



**AYDIN ADNAN MENDERES UNIVERSITY
SULTANHISAR VOCATIONAL SCHOOL
MANAGEMENT AND ORGANIZATION
BUSINESS ADMINISTRATION MANAGEMENT
COURSE INFORMATION FORM**

Course Title	Computer Accounting and Applications								
Course Code	BİY209	Course 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	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Demonstration, Discussion								
Name of Lecturer(s)	Ins. Yasemin COŞKUN ERDOĞAN								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

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

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
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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

