

Withdrawn 1/25/05

04-40

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours)

Existing and Special Topics Course

Course: FIN 310 FUNDAMENTALS OF FINANCE

Instructor of Record: ROBERT BOLDIN phone: 2465 e-mail: rboldin@up.edu

Step One: Department or its Curriculum Committee

The committee has reviewed the proposal to offer the above course using distance education technology, and responds to the CBA criteria as follows:

- | | | | |
|----|---|---|-----------------------------|
| 1. | Will an instructor who is qualified in the distance education delivery method as well as the discipline teach the course? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Will the technology serve as a suitable substitute for the traditional classroom? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Are there suitable opportunities for interaction between the instructor and student? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | a. Will there be suitable methods used to evaluate student achievement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | b. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty)? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

LIBERAL STUDIES

JAN 2 2005

JAN 14 2005

5. Recommendation:

Positive (The objectives of the course can be met via distance education.)

Negative

Frank Affonso 1/10/05
signature of department designee date

NOTE: THE ATTACHED FORMAT WILL BE USED FOR SUMMER 2005 & BEYOND.

If positive recommendation, immediately forward copies of this form and attached materials to the Provost and the Liberal Studies Office for consideration by the University-Wide Undergraduate Curriculum Committee. Dual-level courses also require review by Graduate Committee for graduate-level offering. Send information copies to 1) the college curriculum committee, 2) dean of the college, and 3) Dean of the School of Continuing Education.

Step Two: UNIVERSITY-WIDE UNDERGRADUATE CURRICULUM COMMITTEE

Positive recommendation

Negative recommendation

signature of committee chair date

Forward this form to the Provost within 24 calendar days after review by committee.

Step Three: Provost

Approved as distance education course

Rejected as distance education course

signature of Provost date

Step Four:

Forward materials to Dean of the School of Continuing Education.

Syllabus

FIN 310 Fundamentals of Finance – Spring 2005

Welcome to on-line Fundamentals of Finance (FIN 310). The on-line content and tools feature the most advanced educational technology and instructional design available today. A rich set of materials, communication tools, and course management resources have been incorporated into this course.

Instructor Information

Professor: Dr. Robert Boldin

Email: rboldin@iup.edu

Office: 322A Eberly College of Business and Information Technology

Office hours: TWR 1:30pm – 3:30pm

Phone: (724) 357 2465

Biography: Dr. Boldin is a Professor of Finance. He also serves as Co-Director of Management Services Group and Director of the Indiana County Small Business Incubator. His academic background includes a bachelor's degree in Chemical Engineering from the University of Pittsburgh, an MBA from Duquesne University, and the MA and doctorate in Business and Applied Economics from the University of Pennsylvania's Wharton School. Before joining IUP in 1978 he served as assistant to the treasurer at Carnegie- Mellon University, and held faculty positions at both Clarkson University and Franklin and Marshall College. His teaching and research interests include Banking, Bankruptcy, Emerging Markets and Valuation. He has served as a consultant for the World Bank, USAID and numerous smaller firms and organizations.

Course Information

Course title: FIN 310 Fundamentals of Finance

Course number: FIN 310 Section 8B1 (For Business Majors) and 8NB (For Non-Business Majors)

Course discipline: Finance

Course This introductory course on Fundamentals of Finance explores the logic and description practice of financial management. Other areas included are introduction to risk and return, capital markets and institutions, and security valuation. As the course develops, the student will begin to gain a conceptual understanding of the financial decision making process through current financial theory and data.

Course date: Spring 2005

Location: A WebCT based online course

Prerequisite (s): Completed "Junior Standing" Requirements for Business Majors; ACCT 202, MATH 214 for business majors; ACCT 202, MATH 214 or MATH 217 for Non- Business Majors (MATH 214 recommended).

"Beginning with the summer 2000 term, there will be absolute enforcement of every

prerequisite requirement for the coursework offered by the Eberly College of Business and Information Technology. This means that students cannot postpone prerequisites and take them after the course in question.

The Dean's office is responsible for monitoring course prerequisites. Students who manage to register for coursework in spite of the fact that they do not have the appropriate prerequisite will be subject to unilateral withdrawal after the course has commenced. At that time, no appeal will be accepted and adding a different class after the official registration period will not be approved."

Textbooks

Required: **Foundations of Finance**, Prentice Hall / Pearson, 4th edition, 2003 by Arthur J. Keown, John D. Martin, J. William Petty, and David F. Scott, Jr. (ISBN 0-13-134494-3)

Recommended: **Foundations of Finance - Study Guide**, same publisher, edition and authors as above. (ISBN 0-13-046537-2)

Course Objectives

1. The student will be able to analyze and forecast financial statement and understand their uses in making financial decisions.
2. The student will be able to apply valuation concepts to a wide range of assets, including securities, loans, and productive assets.
3. The student will be able to identify the characteristics of various securities and understand how their markets function.
4. The student will understand the roles of financial institutions, monetary policy, and interest rates in well functioning markets
5. The student will become familiar with the techniques of managing long-term and short-term assets and liabilities
6. The student will be able to use data from on-line sites such as EDGAR, the SEC financial reporting database, and other sources of financial information to aid in financial decision making.

