

Global Learning Semesters

Course Syllabus

Course: ATEC-124 Business & Office Communication

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-124	Business & Office Communication	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 course deals with the collection, analysis and dissemination of information. In addition it deals with standard costing and the reduction of costs and the enhancement of value

Prerequisites

None

Topic Areas

1. The collection of information
2. Time series analysis
3. Index numbers
4. Ratio analysis
5. SWOT analysis
6. Cost benefit analysis
7. Tables and charts
8. Graphs
9. Reports
10. Introduction to standard costing
11. Variance analysis
12. The reasons for variances and their significance and presentation
13. Cost reduction and value analysis
14. Quality
15. The principles of performance measurement
16. Performance measurement in manufacturing and service business and non-profit making organizations

Readings and Resources

Required Textbook

- AAT-Unit 11, BPP Textbook