

Course Unit Title	Computer Application Packages		
Course Unit Code	AFCP210		
Type of course unit:	Business Elective		
Level of course unit:	Bachelor (1st Cycle)		
Year of study:	1		
Semester when the unit is delivered:	1 (Fall)		
Number of ECTS credits allocated	6		
Learning Outcomes of the course unit	<p>By the end of the course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Identify and examine the basic functionality of Microsoft Excel. 2. Use and apply functions from Microsoft Excel to solve accounting-related problems. 3. Use and apply functions from Microsoft Excel to predict financial scenarios. 4. Construct data tables and analyze data. 5. Construct pivot tables and consolidate data. 6. Design and develop charts and graphs for data presentation. 		
Mode of Delivery	Face-to-face		
Prerequisites	NONE	Co-requisites	NONE
Recommended optional program components	NONE		
Course Contents	<p>Introduction to Microsoft Excel and the concept of spreadsheets Explain basic functionality of Microsoft Excel</p> <p>Basic Functions in Microsoft Excel Use basic functions in Microsoft Excel SUM, AVERAGE, MIN, MAX</p> <p>Formatting cells & creating charts in Microsoft Excel Use cell formatting Create charts</p> <p>Advanced Functions in Microsoft Excel Use advanced functions in Microsoft Excel IF, LOOKUP</p> <p>Working with Multiple Excel Worksheets Consolidation of data Pivot Tables</p> <p>Cash Budgets</p>		

	<p>Conduct Excel exercises for calculating cash budgets</p> <p>Forecast Trading Conduct Excel exercises for forecast trading PV, FV, NPV</p> <p>Final Accounts Conduct Excel exercises for profit and loss statement and balance sheet and other financial reports PMT, IPMT, PPMT</p>
Recommended and/or required reading:	
Textbooks	<ul style="list-style-type: none"> Winston, W.L. (2008). Microsoft Excel 2010 Data Analysis & Business Modelling. Microsoft.
References	<ul style="list-style-type: none"> Tutorials on Excel on the Internet: http://office.microsoft.com/training/training.aspx?AssetID=RC100620751032
Planned learning activities and teaching methods	Lectures, discussions, computer lab exercises
Assessment methods and criteria	Computer lab exercises 100%
Language of instruction	English
Work placement(s)	NO