



# ÇANKAYA UNIVERSITY

## Faculty of Economics and Administrative Sciences

### Course Definition Form

#### Part I. Basic Course Information

Department Name	MANAGEMENT	Dept. Numeric Code	3 2	
Course Code	M A N 2 0 1	Number of Weekly Lecture Hours	3	
		Number of Weekly Lab/Tutorial Hours	-	
		Number of Credit Hours	3	
Course Web Site	http://man201.cankaya.edu.tr		ECTS Credit	0 5

#### Course Name and Other Course Information

*This information will appear in the printed catalogs and on the web online catalog.*

English Name	Principles of Accounting I
Turkish Name	Muhasebe İlkeleri I
Mode of Delivery	Face to face
Language of Instruction	English

#### Course Description

*Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.*

This is the first course in accounting. The course begins with the definition of accounting, types of accounting, basic concepts of accounting and covers basic accounting topics such as accounting cycle; accounts hierarchy (account classes, account groups, accounts, subsidiary accounts); journal entries related to sales, purchases, collections, payments, and expenses; posting; accounting of value added tax; payroll accounting; accounting of current assets (except inventories that will be covered in the subsequent course); trial balance, preparation of financial statements, and closing/opening entries.

<b>Prerequisites</b> (if any) <i>Give course codes and check all that are applicable.</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
	<input type="checkbox"/> Consent of the Instructor	<input type="checkbox"/> Senior Standing	<input type="checkbox"/> Give others, if any.	
<b>Co-requisites</b> (if any)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Course Type</b> <i>Check all that are applicable</i>	<input checked="" type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input type="checkbox"/> Elective course for dept. <input checked="" type="checkbox"/> Elective course for other dept.(s)			

#### Part II. Detailed Course Information

#### Course Objectives

*Maximum 100 words.*

The objectives of the course are to:

- Familiarize the students with the definition, types and basic concepts of accounting,
- Enable the students to apply the accounting cycle, make journal entries related to sales, purchases, collections, payments, and expenses,
- Enable the students to make journal entries related to value added tax, payroll, and current assets (except inventories),
- Enable the students to prepare balance sheet and the income statement at the end of the accounting period.

**Learning Outcomes**

*Explain the learning outcomes of the course. Maximum 10 items.*

Upon the successful completion of the course students will:

1. Define accounting and types of accounting,
2. Comprehend the role of accounting in a business,
3. Understand the basic concepts of accounting,
4. Describe the basic components of the financial statements,
5. Be able to make journal entries related to sales, purchases, collections, payments, and expenses,
6. Be able to make appropriate accounting records related to value added tax at the end of each tax period,
7. Be able to prepare and journalize the payroll,
8. Be able to make journal entries related to current assets (except inventories),
9. Be able to perform end of period accounting procedures,
10. Be able to prepare balance sheet and the income statement.

**Textbook(s)**

*List the textbook(s), if any, and other related main course material.*

Author(s)	Title	Publisher	Publication Year	ISBN
	Principles of Accounting (lecture notes)	Course web page	-	-

**Reference Books**

*List, if any, other reference books to be used as supplementary material.*

Author(s)	Title	Publisher	Publication Year	ISBN
Can Şimga Mugan	Principles of Financial Accounting	Gazi Kitapevi	Latest Edition	975-8895-54-0
Charles T. Horngren Walter T. Harrison, Jr.	Accounting	Prentice Hall	Latest Edition	0-13-243960-3

**Teaching Policy**

*Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)*

Three hours of lecturing. Different example sheets are posted in the web page of the course. Students are expected to solve the examples.

**Laboratory/Studio Work**

*Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.*

N/A

**Computer Usage**

*Briefly describe the computer usage and the hardware/software requirements for the course.*

N/A

<b>Course Outline</b>	
<i>List the weekly topics to be covered.</i>	
Week	Topic(s)
1	An overview of accounting
2	Basic concepts of accounting
3	Basic components of financial statements
4	Basic components of financial statements (continued)
5	Journal entries during the accounting period (sales, purchases, collections, and payments)
6	Journal entries during the accounting period (sales, purchases, collections, and payments) (continued)
7	Midterm Exam
8	Journal entries related to expenses during the period
9	End of period procedures
10	Preparation of balance sheet and the income statement.
11	Accounting for value added tax
12	Payroll accounting
13	Accounting for current assets (except inventories)
14	Accounting for current assets (except inventories) (continued)

<b>Grading Policy</b>								
<i>List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.</i>								
Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Midterm exam	1	50 %						
Final exam	1	50 %						

<b>ECTS Workload</b>			
<i>List all the activities considered under the ECTS.</i>			
Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures ( <i>weekly basis</i> )	13	3	39
Attending Labs/Recitations ( <i>weekly basis</i> )	-	-	-
Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )	13	0.5	6.5
Collection and selection of relevant material ( <i>once</i> )	1	2	2
Self study of relevant material ( <i>weekly basis</i> )	13	4	52
Take-home assignments	3	4	12
Preparation for quizzes	-	-	-
Preparation for mid-term exams ( <i>including the duration of the exams</i> )	1	10	10
Preparation of term paper/case-study report ( <i>including oral presentation</i> )	-	-	-
Preparation of term project/field study report ( <i>including oral presentation</i> )	-	-	-
Preparation for final exam ( <i>including the duration of the exam</i> )	1	10	10
<b>TOTAL WORKLOAD / 25</b>			<b>5.18</b>
<b>ECTS Credit</b>			<b>5</b>

<b>Program Qualifications vs. Learning Outcomes</b> Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.						
No	Program Qualifications	Contribution				
		0	1	2	3	4
1	Acquire detailed knowledge concerning the economic and legal environment in which the business entities operate.			X		
2	Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.					X
3	Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.	X				
4	Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.	X				
5	Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.				X	
6	Be able to collect, edit, analyze, and interpret the representative data by applying both qualitative and quantitative methods in order to identify and clearly define the business problems and to develop insight and solutions.			X		
7	Be able to adequately communicate upon analyses, findings, inferences, and recommendations with his/her superiors, team members, colleagues, and subordinates both in written and oral form.				X	
8	Be thereby qualified to conduct research in business administration and management.			X		
9	Be appropriately trained to fulfill his/her responsibilities in team work both as a leader and an expert.		X			
10	Acquire the necessary skills to communicate effectively with the stakeholders of an organization so that he/she can become capable of analyzing the needs of the stakeholders and based on these analyses developing the objectives of the organization.			X		
11	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.				X	
12	Gain the ability to evaluate the organization that he/she is affiliated with and the ability to assess the knowledge that he/she has acquired in a critical perspective.				X	
13	Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.					X
14	Be able to use information technologies applicable to business administration and management at European Computer Usage License Basic Level.		X			
15	Be directed towards the behavioral patterns and responsibilities of a business administrator in terms of quality awareness, occupational safety and health, in-service training, environmental issues, social responsibilities, and social, organizational and business ethics.			X		
16	Be inclined to encourage innovation and continuous improvement within the organization in which he/she takes responsibilities.		X			

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest