



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Computerized Accounting							
Course Code		LGT208		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	48 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To apply production,personal,service and financial modulles at accounting package programs. (Mikro, Eta, Logo, Link, Luca)							
Course Content		To learn production,personal,service and financial modulles at accounting package programs. (Mikro, Eta, Logo, Link, Luca)							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Problem Solving					
Name of Lecturer(s)									

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	LUCA Bilgisayarlı Muhasebe Kitabı, TÜRMOB
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Week	Weekly Detailed Course Contents	
1	Theoretical	To learn production process
2	Theoretical	To learn features of supply, shipment, job receipt and orders
3	Theoretical	To prepare example monograph
4	Theoretical	To learn practical informations about SGK regulations.
5	Theoretical	To learn calculating and accounting of gross and net salary of employee.
6	Theoretical	To learn accounting process at service companies.
7	Theoretical	To learn pre-accounting and financial process.
8	Theoretical	Repeating courses and midterm exam
9	Theoretical	Repeating courses and midterm exam
10	Theoretical	The importance of e-declaration and legal process.
11	Theoretical	To give information about other programs.
12	Theoretical	To prepare printed Ba, Bs, VAT, condensed, income, corporate tax return.
13	Theoretical	...
14	Theoretical	...
15	Theoretical	General Review
16	Theoretical	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	7	1	2	21
Lecture - Practice	7	1	2	21
Individual Work	2	0	1	2
Midterm Examination	1	1	1	2
Final Examination	1	1	1	2
Total Workload (Hours)				48
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	To install production, personal, service e-declaration and financial modules
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2	To open stock,current,invoice and receipt cards at production module.
3	To organize production receipt and job orders.
4	To calculate production cost and audit of accounting.
5	To define personal cards and personal register cards at personal module
6	To organize personal payrolls and observe at accounting receipts.
7	To organize accounting and cost processes at service sector.
8	To organize current,invoice,cheque,deposit slip and applying accounting process
9	To organize bank cards and integration of bank processes with accounting.

#### Programme Outcomes (Local Authorities)

1	Theoretical knowledge in the field of public administration and local governments to use in working life and lifelong learning to be conscious.
2	To have the ability to use the functions of local government, public administration to adapt to contemporary approaches
3	Problems encountered in professional practice to identify, analyze and propose solutions to have the ability to bring.
4	Professional legal regulations to be equipped, and keep track of changes, use the.
5	Local and collective needs, expectations, and to have knowledge about efficient service delivery.
6	urkish political life, political orientations, political power, political culture and to have competence in matters of contemporary political ideologies.
7	Understanding of contemporary urbanism, urban planning, urban land management, housing and environmental issues and policies to be competent.
8	Decentralization, local democracy and civil society to gain competence on a case.
9	Having the necessary values in the field of professional ethics; written-verbal communication and correspondence with the field of information-communication technologies and be able to use.
10	Land use plans, zoning laws and regulations to have knowledge of subjects covered.
11	The process of globalization and the country's internal dynamics, to analyze the process of democratization.
12	The Constitution, fundamental rights and freedoms, civil servants, law and public law legislation have sufficient knowledge about professional ethics.

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

	L1	L2
P1	3	3
P2	3	3
P3	3	3

