

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
ECONOMICS DEPARTMENT  
COURSE SYLLABUS FORM  
2022-2023 SPRING**

<b>BUS 200 Accounting</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Accounting	BUS 200	6	3	0	0	3	5

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Question-Answer, Problem Solving
<b>Class Time/Classroom</b>	
<b>Instructor</b>	Asst.Prof. Dr. Melike Aktaş Bozkurt
<b>Office</b>	9 <sup>th</sup> Floor-913
<b>E-mail</b>	<a href="mailto:melike.aktasbozkurt@ostimteknik.edu.tr">melike.aktasbozkurt@ostimteknik.edu.tr</a>
<b>Office Hours</b>	11:50-14:50 on Tuesdays and by e-mail (If Applicable)
<b>Teaching Assistants</b>	Huzeyfe Erkam Candan ( <a href="mailto:huzeyfe.candan@ostimteknik.edu.tr">huzeyfe.candan@ostimteknik.edu.tr</a> ) Office Hours: By e-mail

<b>Course Objective</b>
The aim of the course is to provide students with a comprehensive understanding of the principles and practices of accounting, including the recording, reporting, and analysis of financial transactions. The course aims to equip students with the skills necessary to analyze and interpret financial statements, use accounting information for decision making, and understand the role of accounting in the overall business and financial environment.

<b>Learning Outcomes</b>
<p>The students who become successful in this course will be able;</p> <ul style="list-style-type: none"> <li>• to understand the basic principles and concepts of accounting, including financial reporting, cost accounting, managerial accounting, tax accounting, and auditing.</li> <li>• to analyze, interpret, and communicate financial information effectively, using financial statements and other accounting reports.</li> <li>• to know accounting procedures and practices, including the recording and reporting of financial transactions.</li> <li>• to have the competence in using accounting information for decision-making, such as budgeting, performance evaluation, and cost control.</li> <li>• to develop critical thinking and problem-solving skills, as well as effective communication and teamwork skills.</li> </ul>

### Course Outline

This course introduces an overview of the accounting profession, financial statements and the accounting equation. Topics include recording transactions in the general journal and posting to the general ledger, preparing end-of-period adjusting entries and understanding accrual accounting, preparing an adjusted trial balance, financial statements and closing entries.

### Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Accounting and the Business Environment (Horngren's Accounting, Chap.1)	<ul style="list-style-type: none"> <li>– Why Is Accounting Important?</li> <li>– What Are the Organizations and Rules That Govern Accounting?</li> <li>– What Is the Accounting Equation?</li> <li>– How Do You Analyze a Transaction?</li> <li>– How Do You Prepare Financial Statements?</li> <li>– How Do You Use Financial Statements to Evaluate Business Performance?</li> </ul>
2	Recording Business Transactions (Horngren's Accounting, Chap.2)	<ul style="list-style-type: none"> <li>– What Is an Account?</li> <li>– What Is Double-Entry Accounting?</li> <li>– How Do You Record Transactions?</li> <li>– What Is the Trial Balance?</li> <li>– How Do You Use the Debt Ratio to Evaluate Business Performance?</li> </ul>
3	The Adjusting Process (Horngren's Accounting, Chap.3)	<ul style="list-style-type: none"> <li>– What Is the Difference Between Cash Basis Accounting and Accrual Basis Accounting?</li> <li>– What Concepts and Principles Apply to Accrual Basis Accounting?</li> <li>– What Are Adjusting Entries, and How Do We Record Them?</li> <li>– What Is the Purpose of the Adjusted Trial Balance, and How Do We Prepare It?</li> <li>– What Is the Impact of Adjusting Entries on the Financial Statements?</li> <li>– How Could a Worksheet Help in Preparing Adjusting Entries and the Adjusted Trial Balance?</li> <li>– What Is an Alternative Treatment of Recording Deferred Expenses and Deferred Revenues?</li> </ul>
4	Completing the Accounting Cycle (Horngren's Accounting, Chap.4)	<ul style="list-style-type: none"> <li>– How Do We Prepare Financial Statements?</li> <li>– How Could a Worksheet Help in Preparing Financial Statements?</li> <li>– What Is the Closing Process, and How Do We Close the Accounts?</li> <li>– How Do We Prepare a Post-Closing Trial Balance?</li> <li>– What Is the Accounting Cycle?</li> <li>– How Do We Use the Current Ratio to Evaluate Business Performance?</li> <li>– What Are Reversing Entries?</li> </ul>