Course Overview

This SYLLABUS contains information about the course, including required text, assignments, quizzes, tests and exam schedule. Assignments are listed in the SCHEDULE and should be cross-referenced with the CALENDAR which provides chapter quiz, chapter test, mid term and final exam dates for the course. The following course SCHEDULE can be printed for easy referral throughout the semester. Since this is a distance-learning course, you are responsible for completing and submitting via WebCT the assignments those indicated in the SCHEDULE. Therefore, please read carefully this SYLLABUS and the SCHEDULE to make certain you are completing the assignments as required. Also, please use the WebCT for all correspondence.

Course Method

This course will cover **17 chapters** from the text with the following tasks and time requirements for **each chapter**:

1. Read Chapter Text, work through questions and problems.
2. Review the WebCT content materials.
3. You will be required to take Chapter Quizzes for each of the 17 chapters. Each quiz will consist of 20 T/F and Multiple Choice questions and problems; (60 minute time limit). Each chapter quiz can be taken **three times**; the highest score will be counted.
4. You will be required to take a Chapter Test for each of the 17 chapters. Each test will consist of 30 T/F and Multiple Choice questions and problems covering all chapter materials (100 minute time limit).
5. Throughout the semester 6 assignments are required for you to complete and submit via WebCT for grading – see **Calendar** for schedule.
6. Mid-Term Exam will cover chapters 1 – 9 with 40 T/F and Multiple Choice questions and problems (120 minute time limit).
7. Final Exam will cover chapters 10 – 17 with T/F and 40 Multiple Choice questions and problems (120 minute time limit).

Grading Policy

Introduction: Grading System

1	Chapter Quizzes (17)	20%
2	Chapter Tests (17)	30%
3	Mid Term Exam (Chapters 1-9)	20%
4	Final Exam (Chapters 10-17)	20%
5	Assignments (5)	10%

You will be notified of **5 ASSIGNMENTS**. Use WebCT to email your assignment solutions for grading.

CHAPTER QUIZZES will be taken on-line. To take the quizzes, click on the quiz icon. A screen will appear titled course exams. Scroll down and the quizzes for each chapter will be listed. Chapter 1 Quiz, for example, is listed first. You may take up to three quizzes for each chapter. Your highest grade is the one that is recorded. For the week in which a quiz is assigned, you can take the quiz starting on Monday at 8am but it must be completed no later than 11:00pm Thursday of the same week (except for the first week of classes). Two of the lowest chapter quiz grades will be dropped when computing the overall average of the chapter quizzes. Chapter quizzes should be taken before taking chapter tests.

CHAPTER TESTS: All tests will be taken On-Line and will consist of T/F and multiple choice questions and problems. Students may use their book and notes for exams. **Make-up tests will not be given.** You are required to take a test for each of the 17 chapters. When computing the average of the chapter tests, the lowest two will be dropped.

MID TERM EXAM: The mid term exam will cover material from chapters 1 – 9. **No Make-up**

Exam will be given.

FINAL EXAM: The final exam will cover material from chapters 10 – 17. **No Make-up Exam will be given.**

Additional Information

1. A “high speed” internet connection with a PC with sound capabilities is recommended. It is preferable that you have Microsoft Word and PowerPoint on your system.
2. No extensions of deadline for “Chapter Quizzes” and “Chapter Tests” are possible. Two of the lowest or missed Chapter Quizzes among 17 and two of the lowest Chapter Test (among 17) will be dropped in computing the Chapter Quiz and Chapter Test averages for the course. Additional missing Chapter Quizzes/Tests will be scored zero.
3. Assignments not submitted by the deadline will be graded zero.
4. Mid Term Test will include chapters 1-9 material. Final Test will include chapters 11-17 material. All tests are multiple choice questions and problems.
5. Quizzes for each chapter can be attempted three times and the highest score will be counted.
6. Only those assignment specified in the **SCHEDULE** are to be submitted via WebCT for grading.
7. Final grade will be decided on a curve with grade cut off points determined by overall class average.

Reminders

- Please review carefully the **SYLLABUS/SCHEDULE/CALENDAR**.
- Additional readings, problems and cases may be assigned from time to time.
- Solutions to specific study problems and comprehensive problems assignments, as noted in the **SCHEDULE**, are to be submitted via WebCT for grading. Solutions to other listed study questions and study problems are NOT to be emailed for grading unless otherwise noted.
- Solutions to selected assignments for grading are due no later than midnight of the date of the assignment as noted in the **SCHEDULE**.
- You will have the opportunity to take three quizzes for each chapter. The best score obtained in the three attempts will be graded and recorded as your quiz grade. Quizzes are required for each chapter and need to be completed by the time noted in the **SCHEDULE**. For each chapter quiz, chapter test, mid term and final exams, you are permitted to use your book and notes.
- Please review the **CALENDAR** to obtain an overview chapter quizzes, chapter tests, mid term and final exam times.
- If you have any questions please email me **using WebCT**.

