

**BUSINESS ESSENTIALS MINOR
FIN305
Financial Management
(Fall 2016)**

CONTENTS

INSTRUCTOR INFORMATION	1
COURSE INFORMATION.....	1
CALENDAR COURSE DESCRIPTION	2
LEARNING OUTCOMES	2
TEXTS, READINGS and OTHER LEARNING MATERIALS	3
EVALUATION.....	4
ASSESSMENTS.....	4
TEACHING METHODS	7
COURSE SCHEDULE and DETAILED TOPIC LIST	7
OTHER COURSE ISSUES.....	8
POLICIES AND COURSE PRACTICES.....	8

INSTRUCTOR INFORMATION

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COURSE INFORMATION

Pre-requisites and/or Exclusions: BSM100, BSM200. This course is not available to programs within the Ted Rogers School of Management.

Posting of Grades and Feedback on Work: Grades on assignments and tests will be posted on the D2L website for the course. All assignments submitted for grading will be handed back within three weeks.

E-mail Communication: Students must use the e-mail address listed above to communicate with the instructor. E-mails and D2L bulletin board postings sent Monday to Thursday will be answered within 24 hours. Emails sent Friday to Sunday will be responded to on the following Monday. Students are required to activate and maintain a Ryerson Matrix e-mail account. This shall be the official means by which you will receive university communications. Faculty will not respond to student enquiries from any other e-mail address. See Policy#157 found at <http://www.ryerson.ca/senate/policies/pol157.pdf> for further information on this issue.

Course Weight: 1.00

CALENDAR COURSE DESCRIPTION

This elective course in the Business Essentials Minor program focuses on developing an understanding of fundamental financial management for enhancing success in business. The knowledge and skills acquired by students making a concerted effort to learn will be applicable to a wide range of business contexts including, but not limited to, managing and growing a privately-owned business and being employed in business in a variety of functions (not limited to financial). Topics covered include essential business concepts that impact financial management; financial performance criteria; reading, understanding & analyzing financial statements; interpreting & communicating the results of business performance; the basic impact of taxation on businesses; identifying & obtaining appropriate financial resources; management reporting; and, basic financial planning, budgeting & control.

Format: Hybrid - Combination of Active Class Sessions (2 hours / week) and Online Study (recommended 4-6 hours / week).

LEARNING OUTCOMES

Learning Goals	Learning Objectives	Assurances of Learning
General Learning Goals	Performance to be demonstrated in specific terms	Assessment(s) that correspond to the learning objective.
Communications Expresses ideas (orally and in writing) effectively and accurately, including the use of the terms, concepts and nomenclature of business and financial management.	Students will participate effectively in class discussions involving exercises, problems and cases with financial objectives and/or consequences. Students will submit written responses to questions related to cases that are relevant, contextually sensitive and appropriate.	Hand-in assignments.
Critical thinking Analyze, interpret and synthesize a range of financial information for external and/or internal use, using quantitative and qualitative techniques for the purposes of making or influencing sound and ethical financial decisions.	Students will reflect on their assumptions, their perspective, the perspectives of other stakeholders, and the evidence presented through class discussions of problems and cases.	Hand-in assignments.

Learning Goals	Learning Objectives	Assurances of Learning
Individual responsibility and Group dynamics Demonstrate effective self-management and collaborate effectively within heterogeneous teams.	Students will work in groups during in-class discussions of problems and cases and reflect on learning enhancements derived from the group.	Hand-in assignments. Reflective learning summaries (“Top 3 Practical Learning Notes”).
<i>Management Specific Goals</i>	<i>Performance to be demonstrated in specific terms</i>	<i>Assessment(s) that correspond to the learning objective</i>
Financial decision-making Apply basic accounting & financial concepts to a variety of analyses to assess & interpret business situations, and make operating, investing & financing decisions. Communicate results and anticipate impact on behaviour of other decision-makers.	Students will analyze financial statements, other financial information, problems, and cases with financial content, conduct appropriate analysis and make decision and/or recommendations.	Hand-in assignments. Midterm. Final exam.
Financial planning & control With a basic understanding of financial goals & objectives, plan for and control business operations to enhance the likelihood of achievement.	Students will develop budgets to plan for and control cash for a business enterprise.	Hand-in assignments. Final exam.

TEXTS, READINGS and OTHER LEARNING MATERIALS

Siciliano G. (2015) Finance for Nonfinancial Managers (Second ed.), Toronto: McGraw Hill Education (ISBN 978-0-07-182436-1)

All recorded audiovisual files related to each week’s topics (links are provided in each weekly folder on the D2L course website).

