



## Course Specifications

Course Title:	Preparation for Professional Accounting Certificate
Course Code:	ACAC 236
Program:	Diploma in Accounting
Department:	Business Administration
College:	The Applied College
Institution:	KING ABDULAZIZ UNIVERSITY

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## A. Course Identification

<b>1. Credit hours:</b> 4			
<b>2. Course type</b>			
a.	University <input type="checkbox"/>	College <input type="checkbox"/>	Department <input checked="" type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	Others <input type="checkbox"/>
<b>3. Level/year at which this course is offered:</b> Level 6 / Year 2			
<b>4. Pre-requisites for this course (if any):</b>  ACAC 113, ACAC 121, ACAC 222, ACAC 227,			
<b>5. Co-requisites for this course (if any):</b>  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)	
	<b>Total</b>	36

## B. Course Objectives and Learning Outcomes

<p><b>1. Course Description</b></p> <p>Preparation for a professional certificate in the field of accounting carried out by a team of elite professors of financial accounting and international accounting standards.</p> <p>Preparation for Professional Accounting Certificate is a program designed and implemented by a group of academic experts in the field of financial accounting that aims to identify the requirements for passing professional certification exams and ensure that the holder of this certificate has the optimal level of skills, knowledge, formal and informal education, training experiences and job experience necessary to work efficiently in the field of accounting.</p>
<p><b>2. Course Main Objective</b></p> <p>This course aims to develop skills and refine experiences and provide students with all the skills necessary to apply international accounting standards in professional and applied accounting aspects, and provide them with all scientific and applied methods to prepare an integrated project for building and developing accounting systems in the department after the</p>

end of the program. The course also aims to enhance students' access to professional and skillful aspects in accounting

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding</b>	
1.1	Identify what professional certificate	
1.2	Understand the importance of obtaining a professional certificate	
1.3	Determine the knowledge required to pass the professional certification exams	
1...		
<b>2</b>	<b>Skills :</b>	
2.1	An explanation of the requirements for obtaining a professional certificate	
2.2	An application of the skills and knowledge necessary to prepare for the professional certification exams	
2.3	Method of calculating and preparing financial statements	
2.4	Use the acquired accounting skills to prepare for the professional certification exams	
<b>3</b>	<b>Values:</b>	
3.1	Enables the student to comprehensively prepare to pass the professional certification exams	
3.2	Enabling students to interact with others and listen to their opinions, and the ability to express his opinion on potential issues for more than one opinion, in a manner that takes into consideration the feelings of others, and does not conflict with values and ethics. For the community. Then acquire the required professional skills	
3.3	The initiative in identifying financial issues that require a solution, and the appropriate way to address them individually or through a team. Consequently, preparation for the cases required to pass the professional certification exams	

### C. Course Content

No	List of Topics	Contact Hours
1	Preparing to pass the accounting program tests	8
2	Preparing to pass the audit program tests	7
3	Preparing to pass the Zakat and tax program tests	7
4	Preparing to pass the tests of the Jurisprudence of Transactions program	7
5	Preparing to pass the commercial systems program tests	7
...		
<b>Total</b>		<b>36</b>

## 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	Identify what professional certificate.	<ul style="list-style-type: none"><li>• Academic lectures</li><li>• Examination preparation supervisors from the department provide advice on the most important advice needed to pass the exams</li><li>• Training students on a number of special mock tests in order to prepare them for the professional certification exams</li></ul>	<ul style="list-style-type: none"><li>• Evaluation by the academic supervisor, which measures the knowledge acquired during the preparation period for the professional certification examinations</li><li>• The opinion of the supervisor following the department, who makes continuous and repeated evaluations of the student during the preparation period</li><li>• Mock tests of professional certification subjects</li></ul>
1.2	Understand the importance of obtaining a professional certificate.		
1.3	Determine the knowledge required to pass the professional certification exams.		
2.0	Skills		
2.1	An explanation of the requirements for obtaining a professional certificate.	<ul style="list-style-type: none"><li>• Academic lectures</li><li>• Examination preparation supervisors from the department provide advice on the most important advice needed to pass the exams</li><li>• Training students on a number of special mock tests in order to prepare them for the professional certification exams</li></ul>	<ul style="list-style-type: none"><li>• Evaluation by the academic supervisor, which measures the knowledge acquired during the preparation period for the professional certification examinations</li><li>• The opinion of the supervisor following the department, who makes continuous and repeated evaluations of the student during the preparation period</li><li>• Mock tests of professional certification subjects</li></ul>
2.2	An application of the skills and knowledge necessary to prepare for the professional certification exams.		
2.3	Method of calculating and preparing financial statements		
3.0	Values		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
3.1	Enables the student to comprehensively prepare to pass the professional certification exams.	<ul style="list-style-type: none"> <li>• Academic lectures</li> <li>• Examination preparation supervisors from the department provide advice on the most important advice needed to pass the exams</li> <li>• Training students on a number of special mock tests in order to prepare them for the professional certification exams</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation by the academic supervisor, which measures the knowledge acquired during the preparation period for the professional certification examinations</li> <li>• The opinion of the supervisor following the department, who makes continuous and repeated evaluations of the student during the preparation period</li> <li>• Mock tests of professional certification subjects</li> </ul>
3.2	Enabling students to interact with others and listen to their opinions, and the ability to express his opinion on potential issues for more than one opinion, in a manner that takes into consideration the feelings of others and does not conflict with values and ethics. For the community. Then acquire the required professional skills.		
3.3	The initiative in identifying financial issues that require a solution, and the appropriate way to address them individually or through a team. Consequently, preparation for the cases required to pass the professional certification exams.		

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1			
2			
3			
4			

\*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 office a schedule dividing into lecture hours and office hours. The office hours are available for individual student's consultation and counseling which is on average 30-45 minutes per course per day.

Beside each faculty member provides counseling to their students, there are also other sources of counseling to students. These are college admission office and counsel and alumni office.

## F. Learning Resources and Facilities

## 1. Learning Resources

<b>Required Textbooks</b>	الاعداد لاجتياز زمالة المحاسبين القانونيين السعودية
<b>Essential References Materials</b>	كتاب زامل
<b>Electronic Materials</b>	<a href="https://socpa.org.sa/Fellowship-Authority/General-Rules.aspx">https://socpa.org.sa/Fellowship-Authority/General-Rules.aspx</a>
<b>Other Learning Materials</b>	

## 2. Facilities Required

Item	Resources
<b>Accommodation</b> (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
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	Faculty maintains data show, Smart Board.
<b>Other Resources</b> (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
Course learning outcomes	Program leaders, peer	Classroom observation by head of the program and Peer evaluation
Quality of learning resources	Program leaders, peer	Course reports and exam results

**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

<b>Council / Committee</b>	Business Administration
<b>Reference No.</b>	One
<b>Date</b>	27-09-2022