Course Schedule

Week of January 10

- Review course outline
- Review text
- Review Web-CT
- Reading Assignment – Chapters 1 and 2
- Homework - Chapter 1
Study Questions: 1-2, 1-5, 1-9.
Study Problems: 1-9.
- Homework - Chapter 2
Study Questions: 2-3, 2-7, 2-15, 2-18.
Study Problems: 2-2, 2-4.
- **Quiz - Chapters 1 and 2 (can be completed between 8:00am Monday 1/10/05 and 11:00pm Thursday 1/20/05)**
- **Test – Chapters 1 and 2 (can be completed between 8:00am Monday 1/10/05 and 11:00pm Thursday 1/20/05)**

Week of January 17

- Reading Assignment - Chapter 3
- Homework - Chapter 3
Study Questions: 3-1, 3-2, 3-3, 3-4, 3-6.
Study Problems: 3-1, 3-2, 3-3, 3-5.
- **Quiz - Chapter 3 (can be completed between 8:00am Monday 1/17/05 and 11:00pm Thursday 1/20/05)**
- **Test – Chapter 3 (can be completed between 8:00am Monday 1/17/05 and 11:00pm Thursday 1/20/05)**
- **NOTE: Using the WebCT, e-mail your assignment 1 solution, SHOWING YOUR WORK.**

Week of January 24

- Reading Assignment - Chapter 4
- Homework – Chapter 4
Study Questions: 4-1, 4-3, 4-5, 4-7, 4-9.
Study Problems: 4-1, 4-3, 4-5, 4-7.
- **Quiz - Chapter 4 (can be completed between 8:00am Monday 1/24/05 and 11:00pm Thursday 1/27/05)**

Thursday 1/27/05)

- **Test – Chapter 4 (can be completed between 8:00am Monday 1/24/05 and 11:00pm Thursday 1/27/05)**

Week of January 31

- Reading Assignment – Chapters 5 and 6
- Homework – Chapter 5
- Study Questions: 5-2, 5-4, 5-6.
Study Problems: 5-1, 5-3, 5-5, 5-9, 5-17, 5-24
- Homework – Chapter 6
Study Questions: 6-1, 6-4, 6-6.
Study Problems: 6-1, 6-3, 6-5, 6-7, 6-9, 6-11.
- **Quiz – Chapters 5 and 6 (can be completed between 8:00am Monday 1/31/05 and 11:00pm Thursday 2/3/05)**
- **Test – Chapters 5 and 6 (can be completed between 8:00am Monday 1/31/05 and 11:00pm Thursday 2/3/05)**
- **NOTE: Using the WebCT, e-mail your assignment 2 solution, SHOWING YOUR WORK.**

Week of February 7

- Reading Assignment – Chapter 7
- Homework – Chapter 7
Study Questions: 7-1, 7-5, 7-6.
Study Problems: 7-1, 7-3, 7-5, 7-7.
- **Quiz - Chapter 7 (can be completed between 8:00am Monday 2/7/05 and 11:00pm Thursday 2/10/05)**
- **Test – Chapter 7 (can be completed between 8:00am Monday 2/7/05 and 11:00pm Thursday 2/10/05)**
- **NOTE: Using the WebCT, e-mail your assignment 3 solution, SHOWING YOUR WORK**

Week of February 14

- Reading Assignment – Chapter 8
- Homework – Chapter 8
Study Questions: 8-1, 8-4, 8-7.
Study Problems: 8-3, 8-5, 8-7, 8-9, 8-11, 8-13.
- **Quiz - Chapter 8 (can be completed between 8:00am Monday 2/14/05 and 11:00pm Thursday 2/17/05)**
- **Test – Chapter 8 (can be completed between 8:00am Monday 2/14/05 and 11:00pm Thursday 2/17/05)**

Week of February 21

- Reading Assignment – Chapter 9
- Homework – Chapter 9
Study Questions: 9-2, 9-3, 9-8.
Study Problems: 9-1, 9-3, 9-7, 9-13.
- **Quiz – Chapter 9 (can be completed between 8:00am Monday 2/21/05 and 11:00pm Thursday 2/24/05)**
- **Test – Chapter 9 (can be completed between 8:00am Monday 2/21/05 and 11:00pm Thursday 2/24/05)**

Week of February 28

On-Line Mid-Term Exam covering chapters 1 – 9. Exam deadline is 11pm, Thursday, March 3, 2005. Questions and problems are multiple choice. 120 minutes to complete the Exam from the time you begin. Exam will be available beginning 8am, Monday, February 28, 2005.

Week of March 14

- Reading Assignment – Chapters 10 and 11
- Homework – Chapter 10
Study Questions: 10-1, 10-2, 10-4.
Study Problems: 10-3, 10-5, 10-7.
- Homework – Chapter 11
Study Questions: 11-1, 11-2.
Study Problems: 11-1, 11-3, 11-9.
- **Quiz - Chapters 10 and 11 (can be completed between 8:00am Monday 3/14/05 and 11:00pm Thursday 3/17/05)**
- **Test – Chapters 10 and 11 (can be completed between 8:00am Monday 3/14/05 and 11:00pm Thursday 3/17/05)**
- **NOTE: Using the WebCT, e-mail your assignment 4 solution, SHOWING YOUR WORK**

