



Department / Course Number: Accounting & MIS 2300
Course Title: Introduction to Managerial Accounting
Term: Autumn 2020

Instructor Information:

Name: Marc H. Smith
Department: Accounting & MIS
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Email: fcob-acct-intro@osu.edu
Office Hours: Mondays 4:00 – 5:00 pm; Fridays 11:30 am – 12:30 pm; and by appointment (see carmen for zoom link to office hours)

Class Meeting Schedule:

- Online video lectures accessed through carmen that introduce the coursework
- Weekly recitations held through zoom with the professor where the coursework is discussed and enhanced with new problems (meetings scheduled every Wednesday from 9:10 – 10:05 am and from 10:20 – 11:15 am). Students may attend either of these times. Additionally, these meetings will be recorded and posted in carmen for students who are unable to attend either of the live class sessions.
- Weekly problem sessions held through zoom with a TA where additional problems are worked to cement the student's understanding of the coursework (meeting scheduled every Thursday during your regularly scheduled class time; these meetings will be recorded and posted in carmen for students who are unable to attend the live class)

Course Materials / Software:

- No textbook is required for this course
- No specific software is required for this course

Course Description:

Accounting 2300 is the second course in accounting that is required of all students in the Fisher College of Business. Accounting 2300 is also a great introduction to the world of business. In fact, accounting is sometimes referred to as the *language of business*. That's because the very purpose of accounting is to provide meaningful financial information to individuals and institutions that have an interest in business, whether they be investors, creditors or managers. Most Americans today invest in business through the stock market. Intelligent investors seek out financial information on companies to make more informed investment decisions. It is a company's accounting system that creates and provides the information used by investors. Business managers likewise need information produced through accounting in making the day-to-day operational decisions that improve a company's performance and profitability. This class will be an important class for anyone who is interested in someday participating in or investing in a business. Welcome to the world of business.

Course technology:

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
 - **Phone:** 614-688-4357(HELP)
 - **Email:** servicedesk@osu.edu
 - **TDD:** 614-688-8743
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- **Baseline technical skills for online courses**
 - Basic computer and web-browsing skills
 - Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).
 - **Required Technology skills specific to this course**
 - [CarmenZoom virtual meetings](#)
 - **Required equipment**
 - Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
 - Webcam: built-in or external webcam, fully installed and tested
 - Microphone: built-in laptop or tablet mic or external microphone
 - Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication
 - **Required software**
 - [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).
 - **Carmen access**

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

 - Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
 - Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
 - Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

Academic integrity:

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct (<https://trustees.osu.edu/bylaws-and-rules/code>) and this syllabus may constitute Academic Misconduct (<https://oaa.osu.edu/academic-integrity-and-misconduct>)

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as any activity that tends to compromise the academic integrity of the University, or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Accounting 2300 Copyright Policy:

Material provided by the instructor through Carmen or any other means may not be re-posted anywhere without the explicit permission of the instructor. Failure to follow this policy does constitute academic misconduct (see above). For further details please see the university copyright policy.

Disability Services:

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Safety and health requirements:

All teaching staff and students are required to comply with and stay up to date on all [University safety and health guidance](#), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

How This Course Works (Overview):

● **Mode of delivery:** This course is 100% online. Class meetings will be held through zoom on Wednesdays from 9:10-10:05 am and from 10:20-11:15 am and on Thursdays during their regularly scheduled class times; however, these meetings will be recorded and posted in carmen. Students may either attend the class meetings live through zoom or watch the recording of the class meeting available in carmen.

● **Pace of online activities:** This course is divided into weekly modules that are all available in carmen at all times during the semester.

● **Credit hours and work expectations:** This is a 3-credit-hour course. According to [Ohio State policy](#), students should expect around an average of 3-4 hours per week of time spent on direct instruction in addition to 5-6 hours of homework each week.

● **Attendance and participation requirements:** Because this is an online course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Participating in online activities for attendance:**

You are expected to log in to the course in Carmen every week. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, please discuss it with me as soon as possible.

- **Office hours and live sessions:**

Live class meetings with the professor and with TAs will be held through zoom every Wednesday and Thursday. These class meetings will be recorded and posted in carmen. Students may attend the live meetings or watch the posted recordings. Additionally, I will hold office hours through zoom every Monday (4:00 – 5:00 pm) and Friday (11:30 am – 12:30 pm). The TA tutor room will be open via zoom Monday, Tuesday, and Wednesday (see carmen for schedule of times).

