



**Carleton**  
UNIVERSITY

**SPROTT**  
SCHOOL OF BUSINESS

**CARLETON UNIVERSITY  
FINANCE  
BUSI 2504: E, F  
WINTER 2020  
BUSINESS FINANCE I**

**Instructor:** Dr. M. Al Guindy  
**Office:** DT 1716  
**Office Hours:** Mondays: 5-6pm or by appointment  
**Email:** mohamed.alguindy@carleton.ca  
**Phone Number:** 613-520-2377

**TA:** TBD

**Course meets:** Section E: Mondays 6:05pm-8:55pm  
Section F: Thursdays 2:35pm-5:25pm

**Pre-requisites & precluded Courses:**

[ECON 1000](#) or [ECOR 3800](#), [BUSI 1005](#). Restricted to selected Sprott programs. Precludes additional credit for BUSI 2503. **The School of Business enforces all prerequisites.**

---

**Course Calendar description from the 2019/2020 University calendar:**

Business firms' financing, capital investment, and dividend policy decisions, cost of capital and short-term asset management problems.

**Course Description:**

This is an introductory course in finance. It addresses topics in finance that are important for all managers in organizations to understand. In addition to informing managers generally, these topics amount to an important foundation for higher level finance courses and will be used extensively in those courses. Finally, some of the topics addressed in this course can help with personal financing and investment decisions.

**Learning Outcomes:**

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.

### **Reading(s)/Textbook(s)/Required Materials:**

Ross, Westerfield, Jordan, Roberts, Pandes & Holloway Fundamentals of Corporate Finance, 10<sup>th</sup> Canadian Edition, McGraw-Hill Ryerson, 2019.

### **Tutorials**

The tutorials are an important part of this course. They are closely integrated with the classroom material, the mid-term test, and the final exam. They will start on the week of January 19<sup>th</sup>. Specific timing will be announced in class and on CULearn. The tutorials will address, for the most part, the problems shown in bold on the list below in the week after each Chapter is addressed in class. Students are recommended to attempt all the problems listed for each Chapter before its associated tutorial. While the tutorials will focus on the problems shown in bold, 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.

### **Problem List**

Chapter 5:	2, 3, 4, 5, <b>8, 9, 13</b> , 17, <b>19, 20</b>
Chapter 6:	6, 7, <b>8</b> , 11, <b>15</b> , 16, 21, 25, 26, <b>44, 49</b> , 55
Chapter 7:	<b>3</b> , 5, 6, <b>7, 8</b> , 19, 20, <b>23</b>
Chapter 8:	<b>4</b> , 5, 7, <b>8, 9</b> , 10, <b>12, 15</b> , 20
Chapter 9:	1, 3, <b>4, 7, 8, 9</b> , 14, 15, <b>17</b>
Chapter 12:	<b>1, 2, 3, 7</b>
Chapter 13:	1, 2, <b>3, 7, 8, 9, 11</b> , 12, <b>13</b> , 14, <b>16, 17</b> , 25
Chapter 14:	3, 7, 8, 9, 10, <b>15, 16</b>
Chapter 15:	<b>2, 4, 5, 7, 8, 10, 11, 15</b>

### **Course Requirements & Methods of Evaluation (including due dates):**

	<b>Weighting</b>
Team assignments/participation	10
Midterm test (Week of Feb 10 <sup>th</sup> )	35
Final exam	55
<b>Total</b>	<b>100</b>

The **term test** 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 of the equation sheet will be posted on CULearn so students can see what it includes. A student who does not write the midterm exam will automatically receive a grade of zero unless this is due to a medical or otherwise **emergency** with the appropriate **documentation** (a cold does not

qualify as an emergency). A medical note **must state that this is a medical emergency; it is not sufficient to provide a note stating that the student was seen by a doctor.** Make-up midterms will only happen once and take place on Monday, Feb 24<sup>th</sup> 2:30-4:30pm. If a student misses the make-up midterm a grade of zero will be received. Note: there is no provision to shift the midterm marks to the final.

The **final exam** will be a comprehensive test, covering material from the entire course with more emphasis on material covered since the midterm. An equation sheet will be provided for use in the final exam. A copy of the equation sheet will be posted on CULearn so students can see what it includes. More information about the midterm and final will be provided in class as the term progresses.

The team assignments and participation mark will be based on class attendance and participation in group assignments. Missing classes will result in loss of participation grades – please note that there are no exceptions to this policy including missing class for a valid reason.

This class has a closed-laptop policy. Laptop computers and other portable devices may only be used during breaks. The use of cell phones in class will result in loss of participation marks.

### Student Responsibilities

---

Students are responsible for reading each chapter listed in the course outline and knowing the material in those chapters whether specific mention of certain topics is made in class and regardless of whether 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

- 
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 problems identified in bold 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 and spreadsheets 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. 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;
  10. 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:

Sections E (Mondays: 6:05pm-8:55)

	Topics	Chapters
<b>Monday</b>		
Jan 6	Course Introduction Careers in Finance & Business	1
13	Introduction to Financial Management Future Value and Present Value	1 (cont.) 5 (begin)
20	Time Value of Money (TVM) TVM with Multiple Cash Flows	Rest of 5 6.1 – 6.3
27	Time Value of Money continued	Rest of 6
Feb 3	Valuing Bonds Term Structure of Interest Rates Bond Ratings	7 Course notes Course notes
10	<b>Midterm Test (Ch's 1, 5, 6, 7)</b>	
17	<b>Winter Break – NO LECTURE</b>	
24	Valuing stocks	8
Mar 2	Capital Budgeting Market History & Market Efficiency	9 12
9	Risk & Return: Portfolios	13
16	Risk & Return, continued	13
23	Cost of Capital Raising Capital	14 15
30	FinTech: (Cryptocurrencies, Artificial Intelligence, Robo-Advisors, etc.) Course Review	Course notes

## Sections F (Thursdays: 2:35pm – 5:25)

	<b>Topics</b>	<b>Chapters</b>
<b>Thursday</b>		
Jan 9	Course Introduction Careers in Finance & Business	1
16	Introduction to Financial Management Future Value and Present Value	1 (cont.) 5 (begin)
23	Time Value of Money (TVM) TVM with Multiple Cash Flows	Rest of 5 6.1 – 6.3
30	Time Value of Money continued	Rest of 6
Feb 6	Valuing Bonds Term Structure of Interest Rates Bond Ratings	7 Course notes Course notes
13	<b>Midterm Test (Ch's 1, 5, 6, 7)</b>	
20	<b>Winter Break – NO LECTURE</b>	
27	Valuing Stocks	8
Mar 5	Capital Budgeting Market History & Market Efficiency	9 12
12	Risk & Return: Portfolios	13
19	Risk & Return, continued	13
26	Cost of Capital Raising Capital	14 15
Apr 2	FinTech: (Cryptocurrencies, Artificial Intelligence, Robo-Advisors, etc.) Course Review	Course notes

**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 Spratt 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**

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 Accommodation**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

#### **Pregnancy obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

[carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

#### **Religious obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

[carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

### **Academic Accommodations for Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. [carleton.ca/pmc](http://carleton.ca/pmc)

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](http://carleton.ca/sexual-violence-support)

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](http://students.carleton.ca/course-outline)

### **Academic Integrity**

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 on 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: <https://carleton.ca/registrar/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/>
-