Week of March 21

- Reading Assignment – Chapter 12

- Homework – Chapter 12
Study Questions: 12-2, 12-3, 12-5, 12-18.
Study Problems: 12-1, 12-5, 12-8.
- **Quiz - Chapter 12 (can be completed between 8:00am Monday 3/21/05 and 11:00pm Thursday 3/24/05)**
- **Test – Chapter 12 (can be completed between 8:00am Monday 3/21/05 and 11:00pm Thursday 3/24/05)**

Week of March 28

- Reading Assignment – Chapter 13
- Homework – Chapter 13
Study Questions: 13-1, 13-2, 13-7, 13-11.
Study Problems: 13-1, 13-3, 13-5.
- **Quiz – Chapter 13 (can be completed between 8:00am Monday 3/28/05 and 11:00pm Thursday 3/31/05)**
- **Test – Chapter 13 (can be completed between 8:00am Monday 3/28/05 and 11:00pm Thursday 3/31/05)**

Week of April 4

- Reading Assignment – Chapter 14
- Homework – Chapter 14
Study Questions: 14-2, 14-3, 14-4.
Study Problems: 14-3, 14-5, 14-9, 14-11.
- **Quiz – Chapter 14 (can be completed between 8:00am Monday 4/4/05 and 11:00pm Thursday 4/7/05)**
- **Test – Chapter 14 (can be completed between 8:00am Monday 4/4/05 and 11:00pm Thursday 4/7/05)**
- **NOTE: Using the WebCT, e-mail your assignment 5 solution, SHOWING YOUR WORK**

Week of April 11

- Reading Assignment – Chapters 15 and 16
- Homework – Chapter 15
Study Questions: 15-1, 15-7, 15-12, 15-13.
Study Problems: 15-1, 15-3, 15-7.
- Homework – Chapter 16

Study Questions: 16-7, 16-11, 16-15.

Study Problems: 16-1, 16-4, 16-6.

- **Quiz – Chapters 15 and 16 (can be completed between 8:00am Monday 4/11/05 and 11:00pm Thursday 4/14/05)**
- **Test – Chapters 15 and 16 (can be completed between 8:00am Monday 4/11/05 and 11:00pm Thursday 4/14/05)**

Week of April 18

- Reading Assignment – Chapter 17
- Homework – Chapter 17
Study Questions: 17-1, 17-6, 17-10, 17-11.
Study Problems: 17-1, 17-3, 17-5.
- **Quiz – Chapter 17 (can be completed between 8:00am Monday 4/18/05 and 11:00pm Thursday 4/21/05)**
- **Test – Chapter 17 (can be completed between 8:00am Monday 4/18/05 and 11:00pm Thursday 4/21/05)**

Week of April 25

On-Line Final Exam covering chapters 10 – 17. Exam deadline is 11pm, Thursday, April 28, 2005. Questions and problems are multiple choice. 120 minutes to complete the Exam from the time you begin. Exam will be available beginning 8am Monday, April 25, 2005.

FIN 310 Online Spring 2005 – Submission Deadlines

- Q = Quiz
- T = Chapter Test
- A = Assignment
- MT = Mid Term Exam
- F = Final Exam
- Chapter Quizzes can be taken three times; covers only text chapter materials; the highest score counts as your grade.
- Chapter Tests can be taken only once; all Multiple Choice questions and problems.
- There are 5 Assignments, designated as A1 – A5 below.
- Mid Term Exam will cover chapters 1 – 9. Final Exam will cover chapters 11 – 17.
- All submissions must be completed before 11:00PM of the deadline date given below.
- Two of the lowest or missing chapter quiz and chapter test will be dropped in computing quiz or test average; any additional missing quiz or test will be scored zero. Missing assignments will be scored zero.
- All submission items will be open for several days before deadline as noted below and in the CALENDAR.

Q1	20-Jan	Q10	17-Mar
T1	20-Jan	T10	17-Mar
Q2	20-Jan	Q11	17-Mar
T2	20-Jan	T11	17-Mar
Q3	20-Jan	A4	17-Mar
T3	20-Jan	Q12	24-Mar
A1	20-Jan	T12	24-Mar
Q4	27-Jan	Q13	31-Mar
T4	27-Jan	T13	31-Mar
Q5	3-Feb	Q14	7-Apr
T5	3-Feb	T14	7-Apr
Q6	3-Feb	A5	7-Apr
T6	3-Feb	Q15	14-Apr
A2	3-Feb	T15	14-Apr
Q7	10-Feb	Q16	14-Apr
T7	10-Feb	T16	14-Apr
A3	10-Feb	Q17	21-Apr
Q8	17-Feb	T17	21-Apr
T8	17-Feb	F	28-Apr
Q9	24-Feb		
T9	24-Feb		
MT	3-Mar		

January 2005

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Date: [January](#)

[2005](#)

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[Add entry](#)

[Compile entries](#)

To view, add to, or edit the daily schedule, click a hyperlinked date below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week							1
View Week	2	3	4	5	6	7	8 - Today
View Week	9	10 -Classes Begin - Quizzes&Tests for Ch.1&2 Available at 8am	11	12	13	14	15
View Week	16	17 -Quizzes&Test for Ch.3 Available at 8am	18	19	20 - Quizzes&Tests for Ch.1,2&3 due at 11pm More...	21	22
View Week	23	24 -Quizzes&Test for Ch.4 Available at 8am	25	26	27 -Quizzes&Test for Ch.4 due at 11pm	28	29
View Week	30	31 - Quizzes&Tests for Ch.5&6 available at 8am					

Note: All private entries are italicized.