Selected online readings; links to be provided by instructor on D2L course website.

EVALUATION

Assessment	Type	Weight (%)	Due
In-class Weekly-Topic Assignments (ICE-T) [best 8 x 2%]	Group	16	Weeks 2 - 12, except Week 7
In-class Progressive Assignments (ICE-P) [2 x 4%]	Group	8	Weeks 2 - 12, except Week 7
Top 3 Practical Learning Notes (T3PLNs) [2 x 4.5%]	Group	9	Weeks 2 - 12, except Week 7
Subtotal	Group	33	
Online Diagnostic Quizzes (ODQs) [10 x 1]	Individual	10	Weeks 2 - 12, except Week 7
Midterm examination	Individual	24	Week 7
Final examination	Individual	33	Exam period
Subtotal	Individual	67	
Total	Individual	100	

ASSESSMENTS

In-class Weekly-Topic Assignments (ICE-Ts)

Students will organize themselves into groups of 5 (4 or 6 only with Instructor's approval). In 8 of the 10 Lesson Weeks¹, student groups will use a 40 - 60 minute interval of the class to collaborate on completing a gradable assignment related to the application of the concepts assigned for that week. Students are responsible for downloading the in-class assignments onto their laptops when it becomes available – one hour before the class starts.

At least five minutes before the end of the class, each group must submit its assignment to the designated Assignment Dropbox on D2L, which will include an automatic originality check using Turnitin. Each Assignment Dropbox is time-locked for both releasing and accepting submissions. Late submissions will not be accepted and will receive a grade of zero (0), subject to only 2 exceptions². In order to get personal credit for a group assignment, you must be present in class and your original signature must appear on a Group Participation Sheet (available on the D2L Course Website) submitted by the group to the Instructor.

¹ 'Lesson Weeks' include weeks #2-5, 6, & 8-12; weeks excluded are #1 (Intro), Reading Week, #7 (Midterm), and final exam period.

² Exception #1 – A University-wide (to be confirmed by CCS) IT system failure prevented submission at the particular time; Exception #2- The Instructor is responsible for a DropBox programming error.

In-class Progressive Assignments (ICE-Ps)

During two specific Lesson Weeks (see Course Schedule), your same groups of 5 will use a 60 - 90 minute interval of the class to collaborate on completing a gradable assignment which is progressive or comprehensive in nature and may incorporate any or all of the concepts discussed to date. Students are responsible for downloading the semester hand-in onto their laptops when it becomes available – one hour before the class starts.

At least five minutes before the end of the class, each group must submit its assignment to the designated Assignment Dropbox on D2L, which will include an automatic originality check using Turnitin. Each Assignment Dropbox is time-locked for both releasing and accepting submissions. Late submissions will not be accepted and will receive a grade of zero (0), subject to only 2 exceptions². In order to get personal credit for a group assignment, you must be present in class and your original signature must appear on a Group Participation Sheet (available on the D2L Course Website) submitted by the group to the Instructor.

Top 3 Practical Learning Notes (T3PLNs)

During the semester, your group of the same 5 students will submit two (2) separate T3PLN reports for specific Lesson Weeks to be assigned by the Instructor, on a random basis. Each report requires group members to collaborate on reviewing the topics, lessons, theory, concepts, and practises identified in the SCHEDULE (all resources / learning materials) for the preceding week and to identify, in your collective judgement, the 3 most important practical tips, lessons or other critical factors that are likely to impact successful financial management or financial outcomes of business. A 3-page written report will be required which should highlight concisely, for each of the 'Top 3':

- *identification* and *description* of the item;
- your explanation as to *why* it is of such importance; and,
- a related practical *example* (from your experience, or created by you; but not from any textbook, course materials, or online source).

An example of the desired format (template) is posted on the D2L Course Website. These 'Top 3 PLNs' are due to be uploaded to the designated Assignment Dropbox for review by the instructor by 11:59pm on the night that is six (6) days after your class for the particular, relevant Lesson Week covering the topics of your group's submission.

Each Assignment Dropbox is time-locked for accepting submissions. Late submissions will not be accepted and will receive a grade of zero (0), subject to only 2 exceptions². In order to get personal credit for a T3PLN group assignment, you must be actually participate in developing the T3PLN submission and your original signature must appear on a Group Participation Sheet (available on the D2L Course Website) submitted by the group to the Instructor following the Presentation in the next class.

