



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Computer Accounting and Applications							
Course Code		BİY209		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (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		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion					
Name of Lecturer(s)		Lec. Yasemin COŞKUN ERDOĞAN							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Lecturers Lesson Notes
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Week	Weekly Detailed Course Contents	
1	Theoretical	Software installs and registering a company
2	Theoretical	Current Account Recording and Tracking
3	Theoretical	Stock Registration and Tracking
4	Theoretical	Bill Registration and Tracking
5	Theoretical	Bill Registration and Tracking
6	Theoretical	Check Registration and Tracking
7	Theoretical	Bond Recording and Tracking
8	Intermediate Exam	midterm
9	Theoretical	Bank Transactions Recording and Tracking
10	Theoretical	Cashiering and Tracking
11	Theoretical	Cashiering and Tracking
12	Theoretical	Accounting Operations
13	Theoretical	Accounting Operations
14	Theoretical	Accounting Operations
15	Theoretical	An overview of the course
16	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	7	1	8
Final Examination	1	10	1	11
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Software installs
2	Inventory, the current account, check and bond tracking



3	The bank, cash flow tracking and business book keeping
4	Accounting of all financial transactions
5	To make accounting transactions electronically

Programme Outcomes (Business Administration Management)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	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	L4	L5
P1	3	3	3	3	3
P2	3	3	3	3	3
P3	4	4	4	4	4
P4	4	4	4	4	4
P5	4	4	4	4	4
P6	3	3	3	3	3
P7	3	3	3	3	3
P8	5	5	5	5	4
P9	2	2	3	3	3
P10	3	3	3	3	3
P11	1	1	1	1	1

