



BUSINESS FINANCE 4201 – FINANCIAL DATA

SPRING 2020

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Classroom: Online

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COURSE OBJECTIVES:

The objectives of this course include how to:

- Efficiently **FIND** financial data,
- **FORMAT & DISPLAY** data and;
- Manipulate and transform data using *simple* but powerful **FORMULAS & FUNCTIONS**
- Introduction to Python

We will accomplish these objectives through:

- Video demonstrations
- Application of knowledge via assignments and quizzes and
- Discussion questions that generate critical thought supported by reputable information resources

COURSE MATERIALS

4201 is an online class. As such, this course requires: access to a current PC or Mac with webcam and microphone, and an up-to-date Chrome browser, access to the Internet and Microsoft Excel (2013 or 2016) and the [Anaconda](#) interactive development environment.

In order to take the quizzes, you must install Proctorio Chrome extension. Please refer to this [link](#) for installation instructions.

[Good Modelling Practices in Microsoft Excel](#) - \$4.25

Optional reference text – [Excel 2016 Bible](#)

COURSE TECHNOLOGY

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- Self-Service and Chat support: <http://ocio.osu.edu/selfservice>
- Phone: 614-688-HELP (4357) / **TDD:** 614-688-8743
- Email: 8help@osu.edu



ASSIGNMENTS & GRADING

Assignments will be available *at least one week in advance* of the due date. As such, late submissions will **NOT** be accepted barring extenuating circumstances such as medical or family emergency. If there is a valid medical or family emergency, kindly e-mail me supporting documentation and the completed assignment (if applicable). If the missed assignment is not related to a medical or family emergency, I cannot accept the late assignment.

You will notice that some assignments are not assigned a point value. This is not a typographical error. Some assignments will not be graded. However, ungraded assignments have a high likelihood of appearing on quizzes including the final quiz.

Student Survey & Syllabus Quiz = 5 points

The student survey is my way of assessing you and your familiarity with the concepts covered in this course. The syllabus quiz is a short assessment meant test comprehension of the course syllabus.

Quizzes = 50 points

Single attempt *timed* quizzes will assess your understanding of key learning objectives of each module. Each quiz will consist of a mix of: multiple choice, matching, true/false, fill in the blank and file upload. I will drop the lowest of the SIX quiz scores

As a result of student feedback, I have decided to allow correct answers to be viewed one day after the quiz due date. Please do not share or distribute quiz answers. All course content is copyrighted material owned by the author and the University.

Please note that you **must** have the Proctorio Chrome extension installed on your computer **prior** to taking quizzes. If you have issues installing Proctorio please contact the [IT Service Desk](#). If you have doubts regarding your computer, you may schedule appointment(s) to take each quiz at the [testing center](#).

The comprehensive quiz will be available online **all day April 20, 2020**. Please be mindful that the comprehensive quiz will only be available for one day, April 20, 2020. If you encounter any IT issues please contact the [IT Service Desk](#).

DO NOT WORK IN GROUPS OR COLLABORATE WITH OTHERS ON QUIZZES THIS INCLUDES PHYSICAL/DIGITAL SHARING OF ANSWERS OR INFORMATION. Quizzes are to be completed **INDIVIDUALLY**. Please refer to the Academic Misconduct section below for further detail.

Assignments = 20 points

7 assignments will provide you the opportunity to **practice** and **master** key learning objectives. As aforementioned, 4 of the 7 assignments will not be graded but there is a high likelihood that these skills will be assessed on a quiz. When submitting graded assignment please follow instruction by uploading only .xls, or .xlsx files (or .pdf when specified)



Discussion posts = 15 points

Discussion questions are open-ended questions designed to foster critical thinking and practice making judgements/decisions under uncertainty. To receive full credit, questions should be answered **directly, succinctly** and supported by a credible source. Please watch the CARMEN walk through video for an example of *how to* answer a discussion question.