Each Lesson Week, starting in Wk 3, two groups will make brief presentations (10 minutes max.) of their T3PLNs to the class. This will be a competitive or debate style: the first group will

present their ideas; the second group will critique the first group's presentation, possibly offering one or more alternatives to the 'Top 3' selections, with justified explanations. Then, the first group will sum up.

Each T3PLN (except T3PLN12) will be marked out of X, according to the following rubric:

- Each item may receive up to 1 mark for each of the 3 bulleted criteria above; partial marks are awarded; maximum marks available = 3 criteria x 1 mark x 3 items per report = 9 marks;
- Up to 2 marks for clear, concise communication style in the written report (nothing beyond the end of the 3rd page of any submission will be marked, so don't use a title page);
- Up to 4 marks for the accurate and effective presentation of your ideas in class (a max. of 3 presenters is allowed and the use of PowerPoint or similar apps is prohibited) (N/A for T3PLN12);
- Total = 15 marks max. (11 for T3PLN12), which will be converted to a mark out of 4.5%.
- In addition, a bonus mark of 1% will awarded to group making the most compelling argument for their 'Top 3' ('the winner of the debate') based on a class vote (subject to Instructor's veto).

Online Diagnostic Quizzes (ODQs)

Each week students are assigned concepts (both theory and practical) from the online concept list, which must be studied before the next class and can be reviewed as many times as necessary to ensure comprehension. Before the next class (where the concepts assigned will be used for the completion of in-class application assignments), each student will take an online quiz comprised of 10 application questions related to the concepts assigned for that week. The quiz is set up for 3-5 minutes per question (depending on complexity), but every student will be given 50% more time to complete the quiz (e.g. 15-45 minutes for a 10 question quiz).

The quiz related to the concepts for a particular week will be open during that week in D2L for 24 hours only on Tuesdays from 12:00 am to 11:59 pm, and students can access the quiz one time only for maximum length of time provided for that particular quiz. The quiz cannot be opened multiple times, the questions are revealed one at a time and no backtracking is allowed. In addition, the quiz can only be opened on computers that have "lock down browser" installed. An algorithm has been created to ensure every student has a unique set of questions in his/her quiz. Over the course of the semester, students will answer 100 questions.

Technically, it is not possible to provide the right answers after the quiz has been taken, as each student receives a unique quiz. The types of questions are similar to those at the end of every audiovisual file. If you have difficulty with those questions, you will have difficulty with the quiz.

Midterm

The midterm covers theory, concepts, application, analysis, decision-making and interpretation. Material is drawn from in-class material, online materials posted on D2L, and the textbook. It will be 120 minutes in length, and will have an approximate allocation of 67% quantitative and 33% qualitative responses.

Students who miss the midterm for a justifiable reason (see POLICIES AND COURSE PRACTICES section) may be given an opportunity to write a makeup test or examination on a designated day in a designated location to be determined by the instructor. All make-up tests and examinations will be in essay format, but will still require quantitative analysis.

Final Examination

The final examination is comprehensive in that all of the work for the entire course will be tested. It will be 120 minutes in length, and will have an approximate allocation of 67% quantitative and 33% qualitative responses. It will be written during the examination period.

Students who miss the final examination for a justifiable reason (see POLICIES AND COURSE PRACTICES section) may be given an opportunity to write a makeup test or examination on a designated day in a designated location to be determined by the instructor. All make-up tests and examinations will be in essay format, but will still require quantitative analysis.

Students receive the results of their first test/term work before the final deadline for dropping courses without academic penalty.

TEACHING METHODS

This course is designed in a primarily “flipped” format but is augmented with instructor-led demonstrations and discussions to help students clarify their understanding and ability to apply course concepts. Knowledge transmission, the traditional focus of in-class lectures, is completed outside of class. Course concepts are presented in audiovisual files which are primarily narrated PowerPoint presentations. Several concepts will be assigned each week and students can listen to the files as often as it takes to achieve understanding. Assignments traditionally completed outside of class are the focus of the majority of two hour in-class activities. There are no formal lectures during class time and students are expected to come to class having studied the concepts, reviewed the audiovisual files, and read the textbook and other material assigned.

In-class time will typically be devoted to demonstrations, discussing & debating concepts, working in groups, collaborating on problems and cases and enhancing your learning and the learning of your group-mates through interaction and consultation with the instructor.

COURSE SCHEDULE and DETAILED TOPIC LIST

Please refer to the separate document ‘FIN305 – 2016F – Course Schedule v1’ for a list of topics, concepts, sub-concepts, and assigned readings on a week-by-week basis.

