

Global Learning Semesters

Course Syllabus

Course: ATEC-121 Information Technology

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-121	Information Technology	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Accounting and Banking	Lower Division	English

Course Description

The aim of this course is to teach students how an accountant can use computer which already has an accounting package installed. This package allows the user to process his/her accounting tasks through build-in menus. The course is also about using a spreadsheet package to accomplish accounting tasks. It allows the user to build on his own settings a spreadsheet to work out his/her own accounting work.

Prerequisites

None

Topic Areas

1. Basic Data Processing
2. Hardware/Software
3. Security of Data
4. Introduction to the Spreadsheets
5. Types of Data
6. Formulate and Functions
7. Editing Entries
8. 1-2-3 Commands
9. Ranges
10. Relative and Absolute Cell Addresses
11. Conditions
12. Graphs

Readings and Resources

Required Textbook

- AAT-Units 21 & 22, BPP Textbook