

Year

Accounting and Tax Department / Accounting and Tax Department /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
MUH201	PACKAGE PROGRAMS I	3.00	1.00	0.00	4.00	4.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: PreBachelor					
Course Type	: Compulsory					
Preconditions	: Not					
Objectives of the Course	: The purpose of this class is to introduce students to the basic procedures that are used to process transactions and maintain records of the information needs of business persons in a merchandising business. This course includes the students becoming familiar with: imputing information on the various screens, recording various reports with imputed in information.					
Course Contents	: The course emphasizes the operation of computerized accounting software used in business. Topics include setting up a company, inventory control, accounts receivable and payable, cash management, bank accounts, and financial reports.					
Recommended or Required Reading	: Bilgisayar, Projeksiyon,Lecture Notes Prepared by the Instructor					
Planned Learning Activities and Teaching Methods	: Expression / Question-Answer/Practice					
Recommended Optional Programme Components	: Recording in-class exercises in the program is important for future exercises. For this reason, exercises from classes that could not be continued must be completed.					
Course Instructors	: Öğr. Gör. Dr. Mehmet Ali Parlak					
Instructor's Assistants	: Mehmet Ali Parlak					
Presentation Of Course	: Topics will be presented theoretically by the instructor, and how to do them in the computer program will be demonstrated. Students will then be given the opportunity to practice.					
Update Date	:					
Dosya İndirilme Tarihi	: 9/22/2026					

Course Outcomes
Upon the completion of this course a student :
1 Can perform user and customer transactions in the accounting programme.
2 Can perform basic accounting entries in the accounting programme.
3 Can track inventory and fixed assets in the accounting programme.

Pre / Side Conditions							
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Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Accounting process and accounting software	*Accounting process and accounting software	*Review of www.luca.com.tr	*Lecture notes:1-25	*Expression / Question-Answer/Practice	Ö.Ç.1
2.Week	*Customer and user identification processes	*Customer and user identification processes	*Luca-Manager Module	*Lecture notes:28-57	*Expression / Question-Answer/Practice	Ö.Ç.1
3.Week	*Quick access, search for announcements, edit customer information	*Quick access, search for announcements, edit customer information	*Luca - Personal Module Luca - Customer Module	*Lecture notes:58-69	*Expression / Question-Answer/Practice	Ö.Ç.1
4.Week	*Opening sub-accounts and listing accounts,	*Opening sub-accounts and listing accounts,	*Luca - Accounting Module (Account Plan Transactions)	*Lecture notes:73-82	*Expression / Question-Answer/Practice	Ö.Ç.2
5.Week	*Transferring chart of accounts, defining current accounts and deleting accounts	*Transferring chart of accounts, defining current accounts and deleting accounts	*Luca - Accounting Module (Account Plan Transactions)	*Lecture notes:83-101	*Expression / Question-Answer/Practice	Ö.Ç.2
6.Week	*Receipt types, receipt pre-definitions	*Receipt types, receipt pre-definitions	*Luca - Accounting Module (Receipt Transactions)	*Lecture notes:103-115	*Expression / Question-Answer/Practice	Ö.Ç.2
7.Week	*sample receipt records	*sample receipt records	*Luca - Accounting Module (Receipt Transactions)	*Lecture notes:116-128	*Expression / Question-Answer/Practice	Ö.Ç.2
8.Week	*Midterm exam					
9.Week	*sample receipt records	*Sample receipt records	*Luca - Accounting Module (Receipt Transactions)	*Lecture notes:119-127	*Expression / Question-Answer/Practice	Ö.Ç.2
10.Week	*Sample stock definition	*Sample stock definition	*Luca - Accounting Module (Inventory Operations)	*Lecture note:128-135	*Expression / Question-Answer/Practice	Ö.Ç.3
11.Week	*Stock listing, bulk stock transactions	*Stock listing, bulk stock transactions	*Luca - Accounting Module (Inventory Operations)	*Ders notu:136-144	*Expression / Question-Answer/Practice	Ö.Ç.3
12.Week	*Sample stock trading	*Sample stock trading	*Luca - Accounting Module (Inventory Operations)	*Lecture note:145-153	*Expression / Question-Answer/Practice	Ö.Ç.3
13.Week	*Sample stock trading	*Sample stock trading	*Luca - Accounting Module (Inventory Operations)	*Lecture note:154-163	*Expression / Question-Answer/Practice	Ö.Ç.3
14.Week	*Fixed asset entry	*Fixed asset entry	*Luca - Accounting Module (Fixed Asset Transactions)	*Lecture note:165-178	*Expression / Question-Answer/Practice	Ö.Ç.3
15.Week	*Fixed asset purchase-sale and depreciation	*Fixed asset purchase-sale and depreciation	*Luca - Accounting Module (Fixed Asset Transactions)	*Lecture note:179-190	*Expression / Question-Answer/Practice	Ö.Ç.3

Assesment Methods %
1 Ara Sınav : 40.000
3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Laboratuvar	15	4.00	60.00
Ara Sınav Hazırlık	1	8.00	8.00
Vize	1	1.00	1.00
Final	1	1.00	1.00
Final Sınavı Hazırlık	1	8.00	8.00
Ders Sonrası Bireysel Çalışma	14	1.00	14.00
Ders Öncesi Bireysel Çalışma	14	2.00	28.00
Total : 120.00			
Sum of Workload / 30 (Hour) : 4			
ECTS : 4.00			

Program And OutcomeRelation													
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13
L.O. 1	5	0	0	0	0	0	0	0	0	0	0	0	0
L.O. 2	5	0	5	0	0	0	0	0	0	0	0	0	0
L.O. 3	5	0	5	0	0	0	0	0	0	0	0	0	0
Avarage	5.00	0	3.33	0	0	0	0	0	0	0	0	0	0

Ders/Program Çıktıları İlişkisi												
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13
5	0	5	0	0	3	0	0	0	0	0	0	0

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person s ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarılama Talebi : Engel durumuna ilişkin herhangi bir uyarılama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.