

FACULTY OF BUSINESS AND PROFESSIONAL STUDIES
SCHOOL OF BUSINESS
COURSE OUTLINE

COURSE NAME:	FINANCE FOR MANAGERS	COURSE NO.:	BFIN 241
TERM:	Summer 2018	COURSE CREDITS:	3
INSTRUCTOR:		E-MAIL:	
OFFICE:		Phone:	

- NOTE** This is an approved Quantitative/Analytical course for baccalaureate degrees.
- COACHING HOURS** See the schedule posted outside the instructor’s office door and on Moodle.
- COURSE PREREQUISITES:** BFIN141 or BTEC 217(B) or BFIN 193; BADM102; CMNS 220 or CMNS 152 or BTEC 211
- REQUIRED TEXT:** Block, Hirt, Danielsen, Short, and Perretta (2015). *Foundations of Financial Management*; 10th Canadian Edition, McGraw-Hill Ryerson.
- OTHER RESOURCES:** CONNECT access code card for course text (includes full E-textbook) (included with new textbooks or may be purchased separately)
 Moodle - <https://moodle.capilanou.ca>, and Publisher’s Textbook Website
- COURSE FORMAT:** **Instructional hours:** 3 hours/week x 15 weeks (including two weeks for final exams).
Office hours: See faculty schedule posted on Moodle and outside my office
Fourth-hour activities: On-line group discussions, project activities and Q & A between students and instructors. Students are expected to use Moodle for online activities, and use the publisher’s Connect software for quizzes and assignments.
- COURSE OUTCOMES:** To provide students with the necessary skills to be immediately effective in their employment and to possess a sound basis for future career progression in business. These include learning, communication, interpersonal and analytical skills.
- Course Description:** In this practical financial management course, students study financial management techniques and apply this knowledge to business decisions. Topics in this course include: evaluating business performance, financial institutions and markets, valuation of financial assets, obtaining financing, managing working capital and capital budgeting. Contemporary financial issues are discussed throughout this course. (CPA transferable with BFIN 350). Students are expected to demonstrate a high level of communication skills in group work, and in oral and written presentations.
- Learning Outcomes:** Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

Abilities	Learning Outcomes	Levels*
Analysis & Decision Making	A1. Evaluate a firm’s performance based on its financial statements and make recommendations on how to improve its performance.	2 – 4
	A2. Be able to calculate, analyze and interpret financial statements and financial models in order to make financial decisions.	2 – 4
	A3. Apply Time Value of Money in the valuation of financial securities.	4 – 5
	A4. Forecast a firm’s performance and financial requirements.	2 – 3
	A5. Improve the management of a firm’s current debts.	1 – 3

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Analysis & Decision Making (continued)	A6. Select the best type of long-term financing and improve the management of existing financing.	1 – 3
	A7. Improve the management of a firm’s current assets.	2 – 3
	A8. Improve the management of a firm’s long-term assets.	2 – 3
	A9. Assess the financial performance of a company from the perspectives of owners, lenders and managers.	1 – 3
Citizenship, Sustainability & Global Perspectives	G1. Describe the various Canadian and American financial markets and indices.	1 – 2
	G2. Describe the Canadian financial system and the different sources of financing.	1 – 2
	G3. Have a basic understanding of business ethics, corporate social responsibility and corporate governance.	2 – 3
	G4. Integrate social and global perspectives into business analysis and decision-making.	2 – 3
Social Interaction	S1. Work within a group to assess and report on the financial performance of a company from the perspectives of owners, lenders and managers.	3 – 3
	S2. Use a collaborative approach to problem solving and analysis in classroom activities.	3 – 3
	S3. Work within small teams to research and report on financial topics.	3 – 3
Communications	C1. Correctly apply quantitative techniques to value and assess investments. (Quantitative Literacy)	3 – 4
	C2. Use financial statements and financial models in order to make financial decisions. (Quantitative Literacy)	3 – 4
	C3. Use appropriate business communications formats (memos, short formal reports, formal reports) to present research, analysis and findings. (Written Communication)	3 – 3
	C4. Use appropriate computer tools (word processing, spreadsheets) to summarize and present financial information. (Computer Literacy)	3 – 4
	C5. Research and interpret financial models and topics. (Reading)	3 – 4
	C6. Present key findings to a group. (Oral Communication)	3 – 3
	C7. Communicate effectively within a group. (Listening, Reading, Oral Communication, Written Communication., Quantitative Literacy and Computer Literacy)	3 – 4

* See faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “levels” of comprehension.

