



# BUS-COL-BUSFIN-3220-SYLLABUS

Spring 2024

## COURSE OVERVIEW:

V1 - Posted January 5, 2024

### Instructor

Instructor: Susan Clark 638 Fisher

Email address: [clark.238@osu.edu](mailto:clark.238@osu.edu)

Office hours: Tuesdays 10:00 a.m. – 12:00 p.m.

The content of this syllabus is subject to change. All changes are timely notified to enrolled students via Carmen Announcements

Teaching Assistants: Email address: [FCOB-fin3220@osu.edu](mailto:FCOB-fin3220@osu.edu) Please use this Email address for questions concerning course content and general administrative questions. Include in the subject line the name of your TA and your Recitation Section. (For example: Julia Bray – Friday 8:00 am)

Julia Bray  
Colin Brown  
Macie Caldwell  
Dominic Carroll  
Grace Caltabiano  
Vince Fagnilli  
Nathan Greenberg  
Bridget Heinhold  
Kerstin Heitzenrater  
Andrew Hosbach  
Aadi Kadakia  
Kass Lee  
Shruti Mallina  
Sydney McGue  
Addi Moeller  
Nicole Mosciarella  
Ben Nelson  
Hannah Nordin  
Garrett Orten  
Aishani Pawar  
Jimmy Pickerill  
Madison Puhalsky  
Nicola Settle  
Erin Tumulty  
Sam Villari  
Craig Yohe  
Elaine Zhang

## Course description

This course explores the fundamentals of Financial Management from a corporation's viewpoint. Emphasis is placed on understanding Time Value of Money concepts and applying those ideas to evaluating stocks, bonds and capital budgeting decisions.

## Course learning outcomes

By the end of this course, students should successfully be able to:

- Apply TVM concepts to investment decisions of a company
- Create and interpret cash flow statements
- Determine discount/hurdle rates
- Evaluate investments in long-term assets
- Demonstrate proficiency in valuation techniques

## HOW THIS COURSE WORKS

**Mode of delivery:** This course is entirely in-person.

**Pace of online activities:** This course is divided into a **weekly schedule** as outlined on the course website in Carmen. Material will be available at least 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 **3-credit-hour course**. According to [Ohio State policy](#), students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

**Attendance and participation requirements:** You are required to attend your assigned recitation each week. The following is a summary of everyone's expected participation:

- **Participating in online activities: AT LEAST ONCE PER WEEK**  
Students 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*.
- **Lectures: ASYNCHRONOUS** Lectures are available in Carmen under the Weekly Schedule. You can watch them at your convenience. The lectures are a supplement to the text reading, NOT a replacement.

- **Recitation classes: ONCE PER WEEK IN PERSON**

You are expected to attend your assigned Recitation each week. Your TA will record attendance each week. You will receive 1 point for each week you attend up to 10 points maximum.

- **Tests: CHECK THE COURSE SCHEDULE IN CARMEN FOR DATES AND TIMES.**

There will be four (4) tests each covering 2 or 3 chapters throughout the semester. There are no make-up exams for any reason. The tests will be administered through Carmen Quizzes. The tests will be given **during your recitation time**. Please note the days of each of these tests listed on the attached Course Schedule. Each timed test will be 60 minutes in length and worth 80 points each. Once you begin a test, the clock starts. The test must be completed in that one sitting. It is your responsibility to make sure your computer and internet connection is sufficient to complete the test. Any technical issues are not an excuse for test extensions or retakes. Your TAs will provide you with a formula sheet and answer sheet that must be turned in at the end of the exam. You will need to bring a financial calculator (BA II Plus financial calculator) as the only outside resource for the tests. The tests will be given using Lockdown Browser. **You must show your ID and closed exam BEFORE you leave the classroom. See the section on how to prepare Lockdown Browser for your exams.**

- **SLDS students: All SLDS students that require extended time must let Grace Caltabiano (Caltabiano.4) know if you have scheduled your exam on a day other than your scheduled recitation. Failure to do so will result in the possibility that you won't be able to take your exam. It is also important to schedule all your exams for the ENTIRE semester at the beginning of the semester so that you don't get closed out of a spot at SLDS.**
- **Homework: USUALLY DUE EVERY 1-2 WEEKS. CHECK THE COURSE SCHEDULE IN CARMEN FOR DUE DATES.** Homework will be administered through MindTap. You will be given three (3) attempts on each problem. Each homework assignment is worth 15 points and your grade on each assignment will be scaled to a total of 15 points. Even if the assignment says it is worth 25 points, your grade will be adjusted to be out of 15 points. **Your two (2) lowest homework assignments will be dropped. If you score 15/15 on all HW, only eight (8) will count.**
- **MindTap Study Tools: OPTIONAL**  
There are many tools available in MindTap to help you be successful in this class. Under Learn It, there are Exploring Finance Visualizations to graphically depict difficult concepts. Under Study It, there are Adaptive Test Prep Questions for each chapter, Blue Print Problems and End of Chapter Problems. These resources are excellent for exam preparation.

