



It is the objective of this course to teach students:

- The principles of time value of money and how to apply them;
- The features of various kinds of financial instruments, how to value them, and how organizations can use them to raise the capital they need;
- Approaches to evaluating investment opportunities and making investment decisions;
- Measures of risk and how they are related to returns; and,
- General analytical skills in structuring and analyzing financial problems.

### **Class Format**

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Classes will involve lectures, augmented with sample problems.

### **Tutorials**

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The tutorials are an important part of this course. They are closely integrated with the classroom material, the quizzes, the mid-term test, and the final exam. They will start in the first week of term. Specific timing will be announced in class and on CULearn. The tutorials will address, for the most part, the end-of-chapter problems listed on CULearn. Students are recommended to attempt all of the problems listed for each Chapter before its associated tutorial. While the tutorials will focus on the problems listed, students are encouraged to use the tutorials to address any of the problems or any other issue they are having with the course material. Students are encouraged to work in groups to complete these problems.

### **Required Text**

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Ross, Westerfield, Jordan and Roberts, *Fundamentals of Corporate Finance, 9<sup>th</sup> Canadian Edition*, McGraw-Hill Ryerson, 2016.

### **Grading**

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	<b>Weighting</b>
2 Quizzes at 7.5 marks each	15
Midterm test	35
<u>Final exam</u>	<u>50</u>
Total	100

**Quizzes** are designed to focus on material that was just covered. The goal of quizzes is to encourage you to keep up with the course material and to measure your understanding of the material. The quizzes will be approximately 20-30 minutes in length. At the end of the lecture preceding the week of a quiz, you will be informed of the topics that will be tested. The quizzes will be held in class. The quizzes are closed-book and closed notes. There will be no make-up quizzes.

The **mid-term exam** will be held in class in the week indicated. Material covered up to and including the class before the term test is eligible to be addressed in the term test. An equation sheet will be provided for use in the term test; a copy will be posted on CULearn so students can see what it includes. The mid-term exam is closed-book and closed-notes.

The **final exam** will be comprehensive, covering material from the entire course. An equation sheet will be provided for use in the final exam; a copy will be posted on CULearn so students can see what it includes.

Students who can document a compelling reason for missing the quizzes or mid-term exam will be excused and their final grade will be based on their performance in the rest of the course: the weight of the quizzes or mid-term will be added to the final exam. There will be no deferred quizzes or deferred midterm exam offered. Without a documented, compelling reason, failure to take quizzes or midterm exam will result in a grade of zero in each evaluation part.

### **Student Responsibilities**

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Students are responsible reading each chapter listed in the course outline and knowing the material in those chapters whether or not specific mention of certain topics is made in class and regardless of whether or not topics are addressed in class. Because of time constraints, it is not possible to cover all the chapter material in class. Class time will be spent on the most important topics and on the topics from which students receive the most benefit from explanation in class.

### **Doing well in this course**

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1. Read the indicated chapter before class in which it is to be addressed;
2. Do the self-test questions in the chapter immediately after you read it;
3. Use the critical thinking questions at the end of each chapter to help you put concepts into your own words; this will help you develop a level of comfort with the material.
4. Use class time to ask questions about things that were not clear to you from reading the chapter;
5. Do the listed problems before the relevant tutorial;
6. Attend the tutorials to see how the listed problems can be solved and to ask questions about issues you may have with the other problems or with other course material;
7. While solutions to the end-of-chapter problems will be provided at the beginning of the course, attempt problems before looking at their solutions; looking at the solution first leads to under-estimation of a problem's difficulty and over-estimation of your ability to solve it;
8. Experiment with examples presented in class using your calculator to develop your understanding of how the calculations and solution approaches work; re-doing a class example, *and* re-working an example with different values can significantly improve your understanding or un-cover things you are not understanding;
9. Do the extra problem sheets posted on CULearn.
10. Work at the course throughout the term, practice as you go along, and deal with things you don't understand as they arise; it is difficult to be successful with the kind of material covered in this course by cramming before the term test or exam;
11. Think about ideas addressed in the course outside of class, for example, when reading the newspaper or watching the news on television; question whether what you are seeing or hearing makes sense in light of your knowledge of the course concepts?

## Course Schedule for BUSI 2504 A

Session	Date	Topics	Chapters
1	07-May	Introduction to Financial Management	1
2	09-May	Time Value of Money	5
3	14-May	Discounted Cash Flow Valuation	6
4	16-May	<b>Quiz 1 (Ch's 1, 5, 6)</b>	
		Bond Valuation	7
5	23-May	Stock Valuation	8
6	28-May	Stock valuation (continued) and midterm review	8
7	30-May	<b>Midterm exam (Ch's 1, 5, 6, 7, 8)</b>	
8	04-June	NPV and Other Investment Criteria & Financial Statements, Taxes, and Cash Flows	9 & 2
9	06-June	Market History & Market Efficiency	12
10	11-June	<b>Quiz 2 (Ch's 7, 8, 9, 2)</b>	
10		Risk & Return: Portfolios	13
11	13-June	Cost of Capital	14
12	18-June	Raising capital (if time permits) and final review	15

## ADDITIONAL INFORMATION

### Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### Academic Regulations, Accommodations, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### Requests for Academic Accommodations

*For Students with Disabilities:*

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability

requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

#### *For Religious Obligations:*

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to an Equity Services Advisor in the Equity Services Department for assistance.

#### *For Pregnancy:*

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

#### **ACADEMIC INTEGRITY – YOUR RESPONSIBILITY!**

Using, summarizing or copying directly from another person's work, without identifying the name of the original thinker, is considered a form of cheating called "plagiarism". Plagiarism has serious consequences and can result in course / assignment failure and /or academic suspension.

When using, and/or summarizing the ideas and words of another, be it from a web site, a written text, lecture or discussion group, you must identify the source. Should you choose to use the exact words of another, you must acknowledge these words as such by enclosing them within quotation marks. However, be aware that it is not acceptable to copy large chunks from a source, even if you reference it correctly.

Examples of plagiarism and other instructional offences are identified in the Undergraduate Calendar (section 14, p. 59), parts of which read:

*Examples of plagiarism include*

- Submitting a take-home examination, essay, laboratory report, or another assignment, written, in whole or in part, by someone else.
- Using ideas or direct verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgements in academic assignments
- Using another's data or research findings
- Failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

Unauthorized Cooperation or Collaboration

- ... students shall not cooperate or collaborate in the completion of an academic assignment in whole or in part, when the instructor has indicated that the assignment is to be completed on an individual basis. Failure to follow the instructor's direction regarding which assignments, or parts of assignments, should be completed by the individual alone will be considered violation of the standards of academic integrity.
- Answering with another students' **clicker** is also a violation that can lead to severe sanctions.

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure in the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <http://carleton.ca/studentaffairs/academic-integrity>.

**Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

**Centre for Student Academic Support**

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: [carleton.ca/csas](http://carleton.ca/csas).

**Important Information:**

- Students must always retain a hard copy of all work that is submitted.
  - All final grades are subject to the Dean's approval.
  - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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