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COURSE CONTENT:

Week	Topics	Readings
1	Introduction to Course, Goals and Functions of Financial Management Review of Accounting and Financial Statements	Ch. 1 & 14 Ch. 2
2	Review of Accounting and Financial Statements Financial Analysis	Ch. 2 Ch. 3
3	Financial Analysis <i>Excel Lab Assignment (You must be in the lab to get the marks)</i>	Ch. 3
4	Cash Budgeting & Pro Forma Statements	Ch. 4
5	Major Assessment – Term Test #1 (Chapters 1-4,14) Project Preparation Discussion and Class	Ch. 1-4 & 14
6	Operating and Financial Leverage	Ch. 5
7	Working Capital and the Financing Decision	Ch. 6
8	Current Asset Management	Ch. 7
9	Sources of Short Term Financing	Ch. 8
10	Major Assessment – Term Test #2 (Chapters 5-8) The Time Value of Money Valuation and Rate of Return	Ch. 5-8 Ch. 9 Ch. 10
11	Valuation and Rate of Return Weighted Average Cost of Capital and Capital Budgeting	Ch. 10 Ch. 11 & 12
12	Project Report Presentations	
13	Capital Budgeting Decisions Review	Ch. 12
14-15	Final Exam Period - Final exam covers all instructional chapters.	

* **Note** Schedule/Dates: Schedule shown here may change and the exact dates and times for the exams, the online homework and the project reports will be announced in class and/or Moodle.

* **Assignments will be done online using the textbook publisher's Connect software.** Dates TBA

EVALUATION PROFILE:

Assessment	% of Final Grade	Individual/ Group	CAPabilities Assessed			
			Communications	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability, & Global Perspectives
Assignments and quizzes	10%	I	Yes	Yes		Yes
Midterm 1	20%	I	Yes	Yes		Yes
Midterm 2	20%	I	Yes	Yes		Yes
Major Project	20%	G	Yes	Yes	Yes	Yes
Final Exam	30%	I	Yes	Yes		Yes
Total	100%					

Note: Students must achieve a passing grade on the overall test/exam component of the course to achieve a passing grade in the course.

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UNIVERSITY POLICIES:

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Grading Profile:	A+	90-100	B+	77-79	C+	67-69	D	50-59
	A	85-89	B	73-76	C	63-66	F	0-49
	A-	80-84	B-	70-72	C-	60-62		

Emergency procedures: In the event of an emergency, students must follow the emergency procedures posted in the classrooms.

In addition to the policies of the university, the School of Business has the following policies governing the management of our classes and curriculum.

SCHOOL OF BUSINESS POLICIES:

Attendance: Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

Professional Behaviour: Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

English Usage: All assignments are marked for correct English usage, proofreading and formatting.

Missed Exams and Tests Missed exams or tests will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, will be required. For further information, refer the School of Business "Examination & Pivotal Presentation Exemption Policy".

Copyright Policy: Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University website.

Cheating and Plagiarism: Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.

Penalties for Cheating and Plagiarism: A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Incomplete Grades: Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

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COURSE LEVEL POLICIES:

In addition to Capilano University, and the School of Business policies, the following policies govern the management of this course and its curriculum.

REQUIRED TOOLS AND SKILLS: It is the responsibility of the student to check the Moodle teaching website regularly and the publisher's Connect website.

Computer: Application software such as MS Office or similar, Internet access to financial management and investment websites.

On-line Communications: Students must use their Capilano student email accounts to send emails to the instructor and use the Capilano University Moodle Messages to communicate with classmates and group members.

Calculator: Texas Instrument BA II Plus Financial Calculator (Recommended) or HP 10BII Financial Calculator, Sharp EL733 financial calculator.

ASSIGNED READINGS: As posted on instructor's website or as distributed during the term.

SUPPLEMENT: Student Study Guide (optional)

Assignments: All quizzes, assignments and the due date of each quiz and assignment are posted online with Publisher's Connect Website. It is student's responsibility to accomplish those quizzes on-line in time.

Other homework assignments are due at *the start of class* on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

Programmable Tools: Please note the use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.