Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	Erbil Technical Administrative college
Department	Accounting Techniques – Morning
Module Name	Accounting By computer
Module Code	Acc603
Degree	Technical Diploma ☐ Bachelor ✱ High Diploma ☐ Master ☐ PhD ☐
Semester	Sixes Semester
Qualification	MSc in Accounting and Finance
Scientific Title	Lecturer
ECTS (Credits)	4
Module type	Prerequisite ☐ Core ✱ Assist. ☐
Weekly hours	
Weekly hours (Theory)	( )hr Class ( )Total hrs Workload
Weekly hours (Practical)	(3)hr Class (3)Total hrs Workload
Number of Weeks	12
Lecturer (Theory)	
E-Mail & Mobile NO.	
Lecturer (Practical)	Dilshad Aziz Jemal
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Websites	https://moodle.epu.edu.iq

Course Book

Course Description	This course provides students with an opportunity to apply accounting knowledge to a computerized accounting environment. In this course, you will use the popular Golden Asseal Accounting software, and the knowledge you will gain can be applied to all computerized accounting solutions for the preparation of financial statements.
Course objectives	The Accounting - Computerized course provides basic accounting skills and knowledge combined with additional training in computer applications common to the accounting industry. This program prepares the student for an entry-level position as an accounting clerk that requires computer skills in areas such as utilization of accounting software, accounts receivable, accounts payable, inventory tracing/reporting, bank reconciliation, expense reporting, and account analysis.
Student's obligation	Students to learn and get fully knowledge of this subject, they must prepare themselves before every new lecture and bring all the materials to the class and the attendance and completion of all tests, exams, assignments, reports, essays...etc
Required Learning Materials	A lab with the back-to-back tables, and the accounting program as well as a data show

Evaluation

Task		Weight (Marks)	Due Week	Relevant Learning Outcome
Paper Review				
Assignments	Homework	%14	1 -10	
	Class Activity	%2	1 -10	
	Report	%10	4- 6	
	Seminar			
	Essay			
	Project	%14	5-7	
Quiz		%4	1-10	
Lab.				
Midterm Exam		%16	10- 12	
Final Exam		%40	10- 12	
Total		%100		

Specific learning outcome:	1-Setup a small business automated accounting system for a merchandising business. 2-Journalize a group of business transactions into a general journal and special journals. 3- Account for debit and credit memorandums.

	4- Maintain an order processing and inventory control system. 5- Deal with different purchase order transactions. 6-Learn to deal with computerized sales order processing integration and sales invoices. 8-Interpret data from different types of accounting reports; balance sheet, income statement, statement of cash flows.
Course References:	**Asseal Book 2000, castle soft.com**

Course topics (Practical)	Week	Learning Outcome
What is Golden Asseal? Golden Asseal Editions ,Golden Asseal Installation , Starting Golden Asseal	1	
Preparing & setting up a Company file, Backing Up and Restoring a Company File, Setting Up a Password for Company File Understanding the Home Page	2	
What are Lists? Working with the Accounts List ,Working with the Customers & Jobs Center	3	
Working with the Employees List Center, Working with the Vendors List Center	4	
Working with the Items List, what are Items?	5	
Entering Products into Inventory, Ordering Products, Receiving Inventory	6	
Paying for Inventory, Manually Adjusting Inventory	7	
What are Transactions? Creating Invoices for Products Creating Invoices for Services and Products	8	
Viewing Changes to the Chart of Accounts, Receiving Payments Making Deposits	9	
Entering Bills, Paying Bills, Writing Checks, Printing Checks Using the Check Register	10	
Reconciling Bank Accounts, Making General Journal Entries Printing Forms	11	
Overview of the Report Center, Understanding the Balance Sheet Reviewing the Profit and Loss Statement, Viewing Customer and Vendor Reports.	12	

Questions Example Design
Question usually are applications on accounting software such as … making chart of accounting – entering invoices – making item list and applying scenarios.

Extra notes:

External Evaluator