COMMERCIAL DOCUMENTS

1	Course Title:	COMMERCIAL DOCUMENTS
2	Course Code:	MVUS030
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	1
6	Semester:	2
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr. Gör. ERCAN BAYCAN
15	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları.
16	Contact information of the Course Coordinator:	ebaycan@uludag.edu.tr (0224) 2942662-61635(Dahili) BUU Karacabey Meslek Yüksekokulu
17	Website:	
18	Objective of the Course:	With this course students are able to gain adequacies to produce and manage documents that recognize sectors and documents according to sectors in commercial life
19	Contribution of the Course to Professional Development:	The student starts his / her business life by recognizing the documents (invoice, e-archive invoice, e-invoice, etc.) that are defined in VUK and TCC and used in commercial life and learning how to arrange these documents.
20	Learning Outcomes:	
	1	The Concepts of Accounting and Documentation, Documents Required to be Arranged According to Tax Law and Documents in Tax Law, Those Who Have to Prepare Documents According to Tax Law To have information about the Relationship with Documents and Accounting in Commercial Law
	2	To have information about invoices, e-invoices, e-archive invoices, to learn how to arrange them with sample applications.
	3	To have information about waybill, e-waybill, waybill-invoice, to learn how to arrange them with sample applications.
	4	Retail Sales Documents; Having information about Cash Register Receipt, Retail Sales Receipt, Entry - Passenger transportation Tickets and learning how to arrange them with sample applications
	5	To have information about expense compass, self-employment receipt, and to learn how to arrange it with sample applications.
	6	To have information about producer receipts and wage slips and to learn how to arrange them with sample applications.

	7	To have information about checks, bills and policies defined in TCC and to learn how to arrange them with sample applications.
	8	
	9	
	10	

21	Course Content:

Course Content:

Week	Theoretical	Practice
1	Place of the document in Accounting and Law.	
2	Invoice	
3	Waybill, Waybill-Invoice	
4	Invoice, Waybill, Waybill-Invoice applications	
5	e-invoice, e-archive invoice, e-waybill	
6	e-invoice, e-archive invoice, e-delivery note applications	
7	Cash Register Receipt, Retail Sales Receipt, Entry-Passenger Transport Tickets	
8	Expense Compass, Self-Employment Receipt	
9	Expense Compass, Self-Employment Receipt Applications	
13	Check, Note and Policy	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	2.00	28.00
Practicals/Labs	0	0.00	0.00
Self study and preporation	0	0.00	0.00
Homeworks	14	2.00	28.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	14.00	14.00
Others	0	0.00	0.00
Final Exams	1	20.00	20.00
Total Work Load			104.00
Total work load/ 30 hr			3.00
ECTS Credit of the Course			3.00

22	Textbooks, References and/or Other	Documentation in Accounting and Tax Applications
		Ekin Bookstore

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Quiz	0	0.00
Final Exam	1	60.00

Contribution of Term (Year) Learning Activities to Success Grade	40.00
Contribution of Final Exam to Success Grade	60.00
Total	100.00
Measurement and Evaluation Techniques Used in the Course	Measurement and evaluation is carried out according to the principles of Bursa uludag University Associate and Undergraduate Education Regulation.

24	ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	1	1	1	3	1	4	2	2	1	1	4	1	1	1	1	1
ÖK2	1	1	1	2	1	3	3	3	1	1	3	1	1	1	1	1
ÖK3	1	1	1	3	1	2	4	3	1	1	2	1	1	1	1	1
ÖK4	1	1	1	2	1	2	3	2	1	1	2	1	1	1	1	1
ÖK5	1	1	1	3	1	2	3	2	1	1	2	1	1	1	1	1
ÖK6	2	1	1	2	1	2	2	1	1	1	2	1	1	1	1	1
ÖK7	3	1	1	3	1	2	3	2	1	1	2	1	1	1	1	1
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High				5 Very High		