

# Accounting & Finance Foundation

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**95-719**

Class Hours:	<p>Remember, students must attend their scheduled section, must be on time and stay for the entire session unless prior permission is provided by the instructor.</p> <p>A4 TR 9:00 to 10:20AM HBH 1204 B4 MW 1:30 to 2:50PM HBH 2008 C4 TR 1:30 to 2:50PM HBH 1206</p>
Office Hours:	<p>Monday &amp; Wednesday 12:20 to 1:20PM*</p> <p>By appointment</p> <p>If the door's open.....</p> <p><i>*If I have a conflict like a faculty meeting that day, I will reschedule and post alternative office hours</i></p>
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Teaching Assistants and Hours	<p>Cagla Akin <a href="mailto:cakin@andrew.cmu.edu">cakin@andrew.cmu.edu</a></p> <p>TBA</p>
Course Information	<p>Canvas</p>
HW Exercise/Class Activity Submission	<p>Through Assignment Tab on Canvas</p> <p>Assignments and class activities are submitted using the Respondus Lock-down Browser.</p> <p>No assignment or class activity is accepted late for any reason. Students must attend the section for which they are registered to submit homework exercises/activities for points.</p>
Required Respondus Lock-down Browser	<p>Download and install Respondus prior to the first class session. Only exercises/activities submitted through the Respondus Browser will be accepted for points.</p> <p><a href="#">Respondus lockdown browser</a></p>

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## Course Description

The focus of this course is on the basics of reading and interpreting financial statements in for-profit companies and financial evaluation of projects.

Owners (shareholders) expect managers to operate their companies in a way that produces profit. As such, managers must know how their decisions affect the company's profits.

## Learning Objectives

This course endeavors to give students the skills to be effective managers. Upon completion of this course, the student will be able to:

1. Locate financial information to analyze companies
2. Classify accounts in the income statement, balance sheet and cash flow.
3. Analyze a company's financial health using ratio analysis.
4. Calculate and interpret Discount Rate
5. Calculate, interpret and apply Capital Budgeting techniques in determining the financial viability of a projects
6. Use time value of money techniques to make decisions

## Professional Conduct (from the Heinz College Handbook)

Students in the Heinz College's graduate programs are preparing for professional careers in positions of leadership. Consistent with the standards of our programs, such positions carry with them expectations for integrity, ethical bearing and behaviors that are acceptable in the workplace. Students, who undertake class projects, serve as interns or apprentices, or complete their work-study assignments in organizations outside the College must conduct themselves in a manner consistent with the standards of the professional workplace. Likewise, students are expected to exhibit professional conduct in the classroom and other University learning environments and to serve as productive, positive forces in our academic community. Students who engage in behaviors that are dishonest, unethical, abusive, violate University and workplace rules on the use of drugs and alcohol, or otherwise undermine classroom learning or the environment of their workplace assignment or the College will be subject to disciplinary action up to and including being dropped from your program

## Expectations

Students cannot be successful if they do not consistently attend class. Simply attending class will not be adequate to be successful in this course. To earn a passing grade, students must earn adequate points on exams and homework exercises. To do so, students will have to use their initiative to review their notes, complete homework questions, read supplemental materials, review videos and work

through practice questions as topics are discussed (do not wait until the weekend before the exam).

An important aspect of the course is in creating an environment that simulates the workplace including meeting deadlines, following instructions, demonstrating personal responsibility and showing respect for others.

## Add/Drop

Given the limited time in a mini and the scope of the topic, it is necessary to cover a substantial amount of material in each session even in the first week of classes. If you do not plan to remain in the class, please drop the course from your schedules as soon as possible so that students on the wait list can be accommodated.

Students adding the course after the first day of classes are responsible for missed material. Missed homework and class exercises receive a score of zero (0).

## Prerequisites

Pre-requisites: 95-715 or 90-723

The course is heavily dependent on technology not only for analytical purposes but also for communication. Students will need to use the Internet to access data, and submit exams and complete homework exercises. Students are expected to have a reasonable level of competency in Excel and MSWord.

Exams and exercises are submitted through Canvas using the Respondus lockdown browser. Students are required to have downloaded and installed the Respondus lockdown browser before the first day of class.

