



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Commercial Paper							
Course Code		MVP118		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		First and statutory documents and all businesses are required to use legally holds the second grade book and regulation of these documents and occurs from making registration with the relevant registry process, trial removal and making practical the end of the process certain balance and is aimed to regulate the financial statements							
Course Content		All Commercial Description Documents Project: Demonstration of commercial documents, legal books to be kept in the Business Class I, II. Business Legal Books to be kept in the classroom, Practical Examples							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Türk Ticaret Kanunu , Genel muhasebe, Dönem sonu muhasebe
---	---

Week	Weekly Detailed Course Contents	
1	Theoretical	Second Class Legal books to be kept in business
2	Theoretical	egal Books to be kept in Premium Business
3	Theoretical	Editing Sample Sheet and Income Statement
4	Theoretical	All Commercial Description Documents
5	Theoretical	Introducing the All Commercial Documents
6	Theoretical	Project: Demonstration of Commercial Documents
7	Theoretical	Term Transactions Last And Editing Mizan
8	Intermediate Exam	Midterm Exam
9	Theoretical	Term Transactions Last And Editing Mizan
10	Theoretical	Regulating the exact Mizan
11	Theoretical	Regulating the Balance Sheet
12	Theoretical	Regulating the Income Statement
13	Theoretical	Sample Applications
14	Theoretical	Sample Applications

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	1	7	15	22
Assignment	1	5	8	13
Midterm Examination	1	15	5	20
Final Examination	1	15	5	20
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Legal and commercial documents are.
2	Legal Books are known to be kept
3	The functioning of the monitoring documents



4	Declaration learned regulation
5	How learned last period transactions.

Programme Outcomes (Accounting and Tax Practices)

1	Have basic theoretical knowledge and skills in accounting and tax areas
2	The accounting and consultancy firm providing services in accounting, finance and accounting departments to meet the needs of the public or private sector organizations have the ability to think analytically and solve problems, be qualified accounting staff
3	To use at least one of the software packages related to accounting fluent
4	To follow the regulations related to the profession and have the basic legal information
5	Identify the data required for accounting for businesses, the ability to effectively collect and save
6	To be able to keep accounting records necessary to analyze financial transactions
7	General accounting, end of period accounting, cost accounting, and companies, understand and apply accounting control issues
8	Understand the obligations of a responsible and have knowledge about taxes and tax Turkish Tax System
9	By understanding and interpreting the problems of the profession, ideas orally or in writing, to express clearly
10	Knowledge they have taken in relation to the profession and to apply in a real business environment by identifying problems, interpret data and have the ability to analyze,
11	Professional and ethical responsibilities, understand the importance of job security
12	Be aware of the importance of following the regulations related to the profession
13	Correspondence related to the field can make using a computer, to store the information and use the stored information

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	4
P2	4	4	4	4	4
P3	1	1	1	1	1
P4	3	3	3	3	3
P5	4	4	4	4	4
P6	4	4	4	4	4
P7	3	3	3	3	3
P8	3	3	3	3	3
P9	3	3	3	3	3
P10	4	4	4	4	4
P11	3	3	3	3	3
P12	4	4	4	4	4
P13	1	1	1	1	1

