



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Introduction To Accounting - I							
Course Code		MVU105		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	3	Practice	1	Laboratory	0
Objectives of the Course		This course aims to enable the student to perform financial transactions and accounting records.							
Course Content		To create an account plan, To organize a balance sheet, To organize a big notebook and balance sheet, To record asset accounts							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study, Problem Solving					
Name of Lecturer(s)		Ins. Emrah BAŞ, Ins. Mehtap TARHAN BÖLÜKBAŞ, Ins. Tuğba KAVLU, Ins. Zühal MOLLAOĞULLARI							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Course book, auxiliary book, lecture notes and other sources
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Week	Weekly Detailed Course Contents	
1	Theoretical	Apply accounting principles and procedures
2	Theoretical	Create parent and child accounts
3	Theoretical	Create parent and child accounts
4	Theoretical	Create parent and child accounts
5	Theoretical	Opening and closing the balance sheet
6	Theoretical	Opening and closing the balance sheet
7	Theoretical	Organize large notebooks
8	Theoretical	Organize large notebooks
9	Intermediate Exam	Midterm
10	Theoretical	Laying tune
11	Theoretical	Record current assets
12	Theoretical	To record fixed assets
13	Theoretical	To record fixed assets
14	Theoretical	To record fixed assets
15	Theoretical	Record current assets
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	32	0	1	32
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To learn the basic concepts of accounting.
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2	Create an account plan
3	Balance sheet arrangement
4	Major book and trial balance editing
5	Saving asset accounts

Programme Outcomes (Office Management and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1		4	4	4	4
P2		4	4	4	4
P3		4	4	4	4
P4		4	4	4	4
P5		4	4	4	4
P6	4	4	4	4	4
P7		4	4	4	4
P8		4	4	4	4
P9		4	4	4	4
P10		4	4	4	4
P11		4	4	4	4
P12		4	4	4	4
P13		4	4	4	4
P14		4	4	4	4
P15		4	4	4	4

