



Course Specifications

Course Title:	Computerized Accounting
Course Code:	ACCT- 322
Program:	Bachelor in Accounting
Department:	Accounting
Institution:	Jazan university
Academic Year:	2023
Semester:	1
Course Coordinator:	Zainab Hakami
Date:	28/08/2022

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A. Course Identification

1. Credit hours: 3			
2. Course type			
a.	University	<input type="checkbox"/> College	<input type="checkbox"/> Department
		<input checked="" type="checkbox"/> Others	<input type="checkbox"/>
b.	Required	<input checked="" type="checkbox"/> Elective	<input type="checkbox"/>
3. Level/year at which this course is offered: Level 5			
4. Pre-requisites for this course (if any): Financial Accounting			
5. Co-requisites for this course (if any): NIL			

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	33	100
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	33
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify) Assignment, group project, and quizzes	11
	Total	44

B. Course Objectives and Learning Outcomes

1. Course Description

This course is a practice level which focuses on developing students' understanding of the Computerized Accounting System. The course explores how computerized accounting system works and benefits the organization. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package (Spreadsheet and Excel) develops further skills in maintaining accounting records, provides in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules. The teaching strategy of this course will be lectures, assignments. The assessment plan for this course will be discussion and exam.

2. Course Main Objective

On completion of this course, students will be able to understand:

- Define a computerized accounting
- Highlight the advantages and disadvantages of computerized accounting
- State the problems faced In computerized accounting system
- Distinguish between manual and computerized Accounting
- Addresses the basic Functions in Excel.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Define Computerized accounting, its advantages and limitation	K1
1.2	Describe Accounting software including Spreadsheet and MS Excel	K1
2	Skills :	
2.1	Apply and integrate Computerized Accounting knowledge, skills, and tools to a real-world complex problem of Business Organization.	S4
2.2	Use suitable accounting software and be able to evaluate their impact on the accounting related issue in an organizational set up.	S5
2.3	Explain the basic Functions in Excel.	S1
3	Values:	
3.1	Participate and work in a team for strategic use of computerized accounting in the organization.	V2

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Computerized Accounting	5
2	Advantages and special features of Computerized Accounting	3
3	Disadvantages and Requirements of the Computerized Accounting System	5
4	Problems Faced in Computerized Accounting System	3
5	Difference Between Manual and Computerized Accounting	5
6	Definition of the Spreadsheet and Examples and uses of a spreadsheet	2
7	Components of a spreadsheet and how are spreadsheets used in accounting	3
8	Basic information in Excel and Blank Excel spreadsheet	5
9	Creating formulas	2
Total		33

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Define Computerized accounting, its advantages and limitation	PowerPoint Lectures	Assignment Quiz

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
			Mid Term Final Exam
1.2	Describe Accounting software including Spreadsheet and MS Excel	Blackboard Lecture	Question and Answer
2.0	Skills		
2.1	Apply and integrate Computerized Accounting knowledge, skills, and tools to a real-world complex problem of Business Organization.	Blackboard Lecture and Practical Question Solving	Quiz Mid Term
2.2	Use suitable accounting software and be able to evaluate their impact on the accounting related issue in an organizational set up.	Assignments	-DO-
2.3	Explain the basic Functions in Excel.		Assignment
3.0	Values		
3.1	Participate and work in a team for strategic use of computerized accounting in the organization.	Assignments	Final Exam

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Online Class Participation		10%
2	Major Exam	Seventh week	30%
3	Assignments	Seventh week	10%
4	Final Examination	Sixteenth week	60%

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:

Department have arrangement for consultation “consultation unit” for each student. Every faculty is encouraged to guide and counsel student on the basis. The consultation and academic advising is available before the semester starts.

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	SAP ERP Financial Accounting and Controlling Configuration and Use Management by Andrew Okungbowa
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Essential References Materials	--
Electronic Materials	http://www.emeraldinsight.com/insight http://www.en.wikipedia/wiki/listof_management_topics
Other Learning Materials	Pearson Higher Education Online

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom equipped with projector and white boards and laboratories.
Technology Resources (AV, data show, Smart Board, software, etc.)	projector
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Microsoft Office- Excel Access or subscription.

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Sufficiency of resources and facilities for students	Students	Course evaluation survey form
Effectiveness of teaching / learning process	Students	Course evaluation survey form
Effectiveness of teaching / learning process	CRC / QAU / HoD	Course reports / result analysis
Quality of learning Resources	Track leaders / CRC	Review meetings and star rating with suggestions for further modification and improvements
Verifying standards of student achievement / evaluation	HoD / committee nominated by HoD	Random re-checking of evaluated answer sheets
Achievement of course learning outcomes	Course Teachers / QAU	CLO assessment template that is further verified at course coordinator and QAU level.

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Quality Council
Reference No.	
Date	28/08/23
Program Coordinator	Dr. Abdulwahab Mujalli
Course Coordinator	Zainab Hakami