

Course ID:	Course Title:	Winter 2020
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:	Tues, Jan 7
Time:	2:30-3:45pm	Email:	aredecopp@ambrose.edu	Last day to add/drop, or change to audit:	Sun, Jan 19
Room:	A2212	Phone:	403-874-1310	Last day to request revised exam:	Mon, Mar 9
Lab/Tutorial:	Mon 2:30-3:45pm A2212	Office:	L2057	Last day to withdraw from course:	Fri, Mar 20
Final Exam:	Registrar posts	Office Hours:	Usually Mon-Fri 12:30-2	Last day to apply for coursework extension:	Mon, Mar 30
				Last day of classes:	Thurs, Apr 9

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: Berk, DeMarzo, Harford, Stangeland, and Marosi. *Fundamentals of Corporation Finance* (3rd Canadian edition). Pearson, 2020. **All students need an access code from the publisher for online assignments as well.**

Also required: Electronic calculator with finance and statistical functions. TI BA II Plus 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
Jan 8-15	Overview of Corporate Finance & Financial Statements
Jan 17 – Feb 14	Valuation & Capital Budgeting
Feb 28 – Mar 11	Risk & Return
Mar 13-20	Financing Decisions
Mar 27 – Apr 1	Financial Planning & Forecasting
Apr 3-8	Special Topics (options, international finance, M&A)

Tutorials: Attendance at tutorials is strongly encouraged, particularly if you are having difficulty with the concepts. Tutorial time will primarily focus on review of assignment questions or similar problems.

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)	26%	See course schedule – assignments for most chapters
Quizzes (3)	12%	Feb 5, Mar 11, Mar 27
Finance in Context (2 posts/events)	12%	Feb 2, Apr 3
Midterm	20%	Feb 26
Final exam	30%	Registrar will post schedule Jan 30

Requirements

Chapter assignments – Assignments will be available for each chapter, typically after materials are first covered in class. These must be completed using the on-line text platform by the time & date indicated on the course schedule (typically end of day on Tuesdays). Each student will need their own access code. *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 be accepted for a week following the due date, with a 50% penalty.*

Quizzes – There will be 3 short in-class quizzes throughout the term. These will be 20 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.

Finance in Context posts – There will be prompts for 2 Moodle posts on responsible finance or related topics throughout the term. Post #1 will involve attendance at Program Day on Thursday, January 30, and post #2 will involve attending 1 of 2 interviews with finance professionals. *Late assignments will be accepted for a week following the due date, with a 50% penalty.*

Midterm & final exam – The midterm and comprehensive final exam will be closed book except for a financial calculator and a formula sheet. Information on content will be provided throughout the course.

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. Breach of electronic etiquette and excess exits/re-entry are considered inadequate participation.

Grade Summary:

The available letters for course grades are as follows:

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

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. **A failing mark on the weighted average of the midterm and final may result in a failure for the course.**

Please note that final grades will be available on 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 Moodle and 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. Students are welcome 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 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. 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 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.

Need help? Visit the Student Development office or go online.

Accessibility services: ambrose.edu/accessibility

Tutoring & writing: ambrose.edu/learner-support

Mental health & wellness: ambrose.edu/wellness

Sexual violence: ambrose.edu/sexual-violence-response-and-awareness | Campus security: 403-827-0108