Install Anaconda (Python Interactive Development Environment (IDE)) = 10 points

Install [Anaconda](#) and submit a screenshot of the installation via Carmen.

GRADING SCALE

Letter Grade	%	GPE %	Letter Grade	%	GPE %
A	= 93 - 100	4.0	C+	= 77-79.99	2.3
A -	= 90 - 92.99	3.7	C	= 73-76.99	2.0
B+	= 87 - 89.99	3.3	C-	= 70-72.99	1.7
B	= 83 - 86.99	3.0	D+	= 67-69.99	1.3
B-	= 80 - 82.99	2.7	D	= 63-66.99	1.0

Exemplary Performance; A-: Strong Performance; B+: Good Performance; B: Adequate Performance; B-: Adequate Performance, with Some Deficiencies; C+: Weak Performance, with Serious Deficiencies; C: Poor Performance, with Pervasive Deficiencies Performance below the "C" level will be addressed on a case-by-case basis.

EXPECTATIONS

- **NO late submissions** – To maintain fairness, assignments **MUST** be submitted by the due date. Late assignments will not be accepted barring extenuating circumstances such as medical and/or family emergency.
- **Mac vs. PC** – While not extraordinary differences, *there are differences* between Apple and Windows versions of Excel. Please be advised that should you choose to complete assignments or quizzes on a Mac, the onus of understanding differences rests with you.
- **Quiz** – Quizzes will be timed. As such, I expect that **prior** to starting the quiz that you are prepared to finish the quiz in one sitting. Again, do **NOT** start the quiz if you are not prepared to finish or do not have enough time (starting close to deadline and/or other academic/work obligations).
- **Technology issues** – As aforementioned, the lowest quiz score is dropped. If you experience a technology issue (hardware or connectivity) during the quiz, I cannot provide another attempt
- **Proctorio** – The objective of quizzes are to assess your mastery. As such, please plan on completing each quiz **alone**. Collaborating with others or watching the demonstration videos while taking the quiz is **not** permitted.
- **Questions** – For the benefit of the class, ALL questions pertaining to quiz & assignment clarification should be posted to the pinned Q&A discussion board
- **File Assignment names** – When submitting assignments please name the file the name of the assignment and your name that matches the University registrar.



EXPECTATIONS (cont.)

- **Grade discussions** – I'm happy to have a conversation about course content but as a policy I do not discuss changing a grade or providing bonus points. This policy upholds the critical pillars of fairness and integrity.
- **DO YOUR OWN WORK** Academic misconduct will not be tolerated. See academic misconduct section below.
- **DO NOT SHARE YOUR WORK WITH OTHERS DIRECTLY OR INDIRECTLY (VIA WEBSITE/APPS)**

DISENROLLMENT

University Rule 3335-8-3 provides that a student may be dis-enrolled after the third instructional day of the semester, the first Friday of the semester, or the student's second class session of the course, whichever occurs first, if the student fails to attend the scheduled course without giving prior notification to the instructor.

ACADEMIC MISCONDUCT

Academic Integrity: All students enrolled in this course are responsible for abiding by the guidelines outlined in the University's Code of Student Conduct. According to University Rule 3335-31-02, **all suspected cases of academic misconduct will be reported to the Committee on Academic Misconduct.** The sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. 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 and this syllabus may constitute "Academic 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

DISABILITY SERVICES

The Office of Disability Services verifies students with specific disabilities and develops strategies to meet the needs of those students. Students requiring accommodations based on identified disabilities should contact the instructor at the beginning of the semester to discuss his/her particular needs. All students with a specific disability are encouraged to contact the Office of Disability Services to explore the potential accommodations available to them.



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CLASS/ASSIGNMENT SCHEDULE

Please refer to Carmen site for detailed class and assignment schedule. Given that this course is modular, it will be up to YOU to plan each week accordingly. Based on my experience, there is a high correlation between course success and completing all assignments.