5	Merchandising Operations (Horngren's Accounting, Chap.5)	<ul style="list-style-type: none"> <li>-What Are Merchandising Operations?</li> <li>-How Are Purchases of Merchandise Inventory Recorded in a Perpetual Inventory System?</li> <li>-How Are Sales of Merchandise Inventory Recorded in a Perpetual Inventory System?</li> <li>-What Are the Adjusting and Closing Entries for a Merchandiser?</li> <li>-How Are a Merchandiser's Financial Statements Prepared?</li> <li>-How Do We Use the Gross Profit Percentage to Evaluate Business Performance?</li> </ul>
6	Merchandise Inventory (Horngren's Accounting, Chap.6)	<ul style="list-style-type: none"> <li>-What Are the Accounting Principles and Controls That Relate to Merchandise Inventory?</li> <li>-How Are Merchandise Inventory Costs Determined Under a Perpetual Inventory System?</li> <li>-How Are Financial Statements Affected by Using Different Inventory Costing Methods?</li> <li>-How Is Merchandise Inventory Valued When Using the Lower-of-Cost-or-Market Rule?</li> <li>-What Are the Effects of Merchandise Inventory Errors on the Financial Statements?</li> <li>-How Do We Use Inventory Turnover and Days' Sales in Inventory to Evaluate Business Performance?</li> <li>-How Are Merchandise Inventory Costs Determined Under a Periodic Inventory System?</li> </ul>
7	Accounting Information Systems (Horngren's Accounting, Chap.7)	<ul style="list-style-type: none"> <li>-What Is an Accounting Information System?</li> <li>-How Are Sales and Cash Receipts Recorded in a Manual Accounting Information System?</li> <li>-How Are Purchases, Cash Payments, and Other Transactions Recorded in a Manual Accounting Information System?</li> <li>-How Are Transactions Recorded in a Computerized Accounting Information System?</li> </ul>
<b>8</b>	<b>MIDTERM EXAM</b>	
9	Internal Control and Cash (Horngren's Accounting, Chap.8)	<ul style="list-style-type: none"> <li>-What Is Internal Control, and How Can It Be Used to Protect a Company's Assets?</li> <li>-What Are the Internal Control Procedures with Respect to Cash Receipts?</li> <li>-What Are the Internal Control Procedures with Respect to Cash Payments?</li> <li>-What Are the Internal Control Procedures Needed for Petty Cash and How Are Petty Cash Transactions Recorded?</li> <li>-What Are the Internal Controls Needed with Debit and Credit Card Sales and How Are These Types of Sales Recorded?</li> <li>-How Can the Bank Account Be Used as a Control Device?</li> </ul>



