

Finance, Consulting and Business – BUSFIN 4226 Syllabus (Spring 2026)

Instructor:

Professor Tammy Izzo, Department of Finance, izzo.32@osu.edu

Safety and health requirements:

All teaching staff and students are required to comply with and stay up to date on all [University safety and health guidance](#).

Class Meeting Schedule: Monday- Zoom, Wednesday, 8:00AM – 9:20AM, Schoenbaum Hall 209

Course Materials:

Required Texts/Materials:

1. Harvard Course pack: <https://hbsp.harvard.edu/import/1374874>
2. Consulting firm websites
3. Additional readings reposted on my linked in page at Tamara Izzo
4. Posted Readings: available on Carmen course website.
5. Posted Class Slides: available on Carmen course website

Strongly Recommended:

1. *Wall Street Journal*. Access monthly WSJ subscription for \$4 a month (cancel anytime). Here is referral link to access this price: <https://r.wsj.com/PROFwiqu> There is also a way OSU students can get for free. This info will be provided as well in class.

Course Description:

Welcome to our class! I am excited to share this revised course included a strong focus on AI and Consulting. This discussion-driven course introduces students to the fundamentals of business consulting with a focus on finance and the growing impact of artificial intelligence. Students will examine challenges from both the consultant and client perspectives, gaining insight into how financial tools, AI applications, and consulting frameworks are applied across industries and business functions. Through interactive cases, hands-on projects, and guest speakers, students will explore career paths in consulting—from entry-level opportunities to advanced leadership roles. By the end of the course, students will be able to analyze problems, structure recommendations, and apply both traditional and AI-driven consulting approaches to enhance decision-making and add value in any career path.

Course Learning Outcomes:

As the class ends, the students should have more knowledge about consulting and business. The class highlights topics depending on access to speakers as well as the timing of the class progression. The classes and assignments are meant to transition you from classroom activities to more at work experiences. The topics below can take a lifetime to learn and continue to be proficient in different industries. The class is high level attempt to give you more breadth of consulting. Here are a few areas that we will cover:

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1. Begin to understand the business of consulting potentially including Consulting firms and offerings; Project Methods; Client Relationships; Proposals, contracting, and pricing; Relationships and storytelling; and Case Interviews and Recruiting.
2. Begin to understand several types of financial consulting projects. Based on time and speakers the topics could include Forecasting, Planning and Analysis; Cost Reduction and Org Structures; Working Capital and Cash; Supply Chain and Operations; plus others as time permits
3. Begin to understand the uses of technology in consulting plus the importance of other skills such as storytelling.
4. Begin to understand different industries and related consulting topics.
5. Begin to learn about consulting simulation with an Orals Presentation of a Proposal
6. Become Client savvy for meetings and relationship management.

How This Course Works:

Mode of delivery: This course is 50% in-person course and 50% on zoom which means you must be on campus to complete the course. Hence, Wednesday lectures will be in-person. There will be no class recordings. Please come client ready to our sessions as if you are a consultant for the semester.

Credit hours and work expectations: This is a **3-credit-hour course**. According to [Ohio State policy](#), students should expect around an average of 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).

Course Schedule:

The ***schedule is a PDF available on the home page with this document.*** It reflects the module area of the Carmen site for the course. The posted schedule is subject to change depending upon circumstances and how long it takes to cover each topic, so please check Carmen regularly for updates (which will also be clearly announced on Carmen, when they take place). Not all assignments appear on your Carmen dashboard. You manage the Class Schedule and related updates through the semester.

Highlights:

Attendance and participation/contribution requirements: YOU ARE REQUIRED TO ATTEND ALL CLASS SESSIONS (3 misses excused/unexcused) AND TO ARRIVE ON TIME (Please). We usually make all the class announcements and updates right at the beginning of class. If for some reason you miss more than 6 classes, you will receive **zero contribution for the attendance** portion of the points in contribution for this course (Please let us know of significant issues-medical and others). This is much more important in an activity-oriented course than in a 100% lecture-oriented course. To a significant extent, the value you get from the course depends on your presence in class, and your classmates' opportunities to learn from your insights depend on your presence in class.

You also are expected to log in to the course in Carmen every week outside of class time to access any assignments or class announcements. Use the class schedule and the syllabus as the guide.

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Office hours: OPTIONAL. All office hours are optional and provided for students to mention questions or discuss any concerns in a one-on-one setting. I am reachable via email or text. Feel free to *email direct vs. carmen messaging*. Your response will be sooner. If you would like to meet, we can schedule a time as well or a quick phone call.

