A. Course Description

FIN 103 is a 3-unit introductory course to the study of Finance. It covers theory and practices in financial management considered essential to the success of every type of business. The course aims to introduce students to the tools and techniques of finance and how they are applied to managerial decision-making. The course is divided into three major parts which will focus on Financial Statements, Capital Budgeting, and Debt and Equity Financing, respectively.

B. Learning Outcomes

By the end of the course, the student should be able to:

1. Construct, analyze, and forecast financial statements
2. Apply the basics of time value of money
3. Make sound management decisions in capital budgeting
4. Differentiate between the different types of financing means and how they are used
5. Demonstrate knowledge of different valuation models for bonds, equity, and cash flows

C. Course Outline and Content

Part I: Financial Statements

1. An Overview of Financial Management (Chapter 1)
2. Financial Statements (Chapter 3)
3. Analysis of Financial Statements (Chapter 4)
4. Working Capital Management (Chapter 16)
5. Financial Planning and Forecasting (Chapter 17)

FIRST LONG EXAM: FEB 24, 2016
Part II: Capital Budgeting
1. Time Value of Money (Chapter 5)
2. The Cost of Capital (Chapter 10)
3. Basics of Capital Budgeting (Chapter 11)
4. Cash Flow Estimation and Risk Analysis (Chapter 12)
5. Real Options and Other Topics in Capital Budgeting* (Chapter 13)

SECOND LONG EXAM: MARCH 23, 2016

Part III: Debt and Equity Financing
1. Interest Rates (Chapter 6)
2. Bonds and their Valuation (Chapter 7)
3. Risk and Rates of Return (Chapter 8)
4. Stocks and their Valuation (Chapter 9)

THIRD LONG EXAM: APRIL 20, 2016

Other Topics*
1. Derivatives and Risk Management (Chapter 18)
2. Financial Markets and Institutions (Chapter 2)

*To be covered if time permits

FINAL EXAM (TBA)

D. Required Materials

• Scientific Calculator
• Please fill up the ff Google Form: tinyurl.com/Fin103Ko

E. Supplementary Materials

• Financial Calculator (TI BAII – Plus, TI BAII Plus Pro, HP 12C, HP 12C Platinum)
• Microsoft Excel
F. Course Requirements

2-4 Long Exams* 50%  
Final Exam* 25%  
Quizzes and Homework 20%  
Class Participation 5%  

*Note: Failure to obtain an average of D (60) in the Major Exams (Long Exams and Final Exam) will automatically merit a final grade of F.

Total 100%

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G. Grading System and Grade Equivalents

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<td>Below 1.00</td>
<td>F</td>
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H. Classroom Policies

1. Absences and Lateness
   - A total of nine absences for MWF classes for the entire semester will be allowed. Any student who exceeds this will be given a W.
   - A student is marked absent when he/she is not in the classroom 10 minutes after the second bell. Students who arrive late should sit at the back to avoid class disruptions.
• In the absence of any prior announcement from the Department, the class must wait for the teacher for 20 minutes after classes have started. No free cuts shall be deemed given unless this time has passed. Students who leave before this time shall be marked absent.

2. Testing and Grading
• The exam dates written above are tentative and subject to change.
• Make-up exams will only be allowed for grave circumstances.
• A final mark of F will automatically be given to any student caught cheating in any exam.
• Appeals for rechecking must be accomplished within one week after the results are given out.
• If classes are suspended or cancelled on the date of a scheduled exam or quiz, it is understood the test will be given on the following meeting.
• **Unannounced quizzes may be given.** Students are expected to study for the lessons that were taught or assigned readings for discussions.

3. Class Guidelines
• Cellular phones must be put out of sight and switched to silent mode.
• Unless permission is explicitly given by the teacher, **tablets, laptops, cellphones, and other electronic devices may not be used in class.**
• Students are expected to adhere to JGSOM Dress Code.
• Eating, drinking and smoking are not allowed inside the classroom.
• Students are highly encouraged to ask questions and contribute their insights and observations, as long as they are relevant to the subject matter being discussed. Disruptive students will be asked to leave the room.

I. Contact Details and Consultations

Feel free to ask questions. You may reach the instructor at **fko@ateneo.edu**.
Consultation Hours: MWF 12:00-1:00, or by appointment