



DEPARTMENT Business Administration

COURSE OUTLINE – FALL 2020

BA2030 (A2): Finance I – 3 (3-0-0) UT 45 Hours for 15 Weeks

INSTRUCTOR: Abigail (Abby) Head, CPA, CMA **PHONE:** 780-539-2712
OFFICE: n/a **E-MAIL:** ahead@gprc.ab.ca
OFFICE HOURS: Monday 12:30 PM – 1:30 PM & Friday 12:30 PM – 1:30 PM

FALL 2020 DELIVERY: Remote Delivery

This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.

Remote delivery refers to synchronous learning following the published timetable on the GPRC website and outlined in your MyGPRC course schedule.

CALENDAR DESCRIPTION:

The objectives of financial management and the related role and responsibilities of the financial manager are explored. The approach is practical in nature with references to the development of theories in finance. The various sources of funds for a firm are explored using a corporate framework.

PREREQUISITE(S)/COREQUISITE: BA1120 Principles of Accounting

REQUIRED TEXT/RESOURCE MATERIALS:

1. Block, Hirt, Danielsen, and Short (2018), Foundations of Financial Management, 11th Canadian Edition, McGraw-Hill Ryerson Limited w/Connect & Smartbook.

This text includes *Connect with Smartbook Online Access*. **The text will be used extensively.** All students must purchase the McGraw Hill Connect with Smartbook Online Access. Students must have an access code to gain access to online resources, complete assignments, quizzes, tests and exams. It is the student's choice if they purchase a new textbook with a connect access code, *or* an e-book with a connect access code. If you have purchased a used textbook, you will have to purchase a connect access code separately.

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 or examinations. **Cell phones and programmable calculators may not be used in testing or examinations.** *Please use your own approved calculator for class and during quizzes, tests, and exams.*

3.

MINIMUM DEVICE REQUIREMENTS:

NOTE: A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality, but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 <i>*Windows 10S is not supported in S mode</i>	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

4.

SOFTWARE & NETWORK REQUIREMENTS:

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite <i>*GPRC students receive a free Microsoft Office 365 license for Windows or macOSX</i>	Microsoft Office 2016 or compatible office suite
Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

5. COURSE MANAGEMENT SYSTEM

GPRC uses the “myClass” (D2L) online course management system. To access myClass (D2L), visit <https://myClass.gprc.ab.ca/>

6. AUDIO/VIDEO CONFERENCING SOFTWARE:

GPRC uses the **Zoom** web-based audiovisual conference system. Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging, surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

To take part in a zoom conference, you will need a headset or speakers and a microphone. **For examinations, a web camera, headset or speakers, and a microphone are required.**

The first time that you connect, you will be prompted to run through some set-up routines that will run automatically from the server. To participate in Zoom meetings, click on the meeting links that your instructor has set up within your myClass course space.

DELIVERY MODE(S):

Remote delivery is synchronous and follows the published class timetable. For each topic listed, there will be an online lecture and discussion with problems via zoom. Relevant textbook readings and Connect problems (*not* available during scheduled class time) will be assigned to test the student's knowledge and application of the material. Connect problems are used to supplement your course work, complete assignments and aid in preparation for tests and exams. To get the most out of class, students are expected to keep current with readings and myClass postings.

Solutions to problems discussed and completed in class will be provided in class only and will not be published to myClass.

COURSE OBJECTIVES:

The course objectives are:

- Gain an understanding of the finance function in the business firm within a Canadian context.
- Create an awareness of and appreciation of the problems, issues, and decisions confronting financial managers.
- Develop the ability to apply analytical tools in the identification and resolution of financing problems and financial decision making.
- Identify various corporate financing needs and explore the sources of funds available to meet these needs.

LEARNING OUTCOMES:

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

Goals and functions of financial management

- Identify the analysis and decision-making nature of finance while considering return and risk.
- Examine the primary goal of finance as the maximization of shareholder wealth as measured by share price.
- Identify financial manager functions connected to the efficient raising and investing of funds.
- Outline the role of financial markets in allocating capital, determining value, and establishing yields.