OTHER COURSE ISSUES

All communication about the course or material related to the course is posted on the D2L course site. In addition, all student study resources can be accessed through D2L. Students are expected to check the site regularly for updates.

All written work must be submitted to Turnitin.com through the course D2L site. Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.

POLICIES AND COURSE PRACTICES

Course Management

Every effort will be made to manage the course as stated. However, adjustments may be necessary during the term at the discretion of the instructor. If so, students are advised, and alterations are discussed prior to implementation in class and through an announcement on D2L.

Academic Consideration

- Students must submit assignments on time and write all tests and exams as scheduled. **Failure to do so will result in a grade of zero (0) without the work being marked.**
- Assignments submitted for grading will be handed back within three weeks except for the final exam.
- **There will be no penalty for work missed for a justifiable reason. Students need to inform the instructor of any situation that arises during the semester that may have an adverse effect on their academic performance, and request any necessary considerations according to the policies and well in advance. Failure to do so will jeopardize any academic appeals.**
- Except in cases of accommodations for disabilities, where documentation is handled directly by the Access Centre, students must fill out an Academic Consideration form and **submit it to their own program office [e.g. TRSBM students, please submit to TRS 1-004]:** http://www.ryerson.ca/content/dam/senate/forms/academic_consideration_document_submission.pdf. In addition, the following procedures must be followed:
 - **Medical certificates** – If a student is going to miss a deadline for an assignment, a test or an examination because of illness, he/she must submit a medical certificate (see www.ryerson.ca/senate/forms/medical.pdf for the certificate) **to their program office** within 3 working days of the missed assignment deadline, test or examination. The program office will notify the instructor that the documents have been received. It is the student's responsibility to make arrangements with the instructor for a make-up exam.
 - **Religious observance** –Students must file the necessary forms for accommodation of religious observance at the beginning of the term, or for final exams, as soon as the exam schedule is posted (see policy on Accommodation of Student Religious Observance Obligations and related form). The student must submit a Request for Accommodation

form (<http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>) to their program office. The office will notify the instructor when they have received the request form.

- **Other requests for Academic Consideration** not related to medical or religious observation must be submitted in writing together with the Academic Consideration form to the student's program office. The letter must clearly state the reasons for the request and describe the events or circumstances that seriously impair the student's ability to meet their academic obligations, and that are beyond the student's control. When possible, supporting documentation must be attached to the letter. The office will notify the instructor once they have received the request.
- **Students with disabilities** - In order to facilitate the academic success and access of students with disabilities, these students should register with the Access Centre www.ryerson.ca/accesscentre/. Before the first graded work is due, students should also inform their instructor through an "Accommodation Form for Professors" that they are registered with the Access Centre and what accommodations are required. For tests/midterms exams, it is the student's responsibility to book an upcoming test at least 7 days prior to the date of writing the test. For final exams, it is the student's responsibility to book an upcoming final exam time at least 2 weeks prior to the beginning of the examination period. The student must confirm the date with the instructor. For complete details please refer to: <http://www.ryerson.ca/accesscentre/>.
- **Regrading or recalculation** – These requests must be made to the instructor within 10 working days of the return of the graded assignment to the class. These are not grounds for appeal, but are matters for discussion between the student and the instructor.
- Submission of the Academic Consideration form and all supporting documentation to your program office does not relieve you of the responsibility to **NOTIFY YOUR INSTRUCTOR** of the problem as soon as it arises, and to contact the instructor again after the documents have been submitted in order to make the appropriate arrangements.
- **If you do not have a justifiable reason for an absence and/or have not followed the procedure described above, you will not be given credit or marks for the work missed during that absence.**
- If the course timetable permits, students who miss a major test or examination (worth more than 5%) for a justifiable reason may be given an opportunity to write a makeup test or examination on a designated day in a designated location to be determined by the instructor. All make-up tests and examinations will be in essay format. If the course timetable does not permit a makeup to be scheduled, the marks will be added to the final examination. Whether the alternative of a makeup or addition to the final exam is chosen is solely up to the instructor.

For more detailed information on these issues, please refer to Senate Policy 134 at (Undergraduate Academic Consideration and Appeals) and Senate Policy 150 (Accommodation of Student Religious Observance Obligations). Both can be found at www.ryerson.ca/senate/policies/.

