

Course ID:	Course Title:	Winter 2024
BUS 220	Finance	<b>Prerequisites:</b> One of MA 110, MA 111, or MA 149, and ACC 200
		<b>Credits: 3</b>

Class Information		Instructor Information		Important Dates	
<b>Delivery:</b>	In Class	<b>Instructor:</b>	DFin, MSc (Bus Admin), BA, CPA	<b>First Day of Class:</b>	January 8, 2024
<b>Days:</b>	M, W	<b>Email:</b>	Rik.smistad@ambrose.edu	<b>Last Day to Add/Drop:</b>	January 21, 2024
<b>Time:</b>	11:15 – 12:30	<b>Phone:</b>	Outside of class - contact by email.	<b>Last Day to Withdraw:</b>	March 28, 2024
<b>Room:</b>	A1085-1 (M) A2133 (W)	<b>Office:</b>	Email: rik.smistad@ambrose.edu	<b>Last Day to Apply for Coursework Extension:</b>	April 2, 2024
<b>Lab/Tutorial:</b>	M 10 am – 11 am A1085-1	<b>Office Hours:</b>	MW 1pm – 2pm, or by appointment.	<b>Last Day of Class:</b>	April 12, 2024
<b>Final Exam:</b>	3 hours. To be set by registrar.				

### Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at <https://ambrose.edu/academic-calendar>.

### Course Description

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. Risk and risk diversification, option basics, and bond and stock valuation will be examined.

### Expected Learning Outcomes

- Be able to apply introductory level financial management concepts
- Complete both simple and moderately complex time value of money calculations, such as present value and future value on lump sums, annuities and variable payment streams
- Complete a time value of money (TVM) analysis.
- Price and determine expected returns for bonds, common equity and preferred equity
- Understand expected return and risk of portfolios

- Calculate payoff and profit on various option positions
- Calculate expected return and standard deviation of a two-stock portfolio
- Calculate the cost of capital and the inputs for the cost of capital
- Understand and apply various investment decision rules
- Solve both simple and moderately complex capital budgeting problems
- Understand the basics of dividend policy and working capital management

### Textbooks

**Fundamentals of Corporate Finance (4th Cdn Edition); Berk, Demarjo, Harford, Stangeland & Marosi**

MyLab Finance for Fundamentals of Corporate Finance, 4th Cdn Edition, ISBN: 9780137309825

**\*\*\* Calculator: Texas Instruments, BAII Plus**

### Course Schedule:

Note: The Course Schedule is subject to change. All changes will be announced in class.

Monday, Jan. 8	<b>Course Introduction</b> <b>Corporate Finance and the Finance Manager (1.1 – 1.6)</b>	Chapter 1
Wednesday, Jan. 10	<b>Financial Statement Analysis (2.1 – 2.6)</b>	Chapter 2
Monday, Jan. 15	<b>Financial Statement Analysis (Cont.)</b>	Chapter 2
Wednesday, Jan. 17	<b>Time Value of Money (3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 5.1, 5.2)</b>	Chapter 3, 4 & 5
Monday, Jan. 22	<b>Time Value of Money (Cont.)</b>	Chapter 3, 4 & 5
Wednesday, Jan. 24	<b>Time Value of Money (Cont.)</b>	Chapter 3, 4 & 5
Monday, Jan. 29	<b>Bonds (6.1, 6.2, 6.3, 6.4, 6.5)</b>	Chapter 6
Wednesday, Jan. 31	<b>Bonds (Cont.)</b>	Chapter 6
Monday, Feb. 5	<b>Valuing Stocks (7.1, 7.2, 7.3, 7.4, 7.7, 7.8)</b>	Chapter 7
Wednesday, Feb. 7	<b>Valuing Stocks (Cont.)</b>	Chapter 7
Monday, Feb. 12	<b>Risk, Return and Risk diversification (10.1, 10.2, 10.3, 10.5, 11.1, 11.2)</b>	Chapter 10 & 11
Wednesday, Feb. 14	<b>Risk, Return and Risk diversification (10.1, 10.2, 10.3, 10.5, 11.1, 11.2)</b> <b>(Financial Ratio group assignment due beginning of class)</b>	Chapter 10 & 11

Monday, Feb. 19	<b>No Class----Family Day</b>	
Wednesday, Feb. 21	<b>No Class ---- Reading Week Break</b>	
Monday, Feb. 26	<b>Options (13.1, 13.2, 13.3)</b>	Chapter 13
Wednesday, Feb. 28	<b>Options (cont.)</b>	Chapter 13
Monday, Mar. 4	<b>Midterm Exam (In Class) – (Ch 1, 2, 3, 4, 5, 6, 7)</b>	
Wednesday, Mar. 6	<b>Investment Decision Rules (8.1, 8.2, 8.3, 8.4, 8.6)</b>	Chapter 8
Monday, Mar.11	<b>Investment Decision Rules (cont.)</b>	Chapter 8
Wednesday, Mar. 13	<b>Capital Budgeting (9.1, 9.2, 9.3, 9.4)</b>	Chapter 9
Monday, Mar. 18	<b>Capital Budgeting (cont.)</b>	Chapter 9
Wednesday, Mar. 20	<b>Cost of Capital (12.1, 12.2, 12.3, 12.4, 12.6)</b>	Chapter 12
Monday, Mar. 25	<b>Cost of Capital (cont.)</b>	Chapter 12
Wednesday, Mar. 27	<b>No Class----Ambrose Research Conference</b>	
Monday, Apr. 1	<b>No Class----Easter Monday</b>	
Wednesday, Apr. 3	<b>Working Capital Management (19.1, 19.2, 20.3, 20.4)</b>	Chapters 19 & 20
Monday, Apr. 8	<b>Payout Policy (17.1, 17.6)</b>	Chapter 17
Wednesday, Apr. 10	<b>Catch-up and Review for Final Exam</b>	
	<b>Final Exam – 3 Hours - Date to Be Set by Registrar’s Office.</b>	

