Instructor: Tod Schneider  
Office: 255B Fisher Hall  
E-mail: schneider.275@osu.edu  
Phone: 614.688.1769  
TA: TBD  
TA e-mail: TBD  
Classroom: Online  
Office hours: Monday 1:00-3:00pm

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

We will accomplish these objectives via:
- 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).

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)
- Email: 8help@osu.edu
- TDD: 614-688-8743
ASSIGNMENTS & GRADING
First (FIND) and second (FORMAT & DISPLAY) module assignments will be available beginning 10/15/2018. Third (FORMULAS & FUNCTIONS) module assignments will be available 11/7/18.

The final quiz will be available online December 5, 2018 from 8-9:45am EST. Please note that the final will only be available from 8-9:45am December 5, 2018. If you have a schedule conflict e-mail me by November 28, 2018.

Assignments will be available 5-10 days in advance of the due date. As such, late submissions will NOT be accepted barring extenuating circumstances such as medical and/or family emergencies.

In order to maintain course integrity, quiz answers will not be displayed.

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.

Quizzes - 60% of total grade
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 first FIVE quiz scores (the final comprehensive quiz CANNOT be dropped). Correct answers will NOT be provided in order to maintain course integrity. If you have questions regarding which quiz, please e-mail the teaching assistant or me to set up a time to meet (in-person or telephonically).

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.

Please do NOT include confidence in e-mails related to assignments or quizzes. To be clear, I am happy to meet and discuss solutions to any question(s) answered incorrectly, but as a policy I will not engage in conversations based on subjectivity. As aforementioned, you do NOT have access to questions answered incorrectly on quizzes and therefore simply cannot know with confidence which questions were answered correctly or incorrectly.

DO NOT COLLABORATE WITH OTHERS ON QUIZZES. Quizzes are to be completed INDIVIDUALLY. Please refer to the Academic Misconduct section below for further detail.

Assignments - 20% of total grade
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 tested on a quiz or the final quiz. When submitting graded assignment please follow instruction by uploading only .xls, or .xlsx files (or .pdf when specified)
Discussion - 15% of total grade  
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.

Student Survey & Syllabus Quiz - 5% of total grade  
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.

GRADING SCALE

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<thead>
<tr>
<th>Letter Grade</th>
<th>%</th>
<th>GPE %</th>
<th>Letter Grade</th>
<th>%</th>
<th>GPE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
<td>4.0</td>
<td>C+</td>
<td>77-79.99</td>
<td>2.3</td>
</tr>
<tr>
<td>A -</td>
<td>90 - 92.99</td>
<td>3.7</td>
<td>C</td>
<td>73-76.99</td>
<td>2.0</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89.99</td>
<td>3.3</td>
<td>C-</td>
<td>70-72.99</td>
<td>1.7</td>
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<tr>
<td>B</td>
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<td>3.0</td>
<td>D+</td>
<td>67-69.99</td>
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<tr>
<td>B-</td>
<td>80 - 82.99</td>
<td>2.7</td>
<td>D</td>
<td>63-66.99</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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

- **Mac vs. PC** – While not extraordinary differences, there are differences between Apple and Windows versions of Excel. I recommend taking all quizzes on a PC (campus computer labs). Please be advised that should you choose to complete assignments and quizzes on a Mac, the onus of understanding all 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 subsequent to starting the quiz. 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).
- **Confidence** – As aforementioned, given that quiz answers are NOT provided, there is no objective basis for confidence that relates to any one question (i.e. one cannot know which question was missed). As such, let’s start the conversation constructively by: 1) keeping an open mind and 2) keeping the conversation professional and objective.
- **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. If you do not, there can be no assurance your grade will be recorded properly. For example, the first assignment FIND stock price file name would be: FIND1_Tod_Schneider.xlsx
**EXPECTATIONS (cont.)**

- **Cell A1** – To ensure proper grading please include your name, as recorded in the University registrar in cell A1 of the first worksheet of ALL assignments. This redundancy should ensure that you get credit for your work.
- **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.
- **Grade discussions** – I’m happy to have a conversation about a question (course content) but as a policy I do NOT discuss changing a grade or providing bonus/mitigation points. In my view, dropping the lowest quiz score is adequate. Furthermore, this policy upholds the critical pillars of class fairness and course 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.

CLASS/ASSIGNEMT 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 finishing assignments early.