# AYDIN ADNAN MENDERES UNIVERSITY
# COURSE INFORMATION FORM

| Course Title | Computer Assisted Accounting | | | | | | |
|---|---|---|---|---|---|---|---|
| Course Code | ISL413 | | Couse Level | First Cycle (Bachelor's Degree) | | | |
| ECTS Credit | 5 | Workload | 127 *(Hours)* | Theory | 3 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | To express the accounting information in an applicable way in computer environment with the help of package programmes | | | | | | |
| Course Content | how to record accounting data via computer software packages, software concept and database relations, commercial software, current account transactions, billing operations, general accounting transactions, cheque/promissory transactions, cash and bank transactions, definition of basic integration, working with foreign exchange, personnel records and payroll process will be discussed in the course content. | | | | | | |
| Work Placement | N/A | | | | | | |
| Planned Learning Activities and Teaching Methods | | | Explanation (Presentation), Demonstration | | | | |
| Name of Lecturer(s) | | | | | | | |

## Prerequisites & Co-requisities

| ECTS Requisite | 95 |
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## Assessment Methods and Criteria

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

## Recommended or Required Reading

| 1 | Web tabanlı mali müşavirlik programı |
|---|---|
| 2 | CD'li ve Lisanslı çeşitli muhasebe paket programları |

| Week | Weekly Detailed Course Contents | |
|---|---|---|
| 1 | Theoretical | Definition, concept and importance of computerized accounting; accounting information systems. |
| 2 | Theoretical | The accounting entry process, accounting entry, documentary and accounting books patterns in electronical enviroments. |
| 3 | Theoretical | The structure and mechanism of a / a few sample computer package programmes that will be choosen and accounting integration |
| 4 | Theoretical | Making the definitions of parameter such as starting the programme, company introduction, company formation, user's entrance, staff assignment to the interested units for first class companies, chart of accounts, current, inventory, fixed assets and etc. |
| 5 | Theoretical | Making the applications within the period for first class companies by means of journal voucher in computer environment. |
| 6 | Theoretical | Staff accounting integration, calculating the cost-of- living allowance, to make out the wage pay roll, to take out some kinds of documentaries and reports form the system. |
| 7 | Theoretical | Making the end of period activities for first class companies and laying out the financial statements in electronical environment. |
| 8 | Intermediate Exam | Midterm exam |
| 9 | Theoretical | Arranging the declarations forms (Ba and Bs) |
| 10 | Theoretical | Arranging the declarations forms (Ba and Bs) |
| 11 | Theoretical | Arranging the declarations (Value Added Tax-VAT return etc). |
| 12 | Theoretical | Making the basic necessary definitions of parameter for second class companies and activites within the period in electronical environment. |
| 13 | Theoretical | Making the end of period activities for second class companies and taking out the accounting book and so on. |
| 14 | Theoretical | Application of book for self-employed. |
| 15 | Theoretical | Application of book for self-employed. |
| 16 | Final Exam | Final Exams |

| 17 | Final Exam | Final Exams |
|---|---|---|

## Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---|---|---|---|---|
| Lecture - Theory | 14 | 2 | 3 | 70 |
| Midterm Examination | 1 | 25 | 1 | 26 |
| Final Examination | 1 | 30 | 1 | 31 |
| | | | Total Workload (Hours) | 127 |
| | | | [Total Workload (Hours) / 25*] = **ECTS** | 5 |

*25 hour workload is accepted as 1 ECTS

## Learning Outcomes

| 1 | To be able to classify the accounting package programmes |
|---|---|
| 2 | To be able to arrange journal voucher |
| 3 | To be able to lay-out trial balances in electronical environments |
| 4 | To be able to lay-out financial statements in electronical environments |
| 5 | To be able to lay-out legal documentaries, books and forms in electronical environments |

## Programme Outcomes *(International Trade and Finance)*

| 1 | To become individuals having high intellectual capacity, improved social skills, positive thinking, the ability to adapt to different environments and institutions |
|---|---|
| 2 | To have technical equipment, flexible thinking and action ability and multiple language skills to be capable of working in international platforms |
| 3 | To be able to utilize the basic knowledge they obtained with an interdisciplinary approach to business, economics, etc. in creating expertise in the fields of International Trade and Finance in accordance with the requirements of the globalized business world |
| 4 | To develop suggested solutions and recommendations by informing the people and institutions predicting regional, national and international problems in the fields of international trade and finance with a proactive approach |
| 5 | To possess the ability of analytical thinking and the ability to synthesize with quantitative proficiency as required in the program |
| 6 | To have the characteristics to inquire and investigate the knowledge and skills acquired during the education process in relation to the requirements of existing market conditions |
| 7 | To identify and analyze the validity of theories related to the international trade and finance and their relationships regarding current conditions |
| 8 | To possess the knowledge of a second foreign language to the extent of their individual abilities, besides the competency in the English language to be able to communicate effectively |
| 9 | To have the qualifications of managing and being managed to solve existing and potential problems encountered in practice |
| 10 | To be able to organize activities that will contribute to the personal and professional development of the employees in the department where he/she holds an executive position |

## 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 | 4 | 3 | 3 | 5 | 3 |
| P2 | 4 | 3 | 3 | 5 | 3 |
| P3 | 4 | 4 | 3 | 1 | 4 |
| P4 | 4 | 4 | 4 | 2 | 5 |
| P5 | 3 | 5 | 4 | 5 | 5 |
| P6 | 3 | 4 | 4 | 4 | 4 |
| P7 | 3 | 4 | 4 | 4 | 3 |
| P8 | 4 | 3 | 4 | 5 | 2 |
| P9 | 5 | 4 | 4 | 2 | 1 |
| P10 | 4 | 4 | 3 | 3 | 2 |