

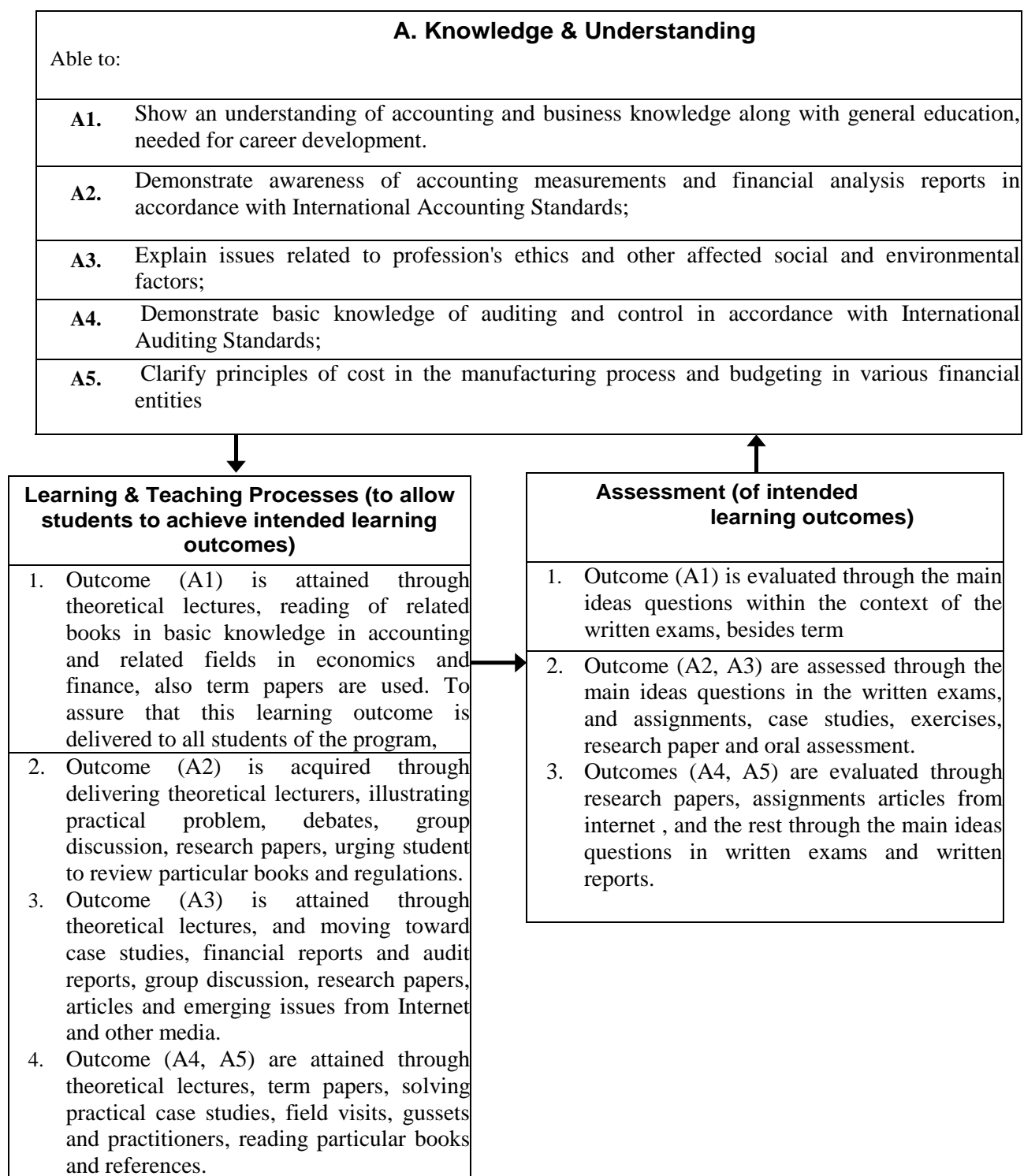
Accounting Department

1. AIMS OF THE PROGRAM

The program aims to:

1. Know and apply, the basic principles of accounting concepts and theories.
2. Learn the complete accounting cycle and describe all aspects of generally accepted accounting principles.
3. To Prepare accounting statements in accordance with appropriate standards clearly, concisely, and analytically.
4. Use accounting information to evaluate organization performance and facilitate decision making.
5. Demonstrate proficiency in the use of accounting related software applications.
6. Demonstrate effective skills in written and oral communication, and in teamwork.
7. Contribute to ethical decision-making in the organization and the field.