## Non-Heinz Students

This is a Heinz College course and Heinz College Policies apply even if you are not enrolled in a Heinz College program. This includes but is not limited to the required Add/Drop date at the end of the first week of classes. Please be advised that you may not drop the course after this point even if your program permits drops beyond this date. If you do not complete the course, you will receive a failing grade.

## Students with Accommodations

Only students with a letter from Disability Services can receive accommodations. Students must make an appointment to meet with the Instructor in the first week of classes to discuss what accommodations are possible in the course.

Alternative testing arrangement are facilitated by Disability Services in their testing site. Students are responsible for arranging for exams directly with Disability Services. Exams with Disability Services must take place on the same date and begin at the same time as the exam for the rest of the class.

Students are required to initiate requests for support via Email well in advance of the need for specific services/accommodations. The instructor may ask for additional information, and consult Disability Services. Each request will be reviewed given the provisions of the accommodation letter and notify the student of the final decision and/or arrangements.

## Communication with Faculty and TA's

Students are also expected to check Email and the course website each day for messages from the instructor or from teaching assistants. Students are responsible for information contained in the Email. In addition, information in the website is subject to change. Students are responsible for any changes made on the course website.

Remember that the TA's and I are not available 24 hours a day, 7 days a week. We are generally available Monday through Friday during regular office hours by Email and hold regular office hours that students

should plan to attend regularly to get all questions resolved. To avoid frustration, assume that Emails sent in the evening during the week will be answered the next morning, and emails sent over the weekend will be answered the next day.

## Class Session

Many class sessions begin with an exercise requiring use of the Respondus lockdown browser. Students who are not in their seats at the beginning of the class session will not be permitted to take part in the exercise or activity. Exercises are timed and begin when the password is given. Students must launch the exercise when the password is given. Students must close their computers when they are done with the exercise – do not check email or work on other assignments.

Prior to each class, students are expected to check the course website. Students may download the lecture notes. Supplemental readings on the web may also be assigned. Class time will be used to discuss topics in the lecture notes and homework. Students are not permitted to use technology during class unless told to do so.

Students may also be required to view videos on subject matter that will not be covered in class.

## Textbook

There is no official textbook for this course. Students may be directed to websites and other readings to support the lecture topics.

The website [www.investopedia.com](http://www.investopedia.com) is generally very helpful in clarifying terminology. The on-line accounting textbook at [www.principlesofaccounting.com](http://www.principlesofaccounting.com) could also be a good source of reference material.

## Lecture Notes & Videos

Lecture Notes, which are simply the PowerPoint slides, are provided on the website. Lecture Notes take the form of abbreviated talking points and not every slide in the presentation will be included. Lecture Notes are not useful as stand-alone documents and not a substitute for class attendance. If you miss a class, be sure to follow up with a colleague for notes taken in class.

Some videos may be made available to review topics covered in class. These videos are from other courses so do not necessarily match the scope and depth and methods covered in our class. There are no lecture slide print outs for these videos. These are not to be used as a substitute to attending class. Remember, students are responsible for the material as covered in class.

## Intellectual Property Disclaimer

NO video or audio recording or taking photos of any kind is permitted in the class without express written permission by the instructor. If permitted, recordings are for the sole use of the student making the request and must be destroyed at the end of the term.

Any podcasts or v-casts that are posted on the course website are for the sole use of current students during the term in which they taking the class. Reproduction, transfer to any other individual or posting of any of the materials from the course website is expressly forbidden

## Time Commitment

Based on the number of units associated with this course, students are expected to spend 3 hours in class and on average 9 hours a week outside of class studying the concepts and doing homework – some weeks will be less and others a bit more.

Again, simply attending class will not be adequate to be successful in this course. To competently complete homework and earn a passing grade on exams, students will have to use their initiative to review their notes, complete outside reading, and work through supplemental exercises.

## Academic Integrity

Students should review CMU's Academic Integrity Guidelines at <http://www.cmu.edu/policies/student-and-student-life/academic-integrity.html>. I have a very low tolerance for dishonesty. The penalty for plagiarizing or cheating in any way is failure of the course.

