

SISTEMAS DE INFORMAÇÃO APLICADOS

Degree in Taxation

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Code: 12816

Main Scientific Area: Accounting and Financial Reporting

Lecturer: Maria de Lurdes Ribeiro da Silva

Language of Instruction: Portuguese

Regime: S2

Contact Hours: 75h Total Workload: 121h

ECTS: 7,0

Objectives

Through interaction with management software, in the laboratory, understand and explore computer tools, at the level of information needs and its basic structure for the fulfilment of the functions inherent to the accounting profession.

Learning Outcomes

- To consolidate and integrate the knowledge previously acquired in the other curricular units of the course, through the elaboration in computer program of accounting procedures. The legal regulations and duties will be followed.
- Provide students a vision integrated practice, focusing the basic needs which will ensure a better approach and understanding of the world of work.
- Use an integrated information system for accounting and taxation.
- Application of the theory to the practice of accounting and taxation through the implementation and monitoring of information systems, using modern information technology resources.
- Contact with the work of accounting increasingly integrated, systematized and controlled, that meets their own needs and enterprises, mainly to serve as a basic tool to the tax and administrative department.

Course Contents

The Program is based on know-how, being:

1. Introduction to the accounting software.
2. Use of specific Purchasing, Sales and Treasury software
3. Use of specific Equipment and software assets
4. Use of specific Human Resources software
5. Use of specific Accounting software and its parameters to presentation of the main financial statements and their extraction.

Recommended Bibliography

Sistema de Normalização Contabilístico - Decreto de Lei n.º 158/2009 de 13 de julho, atualizado até ao Decreto de Lei n.º 98/2015 de 2 de junho;

Código do Trabalho – Lei n.º 7/2009 de 12 de fevereiro, atualizada até à Lei 73/2017, de 16 de agosto;

Código das Sociedades Comerciais – Decreto de Lei n.º 262/86, de 2 de setembro, atualizado até ao Decreto de Lei n.º 89/2017 de 28 de julho;

Rodrigues, João (2017), 6ª edição; Sistema de Normalização Contabilística Explicado, outubro de 2017, Porto Editora;

Códigos Fiscais: https://info.portaldasfinancas.gov.pt/pt/informacao_fiscal/codigos_tributarios/Pages/default-com-pdf.aspx

Learning and Teaching Methods

This curriculum unit is based on the students' know-how, applying the knowledge obtained throughout the course. The contents offered allow assessing the ability of the students the use of specific technological means for the execution of tasks of their basic training. The use of the latest information and communication technologies in higher education, allow to provide students of key competences for professional success. The teaching methodologies based on multidisciplinary and in the integration of theoretical knowledge with practical applications are essential to a quality higher education and geared to the know-how, central objective of this curriculum unit. The educational contribution to the learning process geared to the practice, looking for contributing to achieve the goals of preparation of students for a professional future of excellence with practical skills and integration knowledge.

Assessment Methods

The sessions take place in the classroom, which is equipped with technological equipment to practice in management software and to access other Web services. In the sessions practical exercises are presented with questions of subjects taught in other curricular units. The exercises are solved in the various modules of the computer program and the student has a generic vision of its main functionalities as well as its practical application, in compliance with the applicable regulations. For the assessment, specific exercises and assignments will be proposed in class, which the student will have to submit for evaluation.