Grading and Evaluation:

Graded assignments may come in two 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. Use of prior class material is prohibited.
- **Collaboration Required (↑↑↑):** An explicit expectation for collaboration among students either in-class or outside (i.e. group work). This is not to be completed by one individual. Use of prior class material is prohibited.

Assignment Name	Points	Assignment Type
Quizzes (2 @ 50 points each)	100	↑
Course Presentations (2 @ 50 points)	100	↑↑↑
Final Assignments (1 @ 100 points each)	100	↑ ↑↑↑
Contribution (attendance and participation)	100	↑
Individual Assignments (2 at 20 points each)	40	↑
In class and small assignments (Listed 75 points and 10 to be added)	85	↑↑↑ ↑
TOTAL COURSE POINTS	525	

Graded Assignments:

Quizzes (100 Points)

There are two (2) graded quizzes worth 50 points each. You will take these quizzes during class time with your laptop in class. You must be in person. Not attending class to take a quiz in person without a valid medical reason or emergency excuse will result in a score of 0 for that quiz. Please inform me of sports conflicts or interviews prior to quiz dates. Quiz dates are listed on the class schedule.

Final Assignments (100 Points)

There are one (1) graded group assignments over the course of the semester in which students will work in their assigned group for the semester. The group assignments give you the opportunity to apply the course material in real-world settings. Each assignment gives you the opportunity to work with others to brainstorm ideas and deliver a better end-product. Only one submission per group is needed.

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It is important for teams to communicate regularly and share with the Professors if an individual is not doing their perceived fair share. Please use your team charter to help improve the dynamics of your team and level of effort from each person.

Contribution (100 Points): Active participation and preparation are essential to a successful consulting course. Learning comes from struggling with the issues outside of class, then discussing the conclusions in class. Unprepared students personally miss most of the learning and cheat their classmates because they cannot contribute fully to the learning that occurs in class. You will be given some preparation questions to help guide your thoughts for class topics and your companies. Certain questions will be sent for points. These questions are not designed to be comprehensive, and we encourage you to explore relevant issues beyond the questions in the guidelines. Depending on how the class discussion unfolds, we may talk about some of the study questions but not others. At a minimum, each team should address the study questions prior to class, and each student in the group should understand the team's analysis and decisions. Virtually every reading/speaker requires an "answer," a question or a decision, and you should arrive in class prepared to explain and defend your discussion points. It is unacceptable to arrive in class without having decided, and statements like, "There wasn't enough information," will be challenged! Decisions must be made every day with less information than one would like to have. To encourage preparation and ease class discussion, students will be called on in class to share their insights and analysis. During lecture/discussion sessions, students are expected to have completed the assigned reading before class, and we will likely call on students during these sessions.

Contribution requirements:

- **Attendance:**

All scheduled events for the course are needed. It is important to properly inform your professors through written documentation of missing classes for interviews or illness. You must track your attendance and absences. If you are out for more than 3 excused/unexcused absences, your grade will be impacted significantly. If there are specific reasons for extended misses, please let me know. If for some reason you miss more than 6 classes, you will receive zero contribution for the attendance portion of the points in contribution for this course (Please let us know of significant issues-medical and others). Any signing in for others or not remembering your missed classes will be considered an issue, and zero points will be awarded for attendance contribution. Just like at a consulting firm, you must track your time and be accountable.

- **Contribution scoring will also be included of:**

- Contributing to and taking part in group report-outs. Activities for the class may be collected and graded. Preparation of questions prior to class may be collected and graded.
- Contribution by being present with video during zoom sessions
- Asking speakers thoughtful questions based on preparation.
- Contribution Assignments for specific points added during class related to cases, pre-readings questions or in class group activities.

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- Sharing a current event affecting your company or consulting projects in the beginning of class. If something is happening with your company, we will ask you to share the latest information from your group related to the recent events. Keeping up with current events especially on your assigned company or the guest speaker's company is critical to your learning about consulting and expected in the corporate world.
- Sharing an example related to course material from firsthand experiences and internships/work experience. Being able to relate different experiences outside your company to other students helps build diversity of thought and adds cultural references to our discussions.
- Subjective measure: did student have quality engagement (including engagement with guest speakers) during the semester, by making a significant contribution to the class.
- If you do not like sharing your thoughts aloud with others, this class may not be the best fit for you. Consulting needs a voice in your firm and your clients. Being able to share thoughts and make an impact on managing risk is critical and part of the learning in this class.

