



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2021

BA2230 (A3): Finance II – 3 (3-0-0) UT 45 Hours for 15 Weeks

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OFFICE HOURS: Monday and Wednesday 11:30 AM – 12:50 PM

WINTER 2021 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. Note: GPRC reserves the right to change the course delivery.

Remote delivery refers to *synchronous learning* following the published timetable on the GPRC website and outlined in a student's myGPRC course schedule.

CALENDAR DESCRIPTION

This course is a study of the objectives of financial management and the related role and responsibilities of the financial manager. The approach is practical in nature with references to the development of theories in finance. The various applications of funds by the firm are explored in this sequential course using a corporate framework.

PREREQUISITE

The prerequisite for this course is BA 2030.

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 is used extensively. **All students must purchase McGraw Hill Connect with Smartbook Online Access.*** Students must have an access code in order to access online resources and complete assignments. 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.

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 and/or examinations. *Cell phones and programmable devices may not be used in testing or examinations. Cell phone use during testing for Zoom video & audio only is allowed.*

COURSE MANAGEMENT SYSTEM

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

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 *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite

Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

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 *Windows 10S is not supported in S mode	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

AUDIO/VIDEO CONFERENCING:

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 conference, you will need a headset or speakers and a microphone. **For some examinations a web camera may be 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 D2L course space.

RESPONDUS LOCKDOWN BROWSER AND MONITOR PROCTORING SOFTWARE

The testing and examinations for this course *may be* taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with examinations through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. *Chromebooks, smart phones, and other tablets are not supported.* If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via <https://libguides.gprc.ab.ca/c.php?g=717998&p=5128509>.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and *only if it was flagged due to suspicious activity.*

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that *“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, S. 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.”*

DELIVERY MODE(S)

Class includes lectures and discussions of required course objectives and selected problems or cases. Students are expected to participate in the discussion and analysis. *Solutions to problems discussed and completed in class will only be provided in class. Solutions will not be posted to myClass.*

COURSE OBJECTIVES

Students will study and apply financial concepts and analytical tools to identify, evaluate, and propose sources of funds available to a firm for shareholder wealth maximization.

LEARNING OUTCOMES

Upon completion of the course, students will be able to:

- Apply and calculate the time-value-of-money given various scenarios.
- Calculate and assess yields based on time relationships between cash flows.
- Calculate, evaluate, and analyze the valuation of various financial assets.
- Define and construct the cost of capital and use it as a financial evaluation tool.
- Calculate, analyze, and propose the optimal capital structure of a firm.
- Apply the marginal cost of capital concept.
- Apply the concept of cash flows to evaluate capital budgeting decisions to create value for a firm.
- Calculate and evaluate various investment proposals for a firm using a range of evaluation methods to increase the value-added to the firm.
- Integrate cash flows from an investment decision and perform net present value analysis to implement a long-run decision-making process.
- Analyze risk using standard deviation, coefficient of variation, and beta.
- Integrate basic risk-adjusted discount rates to justify the risk in capital budgeting analysis.
- Assess a project's risk, given a firm's portfolio.
- Outline the participants raising monies in the capital markets.
- Summarize the three major sectors allocating funds amongst themselves.
- Outline the organization of the securities markets and assess the concept of market efficiency and its benefits.
- Describe the financial regulatory environment in Canada.
- Identify, describe, and outline features of various types of long-term debt.
- Analyze the decision to refund or reissue debt with a change in interest rates.
- Outline features of long-term financing and analyze a lease versus purchase decision.
- Outline the rights of shareholders as owners of the corporation.
- Calculate the number of shares to elect a director and the values of rights, shares, and shareholder wealth during a rights-offering.
- Calculate the tax treatment and the after-tax income from preferred dividends versus bond interest. Students will be able to identify financial alternatives for firms in financial distress.
- Justify the decision to reinvest or payout internally generated funds and calculate dividend payout ratios and yields.
- Outline the life cycle of dividends and the factors to be considered by a firm in the firm's dividend policy.
- Describe and calculate the effect of stock splits and stock dividends.
- Outline the use of forwards, futures, and options.
- Examine the benefits of a convertible security and calculate the conversion value.

TRANSFERABILITY

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

**** 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	12%
Term Test 1	25%
Term Test 2	25%
Final Examination (cumulative)	38%

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

In order to receive credit for BA2230, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). *You are strongly encouraged to complete all assignments and examinations.* Students will receive a zero (0) for any missed assignment or examination.

Assignments

Assignments are completed in McGraw Hill Connect and will be automatically submitted on the pre-announced due date. Late submissions are not accepted. Extensions or re-writes are not granted. Study attempts are allowed after the due date; study attempts do not change your posted grade.

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 and in myClass grades. Students are asked to check the accuracy of the posted grade and report inconsistencies within one week of the posted submission date.

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.

Term Tests

Term exams will be held after the completion of Chapters 12 and 16; see COURSE SCHEDULE/TENTATIVE TIMELINE. Please plan to be available to write the term exam(s) *during the weeks announced*. Unexcused absences during a term exam will earn a grade of zero.

- Students with absences in excess of 4 classes before term tests will be refused the ability to move any test weightings to the final exam.
- The term tests will be conducted remotely online. The format utilized will be announced prior to term tests and examinations.
- Re-writes will not be granted for missed exams or unsuccessful attempts.
- To participate in the midterm exam a headset or speakers, microphone, and a web camera is required.

Final Exam

The final exam will be written as scheduled by the Registrar during the exam period from April 14 - 22, 2021. **Do not plan activities or trips during this period.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

- Final examinations will be conducted remotely online. The format utilized will be announced in myClass prior to exam.
- To participate in the final examination a headset or speakers, 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

COURSE SCHEDULE/TENTATIVE TIMELINE

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

Week of:	Chapter
January 3	Chapter 9 & 10 The Time Value of Money and Valuation and Rates of Return
January 10/17	Chapter 11 Cost of Capital
January 24	Chapter 11A CAPM and Modigliani Miller Theorem
January 31	Chapter 12 The Capital Budgeting Decision
February 7	Chapter 12 The Capital Budgeting Decision
February 10	Term Test 1
February 14	Family Day and Winter Break
February 21/28	Chapter 13 Risk and Capital Budgeting
February 28	Chapter 14 Capital Markets
March 7	Chapter 16 Long-term Debt and Lease Financing
March 15	Term Test 2
March 14/21	Chapter 17 Common and Preferred Stock Financing
March 28	Chapter 18 Dividend Policy and Retained Earnings
April 4	Chapter 19 Derivative Securities

STUDENT RESPONSIBILITIES

It is the student's responsibility to read, understand and comply with the College's Academic Policies, which are reviewed regularly, updated and posted on the College website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the College website at <https://www.gprc.ab.ca/about/administration/policies/>

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 four 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 and recorded in Zoom.

During class time, it is expected that students will work on the BA2230 course materials being covered. Students who use class time for any other purposes (e.g. work on other class assignments, read/send text messages, etc.), will be removed from the Zoom meeting.

Students are expected to keep current with textbook readings, McGraw Hill Connect assignments, and myClass postings. Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available in myClass, McGraw Hill Connect, and through 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 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 silenced unless utilized for Zoom meeting access.

Cell phone and phone use during all testing and examinations is prohibited unless cell phone is utilized for Zoom meeting video access.

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* should be deleted immediately. Any occurrences will be reported to the Department Chair.

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 and reference to the course material(s) and/or textbook page(s). Emails are kept confidential between instructor and student.

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/> and <https://www.gprc.ab.ca/about/administration/policies/fetch.php?ID=68>

****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 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 background prior to 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.