

Global Learning Semesters

Course Syllabus

Course: ATEC-120 Intro to Data Processing

Department: Education

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-120	Intro to Data Processing	3
Semester Offered	Contact Hours	Prerequisites
Fall	42	None
Department	Level of Course	Language of Instruction
Education	Lower Division	Greek

Course Description

This course is about applying accounting on the computer through the SBS accounting package. This package includes the facilities that an accountant needs to accomplish tasks.

Instructor

Dr Charalambos Vrasidas

Course Aims and Objectives

The student will learn how to login into the system, how to use the menus, how to deal with accounts, how to do transactions, how to produce reports and other facilities that SBS supports.

Teaching Methods

The course is delivered through a mixture of lectures and practical exercises and assignments

Course Teaching Hours

42 hours. The course is delivered during the Fall semester in 14-weeks (3 hours/week).

Evaluation and Grading

Homework: 20%
Mid-Term: 30%
Final Exam: 40%
Participation: 10%

Readings and Resources

Required Textbook

AAT, Unit 20, BPP Textbook