Group Presentations (100 Points):

To be a consultant, presenting is a critical skill set. You will have the opportunity to present with your teams twice during the semester. The points will be based on the overall team's presentation as well as your personal part of the presentation. No reading, please. Talk to the group as if you would if you were with a client. Also, you can use AI tools to rehearse and practice. There are plenty of ways to improve with technology now. Content is important but getting the message across is even more valuable.

Individual Assignments (40 Points):

Students will independently complete two assignments this semester, worth a total of 40 points.

One of those assignments is related to Peer Evaluation (20 Points). One bothersome aspect of group work is that it is difficult for the instructor to assess everyone's contribution to the team's output, and this may tempt some students to free ride on the efforts of their teammates. Peer review will be used to allow students to provide useful information about teammate contributions, to help avoid the free-rider problem and, if some students bear more than their share of the load, to reward those students. Each student will have 200 points to award to the other members of their team. The points that you allocate should be proportional to the individual's contribution to your team over the course, as you perceive it. For example, if you think that Teammate A contributed twice as much as Teammate B, then Teammate A should get twice as many points as Teammate B. Since each student awards 200 points to teammates, the average score received from peer review is 200 points. The peer review forms will be completed at the end of the course. The form must be signed (it is not anonymous) but will be kept confidential. That is, students may be told the total number of points awarded to them by their teammates, but they will not be told the points given by individual teammates.

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Since peer review is a critical component of course grades, please take this responsibility very seriously— a frank and honest evaluation is expected. The ranges will be considered on how many of the 200 points are allocated. If you did not contribute to the teamwork, your final grade will be impacted. We will also ask for input on contributions to the class, along with self- and peer-evaluations.

In class and small assignments (85 Points):

In-class and small assignments are shared on the class schedule. They are subject to change based on class tempo and attendance.

Grading Scale:

These points below are the absolute cut-offs for letter grade.

Letter Grade	Points	%
A	488	93.0%
A-	472	89.9%
B+	455	86.7%
B	434	82.7%
B-	420	80.0%
C+	403	76.8%
C	383	73.0%
C-	367	69.9%
D+	350	66.7%
D	315	60.0%

Additional grading details

- The requirements of the course are identical for everyone. This means it is not possible to make up for deficient performance through extra credit work.
- There is no rounding. The points listed above are cut-offs for letter grades.
- It is possible to earn any of the official OSU grades, from A to E, in this course.
- Grades are intended to reflect the overall quality of performance of the student(s). If you think your grade on a quiz or assignment does not reflect the quality of your performance, send a clear written explanation of your reasoning within one week after the return of your assignment or quiz. The written document need not be long but must clearly name the problem or issue of concern. The entire quiz or assignment will be checked for grading errors and correcting these could either raise or lower the overall score. There will be no grading appeals or changes in marks after the one-week deadline has passed.

Absence and Makeup Policy:

There are no make-ups for quizzes, except via permission within 2 days of the exam via evidence of a clear emergency (e.g., admitted to doctor for illness). All students needing SDLS should notify us and schedule the exam times at the beginning of the semester.

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We recognize a post-COVID world creates more stress and that unforeseen circumstances will hit us. We will adapt and give our best efforts. Communication is critical. If you are going to miss class, please send me a brief note so I know you are ok.

Instructor Feedback and Response Expectations:

- **Email Response Times:** Typically, within 48 hours. Please email again if you do not receive a response. We have many students this semester, so will not take offense or seem “bothered” if you reach out multiple times. Please reach out via ous.edu email vs. Carmen.
- **Graded Materials Return Times:** within typically ten days for assignments.
- **SEIs:** These are a crucial feedback tool for Fisher and for us personally. We read every single comment from every student every semester. If you are really enjoying class content/delivery, then please let your instructor know before end of semester. And conversely, if you are struggling or not feeling like the course is delivering on expectations, then please reach out to your instructor as soon as issues pop up. In this class, it is critical that you not “sit” on feedback/questions. We want to help you but need to know if you have issues/questions.

Use of Artificial Intelligence (AI) and Academic Integrity:

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, CoPilot, 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 on course assignments unless such assistance has been authorized specifically by the course instructors. 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.

AI literacy requires knowing enough about how AI works to be able to use it effectively. One of the course goals is to help you learn to write and communicate effectively, which will require practice. While you most likely will be expected to use AI to increase the speed at which you can produce, you still need to create, edit and recognize high-quality writing yourself. If AI can do the work without you, you will not have employable skills.