February 2005

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Date: **February**



2005



Go

[Add entry](#)

[Compile entries](#)

To view, add to, or edit the daily schedule, click a hyperlinked date below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week			1	2	3 - Quizzes&Tests for Ch.5&6 due at 11pm More...	4	5
View Week	6	7 -Quizzes&Test for Ch.7 available at 8am	8	9	10 -Quizzes&Test for Ch.7 due at 11pm More...	11	12
View Week	13	14 -Quizzes&Test for Ch.8 available at 8am	15	16	17 -Quizzes&Test for Ch.8 due at 11pm	18	19
View Week	20	21 -Quizzes&Test for Ch.9 available at 8am	22	23	24 -Quizzes&Test for Ch.9 due at 11pm	25	26
View Week	27	28 -Mid-Term Exam available at 8am					

Note: All private entries are italicized.

March 2005 [Previous month](#) [Next month](#)

Date: [March](#) [2005](#) [Go](#) [Add entry](#) [Compile entries](#)

To view, add to, or edit the daily schedule, click a hyperlinked date below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week			1	2	3 -Mid-Term Exam due at 11pm	4	5
View Week	6	7	8	9	10	11	12
View Week	13	14 - Quizzes&Tests for Ch.10&11 available at 8am	15	16	17 - Quizzes&Tests for Ch.10&11 due at 11pm More...	18	19
View Week	20	21 -Quizzes&Test for Ch.12 available at 8am	22	23	24 -Quizzes&Test for Ch.12 due at 11pm	25	26
View Week	27	28 -Quizzes&Test for Ch.13 available at 8am	29	30	31 -Quizzes&Test for Ch.13 due at 11pm		

Note: All private entries are italicized.

April 2005 [Previous month](#) [Next month](#)

Date:

To view, add to, or edit the daily schedule, click a hyperlinked date below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week						1	2
View Week	3	4 -Quizzes&Test for Ch.14 available at 8am	5	6	7 -Quizzes&Test for Ch.14 due at 11pm More...	8	9
View Week	10	11 - Quizzes&Tests for Ch.15&16 available at 8am	12	13	14 - Quizzes&Tests for Ch.15&16 due at 11pm	15	16
View Week	17	18 -Quizzes&Test for Ch.17 available at 8am	19	20	21 -Quizzes&Test for Ch.17 due at 11pm	22	23
View Week	24	25 -Final Exam available at 8am	26	27	28 -Final Exam due at 11pm	29	30

Note: All private entries are italicized.

course outline

Indiana University of Pennsylvania
Eberly College of Business and Information Technology
Department of Finance and Legal studies

Finance I (FIN 310) -- Spring 2002

Introduction:

Welcome to on-line Finance I (FIN 310). The on-line content and tools feature the most advanced educational technology and instructional design available today. The rich set of materials, communication tools, and course management resources have been incorporated into this course.

Catalog Description:

The study of the methods of securing and managing funds on short, Intermediate, and long-term bases. The Financial analysis, planning, and control of a corporation. Also covered is working capital management.

Further Course Description:

This introductory course on the Foundations of Finance explores the logic and practice of financial management. Other areas included are introduction to risk and return, capital markets and institutions, and security valuation. As the course develops, the student will begin to gain a conceptual understanding of the financial decision making process through current financial theory and data.

Professor Information:

Professor: Dr. Robert Boldin
Office: 322A Eberly College of Business and Technology
Phone: (724) 357 2465
Email: rboldin@iup.edu
Office Hours: TR 3:00 - 4:00 p.m. and W 1:30 - 4:30 p.m.; Other times by appointment.

Course Credits:

3 Credit Hours

Prerequisites:

ACCT 202, MATH 214 for business majors; ACCT 202, MATH 214 or MATH 217 for non-business majors (MATH 214 recommended).

"Beginning with the summer 2000 term, there will be absolute enforcement of every prerequisite requirement for the coursework offered by the Eberly College of Business and Information Technology. This means that students cannot postpone prerequisites and take

them after the course in question.

The Dean's office is responsible for monitoring course prerequisites. Students who manage to register for coursework in spite of the fact that they do not have the appropriate prerequisite will be subject to unilateral withdrawal after the course has commenced. At that time, no appeal will be accepted and adding a different class after the official registration period will not be approved"

Text Book:

Foundations of Finance, 3rd edition, Prentice Hall, 2001.
Arthur J. Keown, J. William Petty, David F. Scott, Jr., and John D. Martin.

Suggested on-line class meeting time:

Tuesdays 10:15 - 11:45 p.m.

Course Overview

The course outline/syllabus contains information about the materials needed for the course, i.e. texts, calculators, web addresses, disks, etc. The course assignments are listed here and should be cross-referenced with the calendar for assignment deadlines. The course calendar and the course outline can be printed for easy referral throughout the semester. Since this is a distance learning course you are responsible for completing the assignments as indicated in the schedule. The class does not meet synchronously so be sure to consult the calendar; I will not be reminding you of assignments that you are to complete. Time should be spent reading this course outline carefully and completing the assignments as required. Through e-mail or on the threaded bulletin board posting, I expect to be able to address your questions and concerns.

