

## DEPARTMENT Business & Office Administration

### COURSE OUTLINE – Winter 2025

#### BA2030 (EC): Financial Management – 3 (3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Abigail (Abby) Head, CPA, CMA, **PHONE:** 780-539-2712  
MBA  
**OFFICE:** C304 **E-MAIL:** AHead@NWPolytech.ca  
**OFFICE:** By appointment via Zoom Meeting  
**HOURS:**

#### CALENDAR DESCRIPTION:

The objectives of financial management and financial decision making are explored in this course. The approach is practical in nature with an emphasis on cash flow analysis, working capital management, and financial planning.

**PREREQUISITE(S):** BA1120 Principles of Accounting (3) & BA1050 Business Mathematics (3)

#### REQUIRED MATERIALS:

1. **PRINT TEXT/E-BOOK + CONNECT**

Ross S.A., Westerfield R.W., Jordan B.D., Roberts G.S., Pandes J.A., Holloway T.A. (2022). *Fundamentals of corporate finance*, Eleventh Canadian Edition. McGraw Hill Ryerson Limited.

This print text/e-Book includes Connect with SmartBook Online Access and Proctorio. The text/e-Book will be used extensively. Students must purchase the McGraw Hill Connect (Connect) print text/e-Book with SmartBook online access. Students must have a Connect access code to complete online course resources used for evaluations for the duration of the course. It is the student's choice if they purchase a new print text with a Connect access code *or* an e-book with a

Connect access code. A Connect access code must be purchased separately if students purchase a used print text.

*Note: the time zone in Connect must be set to Canada/Mountain time for the duration of the course.*

Connect Supports several operating systems and browsers. See required Connect operating systems and browsers at

<https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>.

## 2. FINANCIAL CALCULATOR

Texas Instruments (BA II Plus), Hewlett-Packard (HP-10B II), *or* Sharp (EL-738) (recommended & used in BA1050). The above calculators and pre-approved translation devices are the *only* electronic devices allowed during quizzes, tests, and examinations. Cell phones, programmable calculators and other electronic devices may not be used in quizzes, testing, or examinations.

## 3. SOFTWARE & NETWORK REQUIREMENTS

The following software apps and internet capacity are required to participate in online course content: see NWP requirements at

<https://www.nwpolytech.ca/doc.php?d=TECHREQ> *and* Connect requirements at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>

## 4. MINIMUM DEVICE REQUIREMENTS

A device must meet or exceed the following specifications to participate in online course content at NWP: see NWP requirements at

<https://www.nwpolytech.ca/doc.php?d=TECHREQ> *and* Connect requirements at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>

## 5. LEARNING MANAGEMENT SYSTEM

NWP uses myClass (D2L/Brightspace) online course management system. In myClass, see the BA2030 course home page often (2-3 times per week) for important course information. To access visit

<https://myclass.gprc.ab.ca/d2l/home>

## 6. PROCTORU PROCTORING SERVICE & FEES

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

## DELIVERY MODE(S):

This is a *paced online self-study course*. This type of course will be delivered online through NWP's learning management system and McGraw Hill Connect with Proctorio. There are no set class times and students attend remotely and asynchronously.

## LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

### Introduction to Corporate Finance

- Describe the basic types of financial management decisions and the role of the financial manager.
- Recognize the financial implications of the different forms of business organization.
- Summarize the goals of financial management.
- Discuss the conflicts of interest that can arise between managers and owners.
- Financial Statements, Cash Flow, and Taxes
- Demonstrate the differences between accounting value (or "book" value) and market value.
- Identify the differences between accounting income and cash flow.
- Determine a firm's cash flow from its financial statements.
- Demonstrate the difference between average and marginal tax rates.
- Describe the concepts of Capital Cost Allowance (CCA) & Undepreciated Capital Cost (UCC).

### Working with Financial Statements

- Identify the sources and uses of a firm's cash flows.
- Prepare standardized financial statements for comparison purposes.
- Compute and interpret common financial ratios.
- Identify and discuss the determinants of a firm's profitability.
- Identify and examine some of the issues in financial statement analysis.

### Long-term Financial Planning and Corporate Growth

- Discuss the objectives & goals of financial planning.
- Compute the external financing needed to fund a firm's growth.
- Prepare pro-forma financial statements by applying the percentage sales method.
- Compute the sustainable and internal growth rates.
- Identify and examine some of the problems in planning for growth.

### Introduction to Valuation: The Time Value of Money

- Determine the future value of an investment made today.
- Determine the present value of cash to be received at a future date.
- Demonstrate how to find the return on an investment.
- Calculate rates of return and the number of periods to reach the desired value.

## Discounted Cash Flow Valuation

- Determine & calculate the future and the present value of investments with multiple cash flows.
- Demonstrate how loan payments are calculated and how to find the interest rate on a loan.
- Compute loan amortization and payments.
- Describe how interest rates are quoted (and misquoted).