10	Receivables (Horngren's Accounting, Chap.9)	<ul style="list-style-type: none"> <li>-What Are Common Types of Receivables, and How Are Credit Sales Recorded?</li> <li>-How Are Uncollectible Accounted for When Using the Direct Write-Off Method?</li> <li>-How Are Uncollectible Accounted for When Using the Allowance Method?</li> <li>-How Are Notes Receivable Accounted For?</li> <li>-How Do We Use the Acid-Test Ratio, Accounts Receivable Turnover Ratio, and Days' Sales in Receivables to Evaluate Business Performance?</li> </ul>
11	Plant Assets, Natural Resources, and Intangibles (Horngren's Accounting, Chap.10)	<ul style="list-style-type: none"> <li>-How Does a Business Measure the Cost of Property, Plant, and Equipment?</li> <li>-What Is Depreciation, and How Is It Computed?</li> <li>-How Are Disposals of Plant Assets Recorded?</li> <li>-How Are Natural Resources Accounted For?</li> <li>-How Are Intangible Assets Accounted For?</li> <li>-How Do We Use the Asset Turnover Ratio to Evaluate Business Performance?</li> <li>-How Are Exchanges of Plant Assets Accounted For?</li> </ul>
12	Current Liabilities and Payroll (Horngren's Accounting, Chap.11)	<ul style="list-style-type: none"> <li>-How Are Current Liabilities of Known Amounts Accounted For?</li> <li>-How Do Companies Account for and Record Payroll?</li> <li>-How Are Current Liabilities That Must Be Estimated Accounted For?</li> <li>-How Are Contingent Liabilities Accounted For?</li> <li>-How Do We Use the Times-Interest-Earned Ratio to Evaluate Business Performance?</li> </ul>
13	Long-Term Liabilities (Horngren's Accounting, Chap.14)	<ul style="list-style-type: none"> <li>-How Are Long-term Notes Payable and Mortgages Payable Accounted For?</li> <li>-What Are Bonds?</li> <li>-How Are Bonds Payable Accounted for Using the Straight- Line Amortization Method?</li> <li>-How Are Liabilities Reported on the Balance Sheet?</li> <li>-How Do We Use the Debt-to-Equity Ratio to Evaluate Business Performance?</li> <li>-What Is the Time Value of Money, and How Are Present Value and Future Value Calculated?</li> <li>-How Are Bonds Payable Accounted for Using the Effective-Interest Amortization Method?</li> </ul>
14	Investments (Horngren's Accounting, Chap.15)	<ul style="list-style-type: none"> <li>-Why Do Companies Invest?</li> <li>-How Are Investments in Debt Securities Accounted For?</li> <li>-How Are Investments in Equity Securities Accounted For?</li> <li>-How Are Debt and Equity Securities Reported?</li> <li>-How Do We Use the Rate of Return on Total Assets to Evaluate Business Performance?</li> </ul>
15	Financial Statement Analysis (Horngren's Accounting, Chap.17)	<ul style="list-style-type: none"> <li>-How Are Financial Statements Used to Analyze a Business?</li> <li>-How Do We Use Horizontal Analysis to Analyze a</li> </ul>

		Business? –How Do We Use Vertical Analysis to Analyze a Business? –How Do We Use Ratios to Analyze a Business?
<b>16</b>	<b>FINAL EXAM</b>	

<b>Textbook(s)/References/Materials:</b>
<b>Textbook:</b> Miller-Nobles, T., Mattison, B., & Matsumura, E. M. (2021). Horngren's Financial & Managerial Accounting, The Managerial Chapters. Pearson Higher Ed.
<b>Supplementary References:</b>
<b>Other Materials:-</b>

<b>Assessment</b>		
<b>Studies</b>	<b>Number</b>	<b>Contribution margin (%)</b>
Attendance		
Lab		
Class participation and performance	<b>1</b>	<b>10</b>
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects	<b>1</b>	<b>10</b>
Report		
Seminar		
<b>Midterm Exam/Midterm Jury</b>	<b>1</b>	<b>30</b>
<b>General Exam / Final Jury</b>	<b>1</b>	<b>50</b>
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		<b>50</b>
<b>Success Grade Contribution of End of Term</b>		<b>50</b>
<b>Total</b>		<b>100</b>

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
<b>Course hours (Including the exam week): 16 x total course hours)</b>	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
<b>Study Time Out of Class</b>	10	4	40
Presentation / Seminar Preparation			
Projects	1	15	15
Reports			
Homework			

Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	16	16
Preparation Period for the Final Exam / General Jury	1	20	20
<b>Total Workload</b>		<b>(139/30 = 4,63)</b>	<b>139</b>

<b>Course' Contribution Level to Learning Outcomes</b>						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
<b>L01</b>	to understand the basic principles and concepts of accounting, including financial reporting, cost accounting, managerial accounting, tax accounting, and auditing.					X
<b>L02</b>	to analyze, interpret, and communicate financial information effectively, using financial statements and other accounting reports.					X
<b>L03</b>	to know accounting procedures and practices, including the recording and reporting of financial transactions.					X
<b>L04</b>	to have the competence in using accounting information for decision-making, such as budgeting, performance evaluation, and cost control.					X
<b>L05</b>	to develop critical thinking and problem-solving skills, as well as effective communication and teamwork skills.					X

