



# Kastamonu University

DADAY NAFİ AND ÜMİT ÇERİ VOCATIONAL SCHOOL  
ACCOUNTING AND TAX APPLICATIONS

MUH12202 VOCATIONAL SOFTWARE PROGRAMS-II					
Semester	Course Code	Course Name	L+P	Credit	ECTS
2	MUH12202	VOCATIONAL SOFTWARE PROGRAMS-II	4	3	5

**Language of Instruction:**

Türkçe

**Course Level:****Work Placement(s):**

No

**Department / Program:**

ACCOUNTING AND TAX APPLICATIONS

**Course Type:**

Zorunlu

**Goals:**

Ensure that students develop the basic skills on how to use accounting software.

**Teaching Methods and Techniques:**

Accounting Package Program Operation. Basic Meals program and working Logic. Accounting Package Program Accounting Module, Period Closing Operations, Payroll and Inventory Operations, Balance Sheet and Income Statement Editing.

**Prerequisites:****Course Coordinator:**

Instructor Güzin AYTEKİN

**Instructors:****Assistants:****Recommended Sources**

<b>Textbook</b>	:	Students should come to course by review of the literature related to course subjects in accordance with the weekly course flow chart.
<b>Resources</b>	:	Şahin, M., (2005), Bilgisayarlı Muhasebe (LKS Temel Set- Mali Müşavir Set), Detay Yayıncılık, Ankara., Gürsoy, Y., (2009), Bilgisayarlı Muhasebe ve E
<b>Documents</b>	:	
<b>Assignments</b>	:	
<b>Exams</b>	:	

**Course Category**

<b>Mathematics and Basic Sciences</b>	:		<b>Education</b>	:	
<b>Engineering</b>	:		<b>Science</b>	:	
<b>Engineering Design</b>	:		<b>Health</b>	:	
<b>Social Sciences</b>	:	20	<b>Field</b>	:	80

**Course Content**

Week	Topics	Study Materials	Materials
1	Accounting Package Program Operation.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
2	Basic Meals program and working Logic.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
3	Accounting Package Program Operating Account.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
4	Accounting Module in Accounting Package Program.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
5	Accounting Integration.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
6	Period Closing Operations in Accounting Package Program	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
7	Backup operations in Accounting Package Program	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
8	Maintenance Operations in Accounting Package Program.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
9	Payroll Operations in Accounting Package Program.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
10	Inventory Stock Operations in Accounting Package Program.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
11	E-Declaration Operations in Accounting Package Program.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
12	Balance Sheet and Income Statement Remove in Accounting Package Program.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
13	Example practices.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra
14	Example practices.	Lecturer's presentation	Oral presentation, Laboratory Study, Pra

**Recommended Optional Programme Components**

MUH12201 VOCATIONAL SOFTWARE PROGRAMS-I

**Course Learning Outcomes**

No	Learning Outcomes
C01	Define basic concepts concerned with accounting.
C02	Explain the rationale for accounting software package programs work.
C03	Recognize accounting softwares.
C04	Make a chart of accounts accounting software package programs.
C05	Accounts record transactions on the accounting package programs.
C06	Regulates the accounting receipts and accounting software package programs.
C07	Computerized records of all transactions in the accounting process.
C08	Accounting data summaries using accounting software.
C09	Accounting data plans using accounting software.
C10	Prepare statements to be prepared at the end of the period.

**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
<b>Total</b>		<b>%100</b>

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	3	42
Assignments	2	8	16
Presentation	2	8	16
Mid-terms	1	6	6
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	14	14
<b>Total Work Load</b>			<b>150</b>
<b>ECTS Credit of the Course</b>			<b>5</b>

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

	P04	P12
All		5
C01	3	5
C02	3	5
C03	3	5
C04	3	5
C05	3	5
C06	3	5
C07	3	5
C08	3	5