



BUSINESS FINANCE 4201 – FINANCIAL DATA

SPRING 2026

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Classroom: Online

Office hours: Zoom by appointment

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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.

[Good Modelling Practices in Microsoft Excel](#) - \$4.95

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://it.osu.edu>, 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 comprehensive 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 = 60 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 SEVEN quiz scores. ***The comprehensive quiz is included in the group of quizzes that is eligible to be dropped.*** If you do not want to take the comprehensive quiz you may forgo taking the comprehensive quiz but the other six quizzes will count toward your final grade.

Correct answers will be available to review 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. The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited.

The comprehensive quiz will be available online **April 18-20, 2026**. 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.

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.

In keeping with Fisher College policy, I strive to have the average GPA for the course in the following range: **UG Business Core Classes 2.7 – 3.0**



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.
- **Corrupt Files (files containing \$ symbol)** – Resubmitting work due to file corruption will be eligible for re-grading for ½ credit. One re-submission for corrupt file will be provided.
- **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 **not** be tolerated. See academic misconduct section below.
- **DO NOT SHARE YOUR WORK OR COURSE CONTENT WITH OTHERS DIRECTLY OR INDIRECTLY (VIA WEBSITE/APPS)**

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite and others. These tools will help shape the future of work, research and technology but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State. All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, ***students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own.*** These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

Do not upload (or enter via any other manner, such as copying/pasting or typing) any portion of any readings, case studies, articles, videos, syllabi, handouts, presentation slides, spreadsheets, web pages (e.g., from Carmen Canvas), discussion boards, class recordings, other documents, or other audiovisual materials from this course into any AI model. It is specifically a violation of both copyright law and licensing agreements to upload materials from Harvard Business Publishing (HBP). Our school's license with HBP does not permit their content to be uploaded into AI models or processed by them. As stated in the HBP Generative AI Permissions FAQ:

"All customers, clients, and partners must obtain prior written permission from HBP before uploading any content from the HBP catalog into any generative AI tool."

"Your use of the HBP catalog content is governed by these terms of use, which explicitly do not allow use in generative AI."

"Customers who use HBP catalog content in ways not allowed by the terms of use will be viewed as willfully violating those terms. HBP reserves the right to enforce its rights which may include, amongst other legal remedies available, terminating the licenses as well as recovering for damages stemming from the unauthorized use."

This rule is extremely serious because violating the HBP licensing agreement could jeopardize our entire school's relationship with Harvard

Business Publishing, thereby potentially affecting all students and instructors in all Fisher College courses. So, uploading course materials (especially HBP case studies, articles, etc.) into an AI platform will be treated as an academic integrity violation



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 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.

You can also review these resources:

- Committee on Academic Misconduct (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)
- Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

RELIGIOUS ACCOMMODATIONS

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.



With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance. A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement and the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy. If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Civil Rights Compliance Office. Policy: Religious Holidays, Holy Days and Observances

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. You can connect with them at slds@osu.edu; 614-292-3307; or <https://slds.osu.edu> or in person at 98 Baker Hall, 113 W. 12th Ave.

CREATING AN ENVIRONMENT FREE FROM HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office:



Online reporting form at <http://civilrights.osu.edu/>,

Call 614-247-5838 or TTY 614-688-8605, Or Email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information:
 1. Any human resource professional (HRP);
 2. Anyone who supervises faculty, staff, students, or volunteers;
 3. Chair/director; and
 4. Faculty member.

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.*

	Module	Assessment
Week 1	Intro & Find Module	Student Survey Syllabus Quiz
Week 2	Find Module	Find Assignments Find Quiz Find Discussion Post
Week 3	Format Module	Format Assignments Format Quiz Format Discussion Post
Week 4	Formulas & Functions Module	Formula Quiz 1
Week 5	Formulas & Functions Module	Formula Quiz 2 Formula Discussion Post
Week 6	Formulas & Functions Module	Formula Quiz 3 Python Quiz
Week 7	Formulas & Functions Module	Comprehensive Quiz

This syllabus should be considered tentative. I reserve the right to change dates or modify assignments during the course of the semester.