To that end, you can use AI to assist you in creating ideas, outlines, themes, arguments **and use X sentences of AI-generated text**. The X sentences will be specified in each assignment. Use AI as a collaborator or tutor: ask for feedback or ways to improve. You are required to keep and submit your prompts and/or supply a pdf of the session transcript if noted in the assignment.

Do not just create in AI and submit. You need to follow protocols, disclose and be ethical as a consulting company would be expected to do.

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For transparency, we will generate an “AI answer” by submitting the assignment with the assignment requirements to an AI model; your work is expected to exceed this baseline level.

As the tools progress, there are more and more ways to evaluate the percentage of AI used. We look forward to you learning the best way to use AI for input while maintaining your own personal creation.

Integrity and Assignment Acknowledgements:

In finance and other professions, integrity and transparency are essential. Taking credit for others’ work undermines trust, while acknowledging collaboration and tools used reflects professionalism and strengthens your reputation.

For this course, you are expected to clearly disclose, when instructed, any assistance you received on assignments—including help from classmates other than your group members, use of AI tools, or other resources. This practice aligns with professional standards and helps us engage thoughtfully with emerging technologies.

All written assignments must be submitted online and may be reviewed using Turnitin and other AI detection tools. Be sure to complete each assignment independently or with your assigned group, as specified, and use your own judgment and ideas.

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 (<https://trustees.osu.edu/bylaws-and-rules/code>) and this syllabus may constitute Academic Misconduct (<https://oaa.osu.edu/academic-integrity-and-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 we suspect that a student has committed academic misconduct in this course, we are obligated by University Rules to report our suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed

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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 your instructors.

Disability Statement with accommodations for illness:

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let us know immediately so that we can privately discuss options. To establish reasonable accommodation, we may request that you register with Student Life Disability Services. After registration, decide with us as soon as possible to discuss your accommodation so that they may be implemented in a timely fashion.

If you are ill and need to miss class, including if you are staying home and away from others while experiencing symptoms of viral infection or fever, please let us know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodation. You can connect with them at slds@osu.edu; 614-292-3307; slds.osu.edu; ; 098 Baker Hall, 113 W. 12th Avenue.

Mental Health Statement:

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 or someone you know are suffering from any of the conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting ccs.osu.edu or calling (614) 292- 5766. CCS is on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. 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 by dialing 988 to reach the Suicide and Crisis Lifeline.

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

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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.

Grievances and Solving Problems:

A student who encounters a problem related to his/her educational program has a variety of avenues available to seek resolution. (Note: the procedures for grade grievances are explicitly covered in the faculty rules) Typically, a student is advised to resolve any dispute, disagreement, or grievance as directly as possible, engaging with the person or persons most closely involved. The faculty and staff of the departments and colleges are available to work with students in this regard. If this step does not produce acceptable results, the student should follow a logical stepwise progression to address the academic concerns.

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in [Faculty Rule 3335-8-23](#). Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

Intellectual Diversity:

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to

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support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Lyft Ride Smart (Previously Safe Ride Program):

Lyft Ride at Ohio State offers eligible students discounted rides, inside the university-designated service area (opens in new window) and has expanded service to the Short North area along High Street. Service runs from 7 p.m. to 7 a.m. Prices may be impacted by distance, traffic, time of day, special events and prime time surcharges. More information about the service and the Lyft App, and a link to get started using the Lyft Ride Smart services can be found at:

<https://ttm.osu.edu/ride-smart>.

Religious Accommodations Statement:

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 should 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 regarding 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 the 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](#).

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Policy: [Religious Holidays, Holy Days and Observances](#)

Weather / Short-Term Closing:

Although Ohio State strives to remain open to ensure continuity of services to students and the public, extreme conditions can warrant the usage of the university's Weather or Other Short-Term Closing Policy. Please visit this webpage to learn more about preparing for potential closings and planning for winter weather. We will send an email if class is moved to Zoom, or an assignment is given in lieu of weather issues. Please check your email and Carmen.

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, and support for urgent issues is available 24/7.

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

- **Baseline technical skills for online 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 [at go.osu.edu/office365help](https://go.osu.edu/office365help).
 - **Carmen access**

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you can always connect to Carmen, it is recommended that you take the following steps:

- 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 (about 12 months) that can each be used once.

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- 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 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.

Copyright:

© 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.

Class Schedule is included in this but attached separately as a pdf.