



Kastamonu University

DADAY NAFİ AND ÜMİT ÇERİ VOCATIONAL SCHOOL
ACCOUNTING AND TAX APPLICATIONS

| MUH12222 | | TEAMWORK | | | |
|----------|-------------|-------------|-----|--------|------|
| Semester | Course Code | Course Name | L+P | Credit | ECTS |
| 2 | MUH12222 | TEAMWORK | 4 | 3 | 4 |

Language of Instruction:

Türkçe

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

No

Department / Program:

ACCOUNTING AND TAX APPLICATIONS

Course Type:

Seçmeli

Goals:

The objective of this course is to teach team concept and properties, team-group differentiation, the importance of teams in organisations, the nature of team work, features of modern teams, phases of team building and development, personal problems in entering into the teams, team solidarity, team types, performance appraisal of teams, advantages and disadvantages of teams, teams in Turkish organisations.

Teaching Methods and Techniques:

Team concept and properties, team-group differentiation, the importance of teams in organisations, the nature of team work, features of modern teams, phases of team building and development, personal problems in entering into the teams, team solidarity, team types, performance appraisal of teams, advantages and disadvantages of teams, teams in Turkish organisations, team-based organisations.

Prerequisites:**Course Coordinator:**

Instructor Güzin AYTEKİN

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

| | | |
|--------------------|---|--|
| Textbook | : | Students should come to course by review of the literature related to course subjects in accordance with the weekly course flows chart. |
| Resources | : | Katzenbach, J. R. ve Smith D. K. (1993),The Wisdom of Teams, Harvard Business Press, Boston.,Şimşek, M. Ş., Akgemci T. Ve Çelik A., (2003), Da |
| Documents | : | |
| Assignments | : | |
| Exams | : | |

Course Category

| | | | | |
|---------------------------------------|---|-----|------------------|---|
| Mathematics and Basic Sciences | : | | Education | : |
| Engineering | : | | Science | : |
| Engineering Design | : | | Health | : |
| Social Sciences | : | 100 | Field | : |

Course Content

| Week | Topics | Study Materials | Materials |
|------|---|----------------------------|-------------------------|
| 1 | Team concept and properties | Introduction to the course | Lecturer's presentation |
| 2 | The importance of teams in organisations, The nature of team work | Lecturer's presentation | Oral presentation |
| 3 | The importance of teams in organisations, The nature of team work | Lecturer's presentation | Oral presentation |
| 4 | Features of modern teams | Lecturer's presentation | Oral presentation |
| 5 | Phases of team building and development | Lecturer's presentation | Oral presentation |
| 6 | Personal problems in entering into the teams | Lecturer's presentation | Oral presentation |
| 7 | Midterm Exam | | Classical exam |
| 8 | Team solidarity | Lecturer's presentation | Oral presentation |
| 9 | Team types | Lecturer's presentation | Oral presentation |
| 10 | High performed teams. | Lecturer's presentation | Oral presentation |
| 11 | Performance appraisal of teams | Lecturer's presentation | Oral presentation |
| 12 | Advantages and disadvantages of teams | Lecturer's presentation | Oral presentation |
| 13 | Teams in Turkish organisations and Team-based organisations | Lecturer's presentation | Oral presentation |
| 14 | General evaluation and reports of the students | Students' presentation | Oral presentation |

Course Learning Outcomes

| No | Learning Outcomes |
|-----|---|
| C01 | Defining team and group concepts |
| C02 | Telling specifications of modern teams |
| C03 | Explaining team building and development phases |
| C04 | Illustrating the problems which is confronted joining team. |
| C05 | Summarizing team types, advantages and disadvantages of teams |
| C06 | Analysing team performance appraisal and culture of working in a team |

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 | %100 |
| Quizzes | 0 | %0 |
| Assignment | 0 | %0 |
| Attendance | 0 | %0 |
| Practice | 0 | %0 |
| Project | 0 | %0 |
| Final examination | 1 | %70 |
| Total | | %170 |

| 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 | 2 | 28 |
| Assignments | 2 | 2 | 4 |
| 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 | | | 120 |
| ECTS Credit of the Course | | | 4 |

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

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