THE OHIO STATE UNIVERSITY
FISHER COLLEGE OF BUSINESS

BUSINESS FINANCE 4201 – FINANCIAL DATA
SPRING 2023

Instructor: Tod Schneider CFA, CPA (Inactive)
Office: 255B Fisher Hall   **Classroom**: Online
E-mail: schneider.275@osu.edu   **Office hours**: Zoom by appointment
Teaching Assistants: Geethika Kantamneni, Ravinder Kaur, Michael Roszkowski,
TA e-mail: kantamneni.7@osu.edu , kaur.323@osu.edu , roszkowski.6@osu.edu ,

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 2021) and the Anaconda interactive development environment.

Good Modelling Practices in Microsoft Excel - $4.25

Optional reference text – Excel 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

HOW THIS COURSE WORKS

Mode of delivery: This course is 100% online. There are/are no required sessions when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is divided into **weekly modules** that are released one week ahead of time. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a **1.5-credit-hour course**. According to Ohio State policy, students should expect around an average of 1.5 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 3 hours of homework (reading and assignment preparation, for example).

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, discuss it with me *as soon as possible.*
- **Office hours and live sessions**:
  All live, scheduled events for the course, including my office hours, are optional.
- **Participating in discussion forums**:
  As part of your participation, each week you can expect to respond to a discussion post or complete an assignment based on the week's topics.

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 documented 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. 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. The comprehensive quiz is included in the group of quizzes that is eligible to be dropped.

Correct answers will be available to review <u>one day</u> <u>after</u> 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. The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited.

The comprehensive quiz will be available online **April 21-23, 2023**. 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 subsequent quizzes. 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 under uncertainty. To receive full credit, questions should be answered **directly, succinctly** and supported by a credible source.

Install Anaconda (Python Interactive Development Environment (IDE)) = 10 points
Install Anaconda or PyCharm 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. Screenshots of completed assignments completed prior to the due date will **not** be accepted. Please do **not** e-mail screenshots of date/time. As aforementioned, late assignments will **not** be accepted barring extenuating circumstances such as medical and/or family emergency (documentation required).
- **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).
- **One dropped quiz** – As aforementioned, the *lowest* of six quiz scores will be dropped. The comprehensive quiz can be dropped. However, please pay mind to the fact that the Carmen grade shown is **not** the final grade in that it *excludes* the lowest quiz score. As such, if you choose not to take the comprehensive quiz the other five quiz scores will all count.
- **Technology issues** – As aforementioned, the lowest quiz score is dropped. If you experience a technology issue (hardware, software, power or connectivity) during the quiz, I cannot provide another attempt.
- **Questions** – For the benefit of the class, ALL questions pertaining to quiz & assignment clarification should be posted to the pinned Q&A discussion board. Please do **not** post quiz questions to the discussion board *prior to the quiz due date.* Answers to the quiz are visible for 48 hours after the due date.
- **File Assignment names** – When submitting assignments please name the file the name of the assignment and your name that matches the University registrar.
- **Grade discussions** – I'm happy to have a conversation about course content but as a policy I do **not** discuss changing grades, curving grades or providing bonus/mitigation points. This policy upholds the critical pillars of fairness and academic integrity.
- **DO YOUR OWN WORK** Academic misconduct will <u>not</u> be tolerated. See academic misconduct section below.
- **DO NOT SHARE YOUR WORK OR COURSE CONTENT 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.

CLASS/ASSIGNEMNT 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.*