

Ministry of Higher Education and Scientific Research

Supervision and Scientific Evaluation Body

Quality Assurance and Academic Accreditation Office

Course Description Sample

Subject: --- Computer -----

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	computer
3. Course Title /Code	Government accounting
4. Lecturer Name	ZAFIR HATIM HUSSIN
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	2024/9/1

9. Course Objectives

a. Providing the student with the most important principles and computer basics
b. Providing the student with the basics of applications in government units
c. Defining the basics of applications and explaining their importance in developing a theoretical and practical framework for their use.
d. 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	Introduction to Computers	Overview of computer systems, hardware, software, and operating systems	Hands-on introduction to system navigation	- oral tests -questions
2	4	Input and Output Devices	Understanding peripherals and their use in accounting	Practical: Connecting and configuring peripherals	- oral tests -questions
3	4	Basics of Microsoft Windows	File management, folders, and basic operations	File and folder organization tasks	- oral tests -questions
4	4	Microsoft Word Basics	Creating, editing, and formatting documents	Designing accounting reports	- lectures - case study -discussions
5	4	Advanced Microsoft Word Features	Tables, headers/footers, and templates	Formatting financial reports	- lectures - case study -discussions
6	4	Introduction to Spreadsheets (Excel)	Data entry, basic functions, and cell formatting	Creating simple spreadsheets	- lectures - case study -discussions
7	4	Excel Formulas and Functions	Basic formulas (SUM, AVERAGE) and financial functions	Practical: Calculating totals and averages	- lectures - case study -discussions
8	4	Midterm Exam	Review and assessment of topics covered in weeks 1–7		- lectures - case study -discussions

9		Data Organization in Excel	Sorting, filtering, and formatting data	Organizing accounting data	-
10		Charts and Graphs in Excel	Visualizing financial data through charts	Creating bar and pie charts	-
11		Introduction to Accounting Software	Overview of popular accounting software and its applications	Exploring sample accounting tools	-
12		Cybersecurity and Data Privacy	Importance of securing accounting data	Practical: Setting up password protection	-
13		Ethical Considerations in Computing	Ethical use of technology in the accounting profession	Group discussion and case studies	-
14		Final Project Presentation	Application of course concepts in an integrated project	Presentation and evaluation	-

12. Infrastructure

a. Textbooks	A book on using Excel in financial and administrative sciences
--------------	--

13. The Plan of Improving the Course

Continuous communication in developing the curriculum based on recent versions of books.

a. Studying labor market needs.

b. Recent publications of books.


أ.م.د عبدالكريم عبدالقني عودة
رئيس القسم




م.م ظافر حاتم حسين