Phase One course work is designed to compensate for deficiencies in undergraduate course work or experiences considered to be prerequisites for Phase Two graduate course work. Deficiencies in the Phase One requirements must be resolved by either satisfactory completion of the course or by passing the appropriate exemption examination.

**COURSE DESCRIPTION:** For graduate students with little formal background in finance. Financial theory and activities connected with the organization and operation of a business enterprise. The relationship of these financial activities to other aspects of business administration. Financial planning and control, working capital considerations, capital budgeting, sources and use of funds, valuation of enterprise, and the financial environment in which the firm operates.

**EXEMPTION EXAMINATION:** The examination consists of 40 multiple choice items. Two hours of testing are allowed.

The minimum passing score is 70% or 28 points. Upon successful completion of this examination the FINA 505 Phase One deficiency will be met.

**NOTE:** A student may attempt an exemption examination only once for a given Phase One course. The score for a second attempt of the same Phase One course will be automatically nullified.

**REGISTRATION:** To attempt the FINA 505 examination a student must register in advance with NIU Testing Services, Adams Hall 128. Office hours are Monday through Friday, 8 a.m. until noon and 1 to 4:30 p.m. This examination is administered at Testing Services during regularly scheduled office hours. Phone (815) 753-1203.

There is no fee for this exam.

**EXAMINATION RESULTS:** Results will be mailed to you from the Office of Graduate Studies in Business. Phone (815) 753-1245.

**STUDY MATERIALS:** Any standard text in Principles of Finance or text currently used for the FINA 505 course.
WHAT TO BRING TO THE EXAMINATION: Students should report at their assigned testing time to Adams Hall 128 with the following:

1. Appropriate photo ID (driver's license, school ID or passport, etc.)

2. Their Graduate School letter of admission verifying the FINA 505 Phase One deficiency

3. Financial calculator.

Parking is available in the Visitor Parking Lot, located off of Lincoln Highway on Carroll Avenue.