Academic Integrity

- Students are required to adhere to all relevant University policies, such as the Student Code of Academic Conduct. University regulations concerning unacceptable academic conduct (cheating, plagiarism, impersonation, etc.) will be followed. See the Ryerson University calendar or online versions at <http://www.ryerson.ca/senate/policies/pol60.pdf> and <http://www.ryerson.ca/senate/policies/pol61.pdf> for more explanation.
- Plagiarism is a serious academic offence and penalties range from zero in an assignment all the way to expulsion from the university. In any academic exercise, plagiarism occurs when one offers as one's own work the words, data, ideas, arguments, calculations, designs or productions of another without appropriate attribution or when one allows one's work to be copied. (See the Ryerson Library for APA style guide references: <http://www.ryerson.ca/library/subjects/style/index.html>).
- It is assumed that all examinations and work submitted for evaluation and course credit are the product of individual effort, except in the case of team projects arranged for and approved by the course instructor. Submitting the same work to more than one course, without instructors' approval, is also considered plagiarism.
- Students who have committed academic misconduct for the first time will, at a minimum receive a "0" on the work, and an instructor may assign an "F" in the course. The Academic Integrity Seminar will also be assigned and students will have the notation **Disciplinary Notice (DN)** placed on their academic record and official transcript. The notation shall remain until the students graduate, or for eight (8) years, whichever comes first.
- Students who commit academic misconduct a second time shall be placed on **Disciplinary Suspension (DS)** for up to two years, at which time they may apply for reinstatement to a program. The designation DS shall be placed on their permanent academic record and official transcript. The notation shall remain until students graduate, or for eight (8) years, whichever comes first.
- **Disciplinary Withdrawn standing (DW)** shall be permanently noted on students' academic records and official transcripts.
- **Expulsions** shall be permanently noted on students' academic records and official transcripts.
- Students may not drop a course when they have been notified of the suspicion of academic misconduct. If a student attempts to drop the course, the Registrar's office will re-register the student in that course until a decision is reached.
- When an instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor shall be permitted to submit that work to any plagiarism detection service.
- **Cheating on an Exam or Test:** Ryerson's Examination Policy requires that all students have a valid student identification card or other photo identification on their desk at all times when taking an examination. If it is suspected that someone is impersonating a student, the photo identification of that person will be checked, and the person will be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. Security may be called, if circumstances warrant.

Standard for Written Work

- Students are expected to use an acceptable standard of business communication for all assignments. You are encouraged to obtain assistance from the Writing Centre (www.ryerson.ca/writingcentre) for help with your written communications as needed. (See the Ryerson Library for APA style guide references: <http://www.ryerson.ca/library/subjects/style/index.html>).

Maintaining a Professional Learning Environment

- During class time, except in emergency situations, laptop or tablet computers, cell phones, smart phones, and other electronic devices may only be used for academic activities (e.g. note-taking, class presentations). Students not complying with this requirement may be asked to leave the classroom.

Make-ups - Assignments, Tests and Exams

- Should a student miss a mid-term test or equivalent (e.g. studio or presentation), with appropriate documentation, a make-up will be scheduled as soon as possible in the same semester. Make-ups cover the same material as the original assessment but are not in an identical format. Only if it is not possible to schedule such a make-up may the weight of the missed work be placed on the final exam, or another single assessment. This may not cause that exam or assessment to be worth more than 70% of the student's final grade. For more detailed information on assignment and test policies, please refer to Pol#145 at <http://www.ryerson.ca/senate/policies/pol145.pdf>.

Examinations

- During examinations, students must display their Ryerson photo ID cards. All electronic devices, such as cell phones and mp3 players are prohibited. Students are also not permitted to wear hats or to have food or drink (unless it is in a clear container with no label).
- For more detailed information on examination policies, please refer to Pol#135 at <http://www.ryerson.ca/senate/policies/pol135.pdf>.

Academic Grading Policy

- Evaluation of student performance follows established academic grading policy outlined in the Ryerson GPA Policy (See Pol#46 at <http://www.ryerson.ca/senate/policies/pol46.pdf>)
The grading system is summarized below:

Definition	Letter Grade	Grade Point	Conversion Range
Excellent	A+	4.33	90-100
	A	4.00	85-89
	A-	3.67	80-84
Good	B+	3.33	77-79
	B	3.00	73-76
	B-	2.67	70-72
Satisfactory	C+	2.33	67-69
	C	2.00	63-66
	C-	1.67	60-62
Marginal	D+	1.33	57-59
	D	1.00	53-56
	D-	0.67	50-52
Unsatisfactory	F	0.00	0-49