INSTRUCTOR | PHONE | EMAIL
--- | --- | ---
Terry Cole, CPA, CMA | (403) 356-4894 | Terry.Cole@rdc.ab.ca

CLASS TIMES

<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>TBD – there will be several optional online options</td>
<td>Virtual by email or phone. To meet in person, please book an appointment 24 hours in advance if outside of regular office hours.</td>
</tr>
</tbody>
</table>

OFFICE HOURS

<table>
<thead>
<tr>
<th>Day/Thursday</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday/Wednesday</td>
<td>1:30pm – 3:30pm</td>
</tr>
<tr>
<td>Tuesday/Thursday</td>
<td>1:30pm – 2:30pm</td>
</tr>
</tbody>
</table>

CREDIT HOURS | DELIVERY METHOD
--- | ---
3 | Online

ACADEMIC CALENDAR ENTRY

The role of finance in today's business firms. Cash budgets, financial forecasting and analysis, and sources and uses of funds. Effective management of current assets, working capital, and fixed assets. Capital budgeting and methods of evaluating capital projects, with emphasis on discounted cash flow techniques. Class discussion of relevant case problems.

Prerequisites: Note: Designed for second year Business Administration students.

COURSE TOPICS:

- Corporate financial planning
- Financial modeling under certainty and uncertainty
- Capital budgeting
- Time value of money
- Risk management theory
- Applied theories of taxation
- Corporation financing
- Dividend payout policy
- WACC
- Capital budgeting techniques

LEARNING ACTIVITIES:

Teaching in this course is comprised primarily of notes, videos, problems, assignments, quizzes and tests. Students can expect to engage in small group discussions and a project.

TRANSFER AGREEMENTS
Formal transfer agreements between Red Deer College and other Alberta universities and colleges are found at [www.acat.gov.ab.ca](http://www.acat.gov.ab.ca). If you want to transfer this course to an institution not shown on the website, please contact that institution for correct procedures.

This course may potentially be used as a course towards other degrees, diplomas or professional certifications, such as, the CFP. Please consult the applicable college, university or professional course calendar for details as to how you can apply to receive advanced standing for this course towards other degrees, diplomas or certifications.

**Students thinking of continuing their studies towards a degree or a professional accounting designation should check with the receiving institution and likely switch to BUS 310. Students should recognize that with BADM 260 alone, they will likely be required to take another introductory finance course at the university they are transferring to.**

**LEARNING OUTCOMES**

Upon successfully completing this course, you should be able to…

- Explain the basic types of financial management decisions, and the role and goals of the financial manager.
- Explain the role of financial markets in a functioning free market economy.
- Apply time value of money to various business applications.
- Explain the determinants of interest rates and the opportunity cost of money.
- Apply various valuation models to bond, preferred and common stock investment problems.
- Compare the features of different types of bonds.
- Explain and apply investment decision rules, such as Net Present Value, Internal Rate of Return, discounted and undiscounted payback period.
- Formulate recommendations regarding a choice between the various capital budgeting techniques.
- Calculate the weighted average cost of capital.
- Calculate the dividend tax credit.

**REQUIRED TEXTBOOKS**

*Fundamentals of Corporate Finance* (Ninth Canadian Edition)
By Ross, Westerfield, Jordan and Roberts

Assignments to be completed online using “Connect" Please access Connect assignments through Blackboard to ensure your grades are updated.
Requires access code (included with purchase of new textbook).

**REQUIRED CALCULATOR**

Texas Instruments BA II or BA II Plus Professional. Instruction will be given specifically on using only this calculator. Please note programmable calculators are not allowed for exams.
REMIND / DSB INFORMATION & EVENTS

Remind is a system designed to alert students of emergencies and important notices at the Donald School of Business via text message. All students are encouraged to register their cell phone number by sending the message “@dsbs” to (587) 333-2775. Please note that your information is kept confidential and will not be distributed for any other use.

The DSB Information & Events channel is located in Blackboard under “My Organizations”, and houses information about the Donald School of Business such as employer spotlights, job opportunities, and other important information and events. All DSB students are encouraged to self-enroll by visiting: https://rdc-bb.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_305735_1&course_id=_12705_1#

To unsubscribe from this channel, please contact the DSB Administrative Assistant: Nancy.Eby@rdc.ab.ca | 403.342.3555.