<b>Relationship Between Course Learning Outcomes and Program Competencies (Department of Economics)</b>							
Nu	Program Competencies	Learning Outcomes					Total Effect (1-5)
		L01	L02	L03	L04	L05	
<b>1</b>	Know the basic concepts used in economics, the relations between concepts, economic theories, the functioning mechanisms of the economy and the development processes of economies over time.						
<b>2</b>	Know how to obtain economic data and the research methods for processing and evaluating the obtained data by using various computer programs when necessary.						
<b>3</b>	Follow current developments in national and international macroeconomic conjuncture and world economic relations and can suggest economic policies to be used in case of economic problems.						
<b>4</b>	Acquire the capacity to conduct individual research on the field, interpret the results, and compare them with theoretical propositions.	X					3
<b>5</b>	Scrutinize and interpret all kinds of knowledge in the field of economics, including theoretical and statistical information, through analysis within the framework of cause-effect relationships.				X		2
<b>6</b>	Present solutions and opinions about the problems analyzed by supporting them with qualitative and quantitative data, use an analytical language, and support the used approach with visual and graphical materials.		X				2
<b>7</b>	Gain advanced skills in software and programming languages that assist analysis in the econometric field and can adapt to new software and programming languages						
<b>8</b>	Support the acquired theoretical knowledge of						

	economics with econometric and statistical calculations, analyze and evaluate phenomenon using software and programming languages within the framework of analytical thinking.							
9	Develop the ability to analyze unexpected and complex problems to be encountered during professional practice, can take responsibility as an individual or team member for solving the problem, and take initiative when necessary.					X	5	
10	Develop critical thinking and produce solutions on policy issues by adapting the theoretical and analytical knowledge to different conceptual frameworks.			x		x	4	
11	Exhibit approaches that will adapt to the speed of globalization, innovations and technological developments.							
12	Having an entrepreneurial spirit, develop original and innovative ideas, solution proposals and assume responsibility.							
13	Pay maximum attention to social responsibilities, ethical sensitivities and legal framework in theoretical and practical studies.				x		2	
14	Communicate with peers, colleagues, co-workers, employees and managers with common sense, empathy and situational awareness.					X	1	
15	Communicate effectively with colleagues, senior managers and the market, both in mother tongue and in at least one foreign language (English).					X	1	
<b>Total Effect</b>								20

### Policies and Procedures

**Web page:** <https://www.ostimteknik.edu.tr/economics-752>

**Exams:** The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real world phenomenon, through analyzing the situation, distinguishing problems and by suggesting solutions.

The written exams can be of two types, i.e., open-ended questions, which can also be in the form of problems or multiple-choice questions.

Exams are composed of a final exam comprising 50% of the student's grade and a mid-term exam, with less weight. The rest of the grade comes from other assessment methods, shown in the assessment table included in this syllabus.

The Department of Economics does not tolerate any act of academic dishonesty. Examinations are individual and must be completed without any outside assistance. Students who attempt to cheat during exams will receive a failing grade from that exam. The case could also be carried to the Dean's Office for additional disciplinary action.

**Assignments:** The assignments could be in the form of Homework or paper writing. A paper must include 1- Abstract 2- Introduction, 3- Literature review 4- Research Method, 5- Findings and Discussion 6- Conclusion.

Scientific Research Ethic Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately. The students must not adopt "cut-copy-paste" behavior from the sources in the internet or use the contents of any type of previous work in their assignments. Plagiarism is unethical behavior and is subject to disciplinary action.

**Missed exams:** Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.

**Projects:** The projects (if are a part of the course requirements) could be performed either individually or in groups, without engaging in plagiarism.

**Attendance:** Attendance requirements are announced at the beginning of the term. Student are usually expected to attend at least 70% of the classes during each term.

**Objections:** If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.