



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		General Accounting							
Course Code		TRZM110		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	98 (Hours)	Theory	2	Practice	1	Laboratory	0
Objectives of the Course		The aim of this course is to make student's bank transactions and accounting records.							
Course Content		To apply accounting procedures and principles, to create main and sub-accounts, to organize opening record, to organize opening and closing balance sheet, to edit the ledger, to save the current assets, to save the fixed assets							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Individual Study, Problem Solving					
Name of Lecturer(s)		Ins. Nurcan YILMAZ							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Genel Muhasebe - Durmuş ACAR / Nilüfer TETİK
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Week	Weekly Detailed Course Contents	
1	Theoretical	Accounting procedures and apply the principles of
2	Theoretical	Create the main and sub-accounts
3	Theoretical	Opening an account to edit record
4	Theoretical	Opening an account to edit record
5	Theoretical	Opening and closing balance sheet to edit
6	Theoretical	Opening and closing balance sheet to edit
7	Theoretical	Edit ledger
8	Theoretical	Edit ledger
9	Theoretical	Edit trial balance
10	Theoretical	Edit trial balance
11	Theoretical	Save current assets
12	Theoretical	Save current assets
13	Theoretical	Save fixed assets
14	Theoretical	Save fixed assets
15	Theoretical	Resource accounts and operation
16	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Lecture - Practice	14	1	1	28
Assignment	1	5	1	6
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				98
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Create an account plan
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2	Edit Balance Sheet
3	Edit ledger and trial balance
4	Save the asset accounts
5	To learn the accounting of tourism enterprises

#### Programme Outcomes (Tourism and Hotel Management)

1	To know the concept of tourism management well and to adapt the areas of economy, accounting, finance, management, marketing, human resources to the tourism sector.
2	To have knowledge of the tourism sector and the accommodation, food and beverage, travel, transportation, entertainment and other businesses that constitute the sub-industry of tourism.
3	To have knowledge about the coordination and integration of sub-industries of the tourism sector. To adsorb the communication and coordination between hotel departments.
4	To follow the developments in the tourism sector and to renew himself/herself.
5	To know the legislation about the structure and operation of the tourism sector. To have knowledge about the legal regulations regarding tourism businesses and tourism types.
6	To have detailed information about accommodation businesses and to learn the basic areas of hotel management (front office, housekeeping, food and beverage services, entertainment services).
7	To be able to communicate with guests in written and verbal and to have the power of persuasion. To have knowledge about sales and marketing and to have the ability to persuade.
8	To have basic computer knowledge and ability to use related programs. To have knowledge about software used in the hospitality industry.
9	To learn about Atatürk's principles and reforms. To have knowledge about history and geography. To have enough knowledge about the geography of Turkey and world tourism.
10	To have sufficient degree knowledge of English (reading, writing, listening and speaking). To be able to communicate with guests in English (written and verbal).
11	To have detailed information about occupational health and safety. To know well the legislation determined within the scope of occupational health and safety and to follow the developments.
12	To be able to produce ideas about the solution of business or guest problems and apply them.
13	To adopt the company she/he works, to fulfill his responsibilities and to be prone to teamwork. To fulfill the requirements of the department she/he works. To act in accordance with the hierarchical order of tourism businesses.

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

	L1
P1	5
P2	5
P3	5
P4	5
P5	5
P6	5
P7	5
P8	5
P9	5
P10	5
P11	5
P12	5
P13	5