2. INTENDED LEARNING OUTCOMES OF THE PROGRAM



B. Thinking and Analysis skills	
Able to:	
B1.	Articulate how accounting functions and practices impact on organization at every level.
B2.	Organize, analyze, interpret and present data that informs the decision-making.
B3.	Apply fundamental accounting principles to the needs of an organization or individual;
B4.	Diagnose ethical and emerging issues, analyze their implications, and suggest recommendations for action.



Learning & Teaching Processes		Assessment
<ol style="list-style-type: none"> 1. Outcome (B1) students are directed to read and investigate special topics, apply applications, Lectures based on dialogues and discussions, urging student to practical examples and exercises, to obtain relevant information and make conclusion and recommendation for decision makers utilizing staffs' expertise 2. Outcome (B2) is presented through delivery of theoretical and electronic lectures, these lecture based in initiating students to adjust and evaluate information in financial reports by presenting reports, exercises and solving problems, moreover, students should deal with financial statements of Jordanian corporations. 3. Outcome (B3) is attained through exposing students to practical applications in accounting software, practical training, building systems, solving practical case studies, computerized assignments and graduation reports, searching internet, newspapers, and market about new application 4. Outcome (B4) is attained through theoretical lectures, and moving toward reading case studies, workshops in audit and financial market, analyzing financial reports and audit reports, gathering emerging issues from local newspaper and internet, group discussion, paper research, and articles. To assure this learning outcome is achieved; all 	→	<ol style="list-style-type: none"> 1. Outcomes (B1, B3) are assessed by using mental questions in the written exams, and participation and oral discussions and debates, assignments and computerized practical applications, case studies, exercises, research paper 2. Outcomes (B2 and B4) are evaluated according to assignments, reports ,research papers, oral discussion and team work, and the rest for depth mental questions in written exams.

C. Practical Skills	
A	
C1.	Prepare and present standardized financial statements, cost statements, and budgeting statements;
C2.	Practice research by using various available resources and information technology;
C3.	Conduct auditing, and audit financial statements for individuals and corporations enterprises;
C4.	Operate manual and computerized recording and accounting systems.



Learning & Teaching Processes		Assessment
<ol style="list-style-type: none"> 1. Outcome (C1) is acquired through delivering theoretical lecturers,tutorials, solving practical problems, group discussion, library reports, short term papers, urging student to review particular books and regulations, and by training students on how to use accounting knowledge in special situations. Many modules in the program are used to enhance students ability to work in 2. Outcome (C2) is attained through practical and theoretical lectures, exercising problems and practical case studies, students' participations and presentations are required to obtain opinions and comments on financial reports according to international accounting standards, encourage students to bring standard and laws from their remodels. 3. Outcome (C3, C4) are attained through delivery of theoretical and applied lectures, practitioners and guests form industry, and moreover students in the fourth year are assigned to prepare their own graduation project and practicing the actual accounting business through training module. 	→	<ol style="list-style-type: none"> 1. Outcomes (C1, C2) are assessed through evaluating applied skills written exams ,solving exercises, presentations, research papers, and assignments and training reports. 2. Outcomes (C3) are valued by graduation reports, oral assessment, assignments, projects, and written exams are used. 3. Outcome (C4) is assessed through evaluating students' reports, projects, and written exams studies.