Course Objectives:

1. The student will be able to analyze and forecast financial statement, and understand their uses in making financial decisions.
2. The students will be able to apply valuation concepts to a wide range of assets, including securities, loans, and productive assets.
3. The students will be able to identify the characteristics of various securities and understand how their markets function.
4. The student will understand the roles of financial institutions, monetary policy, and interest rates in well-functioning markets.
5. The students will become familiar with the techniques of managing long-term and short-term assets and liabilities.
6. Students will be able to use data from on-line sites such as EDGAR, the SEC financial reporting database, and other sources of financial information to aid in financial decision making.

Assignments and projects:

Assignments are noted each week. I will post information about what is expected of you in order to successfully complete the course. For example, for this course I have indicated in the calendar

the material to be completed before each exam. On-line participation (either through e-mail, the discussion board, or in chat) is expected, especially for the questions posted on the threaded bulletin.

Grading Procedures:

Please note the quizzes and the exams and their assigned points below:

QUIZZES AND EXAMS	POINTS POSSIBLE
Class Participation (On-Line)	50
Quizzes (On-Line)	100
Exam I (In-Class)	100
Exam II (In-Class)	100
Comprehensive Final Exam (In-Class)	150
TOTAL	500

CLASS PARTICIPATION will be based on the student's response to questions that will be posted periodically. These questions may be controversial in nature. Students can respond to the question itself as well as to comments made by others. Students should try to add something of value each time they respond to a fellow class member; it is not enough to simply agree or disagree with a previous posting. Students are encouraged to assist one another in solving questions posted on the bulletin board. Thus, the instructor should be considered as the resource of the last resort.

QUIZZES will be taken on-line while EXAMS I and II will be taken in an assigned class room (time and location to be announced). The in-class COMPREHENSIVE FINAL will be taken during finals week (time and location to be announced). Exams will consist of multiple choice questions and problems, and/or short essay questions depending on the nature of the material in that section of the course. For each exam, students are permitted to use an 8.5" x 11" single page for notes (both sides). **Make-up exams will not be given.** If an exam is missed due to an excused absence, such as a documented illness or emergency, the weight of the missed exam will be added to the weight of the final exam. **Except in cases of dire emergency, no consideration will be given to any student who misses an examination without first receiving the permission of the instructor.**

The letter grade is determined using the grade distribution chart that follows. The grade percentage is found as follows (total points which a student obtains/500) * 100.

The percentage corresponds to a letter grade.

GRADE PERCENTAGE	CORRESPONDING GRADE

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Reminders:

- For the first class on Thursday, January 17th 2002, it is suggested that all students attend this information session (time and location to be announced).
- Additional readings, problems and cases may be assigned from time to time.
- Homework typically will not be collected unless otherwise indicated.
- You will have the opportunity to take each quiz up to three times. The score obtained in the last attempt will be graded and recorded as your quiz grade. Quizzes are required for each chapter.
- Your attendance is required for the two in-class exams and the in-class comprehensive final examination.
- For each exam, students are permitted to use an 8.5" x 11" single page for notes (both sides).
- Valid identification is required for taking in-class exams.
- After each in-class exam your score and answer key will be emailed to you for review.

Schedule:

WEEK 1

- Review course outline
- Review text
- Review Web-CT
- E-mail student biography to instructor with any concerns\questions about the course
- Reading Assignment - Chapters 1-2
- Homework - Chapters 1-2
Study Questions: 1-2, 1-5, 1-6, 1-9, 2-3, 2-7, 2-15, 2-18.
Study Problems: 1-1, 1-3, 1-9, 2-2, 2-4.
- Quiz - Chapter 1-2

WEEK 2

- Reading Assignment - Chapters 3
- Homework - Chapters 3
Study Questions: 3-1, 3-2, 3-3, 3-4, 3-6.
Study Problems: 3-1, 3-3, 3-5.
- Quiz - Chapter 3

WEEK 3

- Reading Assignment - Chapters 4
- Homework - Chapters 4
Study Questions: 4-1, 4-3, 4-5, 4-7.
Study Problems: 4-1, 4-3, 4-5, 4-7.
- Quiz - Chapter 4

WEEK 4

- Reading Assignment - Chapters 5-6
- Homework - Chapters 5-6
Study Questions: 5-2, 5-4, 5-7, 6-4, 6-6.
Study Problems: 5-1, 5-3, 5-5, 5-9, 6-2, 6-3, 6-5, 6-6, 6-7, 6-9, 6-13.
- Quiz - Chapter 5-6

WEEK 5

- Exam I (in-class): Covering Chapters 1-6, 2/14/2002, Thursday (time and location to be announced).

