	

Semester	Weekly load	Type of classes				Number of ECTS credits
		L Lectures	C Theoretical Classes	Lb Laboratory	P Project	
8	3	30			15	

Course description
<p><b>Lecture:</b> Forms of the conducting business activities.</p> <p>Methods and techniques of keeping the books.</p> <p>Value added tax in practice of business activity.</p> <p>Procedures of registration of the business activity in Poland.</p> <p>Accounting tools - inspection of providing software for managing the IT smaller company; 5.1. Book of debits and credits; 5.2. Systems financial and accounting.</p> <p>Service of the shopping and the sale; Simple systems of invoicing for flat rate tax payers; Systems of the service of the magazine and the sale.</p> <p>Systems of the service of the back of the company; Accounting for the working time; Accounting for costs of rides.</p> <p>The data security, principles and methods of the archiving of documents.</p>

<b>Classes:</b>
<b>Laboratory:</b>
<b>Project:</b> Acquainting students with the installation, the service and the management will be an aim of the project with applications, assisting functioning of the company on the basis of the Linuks system. In particular of products: LeftHand, deFactor-ng, Inter Spider, HS Partner Pro-Test, Tres and MacroSoft.

<b>Objectives of the course</b>
Student should obtain theoretical knowledge and practical understanding of subject.
<b>Examination method</b>
Final examination, oral or written test on each laboratory, credit test from laboratory.

<b>Bibliography</b>
Internet materials.

<b>Lecturer signature</b>	
<b>Head of Department signature</b>	
<b>Dean signature</b>	