ACCOUNTING & MIS 211
INTRODUCTION TO FINANCIAL ACCOUNTING
SPRING QUARTER 2003

INSTRUCTOR: Kevin Zmija

OFFICE HOURS: Tues. 12:30-3:00;
Thurs. 2:00-3:00 and by appointment *

OFFICE: 347 Fisher Hall

E-MAIL: zmija.1@osu.edu

TELEPHONE: (614) 292-7256 **

Section Web Site: http://student.cob.ohio-state.edu/ZMJJA_1/
Course Web Site: http://fisher.osu.edu/acctmis/courses/AMIS211/

* I may need to change the hours. If so, I will announce them in class and put it up on the web site.
** This is my office phone. I’ll be there during office hours and possibly other times. However, I can’t access the messages on it, so your best bet is to call me during my office hours or email me.

COURSE TEXT

TEACHING PHILOSOPHY AND CLASSROOM PROCEDURES
The University awards five credit hours for this course. It is the University's (and my) expectation that each student spend at least TWO hours outside of class for every credit hour. Hence, you should expect to spend a minimum of TEN (10) hours each week in addition to class time on Accounting 211. The homework assignments are made with that time frame in mind. It is my belief that the most efficient use of classroom time is to reinforce and/or clarify what the student has already tried to learn on an individual or group basis prior to the beginning of each class. This strategy requires that both the student and the instructor combine their talents to achieve the objective. Optimal learning requires: a) the student to wholeheartedly prepare for class by doing the assigned readings and working all assigned problems; b) discussion of the materials by instructor and the student; and c) the instructor to underscore the most important points via comments or very short lectures. Obviously, the problems are not ends in themselves. They only cause us to focus on central issues and explore the many alternatives available.

Given the above, your success depends on your participation. Participation of the mind is essential in each class. Participation by mouth is expected periodically. I will call on you if you don't voluntarily participate. This is not a threat. It is, however, the only way I believe you become properly trained to succeed in the professional environment. I also expect you to attend all of the classes during the quarter.

COURSE OBJECTIVES
This course is an introduction to financial accounting. It emphasizes the understanding of financial statements that are used by economic decision makers and financial analysts. Specific courses objectives include:
1. Understanding the broad role that accounting information plays in our economy.
2. Building your business and accounting vocabulary to prepare you for future success.
3. Learning key concepts and accounting methods needed to examine financial statements.

EXAMINATIONS
You are required to bring one or more #2 pencils, a non-programmable calculator, and a picture ID to all exams. Use of cell phones for any purpose, including as a calculator, is strictly prohibited and will be treated as a case of academic misconduct. Examinations for this quarter are scheduled as follows:

<table>
<thead>
<tr>
<th>EXAMINATIONS</th>
<th>DATE</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Midterm</td>
<td>Monday April 21</td>
<td>5:30 - 7:18pm</td>
<td>TBA</td>
</tr>
<tr>
<td>Second Midterm</td>
<td>Monday May 12</td>
<td>5:30 - 7:18pm</td>
<td>TBA</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Monday June 9</td>
<td>5:30 - 7:18pm</td>
<td>TBA</td>
</tr>
</tbody>
</table>

If you miss the first or second midterm examination for a valid reason, such as sickness, and provide sufficient documentation (a doctor's statement), your final grade will be based on the scores for the exams actually taken. Unexcused absences will result in a grade of "zero" for a missed exam. The second and final examinations are comprehensive.

All exams are "closed book"! Each exam consist of 40 equally weighted "multiple choice" type questions. The answer key will usually be posted by two hours after the exam on the course website. When your answer to an exam question differs from the answer key and you believe that your answer is correct, you should first check with me for the correct solution. If you still strongly believe that your answer is correct, then you should put in writing your solution with well-labeled computations. This procedure must be completed within two weeks subsequent to the exam. Student claims of transfer errors from the test booklet to the electronically scanned answer sheet will NOT be considered valid disputes and exam scores will NOT be altered for such incidents.

Please also note that you will be required to provide your name, student id number (usually social security #), the section number, the instructor name (Kevin Zmija), and to sign the answer sheet for the exam. In addition, you will NOT receive any extra time to finish answering questions, filling out question sheets, etc. when time is called. The exam runs from 5:30-7:18. We need to do that to be fair to all of the other students, so please make sure that you bubble in your answers before time is called.

QUIZZES
A minimum of ten in-class quizzes (or homework collected in lieu of quizzes) will be given during the quarter. At the end of the quarter, your lowest quiz grade will be dropped and your highest quiz grade will be substituted in its place. Failure to take a quiz, without a valid excuse, will result in a grade of "zero" for a missed quiz. To ensure proper grading of your multiple choice quizzes, you must bring at least one #2 pencil to each class session.