COURSE REQUIREMENTS

1) Homework and Assignments
   - Students are expected to keep up with the scheduled reading, assignments and postings.
   - Students are expected to satisfactorily complete all assignments and examinations on time. An unexcused failure to submit an assignment will result in a mark of zero.
   - Late assignments will not be accepted.
   - Graded assignments are done online using Connect (code included with your new textbook). These assignments can be accessed through your Blackboard course site once you have registered for Connect with your unique code. (you should only need to do this once to continue to access through Blackboard).

2) Examinations
   - The Mid Term and Final exam must be supervised by an approved proctor. For students in Red Deer and area, it is recommended that the exam be written on-site at the DSB Downtown Campus on the dates outlined in the tentative schedule. Otherwise, please contact the Distance Learning office at distance.learning@rdc.ab.ca or the following link http://www.rdc.libguides.com/offcampustesting for more information on setting up a proctor.
   - Quizzes will be done during scheduled times on Blackboard.
   - Any student missing an exam without having made arrangements with the instructor prior to the exam will receive a grade of zero for that exam.

3) Class participation and professionalism
   - Students are expected to demonstrate business professional and proper netiquette behaviors, which include regular attendance through online presence, preparedness for and participation in class discussions and activities, appropriate conduct online and in group work/discussions and professional presentation of assignments and other coursework.

4) Material Coverage
   - During our live optional live sessions, time will be spent primarily on highlighting major concepts and answering any questions. Due to the volume of material in this course, it will be impossible to explicitly cover all text material. There is a greater onus on online students to work independently. Students are responsible for further reading and assignments as deemed necessary.
5) General

• Students who are encountering difficulty with the course are urged to contact the instructor at once.
• Students should ensure that they are familiar with Red Deer College’s Student and Academic Standard Practices and Policies as well as the key dates in the Academic Schedule.

BLACKBOARD

The course schedule and supplementary materials are available on the Blackboard site for this course. It is important to check this site frequently for updates.

If the Loop is down, students can still access Blackboard and email as follows:
Blackboard: https://rdc-bb.blackboard.com
For email: https://email.rdc.ab.ca

ASSESSMENT OF STUDENT PERFORMANCE

The final grade in this course will be computed based on the following elements. At all times the Red Deer College final examinations policy will be adhered to.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assignments (15%) / Project (5%)</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td>Mid Term</td>
<td>25%</td>
</tr>
<tr>
<td>3.</td>
<td>Final Exam</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The exact dates for assignments and tests will depend upon the rate of progress through the term and are therefore subject to change. Chapter assignments and quizzes will be administered online, details to be provided during the first week of classes. The date and time for the final exam will be set by the registrar.

The instructor will assign various short projects, exercises and problems during the course and during class. Practice problems should be attempted before reviewing solutions provided.

Failure to complete an assignment/project, test or exam, on time and in the manner specified will result in a zero grade being assigned to that course component. If there is a legitimate reason for a student being unable to complete a course component by the required date and time, then solely at the discretion of the instructor, an alternative may be arranged. This arrangement may include an initial penalty of 20%, then 10% for each late day or part of a late day.

GRADING SYSTEM

Final grades in this course will be assigned based on the Alberta Education Grade Comparison letter grading system as described on page 9 in the RDC Program and Course Guide. (http://rdc.ab.ca/programs/academic-calendar/program-and-course-guide-2018-2019)

Refer to ASSESSMENT OF STUDENT PERFORMANCE section for additional details.
1) Homework and Assignments
   - Students are expected to have read in advance the material to be taken up in class, and to have completed all assigned homework.
   - Due to time constraints, topics outlined in the tentative schedule will be covered in varying detail. Students are responsible for further reading and assignments as deemed necessary by the instructor.