**Course mark allocation:**

Take Home Quizzes	As Assigned	24%
Financial Ratio Analysis - group assignment.	Due on Wednesday, February 14.	16%
Midterm (Mar. 4) --- 75 minutes (In class)	Chapters 1, 2, 3, 4, 5, 6, 7	25%
Final (3 hours) – assigned by registrar.	Chapters 8, 9, 10, 11, 12, 13, 17, 19, 20	35%

## Take Home (on line) Quizzes

There will be four take home online quizzes throughout the semester. You will complete the quizzes using **MyLab (Pearson)**. **The best three of four quizzes will be used to determine your Take Home Quiz mark.** The format of the take home quizzes may include multiple choice, short answer, problem type questions or another format which the instructor deems appropriate to the subject matter. Deferred quizzes and make-up grades will not be offered. **If you do not submit your quiz prior to the deadline your mark will be zero. There will be no make-up quizzes or extensions for illness or other reasons.**

**Each quiz will have about 18 questions and you will have 2 hours to complete each quiz.** You are responsible for knowing dates and deadlines of each scheduled quiz. Each quiz has a time limit that will begin once you have started. You will be given one attempt for each quiz. Results of each of quiz will be available on the Pearson web-site after the quiz deadline. There are multiple versions of each quiz. Once you begin a quiz, you must complete the quiz within the quiz time limit.

## Take-Home (on line) Quiz Schedule

Quiz	Chapters	Available	Due Date
1	1,2,3,4,5	Jan. 24, 6 pm to Jan. 28, 11:55 pm	Sunday, Jan. 28, 11:55 pm
2	6, 7	Feb. 7, 6 pm to Feb. 11, 11:55 pm	Sunday, Feb. 11, 11:55 pm
3	10,11, 13, 8	Mar. 13, 6pm to Mar. 17, 11:55 pm	Sunday, Mar. 17, 11:55 pm
4	9,12,19,20,17	Apr. 3, 6 pm to Apr. 7, 11:55 pm	Sunday, Apr. 7, 11:55 pm

## Financial Ratio Analysis Assignment:

There will be an assignment on “Financial Ratio Analysis” that you need to complete. The assignment is worth 16% of your final grade. You are highly encouraged to complete the assignment in a team. The goal of the assignment is to improve your analytical ability in terms of assessing the financial health of businesses. Details regarding the assignment will be discussed in the class. Deferred assignment and make-up grades will not be offered. **If you do not submit your assignment prior to / on the deadline, your mark will be zero. There will be no make-up for illness or other reasons.** The case must be submitted on the deadline date in hard copy. No fancy plastic covers or binders, just your analysis sheets stapled together, with the name of each group member and their student ID number included on the cover sheet. Also email your Mini Case response to me at [rik.smistad@ambrose.edu](mailto:rik.smistad@ambrose.edu), on or before the deadline date.

## Midterm Exam:

The format of the examination could include both multiple choice and long problem type questions. The exam will cover both conceptual and quantitative material. The instructor will provide more detail in advance of the examination. For the exam you will be allowed to have your financial calculator and a one-page aid sheet (you can use both sides of a letter-size sheet of paper). A copy of the formula sheet from Moodle will be included with the exam.

## Final Exam:

The **3-hour final exam** will be held during exam week, at a time to be scheduled by the Registrar's office. The format of the examination will be a blend of multiple choice and long problem type questions. The exam will cover both conceptual and quantitative material. The instructor shall provide more detail in advance of the examination. The content will specifically examine material studied during the second half of the semester, but will require that you synthesize information from the first half of the semester to adequately answer questions. You will want to remain familiar with content from the first part of the semester to do well on the final exam. For the exam you will be allowed to have your financial calculator and a one-page aid sheet (you can use both sides of a letter-size sheet of paper). A copy of the formula sheet from Moodle will be included with the exam.

## Tutorials

Monday tutorials will be blended in with Monday lectures where students will do practice problems in class on the topic(s) being covered that week as per the course schedule.

## Attendance:

Class attendance will not be taken; however, you are expected to attend all classes and tutorials. Any changes to the course syllabus, timing or coverage of assessments, etc. will be announced in class.

