

# BUS 220

## Finance

**Number of credits:** 3  
**Prerequisites:**  
 MA 110, MA 111 or MA 149  
 ACC 200

**Semester:** Winter 2016  
**Lectures:** Tu/Th 2:30-3:15 A1085-1  
**Tutorial:** Mon 4-5:15 A2131  
  
**Professor:** Angie Redecopp  
**Email:** aredecopp@ambrose.edu  
**Phone:** 403-874-1310  
**Office:** L2052  
**Office hours:** Tu/Th 12:30-2:30; Wed 10-12; by appointment

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. Become comfortable working with financial data and financial statements.
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 individual securities and portfolios.
7. Estimate cost of capital and determine the optimum level of capital structure.
8. Develop skills in cash flow management.
9. Become familiar with certain special topics.

**Textbook:** Ross, Westerfield, Jordan & Roberts. *Fundamentals of Corporate Finance*, 8<sup>th</sup> Cdn Ed. McGraw-Hill Ryerson, 2013 with Connect access.

**Also required:** hand-held electronic calculator with finance and statistical functions. TI BA II Plus/Professional recommended.

**First day of classes:** January 6, 2016  
**Registration revision ends:** January 17, 2016  
**Last day to request revised examination:** February 29, 2016  
**Last day to withdraw from course:** March 18, 2016  
**Last day to apply for time extension for coursework:** March 29, 2016  
**Last day of classes:** April 13, 2016

**Final Exam:** April 15, 2016  
**Time:** 1-4pm  
**Room:** A2210

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**Evaluation:**

The following is a summary of all evaluation methods and relative weights for the course:

Evaluation Method	Weight	Date Due
Chapter assignments (on-line)	20%	See course schedule – approximately 17 in total
Take-home unit tests (5)	40%	2:30pm on Jan 21, Feb 12, Mar 15, Mar 31 and Apr 13
Final exam	30%	April 15 1-4pm
Course contribution & participation	10%	

**Course Requirements:**

**Chapter assignments** – Short assignments will be available for each chapter, typically after materials are first covered in class. These must be completed by students using the Connect platform at <http://connect.mheducation.com/class/a-redecopp-winter-2016> by the time & date indicated on the course schedule. Each student will need their own Connect access code. Approximately 17 assignments will be posted, typically with 10 questions each. The best 15 marks will be used. Students are given the opportunity to have their work checked for most questions as they proceed (before submitting their answer) 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.**

**Take-home unit tests** – A unit test will be posted on Moodle towards the end of each unit. Students will be given 2-3 days to complete each test (5 in total). Each test is open book but **must be completed independently** (no working with others and no accessing solutions from others). There is no time limit but students who have been actively participating in the readings, classes, tutorials and assignments for each unit should budget about 1.5-2 hours for each take-home unit test. Unit tests can be submitted on Moodle in one document (Word, pdf or one Excel worksheet) or by hard copy to the professor's office / in person just prior to class (either Moodle or hard copy, not a combination). Unit tests must be submitted by the time & date indicated in the syllabus. **Late unit tests will not be accepted.**

**Final exam** – The comprehensive final exam will be closed book except for a financial calculator, financials tables (provided by the professor as needed) and a formula sheet (provided by the professor 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/participation, **breach of electronic etiquette**) resulting in a loss of 0.5%.

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**Attendance & Participation:**

Each student is expected to regularly attend and actively participate in classroom discussions and any on-line discussion forums assigned. 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:

<i>% Grade</i>	<i>Letter Grade</i>	<i>Description</i>
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

To pass the course, students must achieve an overall grade of at least 50%.

Please note that final grades will be available on your student portal.

**Policies:**

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, it is highly recommended that they forward all messages from the Ambrose account to the other account.

During the **Registration Revision Period** students may to 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. These courses will not appear on the student's transcript. 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 by the **Withdrawal Deadline**, please consult the List of Important Dates. Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. A grade of "W" will appear on the student's 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.

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) three final exams within three consecutive exam time blocks; 3) the

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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 engage in electronically-enabled activities unrelated to the class during a class session. Please turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Please do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during 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, that is information about an individual that may be used to identify that individual, may be collected as a requirement 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).

### **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 Office of the Registrar in writing 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 to review final grades. 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 College 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 give credit 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.

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