



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Accounting							
Course Code		BYY201		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	4	Practice	0	Laboratory	0
Objectives of the Course		With this course, accounting and finance transactions and to develop skills.							
Course Content		General information - Balance sheet and accounts - Fixed assets - Current assets - Accounting system - Equity accounts - Income statement accounts - Bank transactions - Proforma invoice - Financial reports							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study, Problem Solving					
Name of Lecturer(s)		Ins. Gültekin BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	General Accounting, Mehmet Ali FEYİZ
2	General Accounting, Orhan SEVİLENGÜL

Week	Weekly Detailed Course Contents	
1	Theoretical	General information
2	Theoretical	Accounting system
3	Theoretical	Current assets
4	Theoretical	Current assets
5	Theoretical	Fixed assets
6	Theoretical	Foreign resource accounts
7	Theoretical	Equity Accounts
8	Intermediate Exam	Midterm exam
9	Theoretical	Income statement accounts
10	Theoretical	Commercial documents
11	Theoretical	Order-Invoice-Dispatch
12	Theoretical	Current account
13	Theoretical	Banking
14	Theoretical	Financial reports
15	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	4	56
Assignment	6	0	2	12
Term Project	10	0	2	20
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To gain general information about accounting, accounting accounts and the functioning of the accounting system.
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2	Perform transactions with asset accounts and resource accounts.
3	Perform preliminary accounting transactions.
4	To have information about Accounting Tables.
5	To have information about accounting books.

Programme Outcomes (Office Management and Executive Assistantship)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisciplinary team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5	5	5	5
P2	5	4	5	5	5
P4	5	5	5	5	5
P5	4	4	4	4	4
P6	3	3	3	3	3
P7	3	3	4	4	4
P8	2	2	2	2	2
P9	3	5	5	5	5
P10	1	1	1	1	1