How This Course Works (Details):

Online Video Lectures:

All of the lectures for this course are located in the carmen course site (***click on modules on the left navigation bar, scroll to the topic you wish to view, and then click on lecture materials***). The online lectures present the course material in a video lecture format with synchronized graphic displays, sample problems, and solutions. A student can pause the online lectures at any time to make any notations they feel will help them in future study and reviews. In addition, the online lectures can be viewed as many times as necessary to reinforce the learning of difficult concepts. ***There are several problems that are worked during each lecture. You should have these problems in front of you while viewing the lectures. The lecture problems can be found in the carmen course site by scrolling to the topic you wish to view then clicking on lecture materials.***

Supplemental Learning Resources:

The following learning resources are also available. ***Both of these resources can be found under 'lecture materials' in carmen.***

1. **copies of the power point slides for each online lecture**
2. **MP-3 versions of the online lectures**

Homework:

There are no formal written homework assignments for this course. However, **practice is essential** to mastering this subject matter. Thus, I have posted practice problems for each topic covered in carmen (click on modules on the left navigation bar and then scroll to the topic being covered and click on homework). ***Although these practice assignments will not be submitted or graded, your ultimate success on quizzes and exams will be directly correlated to your ability to understand and do these homework problems on your own.*** Because homework solutions and explanations are provided (click on modules on the left navigation bar and then scroll to the topic being covered and click on homework), many students will be tempted to simply refer to the solutions rather than hammering out a problem on their own. This will be a serious mistake. The best learning takes place when students work through problems on their own before resorting to a provided solution. ***You must be able to understand and do these homework problems on your own without references to do well on the exams.***

Weekly Recitations:

Every Wednesday, the professor will meet with the class through zoom to answer any questions, go over any problems the students may have encountered during their work with the online lectures, and provide a review of the material from the online lectures. The Wednesday class meetings will be held 9:10 – 10:05 am and 10:20 – 11:15 am, both eastern time. Students may attend either of the Wednesday recitations. The links to the Wednesday recitations are posted in carmen (click modules and scroll to the header labeled class meetings). Each Wednesday recitation will be recorded and posted in carmen sometime the following day. Thus, if you are unable to attend a Wednesday class session, you will still be able to access the material covered during the class meeting. To access the recorded Wednesday recitations, click modules on the left navigation bar then scroll down to the topic you wish to view.

Weekly Problem Sessions:

Every Thursday during their regularly scheduled class time, students will meet with a TA through zoom to work problems related to the material they are learning that week. The link to the Thursday problem sessions is posted in carmen (click modules and scroll to the header labeled class meetings). Each Thursday problem session will be recorded and posted in carmen sometime the following day. Thus, if you are unable to attend a Thursday class session, you will still be able to access the material covered during the class meeting. To access the recorded Thursday problem sessions, click modules on the left navigation bar then scroll down to the topic you wish to view.

Online Tutor Room:

Online tutoring will be available every Monday, Tuesday, and Wednesday from 10:00 am eastern standard time – 4:00 pm eastern standard time. The link to the online tutor room is posted in carmen (click modules and scroll to the header labeled tutor help sessions).

Virtual Office Hours:

I will hold office hours through zoom every Monday from 4:00 – 5:00 pm eastern standard time and every Friday from 11:30 am – 12:30 pm eastern standard time. The links and passcodes to my virtual office hours are posted in carmen (click modules and scroll to the header labeled virtual office hours).

Course Assignments:

PROBLEM ASSIGNMENTS:

Eleven times during the semester students will be required to complete one problem through the carmen course website. The problem will be based on what was covered in the Thursday TA problem session meeting that week. A student should be well prepared to answer this problem correctly if they attended the Thursday class meeting (or watched the recording of that class meeting posted in carmen). Each problem assignment is worth 10 points. Only the 10 best out of the 11 possible problem assignment scores will be used in determining a student's final grade for the class.

Students will access the problem assignments through carmen by clicking on the link labeled quizzes on the left navigation bar and then selecting the specific problem assignment to be completed. The problem assignments will open to students every Friday at 10:00 am eastern standard time and will remain open until 5:00 pm eastern standard time. Students may complete the problem at any point during this time frame. Students will have thirty minutes to complete each problem though these can be completed in less time than that if you are prepared for the question. Your clock begins as soon as you open the problem. **Nothing will be accepted after the 5:00 pm deadline** so the latest you can start and still receive the full thirty minutes is 4:30 pm eastern time.

Students may use their notes or other resources provided by the instructor in completing these problem assignments. **However, students are not permitted to work together in completing the problem assignments nor may they communicate with any other persons (physically, virtually, electronically, or otherwise) while working on the problem assignments. Additionally, in completing these problems, students may not use any resources other than what has been provided to them by the instructor as part of the class. Any form of collaboration with others while completing the problem assignments or use of any unauthorized resources and websites will be considered and treated as academic misconduct as well as result in a zero being assigned to your grade for that assignment.**

QUESTION WRITING ASSIGNMENTS:

Six times during the semester, students must submit a question they have written related to a topic covered in the course. Students should think of these questions as being similar to a question they would see on an exam in this course. The question must be a calculation, multiple choice question with a minimum of four choices. One choice should be the correct answer and the remaining choices should be incorrect choices that can be achieved with the given information in the problem.

