COURSE DESCRIPTIONS

Faculty	Business				
Department	Accounting			**NQF level**	7
Course Title	**Accounting applications on computer**	**Code**	301361	**Prerequisite**	301351 301433
Credit Hours	3	**Theory**	3	**Practical**	
Course Leader	Dr. Mohammad Al Samara	**email**	samara@jadara.edu.jo		
Lecturers	Dr. Mohammad Al Samara	**emails**	samara@jadara.edu.jo		
Lecture time	13.00 – 14.30 pm Sun, Tue 10.00 – 11.30 pm Mon, Wed	**Classroom**	**Distance learning**	**Attendance**	**Distance learning**
Semester	First 2020/2021	**Production**	Oct. 2008	**Updated**	Feb. 2021

Short Description
This module designed to develop computer skills in applications for all accounting disciplines. Students will be able to prepare and present standardized financial statements, cost statements, and budgeting statements using excel. Upon the completion of the module, students understand how excel.
Course Objectives
The objective of this module is to learn students about the various applications of Excel 2016, and acquire them the necessary computerized skills .Students must know, how to use a computer for purpose spreadsheet in Microsoft excel. Basic accounting skills are required as formulas require critical thinking skills to create accounting equations and/or tables.

Learning Outcomes
A. Knowledge - Theoretical Understanding
a1. The student must know to plan, design, create and modify designed and formatted spreadsheet in Microsoft excel.
B. Knowledge - Practical Application
a2. The student should be applying basic functions and how can use accounting and financial formulas and logical functions.
C. Skills - Generic Problem Solving and Analytical Skills
D. Skills - Communication, ICT, and Numeracy

b1. Preparing tables and formulas according to Microsoft Excel to take advantage of them for accounting purposes in practice.

E. Competence: Autonomy, Responsibility, and Context

c1. The student will have the ability to relate the data that he has planned, designed and processed for his accounting purposes, according to Microsoft Excel

Teaching and Learning Methods

Material for this course will be presented using multiple teaching methods: lecture, demonstrations presentations, discussion, inquiry and group work.

Assessment Methods

Quizzes, Assignments, Med Exam, Discussion & Interaction, Group work activities, Lab tests and assignments, Final Exam.

Midterm	**30**
Final Exam	**50**
Coursework	**20**
Total	100

Course Contents					
Week	**Hours**	**CLOs**	**Topics**	**Teaching & Learning Methods**	**Assessment Methods**
1.	3	a1	Introduction to Excel (Microsoft Office Excel)	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
2.	3	a1	Introduction to Excel (Microsoft Office Excel)	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
3.	3	a1	Introduction to Excel (Microsoft Office Excel)	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
4.	3	a2, b1	Financial Accounting Applications	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
5.	3	a2, b1	Financial Accounting Applications	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction Assignment
6.	3	b1, c1	Financial Accounting Applications	lecture, demonstrations presentations, discussion, inquiry, group work.	Discussion & Interaction

7.	3	b1, c1	Financial Accounting Applications	lecture, demonstrations presentations, discussion, inquiry, group work.	Discussion & Interaction Quiz
8.	3	a2	Managerial and Cost Accounting Applications	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
9.	3	a2, b1	Managerial and Cost Accounting Applications. *Mid Exam*	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
10.	3	a2, b1	Managerial and Cost Accounting Applications	lecture, demonstrations presentations, discussion, inquiry, group work.	Discussion & Interaction assignment
11.	3	b1, c1	Managerial and Cost Accounting Applications	lecture, demonstrations presentations, discussion, inquiry, group work.	Discussion & Interaction
12.	3	a2	Statements of Financial Analysis	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction Quiz
13.	3	a2, b1	Statements of Financial Analysis	lecture, demonstrations presentations, discussion, inquiry	Discussion & Interaction
14.	3	a2, b1	Statements of Financial Analysis	lecture, demonstrations presentations, discussion, inquiry, group work.	Discussion & Interaction
15.	3	b1, c1	Statements of Financial Analysis	lecture, demonstrations presentations, discussion, inquiry, group work.	Discussion & Interaction
16.	2		Final exam		

Infrastructure	
Textbook	Al-Tabari, Mahmoud. Omar and Al-Jaarat. Khaled. Jamal (2017) Accounting Applications, Using Spreadsheets Microsoft Office Excel, Dar Safa for Publication & Distribution. Amman-Jordan.
References	Manzo, J. M. 2007, Microsoft Office Excel in business, 2007, Pearson Prentice Hall, USA.
Required reading	Students should read the chapters in the text book associated to the syllabus topic as well as videos posted in Microsoft stream. الذبية، زياد. 2012 تطبيقات المحاسبة على الحاسوب باستخدام EXCEL ، الطبعة الأولى، دار الحامد للنشر والتوزيع، عمان. الاردن.
Electronic materials	**https://www.double-entry-bookkeeping.com/ratios-basics/accounting-ratio-calculator/**
Other	Microsoft Excel 2016

Course Assessment Plan					
Assessment Method	**Grade**	**CLOs**			
		a1	**a2**	**b1**	**c1**
First (Midterm)	30	0	10	10	10
Second (if applicable)	-				
Final Exam	50	0	15	20	15
Coursework	20				
Coursework assessment methods — Assignments	-				
Coursework assessment methods — Case study					
Coursework assessment methods — Discussion and interaction	5		2	2	1
Coursework assessment methods — Group work activities	5		2	2	1
Coursework assessment methods — Lab tests and assignments	8		3	3	2
Coursework assessment methods — Presentations	2		1	1	
Coursework assessment methods — Quizzes	-				
Total	100				

Plagiarism
Plagiarism is claiming that someone else's work is your own. The department has a strict policy regarding plagiarism and, if plagiarism is indeed discovered, this policy will be applied. Note that punishments apply also to anyone assisting another to commit plagiarism (for example by knowingly allowing someone to copy your code). Plagiarism is different from group work in which a number of individuals share ideas on how to carry out the coursework. You are strongly encouraged to work in small groups, and you will certainly not be penalized for doing so. This means that you may work together on the program. What is important is that you have a full understanding of all aspects of the completed program. In order to allow proper assessment that this is indeed the case, you must adhere strictly to the course work requirements as outlined above and detailed in the coursework problem description. These requirements are in place to encourage individual understanding, facilitate individual assessment, and deter plagiarism.