

Course ID:	Course Title:	Winter 2018
BUS 220	Finance	Prerequisite: MA 110, ACC 200
		Credits: 3

Class Information		Instructor Information		Important Dates	
Days:	Wed/Fri	Instructor:	Angie Redecopp MBA, LLB, BEd	First day of classes:	Thu, Jan. 4
Time:	9:45-11:00am	Email:	aredecopp@ambrose.edu	Last day to add/drop, or change to audit:	Sun, Jan. 14
Room:	A2141	Phone:	403-874-1310	Last day to request revised exam:	Mon, Mar. 5
Lab/ Tutorial:	Mon 1:00-2:15 A2131	Office:	L2057	Last day to withdraw from course:	Fri, Mar. 16
Final Exam:	April 19 @ 1pm	Office Hours:	Tue, Thu 9:30-11 Wed 11-1	Last day to apply for coursework extension:	Mon, Mar. 26
				Last day of classes:	Wed, Apr. 11

Course Description

This is an introductory finance course. This course examines the fundamental financial concepts including time value of money, cost of capital and capital structure, capital investment decisions, budgeting and financial planning, sources and forms of financing, and business valuation.

Expected Learning Outcomes

Students are expected to acquire a sound understanding of principles, concepts and analysis of financial management. This in turn will prepare them to take on more advanced financial courses. Specific objectives:

1. Develop an understanding of fundamental financial concepts and analysis techniques.
2. Develop competence working with financial data using both financial calculators and spreadsheets.
3. Understand the importance of corporate financial planning.
4. Master the concept of time value of money and evaluate the value of equity and debt instruments.
5. Evaluate investments opportunities and projects using capital budgeting techniques.
6. Understand the relationship between risk and return for securities.
7. Estimate cost of capital and determine the optimum level of capital structure.
8. Consider finance from the perspectives of ethics, social responsibility and the Christian faith.

Textbook: Ross, Westerfield, Jordan & Roberts. *Fundamentals of Corporate Finance*, 9th Cdn Ed. McGraw-Hill Ryerson, 2016 **with Connect access**.

Also required: Electronic calculator with finance and statistical functions. TI BA II Plus/Professional recommended.

Course Schedule

The following is a general tentative course schedule. The detailed course schedule and weekly reading list on Moodle will be updated regularly and should be referred to throughout the course

Dates	Class Topics	Text References
Jan 10 – Jan 19	Overview of Corporate Finance & Financial Statements	Chapters 1-4
Jan 24-Feb 7	Valuation of Cash Flows	Chapters 5-8
Feb 9 – Mar 2	Capital Budgeting & Valuation	Chapters 9-11
Mar 7 – Mar 9	Risk and Return	Chapters 12-13
Mar 14 – Mar 16	Short-Term Financial Management	Chapters 18 & 20
Mar 21 – Apr 4	Cost of Capital & Capital Structure	Chapters 14-17, 25
Apr 6 – Apr 11	M&A, International Finance	Chapters 23, 21 & 24

Tutorials: Attendance at tutorials is strongly encouraged, particularly if you are having difficulty with the concepts. Tutorial time will consist of concept review and problem review.

Evaluation

The following is a summary of all evaluation methods, relative weights and tentative dates for the course. **See the course schedule for any updates on timing.**

Evaluation Method	Weight	Date Due
Chapter assignments (online via Connect)	22%	See course schedule – approximately 10 in total
Quizzes (4)	12%	Jan 19, Feb 7, Mar 9, Apr 4
Responsible finance posts (3)	6%	Jan 26, Feb 9, Mar 9
Midterm	20%	Feb 16
Final exam	30%	Apr 19
Course contribution & participation	10%	

Requirements

Chapter assignments – Short assignments will be available for each chapter, typically after materials are first covered in class. These must be completed using the Connect platform by the time & date indicated on the course schedule (typically end of day on Mondays). Each student will need their own Connect access code. Approximately 10 assignments will be posted, each on 1-2 chapters and typically with 8-10 questions per chapter. *The lowest assignment mark will be excluded.* Students are given the opportunity to have their work checked for most questions as they proceed (before submitting their answers) so students have the opportunity to do very well on these assignments. There is no time limit and students are permitted to work together (though they need to submit their own answers). Individual understanding of the concepts and processing of the steps to find the correct results are highly recommended even if working together. **Late assignments will not be accepted.**

Quizzes – There will be 4 short in-class quizzes throughout the term. These will be 15 minute quizzes but students will be given 30 minutes to complete them. They will be closed book except for a financial calculator and a formula sheet (provided at the beginning of the course) with highlighting and limited annotations by the student.

Responsible finance posts – There will be prompts for 3 Moodle posts on responsible finance or related topics throughout the term. **Post #1 will involve attendance at Program Day on Thursday, January 25.**

Midterm & final exam – The midterm and comprehensive final exam will be closed book except for a financial calculator and a formula sheet (provided at the beginning of the course) with highlighting and limited annotations by the student.

Course contribution & participation – Students are expected to attend and participate actively in class by asking questions, answering questions, sharing knowledge and ideas, discussing problems, doing the assigned exercises and presenting model answers. If external circumstances or illness prevent you from attending or adequately preparing for and participating in class, advise the professor ahead of time. Each unexcused absence will result in a loss of 1% with each inadequate attendance (i.e. extreme late, lack of attention which includes **breach of electronic etiquette**, lack of preparedness/participation) resulting in a loss of 0.5%.

Attendance

Each student is expected to regularly attend and actively participate in class. Group discussions and analysis of course topics will be a key component of learning throughout the term. Students are expected to attend all classes, having prepared for class by reading the assigned readings ahead of time and actively participate in group discussions. The skills needed to participate effectively in class and present your ideas are the same skills required to be effective in the business world. If external circumstances or illness prevent you from attending or adequately preparing for a class, please let the professor know. The instructor may reduce a student's mark by a letter grade (i.e. B to B-) if a student's participation is inadequate (in addition to reductions to the course contribution & participation portion of the grade).

Grade Summary:

The available letters for course grades are as follows:

% Grade	Letter Grade	Description
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Final grades will be available on the student registration system. Printed grade sheets are not mailed out.

Ambrose University Academic Policies

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use headphones. Do not text, read, or send personal emails, go on social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a

student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.