2) Examinations
   - Quizzes/Tests are closed book, unless otherwise specified
   - Use of cell phones, tablets, computers or any electronic device other than the TI BA II+ is PROHIBITED during all tests and exams. Cell phones are to be turned off during the test/exam period. Any person(s) found using their cell phone, or iPod or computer during an exam will have their examination confiscated and a grade of zero will be assessed to that portion of the final course grade applicable to the confiscated test/exam.

3) Absences
   - Any student missing an exam or assignment due date without having made arrangements with the instructor prior to the due date will receive a grade of zero for that exam or assignment.
   - Normally, a medical certificate will be required to justify any alternate arrangements
   - I do NOT normally consider vacation/being out of town to be a valid reason to make up an assignment or test.

MIDTERM FEEDBACK

Midterm feedback for this course will be available from the instructor following marking of the first term test. After reviewing their marks to this point, students should make an appointment with the instructor to discuss their progress and concerns if the cumulative total to this point is less than 20 marks. The instructor is also available prior to this in designated office hours if students have any concerns. Please see “Important Dates” below.

RDC FINAL EXAMINATION POLICY

The RDC Final Examination Policy will be followed with respect to Final Examinations. Please review this document to ensure you understand the contents and implications of the policy.

See: Final Examinations Policy

ACADEMIC MISCONDUCT

Academic misconduct in all its forms is a serious offence. Academic misconduct is the giving, taking, or presenting of information or material that unethically or dishonestly aids oneself or another on any work which, under normal circumstances, is to be considered in the determination of a grade or the compilation of academic requirements or the enhancement of that student’s record or academic career. The two key areas of academic misconduct are plagiarism and cheating. Please read the definitions that follow.

Plagiarism: The use or close imitation of language, paintings, films, prototypes and ideas of another author and representation of them as one’s own original work. The most common forms of plagiarism are copying or paraphrasing another author’s work without proper acknowledgement, using the ideas or lines of reasoning of another author’s work without proper
acknowledgement, submitting work to which someone else has made substantial improvements to the content, and submitting the same work for multiple courses without approval.

Plagiarism can be judged to have occurred if the instructor has both the submitted material and original source that was copied, or if the student is unable to explain the terminology or ideas of a submission.

Cheating: Any attempt to give or obtain unsanctioned assistance in a formal academic exercise (e.g., examination). Some examples of cheating are unauthorized cheat sheets in a test or exams, the unauthorized use of electronic devices during an exam, and copying from an adjacent student.

See:
- Appeals: Formal Policy
- Appeals: Informal Resolution Policy
- Student Misconduct: Academic and Non-Academic Policy

CHANGES TO THE COURSE OUTLINE

Changes to the course outline will be made with the consent of the course instructor and students. Changes will be reviewed by the Associate Dean for consistency with College policies.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14</td>
<td>Last day to register or add/drop Fall 2018 or full year courses</td>
</tr>
<tr>
<td>September 14</td>
<td>Last day to have tuition refunded for Fall 2018 or full year courses</td>
</tr>
<tr>
<td>September 27</td>
<td>Backpacks to Briefcases Student Conference</td>
</tr>
<tr>
<td>October 2</td>
<td>Emergency Response Day</td>
</tr>
<tr>
<td>October 8</td>
<td>Thanksgiving Day – College Closed</td>
</tr>
<tr>
<td>October 26</td>
<td>Mid-term Feedback date – Instructors give students formal feedback on their academic standing in Fall Term courses</td>
</tr>
<tr>
<td>November 9</td>
<td>Final exam schedule posted</td>
</tr>
<tr>
<td>November 9</td>
<td>College Open, no credit classes</td>
</tr>
<tr>
<td>November 12</td>
<td>Statutory Holiday – College Closed</td>
</tr>
<tr>
<td>December 5</td>
<td>Last day to withdraw from Fall Term 2018 courses and receive a WD</td>
</tr>
<tr>
<td>December 5</td>
<td>Last day of classes for Fall Term 2018 courses</td>
</tr>
<tr>
<td>December 10 – 15</td>
<td>Final Exams – students are expected to be available during this time period</td>
</tr>
<tr>
<td>December 22</td>
<td>Final grades available for Fall Term</td>
</tr>
</tbody>
</table>