Ignorance of the policies or “mistakes” will not be accepted as an excuse for any academic integrity infraction. Even the most innocent of mistakes have consequences. Make sure to see me or the TA for guidance if you have any questions at all.

### Academic Integrity Infractions & Penalty

There is a “one-strike” policy in this course. Any academic integrity infraction results in failure of the course. If you have any questions at all, please contact the professor or TA.

Although not exhaustive, the following are considered academic integrity infractions:

#### Appropriating Others' Work

Your work must be your own. Unless otherwise directed by the instructor, every homework must start with a new Word or Excel file. Students may not copy and paste any information from the course or use any templates from class exercises, from the internet or any other source.

Do not post or communicate any material from the course including homework, notes, videos and recording or questions to any website, Facebook, twitter, or other electronic resource for help. This constitutes an academic integrity violation and results in failure of the course.

#### Possession or Transfer of Course Materials

Students are not permitted to be in possession of or provide any notes, homework, exams or exercises from or to another student either from the current semester or from past semesters regardless of form: electronic or paper. Possession of or sharing such files constitutes an infraction of the academic integrity policies of this course.

#### Communication during Any Graded Assessment

Talking or communicating in anyway, including gesturing or using communication technology, during exams and homework exercises is prohibited. If students are caught talking, whispering, gesturing, looking at another students' paper or computer screen, showing another student their paper or permitting another student to see their computer screen, the exam or exercise will not be accepted, no points will be awarded and an academic integrity infraction may be assessed.

Talking and other forms of communication with anyone other than the proctor during an exam or homework exercise, regardless of reason, is expressly forbidden and is considered an academic integrity infraction for both students involved in a conversation. If a student is talking during an exam, activity or homework exercise, raise your hand and ask the instructor or proctor to step in.

#### Sharing Course Material

Students are not permitted to discuss exam and exercise questions with another current student or a student who has taken the course in the past or will take the course in the future or post to any location on the Internet. Students will use only the calculator found in the lockdown browser unless otherwise instructed by the faculty.

#### Possession of Assessment Materials

Students may have access to their homework and exam questions to review their performance but all materials must be returned to the instructor before leaving the office or classroom. Taking test materials from the exam or exam review sessions is considered an academic integrity violation. Students are permitted to take notes on concepts they missed. Students are not permitted to take

pictures or screen captures of the test interface, test booklets or questions sheets.

## Notes for Exams and Sharing Materials

For the midterm and final exams, students may only bring 6 sides of their own original handwritten notes to the exam. Do not bring any printed notes or handouts from any source including from the course website. Students may not bring printed notes, copies of another student's notes or printed copies of their own notes to the exam. Only the printed formula sheets provided by the instructor specifically for the exam is permitted and only handwritten notes are permitted on the formula sheet. Everything including notes are turned in with the exam test booklet.

You may not share another student's notes or pencils, erasers, etc. and must focus only on your own exam.

## Use of Lockdown Browser

Most homework exercises and exams are taken through the course canvas using the Respondus lockdown browser. Students must have a working Respondus on their computers to participate in any exam or exercise. Students must close all other programs, browsers and applications during an exam or activity. Students are not permitted to leave the testing interface of the exam or exercise until they have submitted. Respondus notifies the instructor when a student attempts to leave the test interface before submitting. Students risk an academic infraction when this happens. If you run into a technical issue, raise your hand for the proctor. DO NOT talk to another student during the assessment.

## Passwords and Log-ins

As soon as the password is provided, students must launch the Canvas exam or exercise through Respondus immediately and enter the password. Delay in launching the assessment interface in Canvas may result in loss of the points associated with the exam or exercise.

Students are expressly prohibited from sharing passwords with other students or logging other students into activities. If you did not hear the password, do not ask another student. Raise your hand and the instructor or proctor will provide the appropriate information. Do not provide a password to another student.

## Misrepresentation

Students are expressly forbidden from sitting in for, signing in for or impersonating another student for any reason is an academic integrity infraction.

## Attendance and Decorum

This is not a distance course. As an on-campus course, students are required to attend all sessions and in the section for which they are registered to pass the course. Missed exercises cannot be made up. Attending less than 80% of class sessions will result in failure of the course. This means no more than 3 sessions in a mini can be missed.