HOMEWORK
Homework should be prepared prior to class. Regular and thorough preparation and review of homework is an essential part of exam preparation. The student is responsible for all material in assigned homework. Homework will not normally be collected; however, the instructor reserves the right to grade homework if he believes the students are "getting behind." Solutions to homework problems will be posted on the website periodically. Homework is assigned for each
topic as per the attached assignment sheet. Homework is due at the BEGINNING of class on the day assigned. For example, problems C 2-1; E 2-3, 5, 9, 13, 21; P 2-14 and the Ethics Case from Chapter 2 are due on Tuesday April 3. Late homework will NOT BE accepted. If you must be absent from class on a due date, have someone hand homework in for you. The guidelines for written homework assignments are:

1. 8 1/2" x 11" columnar accounting paper is encouraged, if you do not prepare your homework using a computer;
2. NEVER use paper from a spiral notebook;
3. Fasten papers with staples (no paper clips or bent corners);
4. Identify your homework by writing your name, section, and items assigned in the upper right hand corner of the first page:

   ![Example]

   Jane Doe
   Time 8:30 am
   E1-1, E1-10, P1-1A, P1-3A

5. Identify the second and any subsequent pages by writing your last name, followed by digits where the first digit represents the page number and the second digit represents the total number of pages being submitted. For example, if Jane Doe submits five (5) pages for the homework assignment, then in the upper right hand corner of the second page she would write: Doe, 2-5.

   **CLASS ATTENDANCE AND PARTICIPATION**

   Attendance is required for each of the exams. You are expected to attend all classes for this course. It should be noted that regular attendance is essential for optimal performance and the student is responsible for all material covered in class. Regular class attendance and participation is an indication of your effort in the course and is critical evidence for borderline course grade decisions.

   **COURSE GRADING**

   Your final course letter grade, including "+" or "-" where appropriate, will be determined in accordance with the following weights:

<table>
<thead>
<tr>
<th></th>
<th>%</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Examination</td>
<td>20%</td>
<td>200 points</td>
</tr>
<tr>
<td>Second Examination</td>
<td>25%</td>
<td>250 points</td>
</tr>
<tr>
<td>Final Examination</td>
<td>35%</td>
<td>350 points</td>
</tr>
<tr>
<td>Quizzes, Participation etc.*</td>
<td>20%</td>
<td>200 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>1000 points</td>
</tr>
</tbody>
</table>

   *Note: approximately 180 of the 200 points will be allocated based strictly on quiz performance. For equity with all other coordinated AMIS 211 sections, the combined Quizzes, Participation etc., scores will be averaged to 150 points for each instructor's sections.
STUDENTS WITH DISABILITIES

If you need an accommodation based on the impact of a disability, you should contact me to arrange an appointment as soon as possible. At the appointment we can discuss the course format, anticipate your needs and explore potential accommodations. I rely on the Office For Disability Services for assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously contacted the Office for Disability Services, I encourage you to do so.

WITHDRAWAL/INCOMPLETE

Students may withdraw from this class and receive a withdrawal grade through the last withdrawal date as determined by the University. This does not apply to individuals found guilty of academic dishonesty. A grade of "I" will be given only in extreme and unusual cases when nonacademic emergencies exist. My decision is final in the determination of whether the conditions warrant an "I."

PRIVACY

The student is entitled to complete privacy with regard to class grades. The instructor will share grade/performance information only with the student and authorized University personnel. To aid in the posting of grades, a random, anonymous, four digit alphanumeric code will be selected by each student. Students retain the right to request no posting of their grade information; however, giving a code is the only way to obtain your final grade prior to it being issued by the registrar. To insure privacy, no student-specific grade information will be given out by phone. I will post the scores, for my sections only, on the website prior to the final exam to ensure accuracy. In the event of a grade discrepancy, students must be able to document the error (i.e. save all graded materials). The burden of proof is on the student, not the instructor. To check your scores for tests and quizzes, please click on the following link after I have announced the scores are posted.

CLASS DISRUPTIONS

To avoid disturbing the class, please turn off your cell phone and/or beeper. Any disruption of class including, but not limited to, arriving late, leaving early, allowing your cell phone/beeper to ring etc. will result in loss of points available in the participation and quizzes section shown above. The point reduction assessed will be based on the severity and frequency of the disruptions and are solely determined by the instructor.

ACADEMIC MISCONDUCT

Academic dishonesty will not be tolerated. I will pursue the severest possible penalties available in cases of academic misconduct and/or dishonesty.

ASSIGNMENT SCHEDULE

The assignment schedule for the quarter may change slightly depending upon the progress of the class during the quarter. To view the assignment schedule, go to the course web page.

POWERPOINT NOTES

Power Point notes/slides are provided for each chapter in the textbook. You may obtain these notes by clicking on the link provided in the assignment schedule.

PREVIOUS EXAMINATIONS

Examinations from a previous quarter may be made available on the course web page. If they are made available you may access them via the web.

HELP SESSIONS AND TUTORS

Two undergraduate student organizations for accounting majors, the Accounting Association (accounting club) Beta Alpha Psi (accounting honorary), offer FREE help sessions during the week. The help sessions for Spring Quarter 2003 will be announced as soon as they are known.