



**DEPARTMENT Business Administration**

**COURSE OUTLINE – FALL 2019**

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

**INSTRUCTOR:** Abigail (Abby) Head, CPA      **PHONE:** 780-539-2712  
**OFFICE:** C307      **E-MAIL:** ahead@gprc.ab.ca  
**OFFICE HOURS:** Tuesday 11:30 AM - 12:30 PM & Wednesday 11:30 AM – 1:30 PM

**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:**

Block, Hirt, Danielsen, and Short (2018), *Foundations of Financial Management*, 11th Canadian Edition, McGraw-Hill Ryerson Limited.

This text includes the *Connect with Smartbook Online Access*. **The text will be used extensively. All students must purchase a McGraw Hill Connect with Smartbook Online Access.** Students must have an access code in order to gain access to online resources, complete assignments, and quizzes. It is the student's choice if they purchase a new textbook with a connect access code, or an ebook with a connect access code. If you have purchased a used textbook, you will have to purchase a connect access code separately at <https://connect.mheducation.com/class/a-head-ba2030a2-fall-2019>.

Financial Calculator (choose one of the following popular calculator brands):

- Texas Instruments (BA II Plus),
- Hewlett-Packard (HP-10B II), or
- Sharp (EL-738) (used in BA1050)

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. Devices may not be shared by students during quizzes, tests, and/or the final exam.** Please bring *your own* approved calculator to class and during quizzes and exams.

**DELIVERY MODE(S):**

Classroom work will include lectures and discussions of required topics, selected problems, and cases. Students are expected to participate fully in the discussion and analysis. The textbook is used extensively in class, so make sure to bring the textbook with you for each class. To get the most out of this class, students are expected to keep current with readings and Moodle postings. **Solutions to problems discussed and completed in class will be provided in class *only* and will *not be* posted to Moodle.**

**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 today.
- Develop the ability to apply analytical tools in the identification and resolution of financing problems and in financial decision making.
- Identify various corporate financing needs and explore the sources of funds available to meet these needs.

**LEARNING OUTCOMES:**

Students will understand the finance function in a firm, with an ability to use analytical tools and identify and find sources of funding for a firm.

**TRANSFERABILITY:**

University of Lethbridge

Burman University

King's University College

Grant MacEwan University

Concordia University College

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 (10 Connect assignments)	15%
Quizzes	20%
Midterm exam	30%
Final exam	35%

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

### Assignments:

Assignments will be completed in McGraw Hill Connect and must be submitted by the due date specified. No late submissions will be allowed. No extensions or re-writes will be granted. Study attempts will be allowed; this will not change your grade after the submission deadline.

Each assignment may consist of questions that are randomly generated. No two students will necessarily write the same assignment. **Assignments may only be taken once** and require you to log in to the website under your own name and password. Grading will appear in a student's Connect on-line grade book and then the Moodle Gradebook.

Assignments may be taken at any time *before* the due date 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 allowed time.** Logging off or losing an internet connection during the assignment will result in a grade based only on the proportion of the assignment submitted.

Turnitin plagiarism software will be utilized for assignments that require written submission(s) by the student.

### Quizzes:

Quizzes will be given throughout the semester. Quizzes may be in Connect or during class (closed book) in paper format. It is anticipated that there will be two to three quizzes, however, this may change at the discretion of the instructor. Unexcused absences during a quiz will earn a grade of zero.

### Midterm exam:

This will be a closed book exam. The midterm exam will be held after the completion of Chapter 5; scheduled **tentatively for October 10, 2019**. Please plan to be available to write the midterm exam *during the week of* October 6, 2019. Unexcused absences during an exam will earn a grade of zero.

**Final exam:**

The final exam is cumulative and will be a closed book exam; text book chapters 1 through 10 will be tested. Final exams will be written in the gymnasium and scheduled by the Registrar during the exam period; December 11 to December 20, 2019. Instructors do not set dates for final exams. **Do not plan activities or trips during this time period. Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero. Plan to be available during the examination period to complete the final exam.**

**GRADING CRITERIA:**

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

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>		<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>
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:

Week 1	Week of Sept 1	Introduction
Week 2	Week of Sept 8	Chapter 1/2
Week 3	Week of Sept 15	Chapter 3
Week 4	Week of Sept 22	Chapter 4
Week 5	Week of Sept 29	Chapter 5
Week 6	Week of Oct 6	Chapter 5
		Midterm exam
Week 7	Week of Oct 13	Thanksgiving holiday
		Chapter 6
Week 8	Week of Oct 20	Chapter 6
Week 9	Week of Oct 27	Chapter 7
Week 10	Week of Nov 3	Chapter 7
Week 11	Week of Nov 10	Fall break no class
		Chapter 8
Week 12	Week of Nov 17	Chapter 8
Week 13	Week of Nov 24	Chapter 9/10
		Chapter 10
Week 14	Week of Dec 1	Chapter 10
		Review
Week 15	Week of Dec 8 - 20	<b>Final exams</b>

## STUDENT RESPONSIBILITIES:

### Attendance:

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. 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 will be taken.

During class time, it is expected that students will work on the BA2030 course material being covered. Students who use class time for any other purpose (e.g. work on other class assignments, read/send text messages, etc.), will be asked to leave the class.

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on Moodle, McGraw Hill Connect, and GPRC Webmail. Students are responsible for checking all three of these websites regularly; 3 – 5 times per week.

### **Time Management:**

The expectation for this course is that students read the course material prior to 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, quizzes, and problems.

### **Cell Phones:**

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and/or talking on a cell phone during class is therefore strictly prohibited. Cell phones must be turned off or set to silent mode. If a student is unable to adhere to this policy, cell phones will be held by the instructor and returned at the end of class to mitigate any disruptions.

### **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 consent** will need to be deleted immediately.

### **Email**

Students may contact the instructor by email or phone. 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 and include a subject, correct spelling and grammar, and reference to course material 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, class work, 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 offenses 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 offense.