Unless given prior permission, students are expected to be in class at the beginning of the session and remain until the end of the session so plan accordingly. Fill water bottles and use the restroom before class. Students should leave class only in an emergency. Arriving more than 15 minutes late or leaving early is not considered an attended session.

Students arriving to class late or leaving early is very disruptive and unacceptable. Most exercises are done at the beginning of the session. Students who arrive late will not be permitted to participate in homework exercises and class activities. Only students who come to class on time will receive the password to activities. If there is a homework exercise or class activity, only students who participated are marked as attending. If you run into a technical problem during the activity or arrive late, see the instructor at the end of class.

Attendance/sign out sheets may be circulated randomly through the mini. Students may only sign for

themselves. Signing for another student is an academic integrity infraction and results in failure of the course.

There are no make-up opportunities for class activities or exams. These are scheduled well in advance so make sure to schedule interviews, appointments etc., so they do not conflict. Check all exam dates for all classes in the first week of the mini to identify conflicts that need to be resolved well in advance. Take advantage of Career Fairs between classes; the Career Center reinforce this. Conferences are subject to the attendance requirement and the exam/homework schedule.

## Class Discussion & Talking

The class encourages questions and discussion, and thus respect for other students' views and cultural perspectives is essential. Although questions are encouraged, if the discussion will confuse other students or is tangential to the topic, student will be asked to come to office to discuss further. If there are questions on grading, please come to office hours. Individual performance will not be discussed in class.

Students may be encouraged to work together on in-class exercises. However, during lecture, discussion must be limited to those directed to the entire class and relevant to the topic at hand. Talking during a lecture is disruptive, and students will be asked to stop talking. If a student continues to talk during the semester, a 5-point penalty will be assessed for each infraction in calculating final grades.

Raise your hand if you have a question during class - do not ask another student.

## Do not sleep in class

This should be obvious but it happens even though the topic is endlessly fascinating. Sleeping students are considered absent. Students will be told to leave rather than disrupt the class.

## Technology in Class

Cell phones must be turned off or silenced prior to coming to class and put away during class (not on or under the desk). Use of phones/smart watches, emailing and texting is not permitted during class resulting in a 5-point penalty and possible confiscation of the phone or other technology.

If a student is expecting a call, phones may be set to vibrate and if necessary, may discretely leave the room to take a call. I reserve the right to confiscate any ringing phones during class.

Students are not permitted to use computers or phones unless necessary for a class exercise and have been given specific permission. Once an activity is over, students must turn off computers and put them away.

If a student is using a phone (yes even under the desk or in a pocket) or a computer for anything other than a class activity, a 5-point penalty will be assessed for each infraction in calculating final grades.

## Focus

Class sessions are not study halls. Students are not permitted to do work for other courses, projects or personal tasks during class. Students will be told to put away other work and will be considered absent from the session.

## Food

Although sodas, coffee and snacks are permitted, please eat meals outside of class. In other words, do not bring foods like hamburgers, pizza or anything that requires knives, forks, spoons, or chop sticks to eat. The odor and rustling of bags, wrappers, etc. are too disruptive to the rest of the class (and it makes me hungry).

## Grading Scheme

This course is not curved.

A+ by definition is “Exceptional” and therefore relative to the performance to the rest of the class. Students must consistently perform better than the rest of the class to be “exceptional”. My advice is to do your personal best and focus on learning the material.

Although we appreciate the time and effort students put in, grades are earned based on performance.

The On-line grade book may post statistics that should be ignored. The course is not curved therefore the average score on any homework exercise or exam is irrelevant. I respect that grades are important to students but I hope I can convince you to focus not on your scores relative to others but on your own learning experience.

To determine your final grade, add the points earned on homework exercises and exams at the end of the semester and look up the final grade in the syllabus.

