

Ministry of Higher Education and Scientific Research

Supervision and Scientific Evaluation Body

Quality Assurance and Academic Accreditation Office

Course Description Sample

Subject: -----

This course description provides a brief survey of the most important characteristics, expected learning output, showing whether students have made full use of the learning opportunities. These characteristics have to be matched with the description of the program.

1. Educational Institution	University Shatt Al-Arab
2. Department / Center	Accounting
3. Course Title /Code	Government accounting
4. Lecturer Name	PhD. Taif Yaseen Taha
5. Type of Teaching	Attendance
6. Academic Year /Term	Chapter One / 2024/2025
7. Total No. of Teaching Hours	60 H.
8. Date of Preparing this Course Description	2024/10/12

9. Course Objectives

- Providing the student with the most important principles and computer basics
- Providing the student with the basics of applications in government units
- Defining the basics of applications and explaining their importance in developing a theoretical and practical framework for their use.
- Teaching the student how to apply the basics of government applications and record financial transactions in accounting records.

e. Introducing the student to Microsoft Excel programs produced by government units.

10. Course Output, Methodology and Evaluation

(A) Cognitive Objectives

a. Understanding the basic concepts

b. Determine the types of applications.

c. Understanding programming techniques

d. Familiarity with user interfaces

e. Learn about development methodologies

f. Applying skills in practical projects

(B) Skill Objectives Related to the Program:

a. Identify development methodologies

b. Applying computer basics principles

c. Understanding computer interface design

d. Know the different types of applications

Methods of Teaching and Learning

a. Learning through weekly lectures (my attendance).

b. Opening a class room for government accounting and communicating with students.

c. Conducting exams and surprise tests for students in attendance.

d. Conducting monthly exams and the first course.

Methods of Evaluation

a. oral examinations.

b. Monthly exams.
c. Daily quizzes.
d. Attendance and commitment of students to the lecture.

(C) Sentimental and Value Objectives

a. Student participation in the lecture.
b. Student participation in college activities.
c. The student listens to the teacher's explanation.
d. The student's interest in the lecture and his interaction.

Methods of Teaching and Learning

Class interaction with its sub-skills such as: (preparation, introduction, use of questions, reinforcement, silence, containment and follow-up, teaching methods)
a. preparation, introduction.
c. use of questions, reinforcement,
d. silence, containment.
e. follow-up, teaching methods.

Methods of Evaluation

Tests are one of the most important means of evaluation in educational institutions, in addition to direct evaluation between the teacher and the student, because it helps the teacher to identify weaknesses and strengths in the performance of his work.
a. Daily quizzes.
b. Classroom discussions and commitment to ethics and sublime values.
c. Special marks for class activities.
d. Monthly and quarterly evaluation.

D) General and Qualitative Skills (other skills related to the ability of employment and personal development)

- a. Developing the mental abilities of the student through participation.
- b. Develop the student's skill abilities through practical assignment.
- c. Dealing with the means of communication on the Internet.
- d. Communicating with students and solving their problems related to the subject through a personal interview.

11. Course Structure

Week	No of Hours	Required Learning Output	Title of Subject	Teaching Method	Evaluation
1	4	understanding the material	Basic concepts about Excel and its applications	- lectures - case study -discussions	- oral tests -questions
2	4	understanding the material	Learn about financial, statistical, and mathematical functions according to Excel	- lectures - case study -discussions	- oral tests -questions
3	4	understanding the material	Precedence of mathematical operations according to Excel	- lectures - case study -discussions	- oral tests -questions
4	4	understanding the material	Common errors according to Excel	- lectures - case study -discussions	- lectures - case study -discussions
5	4	understanding the material	Use Excel to calculate sales commission, trial balance, and financial statements	- lectures - case study -discussions	- lectures - case study -discussions
6	4	understanding the material	Practical exercises on the computer	- lectures - case study -discussions	- lectures - case study -discussions
7	4	understanding the material	Using financial functions according to Excel to calculate the annual extinction	- lectures - case study -discussions	- lectures - case study -discussions
8	4	understanding the material	Preparing a work sheet using the Excel program consisting of (6) columns, adjusted trial balance, income	- lectures - case study -discussions	- lectures - case study -discussions

			statement, and balance sheet.		
9	4	understanding the material	Preparing an adjusted trial balance (record adjustments) with the financial statements (income statement and balance sheet)	- lectures - case study -discussions	- lectures - case study -discussions
10	4	understanding the material	prepare a work sheet of (10) columns	- lectures - case study -discussions	- lectures - case study -discussions
11	4	understanding the material	Using Excel for accounting work	- lectures - case study -discussions	- lectures - case study -discussions
12	4	understanding the material	Preparing financial records (general daily, ledger, trial balance, financial statements) according to the Excel program)	- lectures - case study -discussions	- lectures - case study -discussions
13	4	understanding the material	Preparing financial records (general daily, general ledger, trial balance, financial statements) according to the Excel program)	- lectures - case study -discussions	- lectures - case study -discussions
14	4	understanding the material	Practical applications for preparing electronic accounting records	- lectures - case study -discussions	- lectures - case study -discussions
15	4	understanding the material	Using financial functions to evaluate investment projects	- lectures - case study -discussions	- lectures - case study -discussions

12. Infrastructure

a. Textbooks	A book on using Excel in financial and administrative sciences
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13. The Plan of Improving the Course

Continuous communication in developing the curriculum based on recent versions of books.
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a. Studying labor market needs.

b. Recent publications of books.