## Net Present Value and Other Investment Criteria

- Compute the net present value and explore its value when making investment decisions.
- Apply and compute the payback rule and discuss its shortcomings.
- Apply and compute the discounted payback rule and discuss its shortcomings.
- Apply the internal rate of return and discuss its strengths and weaknesses.
- Apply the profitability index and explain its relation to net present values.
- Explain how capital rationing affects the ability of a company to accept projects.

## Making Capital Investment Decisions

- Determine relevant cash flows for a proposed project.
- Demonstrate how to project cash flows and determine project viability.
- Calculate operating cash flow using alternative methods.
- Calculate the present value of a tax shield on CCA.
- Evaluate cost-cutting proposals and analyze replacement decisions.

## Short-term Finance and Planning

- Explain the operating and cash cycles and their importance.
- Discuss short-term financial policy and the essentials of short-term financial planning.
- Identify and list the sources and uses of cash on the balance sheet.
- Complete a cash budget.

## Credit and Inventory Management

- Discuss how firms manage their receivables and the basic components of a firm's credit policies.
- Evaluate credit policy and the terms of sale.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**\*\* For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## EVALUATIONS:

Connect SmartBook Reading Assignments	15%
Connect Practice Assignments	15%
Quizzes***	10%
Midterm Examination**	25%
Final Examination* (Comprehensive) (2-hour examination)	35%
<b>Total</b>	<b>100%</b>

\*In order to receive credit for BA 2030, you must achieve 50 percent on the final examination and a course composite grade of at least D (50%).

\*\*Absences or incompletes during the Midterm Examination will be assigned a grade of zero.

\*\*\* Quizzes must be taken with Connect Proctorio, which blocks/disables 'copy and paste' and printing. No video or audio is recorded during quizzes.

Students are strongly encouraged to complete all assignments, quizzes, and exams. Students will receive a zero (0) for missed assignments, quizzes, and/or examination(s). Extra work is not assigned. There are no rewrites, deadline extensions, or bonus assignments available to improve your grade. Students who submit a blank or substantially incomplete final examination will not be eligible for a repeat final examination.

## GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

*The schedule is tentative and may vary slightly at the instructor's discretion.*

Dates	Text Chapter	Graded Connect Smartbook & Practice Assignments	Graded Connect Quizzes	Graded Connect Midterm
January 6	1	Due Jan 13 @ 11:59 PM		
January 13	2	Due Jan 20 @ 11:59 PM		
January 20	3	Due Jan 27 @ 11:59 PM		
January 27	4	Due Feb 3 @ 11:59 PM	Quiz 1 Due Feb 5 @ 11:59 PM	
February 3	5	Due Feb 10 @ 11:59 PM		
February 10				Connect Midterm Chapters 1-5 (PROCTORU)
February 17	Family Day & Winter Break			
February 24	6	Due Mar 3 @ 11:59 PM		
March 3	9	Due Mar 10 @ 11:59 PM		
March 10	9	Due Mar 17 @ 11:59 PM	Quiz 2 Due Mar 19 @ 11:59 PM	
March 17	10	Due Mar 24 @ 11:59 PM		
March 24	10	Due Mar 31 @ 11:59 PM		
March 31	18	Due Apr 7 @ 11:59 PM		
April 7	20			
April 14	Final Exam*	Comprehensive exam (All Chapters) (2 hours) (PROCTORU)		

**\*In order to receive credit for BA 2030, you must achieve 50 percent on the final examination and a course composite grade of at least D (50%).** Students are encouraged to complete all assignments, quizzes, and exams. Students will receive a zero (0) for any missed assignments, quizzes, and examinations(s). Extra work is not assigned. There are no rewrites, deadline extensions, or bonus assignments available to improve your grade. Students who submit a blank or substantially incomplete final examination will not be eligible for a repeat final examination.

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP. There are no exceptions to this policy. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see <https://www.nwpolytech.ca/about/administration/policies/> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

### Participation:

**Complete the course content in the order presented.** Complete all Connect Smartbook Assignments and Connect Practice Assignments before progressing to the next chapter. Please adhere to the tentative weekly schedule; see the tentative timeline section above.

Discussion posts in myClass are used weekly to supplement practice and provide a forum for collaboration.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the tentative course schedule above. You may complete and submit exercises, assignments, quizzes, and exams before the due dates but only within the allowed pre-announced time range.

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available/published in myClass (D2L), McGraw Hill Connect, and NWP Webmail. **Students are responsible for checking these sites regularly, 2 – 5 times per week, for the course duration.**

Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when there are **more than four absences (2 weeks)**, or if **significant assessments like assignments, quizzes, and midterm exam are *not completed* before the published deadlines; 50% of all graded evaluations are *not completed* before the final exam.** See Final Examination Policy and Debarred from Examinations <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>.

### Webmail

Students may contact the instructor by NWP webmail. NWP webmail will be answered within three business days. Webmail correspondence must be sent to your instructor from your NWP Webmail account. All webmail should be professionally formatted and include a subject line with reference to the course code.

## Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71>

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

## Additional Information:

### USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4)

states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.