For complete details, refer to the RDC Events Calendar: [www.rdc.ab.ca/events-calendar](http://www.rdc.ab.ca/events-calendar)
ADDITIONAL INFORMATION

- It is the student’s responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the instructor. Refer to the below policies should questions or concerns about the Course Outline not be resolved directly with the instructor:
  - Appeals: Formal
  - Appeals: Informal Resolution
  - Student Misconduct: Academic and Non-Academic
  - Student Rights and Responsibilities

- Students should be aware that Personal Counselling, Career, Learning and Disability Services are provided by RDC. It is the student’s responsibility to discuss their specific learning needs with the appropriate service provider. **Counselling services are available at DSB on Tuesday mornings and Wednesday afternoons. To book an appointment, phone (403) 343-4064.**
  - Academic Support
  - Disability Resources

- Classroom Learning Resources may be available to students in alternative formats.

- This course may be eligible for Recognition of Prior Learning. Students should refer to the RDC Course Calendar for a list of excluded courses.
  - Recognition of Prior Learning Policy

- A plagiarism detection tool may be used in this course.

- In this class we may be using web tools located outside of Canada. You should know that any information you provide is being transmitted to other countries and will be subject to policy and laws of the hosting country. You have the right to opt-out and not use these web tools. Should you have concerns, please speak to your instructor.

- Audio or video recording, digital or otherwise, of lectures, labs, seminars, or any other teaching environment by students is allowed **only with the prior written consent of the instructor or as a part of an approved accommodation plan.** Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

- Your Instructor may use SafeAssign for submitting assignments on Blackboard. SafeAssign compares your work to a global repository of student work at RDC and to published work located online. Students are able to access the Originality Report in Blackboard. If you have concerns with your Originality Report, please see your instructor to discuss what it means.

The complete list of RDC academic policies is available at: [http://rdc.ab.ca/about/policies-publications/policies/policies](http://rdc.ab.ca/about/policies-publications/policies/policies)
The Timetable for the course is “tentative”, but it is critical for inclusion as it is used extensively by our transfer partners in assessing the transferability of a course. In addition, course timelines are required in course outlines as per RDC’s Course Outline policy.

<table>
<thead>
<tr>
<th>Week Beginning</th>
<th>Outline of Topics</th>
<th>Activities/Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 5</td>
<td>Introductions and course outline</td>
<td>Course outline; using Connect</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Intro to Financial Management, Cash Flow and Taxes</td>
<td>Chapters 1 and 2</td>
</tr>
<tr>
<td>Sept 17</td>
<td>Introduction to Valuation: Time Value of Money</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Sept 24</td>
<td>Discounted Cash Flow Valuation</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Discounted Cash Flow Valuation, Interest Rates and Bond Valuations</td>
<td>Quiz 1 (Chapters 1, 2, 5)</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Thanksgiving Day – no classes</td>
<td>Chapters 6 and 7</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Interest Rates and Bond Valuations, Stock Valuations</td>
<td>Chapters 7 and 8</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Stock Valuation</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Oct 22</td>
<td>Net Present Value and Other Investment Criteria</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Net Present Value and Other Investment Criteria</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Making Capital Investment Decisions Some Lessons from Capital Market History</td>
<td>Chapters 10 and 12</td>
</tr>
<tr>
<td>Nov 9</td>
<td>No Credit Classes. College Open.</td>
<td></td>
</tr>
<tr>
<td>Nov 12</td>
<td>Stat in lieu of Remembrance Day No Classes. College Closed.</td>
<td></td>
</tr>
<tr>
<td>Nov 13</td>
<td>Some Lessons from Capital Market History, Risk and Return</td>
<td>Chapters 12 and 13</td>
</tr>
<tr>
<td>Nov 19</td>
<td>Risk and Return, Cost of Capital</td>
<td>Chapters 13 and 14</td>
</tr>
<tr>
<td>Nov 26</td>
<td>Cost of Capital</td>
<td>Chapters 14</td>
</tr>
<tr>
<td>Dec 3</td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>TENTATIVE TIMETABLE</td>
<td></td>
</tr>
</tbody>
</table>

Approved by:

Trevor Thomas
Associate Dean

July 23, 2018