Review of Accounting

- Prepare and analyze the four basic financial statements.
- Examine the limitations of the income statement and balance sheet.
- Explain the importance of cash flows as identified in the statement of cash flows.
- Outline the effect of corporate tax considerations on aftertax cash flow.
- Identify the different forms of investment income and the effects on investors' taxes payable.
- Explain the concept of tax savings for companies.

Ratio Analysis

- Calculate financial ratios that measure profitability, asset utilization, liquidity, and debt utilization.
- Assess a company's source of profitability using the DuPont system of analysis.
- Examine the ratios in comparison to industry averages.
- Examine the ratios and company performance using trend analysis.
- Interpret ratios and identify corrective action for abnormal results.

Financial Forecasting

- Prepare the four financial statements for forecasting—the pro forma income statement, the pro forma statement of retained earnings, the cash budget, and the pro forma balance sheet.
- Perform the specific accounts method and the percent-of-sales method for forecasting on a less-precise basis.
- Determine the need for new funding resulting from sales growth.
- Calculate the required new funds (RNF) and sustainable growth rate (SGR).

Operating and Financial Leverage

- Define leverage as a method to magnify earnings available to the firm's common shareholders.
- Calculate break-even in units and dollars.
- Define and calculate operating leverage and financial leverage; assess opportunities and limitations.
- Define and calculate combined leverage.

Working Capital and the Financing Decision

- Define working capital management.
- Describe the effect asset growth has on working capital positions.
- Identify working capital management considerations for permanent components, the effect of sales/production schedules, and liquidity versus risk.
- Identify the cash flow cycle of the firm.
- Explain the financing of assets in terms of hedging.
- Describe the term structure of interest rates, explain the theories that suggest its shape, and assess how it may be of use to a financial manager.
- Examine risk and profitability in determining the financing plan for current assets.

Current Asset Management

- Examine cash management and compare techniques to make more efficient.
- Define the various marketable securities available and calculate the yield.
- Examine accounts receivable investment resulting from the firm's credit policies.
- Describe the considerations in granting credit.
- Assess inventory as an investment and apply techniques to reduce the costs.

Sources of short-term financing

- Describe trade credit as a form of short-term financing, and calculate its cost to the firm if a discount is forgone.
- Describe bank loans as self-liquidating, as short-term, and as having their interest cost tied to the prime rate.
- Calculate interest rates under differing conditions.
- Explain accounts receivable and inventory as collateral.
- Explain the hedging of interest rates to reduce risk.

The Time Value of Money

- Explain the concept of the time value of money.
- Calculate present values, future values, and annuities based on the number of time periods involved and the going interest rate.
- Calculate yield based on the time relationships between cash flows.

Valuation and Rates of Return

- Describe the valuation of a financial asset based on the present value of future cash flows.
- Assess the current value (price) of bonds, preferred shares (perpetual), and common shares based on the future benefits (cash flows).
- Evaluate the yields on financial claims based on the relationship between current price and future expected cash flows.
- Describe the use of a price-earnings ratio to determine value.

TRANSFERABILITY:

University of Lethbridge

Burman University

King's University

MacEwan University

Concordia University of Edmonton

Other (transfers in combination with other courses or to other institutions)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page

<http://www.transferalberta.ca> or, if you do not want to navigate through few links, at

<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

****** 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:

Assignments (Connect assignment per chapter excluding chapter 1)	15%
Quizzes	15%
Midterm exam	32%
Final exam (Cumulative; chapters 1 - 10)	38%

Note: *Connect LearnSmart chapter modules are not graded and are for study purposes only.*

You are strongly encouraged to complete all assignments, quizzes and exams. Students receive a zero (0) for any missed assignments, quizzes and exams.

Grades for Connect assignments and/or term tests are also posted to myClass grades within seven days after the due date. The grades posted will not include your final letter grade. Please check your myGPCRC account for your final letter grade *after* completion of course.

Assignments

Students will complete assignments in McGraw Hill Connect. Connect will automatically submit assignments on the due date specified. Late submissions are *not* permitted. No extensions or re-writes will be granted. Study attempts in Connect after submission deadlines are allowed. Study attempts are *not* graded and do *not* change your grade.