## Heinz College Grading Policy

Average Grade for Core (non-project) classes: 3.33-3.42

The Heinz School Policy states that the mean grade in this course should be between an A- and B+. Some students who earn less than a B+ and some that earn higher than an A-

Grading	Quality Points		LOWER BOUND Points	UPPERBOUND Points
A+	4.33	Exceptional	483.4	500.0
A	4.00	Excellent	466.7	483.3
A-	3.67	Very Good	450.0	466.6
B+	3.33	Average	433.4	449.9
B	3.00	Fair	416.7	433.3
B-	2.67	Marginal	400.0	416.6
C+	2.33	Poor	383.4	399.9
C	2.00	Very Poor	366.7	383.3
C-	1.67	Min Pass	350.0	366.6
R		Fail	Less than 350	

## Point Allocation

Exam 1	36%	180 pts
Exam 2	44%	220 pts
5 Gate/Homework Exercises (25 pts each – lowest score dropped)	10%	100 pts
Total	100%	500 pts

\*No assignment is accepted after the due date.

No alternative assignments or exams will be provided to any student that are not available to the entire class.

## Homework Exercises

Homework is intended to provide practice in identifying concepts, calculating values and give context for topics discussed in class. Although there may be many ways to solve the homework questions, students are expected to use the methods used in class. Using alternative methods will result in point losses.

There are **five** Homework Exercises with the lowest score dropped in calculating final grades.

## Homework Preparation Questions

To prepare for the in-class Homework Exercise, a set of Homework Preparation Questions will be posted. The Preparation questions may require building an Excel Model or performing calculation and answering 8 to 10 questions. Students may work alone or in a group of up to three. Do not divide the work up but work together to understand the answers to each question. As you would expect in a graduate program, step-by-step instructions are not given in the questions. Determining how to apply the material from class is part of the Homework Exercise preparation.

Generally, homework questions are posted to give students time to work on them over the weekend but students should get clarification on anything they are unsure of before the weekend when the TA or the instructor may not be available.

## Homework Gate Question

The answers to the homework preparation questions are not turned in. To be eligible to submit the Homework Exercise, students will be asked to submit the answer to one of the questions the night before the in-class homework exercise.

## In-class Homework Exercise

At the beginning of class on the due date, students will log into the Homework Exercise input screen on Canvas using the Respondus lock down browser and answer up to four questions in the first few minutes of class – the exercise is timed and must be submitted by the deadline. Homework Exercise questions will generally take the form of a numeric answer, brief fill in the blank (just a few words) or multiple choice (including true/false). Full points are given for the single best answer.

Homework Exercises are individual effort; no discussion is permitted during the exercise. Student will be given a sign-in sheet with any necessary formulas. Students may not refer to the answers in their Prep Questions. The Homework Exercise questions may not be the same as the Prep Questions but will be based on the assigned questions. Students who do not do and understand the homework prep questions, will not be able to answer the Homework Exercise questions.

There is no “make-up” opportunity for any reason. Students late to class will not be permitted to start the exercise (which would delay the start of session). Students are not permitted to share the exercise password, log in for another student, attempt the exercise remotely or discuss questions with other students. Points for the exercise are awarded only to students who adhere to the attendance policy and stay for the rest of the class session.

When the exercise is completed, students will close their computer and turn in their sign-in sheet.

Only the answers submitted through the Canvas using the Repondus Lockdown browser will be graded. You are responsible for having a working version of Respondus on your computer. If the exercise does not load or submit properly, some or all points may be lost. You should restart your computer to clear any conflicts to launching Respondus.

To be fair and consistent, we try whenever possible to have one grader score all the exercises. Depending on the size and number of sections, there may be quite a few exercises so it may take a couple of weeks for scores to be posted.

Once all student have completed the Homework Exercise in all sections, the answers will be discussed at the beginning of the next class.

## Exams

It is not possible to include questions to evaluate students’ understanding of all topics and techniques covered in this class in two assignments. Therefore, the nature and structure of the questions on the exam are very different from the course assignments in that they are generally multiple choice or short

answer. The questions will evaluate the student's ability to identify concepts, perform discrete calculations and interpret results as opposed to assignments that generally ask you to solve a comprehensive problem.

Exams are typically 40 questions in 80 minutes. Exam questions are generally multiple choice or short answer. Questions evaluate the student's ability to properly use terms, identify concepts, perform discrete calculations and interpret results.