D. Personal development skills	
Able to:	
D1.	Use the traditional and emerging technologies to improve quality of business solutions and increase productivity.
D2.	Communicate effectively in a professional manner both orally and in writing, and with teamwork skills.;
D3.	Be conscientious, risk oriented, and read to accommodate rapid changes in real business environments
D4.	Recognize continuous learning and training as an integral part of professional practice;
D5.	Develop the ability and willingness to deal with competition in an unstable global accounting environment;
D6.	Collaborate effectively with diverse organizations to achieve common financial goals



Learning & Teaching Processes		Ass
<p>1. Outcome (D1) is attained through theoretical and electronic lectures, computerized applications, research paper, besides assigning students to read specific books and dealing with special software. Many modules are compulsory in the.</p> <p>2. Outcome (D2) is acquired through delivery of theoretical lectures based on conversation, group discussions, oral and written exercises, presentations from students' presentations</p> <p>3. Outcome (D3) is attained through theoretical lectures, research papers and, urging students to read specific books, references, articles and emerging issues from the websites of professional institutions, attend workshops and seminars, field visits, using internet and website of professional</p> <p>4. Outcome (D4, D5 and D6) are attained by encouraging students' research, assignments, and articles from internet, solving exercises, applying contacts with updating issues, involving students in applied researches and assignments as groups, and distributing roles and responsibilities among them, searching accounting and financial sites in internet.,</p>	→	<p>1. Outcome (D1) is evaluated by written exams for particular modules and the rest for the efficiency in using information technology and research papers.</p> <p>2. Outcome (D2) is an evaluated by written exam, oral discussions, and library assignments.</p> <p>3. Outcome (D3) is assessed through the contribution of student to group activities and discussions, research papers, assignments, debates, and written exams.</p> <p>4. Outcome (D4, D5 and D6) evaluation of these learning outcomes is based on research paper, assignments, oral assessment and measuring the students' methodology to use modern sources and scientific methodology in documentation and gathering information.</p>

3. THE STRUCTURE OF THE PROGRAM

The College applies the American Course System which is based on the credit units. Students should complete 44 modules for the bachelor's degree (22 modules for the diploma), each with 3 credit hours (Total of 132 credit hours for the bachelor's degree and 22 modules for the diploma).

4. CURRICULUM PROGRESSION: INTENDED LEARNING OUTCOMES FOR EACH YEAR

Outlined later in this *Handbook of Curriculum Design*.

5. STUDENT INDUCTION, SUPPORT AND DEVELOPMENT (in order to deliver the year learning outcomes)

Student induction, support and development are well-developed aspects with a framework, which provides support to the students throughout their program. The key mechanisms include the following:

- Induction procedures for new students at admission with access to senior members of staff. Induction for returning students is also implemented as it is beneficial in specifying the progressive nature of the learning experience, for example, higher order skills and independent learning. In both cases, many meetings are held between the Dean and the students and the Head of Department with the students.
- Provision of Academic tutor for each student
- Provision of good physical and learning resources including internet, library, and up to date electronic educational media, e.g. Email and web based material.
- Provision of good social facilities, e.g. internet cafes, sport spaces, cafeterias, etc.
- Provision of Self Study Facilities:
 - The Electronic Library
 - The College Web page that provides students with all relevant information such as:
 - Undergraduate Handbook
 - Program Specifications
 - Lectures and course notes.
 - Past Exams, tutorials, and assignments.
 - Distance learning has been implemented through agreement with Yarmouk University which provided the College with video-conferencing facilities.
 - Careers Advisory Service to provide information for students and graduates of the College.
 - Student's opinion on the quality of the teaching is considered by completing a Module Evaluation Questionnaire for each module in each semester.
 - Students' Memberships of various committees can add a voice in resource allocation and other matters.
 - Drop-In centre is utilized to enhance students' performance in some courses.
 - Student Financial Aid is provided in two mechanisms: the first mechanism is through the Student work program. The second mechanism is through special Discount Scholarships provided by the College to students based on various criteria.
 - Free books & medical insurance.

6. Learning Outcomes Matrix

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