Each assignment consists of questions that are randomly generated. *Assignments may be attempted twice and require you to log into the McGraw Hill Connect website using your name and password.* Grading will appear in a student's Connect on-line grade book and on the myClass grade page.

Assignments may be taken at any time *before* the due date (excluding class time) and from any location with internet access. Secure and reliable web access is recommended. *Once the assignment is started, you must complete the entire assignment within the allotted time.* Logging off or losing an internet connection during the assignment will result in a grade based only on the proportion of the assignment completed.

Quizzes

Quizzes will be given throughout the semester in McGraw Hill Connect *or* myClass. It is anticipated that there will be 2 – 3 quizzes. Unexcused absences during a scheduled online class quiz will earn a grade of zero. Each quiz consists of questions that are randomly generated. *Quizzes may only be taken once and require you to log into the McGraw Hill Connect website using your name and password.* Grading will appear in a student's Connect on-line grade book and on the myClass grade page.

Midterm exam

Midterm exam is tentatively scheduled for October 8, 2020, during scheduled class time. Do not plan to be away on this date. The midterm exam will be conducted remotely online. Format utilized will be announced before the midterm exam. Unexcused absences during the midterm exam will earn a grade of zero. To participate in the midterm exam a headset or speakers, a microphone, and a web camera is required.

Final exam

Final examinations are scheduled by the Registrar during the period from **December 11 to December 19, 2020**. Do not plan any activities during the examination period. Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero. The final exam is cumulative; chapters 1 - 10. Final examinations will be conducted remotely online. The format utilized will be announced before exam.

To participate in the final examination a headset or speakers, a microphone, and a web camera is required.

GRADING CRITERIA:

Please note that most universities 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	90-100	C+	2.3	67-69
A	4.0	85-89	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

TENTATIVE TIMELINE/COURSE SCHEDULE:

Course schedule is tentative and may vary slightly at the discretion of the instructor.

Week 1	Week of Aug 30	Introduction, course outline, and Zoom test Chapter 1
2	Week of Sept 6	Chapter 1/2
3	Week of Sept 13	Chapter 3
4	Week of Sept 20	Chapter 4
5	Week of Sept 27	Chapter 5
6	Week of Oct 4	Chapter 5 & Midterm exam (Oct 8)
7	Week of Oct 11	Thanksgiving Holiday & Fall break (no classes)
8	Week of Oct 18	Chapter 6
9	Week of Oct 25	Chapter 7
10	Week of Nov 1	Chapter 7/8
11	Week of Nov 8	Chapter 8
12	Week of Nov 15	Chapter 9
13	Week of Nov 22	Chapter 9/10
14	Week of Nov 29	Chapter 10
15	Week of Dec 6	Chapter 10 & Final exams begin

STUDENT RESPONSIBILITIES:

Attendance

Students are expected to attend all scheduled remote classes, arrive on time, and remain for the duration of the activities.

You may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are excessive, more than 4 absences (2 weeks), or if significant parts of required assignments, quizzes and/or exams are not completed; see *Academic Regulations: Debarred From Exams in the GPRC Academic Calendar*. Tardiness will be treated as an absence. Attendance is taken.

During class time, it is expected that students will work on the BA2030 course material being covered. Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass, McGraw Hill Connect, and GPRC Webmail. Students are responsible for checking all three of these websites regularly; 2 – 5 times per week.

Time Management

The expectation for this course is that students read the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings, assignments, and quizzes.

Recording

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner. Any images taken without instructor consent will need to be deleted immediately.

Email

Students may contact the instructor by email. Emails will be answered within one business day outside of stated office hours. *Email correspondence must be sent to your instructor from your GPRC student email account.* Emails should be professionally formatted with correct spelling and grammar. Emails must include a subject line and reference to the course material(s) and/or textbook pages, etc.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Academic and Non-Academic on Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

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

Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data, and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, classwork, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offences they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offence.

Additional Information:

Zoom Etiquette

Control video and audio quality

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Think about your background

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to the background before your meeting.

During your meeting

Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

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