WEEK 6

- Reading Assignment - Chapters 7
- Homework - Chapters 7
Study Questions: 7-1, 7-5, 7-6.
Study Problems: 7-3, 7-5, 7-7.
- Quiz - Chapter 7

WEEK 7

- Reading Assignment - Chapters 8
- Homework - Chapters 8
Study Questions: 8-1, 8-4, 8-7.
Study Problems: 8-3, 8-5, 8-7, 8-9, 8-11, 8-13.
- Quiz - Chapter 8

WEEK 8

- Reading Assignment - Chapters 9
- Homework - Chapters 9
Study Questions: 9-2, 9-3, 9-8.
Study Problems: 9-1, 9-3, 9-7, 9-9.
- Quiz - Chapter 9

WEEK 9

- Reading Assignment - Chapters 10
- Homework - Chapters 10
Study Questions: 10-1, 10-4, 10-5.
Study Problems: 10-3, 10-5, 10-11, 10-13.
- Quiz - Chapter 10

WEEK 10

- Reading Assignment - Chapters 11-12
- Homework - Chapters 11-12
Study Questions: 11-1, 11-2, 12-4.
Study Problems: 11-1, 11-3, 12-3, 12-11.
- Quiz - Chapter 11-12

WEEK 11

- Exam II (in-class): Covering Chapter 7-12, 4/4/2002, Thursday, (time and location to be announced).
-

WEEK 12

- Reading Assignment - Chapters 13-14
- Homework - Chapters 13-14
Study Questions: 13-2, 13-3, 13-8, 13-18,14-1, 14-6, 14-7, 14-11, 14-12, 14-13.
Study Problems: 13-1, 13-3, 13-5,14-3, 14-5, 14-7 b .
- Quiz - Chapter 13-14

WEEK 13

- Reading Assignment - Chapters 15
- Homework - Chapters 15
Study Questions: 15-1, 15-3, 15-13.
Study Problems: 15-1, 15-3, 15-7, 15-5, 15-8.
- Quiz - Chapter 15

WEEK 14

- Reading Assignment - Chapters 16
- Homework - Chapters 16
Study Questions: 16-7, 16-11, 16-15.
Study Problems: 16-1, 16-4, 16-12, 16-14.
- Quiz - Chapter 16

WEEK 15

- Reading Assignment - Chapters 17
- Homework - Chapters 17
Study Questions: 17-1, 17-6, 17-10, 17-15.
Study Problems: 17-1, 17-3,17-5.
- Quiz - Chapter 17

The in-class comprehensive final exam will be held during finals week. Date, time and location will be announced.

[Click the Close button to return to the Syllabus.](#)

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**INDIANA UNIVERSITY OF PENNSYLVANIA
EBERLY COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY
DEPARTMENT OF FINANCE AND LEGAL STUDIES**

FIN 310: Finance I
Professor: Dr. Robert Boldin
Office: 322A Eberly College of Business and Information Technology
Phone: (724) 357-2465
Email: robldin@grove.iup.edu
Office Hours: TR 3:00 – 4:00 p.m. and W 1:00 – 4:00 p.m.; Other times by appointment.
Term: Spring 2001

COURSE DESCRIPTION

Study of valuation models, financial statement analysis and forecasting, capital budgeting methods, and working capital management. Also includes an introduction to risk and return, capital markets and institutions, and security valuation.

COURSE OBJECTIVES

1. The student will be able to analyze and forecast financial statements, and understand their uses in making financial decisions.
2. The student will be able to apply valuation concepts to a wide range of assets, including securities, loans, and productive assets.
3. The student will be able to identify the characteristics of various securities and understand how their markets function.
4. The student will understand the roles of financial institutions, monetary policy, and interest rates in well-functioning markets.
5. The student will become familiar with the techniques of managing long-term and short-term assets and liabilities.
6. Students will be able to use data from on-line sites such as EDGAR, the SEC financial reporting database, and other sources of financial information to aid in financial decision-making.

PREREQUISITES: AG202, MA214 for business majors; AG202, MA214 or MA217 for non-business majors (MA214 recommended)

“Beginning with the Summer 2000 term, there will be absolute enforcement of every prerequisite requirement for the coursework offered by the Eberly College of Business and Information Technology. This means that students cannot postpone prerequisites and take them after the course in question.

The Dean’s office is responsible for monitoring course prerequisites. Students who manage to register for coursework in spite of the fact that they do not have the appropriate prerequisite will be subject to unilateral withdrawal after the course has commenced. At that time, no appeal will be accepted and adding a different class after the official registration period will not be approved.”

REQUIRED TEXT: Eugene F. Brigham and Joel F. Houston. Fundamentals of Financial Management, 9th edition, Dryden Press, 2001.

RECOMMENDED READING: *The Wall Street Journal* and other Finance Periodicals such as *Business Week*.

GRADING: The final course grade will be determined by three exams weighted at 20% each, quizzes and assignments worth a total of 20%, and a comprehensive final exam given during final exam week weighted at 20%. Exams will consist of multiple choice questions, problems and/or short essay questions depending on the nature of the material in that section of the course. Make-up exams will not be given.

If an exam is missed due to an excused absence, such as a documented illness or emergency, the weight of the missed exam will be added to the weight of the final exam. Except in cases of dire emergency, no consideration will be given to any student who misses an examination without first receiving the permission of the instructor.

Quizzes and assignments may be in-class or take home. There will be no make-ups provided for missed assignments. Instead, the lowest two scores will be dropped. Generally, one in-class quiz or assignment per week will be collected and graded. Homework and other problems will be assigned and reviewed, but not collected or graded. Homework and non-graded assignments will assist in preparation for the graded assignments and exams, so it is very important for students to complete these assignments and to ask questions if they are having difficulty with the assignments.

