



Course Specifications

Course Title:	Professional Accounting Terminology
Course Code:	ACAC114
Program:	Diploma in Accounting Degree
Department:	Business Administration
College:	The Applied College
Institution:	King Abdulaziz University (KAU)

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A. Course Identification

1. Credit hours: 4
2. Course type a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/> b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: Level 3 / Year 1
4. Pre-requisites for this course (if any): ACAC222
5. Co-requisites for this course (if any): None

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	3	70
2	Blended	1	30
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	36
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	Total	36

B. Course Objectives and Learning Outcomes

1. Course Description The course aims to enable students to acquire desirable level of professional English that can be used in practice within the accounting and finance contexts.
2. Course Main Objective Summary of the main learning outcomes for students enrolled in the course. 1-Professional Accounting Language is an ideal short course for professionals who need to communicate with colleagues and clients about accounting and financial matters. 2- It is an ideal course for students in employment, who want to communicate better in English. 3-Professional Accounting Language is suitable for people working for accounting and finance who need English to communicate in a variety of situations with colleagues and business partners. 4- This short and intensive course can be completed in 3 hours per week, so students make progress quickly.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Recognize the framework of professional accounting terminology.	
1.2	Recognize the tax system and jobs in accounting in English language	
1.3	List the different financial statements and ratios	
1...	Describe the role of auditing in English language	
2	Skills :	
2.1	Explain different statements concepts in English language	
2.2	Justify Auditor-client relationship concepts in English language	
2.3	Justify the calculating of tax expense concepts in English language	
2...		
3	Values:	
3.1	Show numbers in English according to accounting transactions	
3.2	Show formulas/equations	
3.3	Demonstrate ability to talk about causes and results	

C. Course Content

No	List of Topics	Contact Hours
1	Basics of Accounting	6 Hours
2	Different Types of Accounting	6 Hours
3	Taxation & Zakat	6 Hours
4	Cost & Financial Accountings	6 Hours
5	Financial Assets & Financial Liabilities	6 Hours
6	Audit and Assurance	6 Hours
Total		36

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Recognize the framework of professional accounting terminology.	Lectures Class participation/ group discussion Case study Students' speech and presentation	Quizzes Assignments Class discussion Exams
1.2	Recognize the tax system and jobs in accounting in English language.		
1.3	List the different financial statements and ratios.		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.4	Describe the role of auditing in English language		
2.0	Skills		
2.1	Explain different statements concepts in English language.	Lectures Class participation/ group discussion Case study Students' speech and presentation	Quizzes Assignments Class discussion Exams
2.2	Justify Auditor-client relationship concepts in English language.		
2.3	Justify the calculating of tax expense concepts in English language.		
3.0	Values		
3.1	Show numbers in English according to accounting transactions.	Lectures Class participation/ group discussion Case study Students' speech and presentation	Quizzes Assignments Class discussion Exams
3.2	Show formulas/equations.		
3.3	Demonstrate ability to talk about causes and results.		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1			
2			
3			
4			
5			
6			
7			
8			

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week).

The faculty members are required to display, at the front of their offices, a schedule that is divided into lecture hours and office hours. The office hours are available for individual student's consultation. The duration of office hours is on average 30-45 minutes per course per day.

Besides the counseling provided by each faculty member to their students, there are also other sources of counseling to students. These include college admission office and counsel and alumni office

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	1-English for Accounting and Auditing: Teacher's Book Paperback – May 8, 2019 2-English for Accounting and Auditing: Student's Book - ProEnglish Publishing (June 26, 2019) ISBN-10: 869212253X ISBN-13: 978-8692122538 by Dejan Arsenovski (Author)
Essential References Materials	English for business Book Cambridge Professional English ,
Electronic Materials	English for Business Studies Student's Book (Oxford Business English Express: Professions) by Evan Frendo, Sean M. Maloney https://www.researchgate.net/publication/333118823_English_for_Accounting
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Faculty maintains a very high standard of safety and security arrangements. Providing the students with healthy educational environment with all possible latest and essential educational equipment and supplies: -Lecture room with 25 to 30 students' accommodation. -Computer Lab with all its essentials accommodates 25 to 30 students. -For higher number of students' seminar rooms are used which can accommodate up-to 200 students time. -Students library.
Technology Resources (AV, data show, Smart Board, software, etc.)	Data show, Smart Board, PC, internet
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Not abdicable

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of Teaching	Students, program head and Peer team	Students feedback at the end of every semester. Classroom observation by head of the program and also peer evaluation.
Course learning outcomes	Program leaders, peer	Exam Papers and course report.

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Quality of learning resources	Program leader	Textbooks, updated teaching materials, and the feedback from last year course report.

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Business Administration Department Council
Reference No.	One
Date	27-09-2022