There is a midterm and a final exam. Both are scheduled well in advance so be prepared to take the exams when scheduled. Make ups are rarely granted and only with documentation of an emergency. If a student is ill, an excuse from their doctor or the student health center that stating that the student too ill to take the exam on that date must be provided. Students are not be excused if they are well enough to take the exam but put off studying and were ill in the days leading up to the exam. If the exam is given in multiple sections, students are not permitted to switch sections to delay taking an exam.

Students may bring 6 sides of handwritten notes to the midterm and final exams – no typed notes and no other sources of information. Students should not be lulled into a false sense of complacency knowing that they have access to notes. There is not enough time in the exam to learn the material.

Students must use the calculator in the Respondus lockdown browser. Students may not bring calculators, phones or smart watches to the exams. Part of the exam is to show ability to calculate and apply formulas that might be automated in other types of calculators. Students must use the formulas used in class and use the rounding conventions as prescribed in the exam instructions. Failure to use proper formulas and rounding conventions will result in the loss of all points for that answer.

Students may not communicate in any way with another individual other than the professor or TA about the specifics of the exam. Students may not discuss the content of the exam with another current, prior or future student. Students may not share another student's notes and must focus only on their own exam.

The exam is only 80 minutes long. Students should be prepared to stay for the entire 80 minutes. Students will not be excused during the exam unless an emergency exists. Prepare accordingly.

Students are required to sign and adhere to the honor code at the beginning of each exam. You will be required to sign and adhere to the honor code before the exam which reads:

I understand it is my responsibility to be able to access the exam through the Respondus browser.

I pledge on my honor that I have not given or received, and will not give or receive any unauthorized assistance on this exam. I will not use any unauthorized materials or tools during the exam. I do not have any blank sheets of paper.

I also understand that I am not permitted to leave the exam interface before submitting my exam and leaving the room. If I have a technical issue, I will not attempt to leave the test interface before alerting the instructor or proctor.

I will only use the calculator available in the Respondus browser, the formula sheet provided in the Exam Info tab of the course Canvas and 6 sides of my own handwritten notes. I will put all calculations on my notes, formula sheet and Honor Code/Sign-in sheet and will turn all papers in at the end of the exam. I will not take any calculations or notes from the exam with me.

I will not at any time retain or obtain a copy of the exam or any part of the exam before or after completing the exam.

I understand talking or communicating in any way with another student during the exam for any reason is prohibited. I understand that I am not permitted to look at another student's computer or their notes and will protect my own screen and notes from view of other students as much as possible.

I understand that it is my obligation to inform the professor if I am aware of anyone else who has violated the honor code.

I understand failure to follow the above instruction constitutes an infraction of academic integrity and that all such violations result in failure of the course.

Note, the rounding conventions in the exam may change from semester to semester. Failure to use proper formulas and rounding conventions will result in the loss of all points for that answer.

## Class Exercises

Almost every week, there will be an In Class Excel Modeling Lab Exercise. These exercises will be turned in for points. You must be in the section for which you are registered to receive these points and you must submit by the end of the class period. You will only receive points if you followed the instructions to build the model. Partially completed models may receive partial points. The completed models will not be posted so do your best to complete the model by the end of the session. If you miss the session or do not attend the session for which you are registered, you will not receive the points. Missed points on the Class Exercises cannot be made up.

## Class Activities

Periodically there may be brief class activities (in addition to Homework and Class Exercises) to reinforce concepts discussed in lectur. In some cases, these activities will provide students who participate in the activity a small number of extra credit points. Generally, Class Exercises take place at the beginning of class. Students must be in class prior to the beginning of the exercise and in the section for which they are registered to receive these points. Students who are late, miss the session or do not attend the session for which they are registered, will not be permitted to participate and will not receive points. There are no make-up opportunities.

## Exam & Homework Review

An Exam Review Session will be scheduled for students to attend after an Exam to view the results of their performance on line. Students may ask questions and take notes on questions they missed.

If a student cannot attend the Exam Review Session, they may come to office hours to review their exam individually with the instructor, time permitting (read: don't wait to the last set of office hours before the Final Exam to see your Mid Term Exam in case 40 other students had the same idea).

After the Homework Exercise is completed by all sections, selected answers to the Prep Questions will be posted. Students will be able to review their In-class Homework Exercise during review sessions. While students are encouraged to take notes on the questions they missed, students are not permitted to copy all the questions. Remember, it is an academic integrity infraction to take screen captures or take pictures of the questions of any exam or exercise, or remove materials distributed during the review sessions.