In order to encourage outside reading, extra credit points may be obtained during the semester by submitting article reviews relating to course topics. Only one article review will be accepted per week. Article reviews must be turned in on Mondays for the previous week, beginning on January 29th and continuing through April 30th (excluding March 5th during spring break). Each article must be current. If the article is from a magazine or journal, it must be from the most recent issue. If the article is from a newspaper, such as the Wall Street Journal, it must be from the current or previous week. If the article is obtained online, it must relate to an event occurring during the current or the previous week. A copy of the article should be submitted along with a brief summary. The summary should describe the article and also relate the topic or issue to one covered in class or in the textbook. Be as specific as possible in linking the article to class material. Each review will be assigned a score of zero, one, or two extra credit points. A maximum of 15 extra credit points may be earned during the semester. These points will be added onto the final exam score. Neatness, grammar, and spelling will be considered when assigning a score. One point will be deducted for each error after the first error. In other words, a review with no errors or with one error can receive a maximum score of two points; a review with two errors can receive a maximum score of one point; and a review with three or more errors will receive zero points.

ATTENDANCE: I expect and encourage you to attend class. Past experience suggests that students who attend regularly and participate in class discussions learn more, enjoy the class more, and perform better on examinations than students whose attendance is less frequent. All students are responsible for any information given in class, including any change of assignments or exam schedule.

TENTATIVE COURSE OUTLINE

<u>Week of</u>	<u>Topic(s) to be Covered</u>
Jan 15	Introduction; Review
Jan 22	Overview of Financial Mgmt – Ch. 1 Financial Statements, Cash Flow, and Taxes – Ch. 2 Forms of business organization; Goals of the firm; Stakeholders vs. stockholders; Ethical considerations; Agency relationships Review of balance sheet and income statement; Accounting income vs. cash flow; MVA and EVA; Federal tax system **** Note that the last drop/add date is January 23 ****
Jan 29	Analysis of Financial Statements – Ch. 3 Uses of ratio analysis; Liquidity ratios; Asset management ratios; Debt management ratios; Profitability ratios including DuPont analysis; Market value ratios *** Note: Class will not meet on Friday Feb. 2. There will be an alternate assignment. ***
Feb 5	Financial Planning and Forecasting – Ch. 4 Sales forecasting; Pro forma income statement; Pro forma balance sheet; Additional funds needed (AFN); Financing alternatives
Feb 12	Financial Environment – Ch. 5 Financial markets: primary, exchanges, NASDAQ, regulation, derivatives, global; investment banking; Financial intermediaries: Functions and types; Interest rates determinants; Term structure and yield curves; Federal Reserve policy *** First Exam ***
Feb 19	Time Value of Money – Ch. 7 Future values of lump sums, annuities and annuities due; Compound growth; Present value of lump sums; perpetuities and growing perpetuities; annuities and annuities due; Compounding/discounting other than annually
Feb 26	Time Value of Money (cont.) *** Spring recess begins March 2 at end of classes; classes resume March 12 ***
Mar 12	Stocks and Bonds – Ch. 8 and Ch. 9 Characteristics and features of bonds, common stock, and hybrids; Bond valuation; Yield to maturity; Bond risks; Stock valuations models
Mar 19	Stocks (cont.); Risk and Rates of Return – Ch. 6 Return and standard deviation; Risk aversion and coefficient of variation; Portfolio risk; Market and unique risk; Asset and portfolio beta; CAPM and SML; Equilibrium pricing *** Second Exam ***

- Mar 26 **Cost of Capital – Ch. 10**
Cost of debt; Cost of preferred stock; Cost of retained earnings using CAPM, DCF, and Bond-yield-plus-risk-premium approaches; Cost of newly-issued common; WACC; MCC and breakpoints
- *** **Course Withdrawal Deadline – March 29** ***
- Apr 2 **Basics of Capital Budgeting – Ch. 11**
Mutually exclusive vs. independent; Conventional vs. nonconventional; Expansion vs. replacement; NPV; Payback and discounted payback; IRR; MIRR; Comparisons between methods
- Apr 9 **Capital Budgeting: Cash Flow Estimation and Risk Analysis – Ch. 12**
Identifying relevant cash flows; Outlay; Cash flow from operations; Terminal cash flows; Replacement vs. expansion project analyses; Projects with unequal lives;
- Apr 16 **Working Capital: Asset Management – Ch. 16**
Working capital policy; Cash budget; Cash management techniques; Marketable securities; Inventory management techniques; Accounts receivable management and credit policy
- Apr 23 **Working Capital: Financing – Ch. 17**
Financing temporary vs. permanent current assets; short-term vs. long-term financing; accruals; Cost of trade credit; Cost of bank loans: simple interest, discount interest, compensating balances, installment loans; Commercial paper
- *** **Third Exam** ****
- Apr 30 **Review**
- *** **Classes End May 1** ***
*** **Reading Day May 2** ***
*** **Finals Week May 3 – May 10** ***
- *** **Comprehensive Final Exam: Tuesday, May 8 from 10:15am to 12:15pm** ***