- **Office hours: OPTIONAL**

Office hours are optional but recommended especially if you are struggling with the material. See the schedule in the Carmen course website.

- **Tutor Lab: OPTIONAL** TAs will hold office hours each week in person. Please see schedule in Carmen for days and times.

## COURSE MATERIALS AND TECHNOLOGIES

### Textbook (Required)/Calculator (Required)

- The textbook and courseware for this course are being provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving up to 80% per title. The fee for this material is included as part of tuition and is listed as *CarmenBooks fee* on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately on or before the first day of class. There is no need to wait for financial aid or scholarship money to purchase your textbook.
- Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more information on the program or information on how to opt out, [please visit the CarmenBooks website](#).
- **TITLE:** MINDTAP FOR FUNDAMENTALS OF FINANCIAL MANAGEMENT 16<sup>TH</sup> ED.  
**ISBN:** 978-0-35-51757-4 **AUTHOR(S):** BRIGHAM & HOUSTON **YEAR:** 2022  
**PUBLISHER:** CENGAGE
- Please see the link on the Carmen course Home Page that provides more details on how to access MindTap.
- **BAl Plus financial calculator** (No graphing or programmable calculator allowed. No cell phone calculators allowed. Use of Excel is not permitted during the tests.)

### 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](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

## BASELINE TECHNICAL SKILLS FOR COURSES

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

## 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 [go.osu.edu/office365help](https://go.osu.edu/office365help).
- [LockDown Browser](#): See section below for details.

## 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:

- 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.

## GRADING AND FACULTY RESPONSE

Graded assignments may come in three forms, and students should note the expectations for each in the descriptions of our class assignments below.

- **Independent Work (👤):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
- **Collaboration Required (👥):** An explicit expectation for collaboration among students either in-class or outside (i.e. group work).
- **Optional-Collaboration (💬):** Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one's original and individual creation.

**USE OF ARTIFICIAL INTELLIGENCE (AI):** Unless I specifically mention otherwise (and in writing), the use of/detection of any AI-generated content in any deliverables in this course will be considered academic misconduct and will be acted on as such. You need to complete the assignments using your own brain and your own thinking...which will lead to more of your own learning!

### How your grade is calculated:

ASSIGNMENT CATEGORY	POINTS	PERCENTAGE	ASSIGNMENT TYPE
Four (4) Tests 80 pts each	320 pts	70%	👤
HW Assignments (drop lowest 2 assignments)	120 pts	26%	💬
Practice Lockdown Browser Quiz	10 pts	2%	👤
Attendance	10 pts	2%	👤
<b>Total</b>	<b>460 pts</b>	<b>100%</b>	

See course schedule below for due dates. Please add the assignment due dates into your personal calendar.

**Late Assignments:** Late submissions will **NOT** be accepted. Please refer to Carmen for due dates. If you miss an assignment for any reason (illness, family emergency, travel, etc.), that will be one of the assignments that you drop. Please update your personal calendar to reflect the due dates for all assignments in this course. It is your responsibility to make sure you meet all the deadlines. Please do not ask for any extensions on homework or exams.

## Grading scale

**Note:** Final grades are rounded to one decimal place only (e.g., 89.95 rounds to 90.0; 89.94 rounds to 89.94)

A	100%	To 92.95%
A-	<92.95%	To 89.95%
B+	<89.95%	To 86.95%
B	<86.95%	To 82.95%
B-	<82.95%	To 79.97%
C+	<79.95%	To 76.95%
C	<76.95%	To 72.95%
C-	<72.95%	To 69.95%
D+	<69.95%	To 66.95%
D	<66.95%	To 59.95%
E	<59.95%	To 0%

## Instructor Feedback and Response Time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

- **Grading and feedback:** Because the assignments are online, the feedback is quick. Test scores will be released a day or two after the test has been completed.
- **Email:** I will reply to emails within **24 hours on days when class is in session at the university**.
- Please direct any course related content questions to the course email account: [FCOB-fin3220@osu.edu](mailto:FCOB-fin3220@osu.edu) The Teaching Assistants and our Grad Assistant will be monitoring this account and you should expect a response within **24 hours on days when class is in session at the university**.
- Include in the subject line the name of your TA and your Recitation Section. (For example: – Julia Bray Wednesday 8:00 am)

# LOCKDOWN BROWSER REQUIREMENT

## Download and install LockDown Browser from this link for Mac and PCs:

<https://download.respondus.com/lockdown/download.php?id=462913331>

### Once Installed:

- Start LockDown Browser
- Log into to Canvas
- Navigate to the exam

Note: You won't be able to access an exam that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

## Download and install LockDown Browser from this link for iPads:

- "[LockDown Browser](#)" app from the Apple App Store (Requires iOS 11 or higher.)
- Launch the LockDown Browser app. The first time the app is used, you will be prompted to select your institution. Once the setup is complete, you will be directed to your institution's login page.
- Log in with the correct credentials, navigate to your course and quiz, and begin your exam.

