AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Package Programs - I						
Course Code	MVU213		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	5	Workload	125 *(Hours)*	Theory	3	Practice	1	Laboratory	0
Objectives of the Course	With this course students; to gain the competencies to carry out the records of all kinds of financial transactions in the computer environment by using the package programs used in every branch of accountant						
Course Content	Establishment of accounting package programs and recording of all kinds of financial transactions in these programs.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Case Study, Individual Study				
Name of Lecturer(s)	Ins. Emrah BAŞ						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Course book, auxiliary book, lecture notes and other sources

Week	Weekly Detailed Course Contents	
1	Theoretical	Build a program
2	Theoretical	Accounting Operations
3	Theoretical	Stock Follow
4	Theoretical	Stock Follow
5	Theoretical	Current Track
6	Theoretical	Current Track
7	Theoretical	Case Safe
8	Theoretical	Bank Monitoring
9	Intermediate Exam	Midterm
10	Theoretical	Bank Monitoring
11	Theoretical	Czech Senet Takibi
12	Theoretical	Business Book
13	Theoretical	Business Book
14	Theoretical	Staff Attendant
15	Theoretical	Backup
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Lecture - Practice	14	0	1	14
Assignment	10	0	3	30
Reading	27	0	1	27
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
			Total Workload (Hours)	125
			[Total Workload (Hours) / 25*] = **ECTS**	5

25 hour workload is accepted as 1 ECTS

Learning Outcomes	
1	Setting Up a Program
2	Accounting Operations
3	Inventory Taking
4	Can Make Current Attendance
5	Making Checks and Bills
6	Bank Follow-up
7	Doing Chassis Attachment
8	Making Business Book
9	Employee Follow-up
10	Backup