



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Computerized Accounting Applications							
Course Code		PZL210		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	69 (Hours)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		This course is intended to do with the student's pre-computerized accounting records.							
Course Content		Recording and reporting on accounting software's of accounting transactions							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion					
Name of Lecturer(s)									

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Accounting with Computer 1-2, Fahri Kurşunel, Mustafa Özkürkçüler, Nobel Yayınları
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Week	Weekly Detailed Course Contents	
1	Theoretical	Software installs and registering a company
	Preparation Work	Examination of course materials
2	Theoretical	Current Account Recording and Tracking
	Preparation Work	Examination of course materials
3	Theoretical	Stock Registration and Tracking
	Preparation Work	Examination of course materials
4	Theoretical	Bill Registration and Tracking
	Preparation Work	Examination of course materials
5	Theoretical	Bill Registration and Tracking
	Preparation Work	Examination of course materials
6	Theoretical	Check Registration and Tracking
	Preparation Work	Examination of course materials
7	Theoretical	Bond Recording and Tracking
	Preparation Work	Examination of course materials
8	Preparation Work	Instruction book
	Intermediate Exam	Mid term Exam
9	Theoretical	Bank Transactions Recording and Tracking
	Preparation Work	Examination of course materials
10	Theoretical	Cashiering and Tracking
	Preparation Work	Examination of course materials
11	Theoretical	Cashiering and Tracking
	Preparation Work	Examination of course materials
12	Theoretical	Accounting Operations
	Preparation Work	Examination of course materials
13	Theoretical	Accounting Operations
	Preparation Work	Examination of course materials
14	Theoretical	Accounting Operations
	Preparation Work	Examination of course materials
15	Theoretical	An overview of the course
	Preparation Work	Examination of course materials
16	Preparation Work	Instruction Book



16	Final Exam	Final Exam
17	Preparation Work	Instruction Book
	Final Exam	Final Exam

**Workload Calculation**

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	2	28
Midterm Examination	1	5	1	6
Final Examination	1	6	1	7
Total Workload (Hours)				69
[Total Workload (Hours) / 25*] = <b>ECTS</b>				3

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

1	To be able to install Software programmes
2	To be able to track Inventory, the current account, check and bond
3	To be able to learn The bank, cash flow tracking and business book keeping

**Programme Outcomes (Marketing)**

1	To be able to Utilize the theoretical information they have acquired in applications and practices
2	To be able to manage a process effectively to meet the demands
3	To be able to work in a group cooperatively, even if the work requires the involvement of team members from interdisciplines
4	To be able to Identify vocational problems and resolve them effectively
5	To be able to comply with occupational ethics and sense of responsibility
6	To be able to access and assess sectoral problems
7	To be able to be aware of legal regulations, and comply with them
8	To be able to develop the skill of effective Communicating
9	To be able to utilize communication and information technologies, as well as other technologies and equipment
10	To be able to plan and carry out vocational processes
11	To be able to display their vocational self-confidence at work place and develop the skill of having entrepreneurship personality
12	To be able comprehend, appreciate and comply with cultural and social responsibilities
13	To be able to develop an awareness for the need for life long learning
14	To be able to follow national and international contemporary issues
15	To be able to become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3
P1	5	5	5
P2	1	3	3
P3	1	5	5
P4	1	3	3
P5	1	1	1
P6	3	3	3
P7	1	1	1
P8	3	3	3
P9	5	5	5
P10	1	5	5
P11	1	1	1
P12	1	1	1
P13	4	4	4
P14	1	1	1
P15	1	1	1