## Guidelines

When taking an online exam follow these guidelines:

- Turn off all mobile devices, phones, etc. and don't have them within reach.
- Clear your area of all external materials - books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues.



- If you're still unable to resolve a technical issue with LockDown Browser, go to [support.respondus.com](https://support.respondus.com) and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

## OTHER COURSE POLICIES

### Academic Integrity Policy

- **Tests:** You must complete your own tests, without any external help or communication. No extra materials may be used except a BAII Plus financial calculator or equivalent financial calculator and a formula sheet.
- **Homework assignments:** Your homework assignments should be your own work.
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it.
- **Collaboration:** While study groups are encouraged, remember that comparing answers on a test or assignment is not permitted. If you're unsure about a particular situation, please feel free to ask ahead of time.
- **Students are not allowed to:**
  - **upload exam questions to any website**
  - **download any exam questions from any website**
  - **answer exam questions from any website or for other students**
  - **view any uploaded exam questions from any website**

### OHIO STATE'S ACADEMIC INTEGRITY POLICY

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.

**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.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

## Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at [titleix.osu.edu](http://titleix.osu.edu) or by contacting the Ohio State Title IX Coordinator at [titleix@osu.edu](mailto:titleix@osu.edu). Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit [equity.osu.edu](http://equity.osu.edu) or email [equity@osu.edu](mailto:equity@osu.edu).

## Office of Diversity & Inclusion

Ohio State values diversity in people and ideas. It is an inclusive, supportive community where you can comfortably join in or confidently stand out. The office of Diversity and Inclusion's website [odi.osu.edu](http://odi.osu.edu) has links to campus resources for students: <https://odi.osu.edu/campus-resources>.

## RELIGIOUS HOLIDAY ACCOMMODATIONS

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

### Safety and health requirements:

Fisher will continue to follow the health and safety guidelines set forth by the university and will work to ensure that choices made to protect the well-being of our college community are respected. Further guidance and FAQs regarding classroom operations is available on the [Safe and Healthy Buckeyes website](#).

### Your mental health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you find yourself feeling isolated, anxious or overwhelmed, please know that there are resources to help: [ccs.osu.edu](https://ccs.osu.edu). You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24 hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org). The Ohio State Wellness app is also a great resource available at [go.osu.edu/wellnessapp](https://go.osu.edu/wellnessapp).

# ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

## Requesting accommodations

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services. 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](mailto:slds@osu.edu); 614-292-3307; 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

## Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [CarmenCanvas accessibility](#)
- Streaming audio and video
- [CarmenZoom accessibility](#)
- Collaborative course tools

## COURSE SCHEDULE (SEE DETAILED WEEKLY SCHEDULE IN CARMEN)

Week	Dates	Topics, Readings, Assignments, Deadlines
1	1/8-12	Ch. 1 (Skip Sect. 1.3) & Ch. 2 reading & recitation problems Introduction to TVM and BA II plus calculator
2	1/15-19	Ch. 5 reading & recitation problems 1/14: HW Ch. 1&2 due at 11:59 pm
3	1/22-26	Ch. 5 Review 1/21: HW Ch. 5 & BA II Plus HW due at 11:59 pm
4	1/29-2/2	Test Online: Ch. 1,2&5 during Recitation time using Lockdown Browser
5	2/5-9	Ch. 7 reading & recitation problems
6	2/12-16	Ch. 8 reading & recitation problems Ch 7-8 review 2/11: HW Ch. 7 due at 11:59 pm
7	2/19-23	Test Online: Ch. 7-8 during Recitation time using Lockdown Browser 2/18: HW Ch. 8 due at 11:59 pm
8	2/26-3/1	Ch. 9 reading & recitation problems
9	3/4-8	Ch. 10 reading & recitation problems 3/3: HW Ch. 9 due at 11:59 pm
10	3/11-15	<b>SPRING BREAK</b>
11	3/18-22	Ch. 9-10 review
12	3/25-29	Test Online: Ch.9-10 during Recitation time using Lockdown Browser 3/24: HW Ch. 10 due at 11:59 pm
13	4/1-5	Ch. 11 reading & recitation problems
14	4/8-12	Ch. 12 (Sect. 12.1-12.3 only) reading & recitation problems Ch 11-12 review 4/7: HW 11 due at 11:59 pm
15	4/15-19	Test Online: Ch. 11-12 during Recitation time using Lockdown Browser 4/14: HW Ch 12 due at 11:59 pm

**END OF SYLLABUS**