INTRODUCTION TO FINANCE
FIN 100
Section 101
Summer 2011

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Office Hours: Tue & Wed, 9:30 AM – 10:30 AM and by appointment


An e-Book version of the Ross/Westerfield/Jordan text is also available for purchase. You can purchase either a downloadable version which resides on a single computer or an online version which you can access from any computer that has an online connection.

Course Description and Objective: This course is designed for the students outside of the finance major. This is a survey course that covers a wide subject area.
The chief objectives of the course are:
1. To introduce you to the world of finance. Everyone is affected by finance and should have at least some minimal knowledge of business finance
2. To introduce you to basic financial concepts such as the time value of money, asset valuation, and risk and return.

By the end of the course you should have mastered the basics of financial statements, financial ratio analysis, time value of money, securities valuation, capital budgeting, and the cost of capital.

Course Format: The expectation is that students will participate in the classroom discussion. Your presence and preparation for every class period are expected. You are responsible for all material covered in class, whether present or not.

Examinations: Two exams will be given: a midterm and a final. Each exam will be worth 100 points. The exams will cover assigned readings, lectures, and in-class exercises.
6/3 Fri Midterm exam
6/27 Mon Final exam

Course Requirements/Grade Base: Your overall course grade will be based upon the following criteria:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation</td>
<td>100</td>
</tr>
<tr>
<td>Mid-term</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes/Homework</td>
<td>100</td>
</tr>
<tr>
<td>Final</td>
<td>100</td>
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<tr>
<td>Total</td>
<td>400</td>
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The standard University plus-minus grading system will be used:

95-100% A  80 - 83% B-
90 - 94% A-  75 - 79% C+
87 - 89% B+  70 - 74% C
84 - 86% B  60 - 69% D
**Attendance/Participation:** Your active attendance and participation in every class session are expected. In the event you are unable to attend a class, please contact the instructor prior to the conclusion of the previous class. A reasonable number of excused absences are allowed.

**Recommended Calculators:** To facilitate the financial calculations encountered in this course, it is strongly recommended that you purchase one of the following business calculators:

- Texas Instruments Business Analyst II Plus
- Hewlett-Packard HP-10B

**Academic Integrity:** According to the Penn State Principles and University Code of Conduct:

"Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. According to the University’s Code of Conduct, you must neither engage in nor tolerate academic dishonesty. This includes, but is not limited to cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person, or work previously used in another course without informing the instructor, or tampering with the academic work of other students."

Any violation of academic integrity will be investigated, and where warranted, corrective academic and/or disciplinary action will be taken. For every incident where a penalty is assessed, an Academic Integrity Incident Report form must be filed. The form can be found on the Smeal College Intranet at this URL: http://ugstudents.smeal.psu.edu/honor/how-it-works. This form is to be used for undergraduate courses. The report must be signed and dated by both the instructor and the student, and then submitted to Gus Colangelo, Associate Dean for Undergraduate Programs, 202 Business Building.

**Affirmative Action & Sexual Harassment:** The Pennsylvania State University is committed to a policy where all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by Commonwealth or Federal authorities. Penn State does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation, or veteran status. Related inquiries should be directed to the Affirmative Action Office, 328 Boucke Building.

**Americans with Disabilities Act:** The Smeal College of Business welcomes persons with disabilities to all of its classes, programs, and events. If you need accommodations, or have questions about access to buildings where Smeal College activities are held, please contact us in advance of your participation or visit. If you need assistance during a class, program, or event, please contact the member of our staff or faculty in charge. Access to Finance courses should be arranged by contacting the Finance Department Office at (814) 863-0486.

**An Invitation to Students with Learning Disabilities:** It is Penn State’s policy to not discriminate against qualified students with documented disabilities in its educational programs. If you have a disability-related need for modifications in your testing or learning situation, your instructor should be notified during the first week of classes so that your needs can be accommodated. You will be asked to present to the Office of Disability Services (located in 116 Boucke Building; (814) 863-1807) documentation that describes the nature of your disability and the recommended remedy. You may refer to the Nondiscrimination Policy in the Student Guide to University Policies and Rules.