To submit their work, students will upload their questions to carmen. The document uploaded by students must contain the question, the four choices, how to solve for the correct answer, and how to arrive at the other three choices using the given information. **A recording containing instructions on how to complete these questions and submit them is posted in carmen. Students should watch the informational recording at the beginning of the semester so they understand exactly what the requirements related to this assignment are and how to submit their work. To access this recording, click modules and scroll to the header labeled course information.**

Students may upload their questions to carmen as early as they wish but not later than 10:00 pm on the dates noted in the course schedule. No question writing assignments will be accepted after the posted deadlines for any reason.

question writing assignments information is continued on the next page

QUESTION WRITING ASSIGNMENTS (continued):

Each question submitted by students is worth 20 points. The grading criteria for the question writing assignments will be:

- 20 points = the student completed all requirements of the assignment satisfactorily
- 17 points = the student created a question and provided the correct answer; however, the non-correct choices do not make sense as possible answers even though they can be achieved from the given information
- 12 points = the student created a question and provided the correct answer; however, the non-correct choices in the problem could not be achieved from the given information
- 10 points = the student completed all requirements of the assignment; however, the answer put forth by the student as the correct answer was actually incorrect
- 0 points = the student did not complete the assignment by the deadline or the student failed to comply with a majority of the requirements of the assignment

The questions submitted by students must be the student's own, individual creations. Simply copying a question from google or any other website and submitting that as your work is not acceptable and an act of plagiarism. Additionally, students are not allowed to collaborate on these questions. Violations of these policies or attempting to submit someone else's work as your own will be treated as academic misconduct in addition to having a zero assigned as your grade for that assignment.

EXAMS:

Four exams will be administered through the carmen website during the semester. Each exam will be worth a total of 45 points. **The exams will begin at 8:30 pm eastern time on the dates of the exam and will last for one hour 30 minutes.** The exam dates and times are part of the course registration so there should be no conflicts.

The exams may be thought of as open-book tests. Students may use their notes or other resources provided by the instructor to complete the exams. However, you should not need to look up every question. If you need to look up every question, you will not have enough time to complete the test. I recommend students prepare for the exams in the same way they would prepare for an in-class, closed book exam. **Students are not permitted to work together in completing the carmen exams nor may they communicate with any other persons (physically, virtually, electronically, or otherwise) while taking the carmen tests. Additionally, in completing the exams, students may not use any resources other than what has been provided to them by the instructor as part of the class. Any form of collaboration with others while taking the exams or use of any unauthorized resources and websites will be considered and treated as academic misconduct as well as result in a zero being assigned to your exam grade.**

The exams will cover the material indicated in the box on the next page. If you miss an examination for a valid reason (i.e., sickness, death in family) and provide sufficient documentation to support your situation, you will receive an excused absence. The final grade for those students receiving an excused absence will be determined by the method the instructor assigns at the time the absence is judged excused. If you receive an excused absence from the fourth examination, you will receive an incomplete grade until you complete a make-up exam. **All makeup fourth exams will be given once spring semester begins.** If you miss any examination without receiving an excused absence, your score for that examination will be zero.

exam information is continued on the next page

Class Schedule:

DATE	TOPIC	PRACTICE ASSIGNMENTS
August 25	Introduction to course – Watch course intro video posted in carmen No formal class meeting held this day	
Aug 25 – Sept 1	Cost Behaviors – all modules	Work problems posted in carmen
September 2	Class recitation – discuss cost behaviors Attend Wednesday class meeting or watch recording posted in carmen	
September 3	TA problem session – discuss cost behaviors Attend Thursday class meeting or watch recording posted in carmen	
September 4	Problem Assignment #1 – available 10:00 am – 5:00 pm Covers cost behaviors	
Sept 4 – Sept 8	Cost-Volume-Profit Analysis – all modules	Work problems posted in carmen
September 9	Class recitation – discuss cost-volume-profit analysis Attend Wednesday class meeting or watch recording posted in carmen	
September 10	TA problem session – discuss cost-volume-profit analysis Attend Thursday class meeting or watch recording posted in carmen	
September 11	Problem Assignment #2 – available 10:00 am – 5:00 pm Covers cost-volume-profit analysis	
September 11	Question Writing Assignment #1 due no later than 10:00 PM May cover any topic within c-v-p analysis	
Sept 11 – Sept 15	Relevant Costs – all modules	Work problems posted in carmen
September 16	Class recitation – discuss relevant costs Attend Wednesday class meeting or watch recording posted in carmen	
September 17	TA problem session – discuss relevant costs Attend Thursday class meeting or watch recording posted in carmen	
September 18	Problem Assignment #3 – available 10:00 am – 5:00 pm Covers relevant costs	
September 18	Question Writing Assignment #2 due no later than 10:00 PM May cover any topic within relevant costs	

continued on the next page

Class Schedule (continued):