## Grading Summary:

The available letters for course grades are as follows:

Percentages	Letter Grade	4.0 Scale	As per Academic Status – MRU Academic Calendar 2022-23
95-100	<b>A+</b>	4.00	Excellent–Superior performance, showing a comprehensive understanding of subject matter.
85-94	<b>A</b>	4.00	
80-84	<b>A-</b>	3.70	
77-79	<b>B+</b>	3.30	Good–Clearly above average performance with knowledge of subject matter generally complete.
73-76	<b>B</b>	3.00	
70-72	<b>B-</b>	2.70	
67-69	<b>C+</b>	2.30	Satisfactory–Basic understanding of subject matter.
63-66	<b>C</b>	2.00	
60-62	<b>C-</b>	1.70	
55-59	<b>D+</b>	1.30	Marginal performance–Generally insufficient preparation for subsequent courses.
50-54	<b>D</b>	1.00	
0-49	<b>F</b>	0.00	Fail–Assigned to students: Who do not meet the academic requirements of the course, or Who cease to continue in the course, but do not withdraw as per MRU policy.

Marks greater than 0.5 percentage points of the upper bracket will be rounded down to the lower letter grade, and marks equal to or lesser than 0.5 percentage points of the upper bracket will be rounded up to the higher letter grade.

## Ambrose University Important Policies & Procedures:

### Registration

Registration is the process of selecting and enrolling in classes for upcoming semesters. Only students who are registered will be permitted to attend class and receive a grade for the course. You are responsible for ensuring that the courses you take are appropriate for your program, that they do not have any scheduling conflicts, that they have the necessary prerequisites and that they meet all degree requirements.

### Withdrawal From A Course

Prior to the Add/Drop deadline: through the student registration system whereby course(s) will be removed with no academic or financial penalty. After the Add/Drop deadline and until the Withdrawal deadline: through submission of the 'Withdrawal from Course' form whereby course(s) will remain on the permanent academic record/transcript with the symbol 'W'. (See [ambrose.edu/registrar/request-forms](http://ambrose.edu/registrar/request-forms).) Students who withdraw from more than 30 credits attempted at Ambrose University will be required to withdraw from their program. Students considering withdrawing from courses are encouraged to discuss with their Faculty Advisor and/or the Office of the Registrar questions relating to their withdrawal decision specifically relating to financial assistance, study permit requirements, prerequisites for subsequent courses, readmission, and/or graduation timeline. Students who do not formally withdraw from a course are still considered registered in the course, even if they are no longer attending classes. In this case, students will be assigned a grade based on coursework completed as per the course syllabus and are responsible to pay the tuition and fees assessed for the course. Under extenuating circumstances, students may request from the Office of the Registrar a course(s) withdrawal after the Withdrawal deadline and until the last day of classes. Extenuating circumstances typically consider situations such as medical emergencies, compassionate grounds, or unforeseen conditions/situations beyond the students' control that arise after the start of the semester and are considered on a case-by-case basis. Supporting documentation from a physician or Registered Health Professional must accompany this request.

### Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. More conditions apply.

### Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination

periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Communication

Your Ambrose email account is the University's primary and official mode of communication with you. Information delivered to your Ambrose email is considered official notification. Ambrose University is not responsible for your failure to receive important information delivered to your Ambrose email.

### Lecture Recording

The recording of lectures or any other classroom academic activity, other than an audio recording as an accommodation, is prohibited except at the discretion of the instructor. Any use other than that agreed upon with the instructor constitutes academic misconduct and may result in suspension or expulsion. Permission to allow a lecture recording is not a transfer of any copyrights, so such recordings may be used only for individual or group study with other students enrolled in the same class and may not be reproduced, transferred, distributed or displayed in any public or commercial manner. Student must destroy recordings in any, and all formats at the end of the semester in which they are enrolled in the class. All students recording lectures, must sign the Permission Form to audio record lectures which is available through the Office of the Registrar.

### Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class.

### 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. 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.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

### Privacy

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](mailto:privacy@ambrose.edu).

## Academic Success and Supports

### Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services.

Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

### Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

### Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

### Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

#### On Campus:

- Counselling Services: [ambrose.edu/counselling](https://ambrose.edu/counselling)
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention Skills and can help you access mental health support. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.
- For additional wellness resources go to the Ambrose wellness page: <https://ambrose.edu/wellness>

#### Off Campus:

- Distress Centre - 403-266-4357
- Alberta Mental Health Helpline - 1-877-303-2642 (Toll free)
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

### Sexual Violence Support

We are committed to supporting students who have experienced gender based sexual violence in the past or while at Ambrose. Many of the staff, faculty, and student leaders have received Sexual Violence Response to Disclosure training. We will support you and help you find the resources you need and you can access information about reporting. Information about the Sexual Violence policy and on and off campus supports can be found on our website— [ambrose.edu/sexual-violence-response-and-awareness](https://ambrose.edu/sexual-violence-response-and-awareness).

#### Off Campus:

- Alberta's Online for Sexual Violence - 1-866-403-8000 call or text
- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888
- Chat: [www.calgarycasa.com](http://www.calgarycasa.com)

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