

COMPUTERIZED ACCOUNTING
AL ALBYT UINVERISITY
ACCOUNTING DEPARTMENT

INSTRUCTOR INFORMATION: (DR.AUDEH AHMAD BANI AHMAD)

E-mail: audehahmad@yahoo.com

COURSE DESCRIPTION:

- 1- This course covers basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations.
- 2- SPSS
- 3- ACCESS

COURSE OBJECTIVES:

- 1) Demonstrate a working knowledge of course terminology.
- 2) Recognize forms and procedures used for computerized accounting.
- 3) Perform practical accounting applications using a computer accounting software.
- 4) Complete computer activities.
- 5) Complete a practice set using computer accounting software. (Optional)

TEXTBOOKS AND OTHER MATERIALS:

(TO BE ANNOUNCED LATER IN THE LECTURES)

ATTENDANCE POLICY:

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially drop, may receive a grade of "F" for all coursework missed that may result in a punitive final grade. An instructor may drop a student for excessive absences if the student misses 10 percent of the class. This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. The attendance policy for each class must be included in the course syllabus. Attendance will be tracked and maintained for various reporting purposes.

EVALUATION AND GRADING:

(FIRST EXAM 20% , SECOND EXAM 20% , ATTENDENCE AND PARTICIPATION 10% , FINAL EXAM 50.)