## Grading Review

If a student feels there has been an error in grading a Homework Exercise or Exam Question, contact the instructor as soon as possible for clarification.

Sometimes students misinterprets a question or does not understand why their answer is incorrect or why an alternative answer is the better answer. Students should come to office hours or make an appointment to meet with the instructor. The meeting is to make sure students understand the material but not to negotiate alternative grading.

## Active Learning Research

For this class, we may be conducting research on how students learn which is essentially applying concepts from class in brief in-class activities. You will not be asked to do anything beyond the normal learning activities and assignments that are part of this course. You are free not to participate in this research, and your participation will have no influence on your grade for this course or your academic career at CMU. Participants will not receive any compensation. The data collected as part of this research will include student grades. All analyses of data from participants' coursework will be

conducted after the course is over and final grades are submitted. The Eberly Center may provide support on this research project regarding data analysis and interpretation. To minimize the risk of breach of confidentiality, the Eberly Center will never have access to data from this course containing your personal identifiers. All data will be analyzed in de-identified form and presented in aggregate, without any personal identifiers. Please contact us, or Chad Hershock at [hershock@cmu.edu](mailto:hershock@cmu.edu), if you have questions or concerns about your participation

## Exceptions

To be fair, very effort is made to treat all students as consistently as possible. Exceptions made by the instructor are rare and made on an individual basis. An exception for one student should not be interpreted as a change in course policy and will not constitute a justification for an exception for any other student.

## Take care of yourself

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is here to help: call 412-268-2922 and visit their website at <http://www.cmu.edu/counseling/>. Consider reaching out to a friend, faculty or family member you trust for help in getting support that can help.

If you have questions about this or your coursework, please let me know.

## My advice:

- Get outside at least 20 minutes a day and soak up some sunshine (yes, those rays are behind the Pittsburgh clouds).
- You are not your GPA!
- Stay on top of your work; it is less stressful actually doing the work than worrying about getting the work done.
- Plan to go to every class on time! Missing class in one course to catch up in another puts you behind again and spirals out of control.
- Get used to prioritizing and reprioritizing. – life involves trade off and no one can get an A in every class and participate in activities that are also important.
- Get some sleep; all-nighters are for undergrads.
- Some people are genius, some people inspire people who are genius, both are important.
- Do not compare yourself to others. Your goal is to get an education and then get the heck outta' here with a job you love or at least a gig that will eventually lead to a job you love.
- Be kind and respectful to each other and be kind and respectful to yourself – everyone struggles at some point, some are just better at hiding it.
- Know and follow the rules. [Mistakes](#) have consequences but can also lead to great discoveries. Embrace setbacks as learning experiences and avoid making them again.

Try  
Fail.  
Try Again.  
Fail Again.  
Try Harder.

*Succeed.*

This may seem inefficient but it is the way we learn.

## Schedule and Topics are Subject to Change

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Week	WK of (Sunday) Mon/Wed		Topic	Assignments
Wk 1	17-Mar	M/T	Course Intro & Financial Statement Intro	
		W/TH	Balance Sheet	
Wk 2	24-Mar	M/T	Balance Sheet	HW1 Exercise
		W/TH	Income Statement	
Wk 3	31-Mar	M/T	Income Statement & Cash Flow Stmt	HW 2 Exercise
		W/TH	Ratio Analysis & TBA	
Wk 4	7-Apr	M/T	Breakeven (on Final Exam)	
		W	Mid Term Exam	Wed. April 10, Noon to 1:20pm in HbH A301
Wk 5	14-Apr	M/T	Cash Flow & Discount Rate	HW 3 Exercise
		W/TH	NPV & IRR	
Wk 6	21-Apr	M/T	Capital Budgeting	HW 4 Exercise
		W/TH	Capital Budgeting	
Wk 7	28-Apr	M/T	Time Value of Money	HW 5 Exercise
		W/TH	Time Value of Money & TBA	
Wk 8	5-May	M/T	Final Exam	Tues May 7th 8:30AM HBH A301, 1002