DATE	TOPIC	PRACTICE ASSIGNMENTS
Sept 18 – Sept 22	Prepare for exam I	
September 23	Exam I – 8:30 pm	
Sept 24 – Sept 29	Cost Concepts & Classifications – all modules	Work problems posted in carmen
September 30	Class recitation – discuss cost concepts & classifications Attend Wednesday class meeting or watch recording posted in carmen	
October 1	TA problem session – discuss cost concepts & classifications Attend Thursday class meeting or watch recording posted in carmen	
October 2	Problem Assignment #4 – available 10:00 am – 5:00 pm Covers cost concepts & classifications	
Oct 2 – Oct 6	Job Order Costing – all modules	Work problems posted in carmen
October 7	Class recitation – discuss job order costing Attend Wednesday class meeting or watch recording posted in carmen	
October 8	TA problem session – discuss job order costing Attend Thursday class meeting or watch recording posted in carmen	
October 9	Problem Assignment #5 – available 10:00 am – 5:00 pm Covers job order costing	
October 9	Question Writing Assignment #3 due no later than 10:00 PM May cover any topic within job order costing	
Oct 9 – Oct 13	Process Costing – all modules	Work problems posted in carmen
October 14	Class recitation – discuss process costing Attend Wednesday class meeting or watch recording posted in carmen	
October 15	TA problem session – discuss process costing Attend Thursday class meeting or watch recording posted in carmen	
October 16	Problem Assignment #6 – available 10:00 am – 5:00 pm Covers process costing	

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Class Schedule (continued):

DATE	TOPIC	PRACTICE ASSIGNMENTS
October 16	Question Writing Assignment #4 due no later than 10:00 PM May cover any topic within process costing	
Oct 16 – Oct 20	Prepare for exam II	
October 21	Exam II – 8:30 pm	
Oct 22 – Oct 27	Absorption & Variable Costing – all modules	Work problems posted in carmen
October 28	Class recitation – discuss absorption & variable costing Attend Wednesday class meeting or watch recording posted in carmen	
October 29	TA problem session – discuss absorption & variable costing Attend Thursday class meeting or watch recording posted in carmen	
October 30	Problem Assignment #7 – available 10:00 am – 5:00 pm Covers variable/absorption costing	
Oct 30 – Nov 3	Standard Costing – all modules	Work problems posted in carmen
November 4	Class recitation – discuss standard costing Attend Wednesday class meeting or watch recording posted in carmen	
November 5	TA problem session – discuss standard costing Attend Thursday class meeting or watch recording posted in carmen	
November 6	Problem Assignment #8 – available 10:00 am – 5:00 pm Covers standard costing	
November 6	Question Writing Assignment #5 due no later than 10:00 PM May cover any topic within standard costing	
Nov 6 – Nov 10	Budgeting – all modules	Work problems posted in carmen
November 11	Class recitation cancelled – Veteran’s Day Watch recording of class meeting posted in carmen	
November 12	TA problem session – discuss budgeting Attend Thursday class meeting or watch recording posted in carmen	

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Class Schedule (continued):

DATE	TOPIC	PRACTICE ASSIGNMENTS
November 13	Problem Assignment #9 – available 10:00 am – 5:00 pm Covers budgeting	
November 13	Question Writing Assignment #6 due no later than 10:00 PM May cover any topic within budgeting	
Nov 13 – Nov 17	Prepare for exam III	
November 18	Exam III – 8:30 pm	
Nov 19 – Nov 24	Responsibility Accounting – all modules	Work problems posted in carmen
November 25	Class recitation – discuss responsibility accounting Attend Wednesday class meeting or watch recording posted in carmen	
November 26	TA problem session cancelled – Thanksgiving Watch recording of class meeting posted in carmen	
November 27	Problem Assignment #10 – available 10:00am – 5:00pm Covers responsibility accounting	
Nov 27 – Dec 1	Capital Budgeting – all modules	Work problems posted in carmen
December 2	Class recitation – discuss capital budgeting Attend Wednesday class meeting or watch recording posted in carmen	
December 3	TA problem session – discuss capital budgeting No zoom session held; watch recording posted in carmen	
December 4	Problem Assignment #11 – available 10:00am – 5:00pm Covers capital budgeting	
Dec 4 – Dec 8	Prepare for exam IV	
December 9	Exam IV – 8:30 pm	