



Kastamonu University

DADAY NAFİ AND ÜMİT ÇERİ VOCATIONAL SCHOOL
ACCOUNTING AND TAX APPLICATIONS

MUH12201 VOCATIONAL SOFTWARE PROGRAMS-I					
Semester	Course Code	Course Name	L+P	Credit	ECTS
1	MUH12201	VOCATIONAL SOFTWARE PROGRAMS-I	4	3	5

Language of Instruction:

Türkçe

Course Level:

Work Placement(s):

No

Department / Program:

ACCOUNTING AND TAX APPLICATIONS

Course Type:

Zorunlu

Goals:

To practice the knowledge of theoretical knowledge on computer, to be able to use packaged softwares related with accountancy

Teaching Methods and Techniques:

LUCA and LOGO the commercial package programs, stock transactions through the current account, invoices and dispatch procedures, accounting records, arranging temporary and final trial balance, balance sheet and income talosu issues related regulations. In addition, according to the conditions and new developments, procedures or programs required information and documentation updates show.

Prerequisites:

Course Coordinator:

Instructor Gözde SEREZLİ

Instructors:

Assistants:

Recommended Sources

Textbook	:	
Resources	:	FEYİZ, M.A., İNAL, R. ve S., ÖNAL, (2009), Bilgisayarlı Muhasebe Laboratuvar Uygulamaları, 2. Baskı, Murathan Yayınevi, Trabzon., GÜRSOY, Y., (20
Documents	:	
Assignments	:	
Exams	:	

Course Category

Mathematics and Basic Sciences	:		Education	:	
Engineering	:		Science	:	
Engineering Design	:		Health	:	
Social Sciences	:	20	Field	:	80

Course Content

Week	Topics	Study Materials	Materials
1	Basic concepts on accounting (balance, balance sheet, account plans etc.), and all the related documents used in accountir		
2	Introduction of accounting software package programs.		
3	Menus Programs Accounting Package.		
4	Introduction to Accounting Package Program substitutional modules.		
5	Cash and Bank Operations Module.		
6	Current Module Operations.		
7	Consignment and Stock Module Operations.		
8	Billing Module Operations.		
9	Cheque / Voucher Module Operations.		
10	Package Programme, Integrated Accounting Operations.		
12	Report Remove Programs.		
13	Accounting Applications.		
14	Solution Monograph.		

Course Learning Outcomes

No	Learning Outcomes
C01	To know the basic accounting concepts and accounting books.
C02	To understand the financial statements.
C03	Understands the importance of using the program in business accounting package.
C04	The account opening process makes the computer environment.
C05	To use accounting software packages.
C06	Regulates computer accounting receipts.
C07	Accounting books and take computerized accounting reports.

Program Learning Outcomes

No	Learning Outcome
P12	Using packaged software
P13	Making company transactions
P11	Identifying cost elements, making cost calculations and recordings
P09	Getting information about commercial law
P10	Making business mathematical operations and calculations
P14	Taking legal transactions, making tax dept and penalty transactions
P18	Making transactions of bank accounting and recordings
P19	Analysing and commenting financial statements
P17	Making transactions of company constitution
P15	Making financial analysis and planning
P16	Distinguishing public economic activities and preparing budget
P08	Analysing macroeconomic transactions and balance evolution
P01	Making accounting transactions and recordings
P02	Making business transactions
P23	Following labour and social security operations
P21	Making stocks and shares transactions and evaluating financial devices
P22	Making accounting audit transactions
P03	Distinguishing principles of economy and making microeconomic analysis
P06	Making vocational mathematical operations
P07	Collecting statistical data, converting them into serials and evaluating their results
P05	Identifying basic law concepts, law systems and types, carrying out law operations
P04	Using Office programs
P20	Distinguishing income types in Turkish Tax System, accounting taxes and arranging proclamation

Assessment		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%40
Quizzes	0	%0
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	14	4	56
Assignments	2	3	6
Presentation	2	6	12
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
Total Work Load			150
ECTS Credit of the Course			5

Course Contribution To Program				
Contribution: 1: Very Slight 2:Slight 3:Moderate 4:Significant 5:Very Significant				

	P01	P12	P17	P19
All	5	5	5	4