



**Finance for Non-Accountants – ACCT 264**  
Business Administration Program/Administrative Studies

**Course Outline**

COURSE IMPLEMENTATION DATE:      Pre 1998  
OUTLINE EFFECTIVE DATE:            September 2016  
COURSE OUTLINE REVIEW DATE:      March 2021

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**GENERAL COURSE DESCRIPTION:**

This course is designed to teach non-accounting majors to understand the basic concepts of finance, to have a good understanding of financial analysis, improve their decision-making skills and apply the theory of finance to solve business problems. Topics include preparation of cash flows statement, financial statement analysis, profit planning, working capital management, budgeting, cost of capital, capital structure, time value of money and business valuation.

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**Program Information:** This course is required for business administration students who are not pursuing a career in accounting.

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**Delivery:** This course is delivered face-to-face and online.

**COTR Credits:** 3

**Hours for this course:** 45 hours

**Typical Structure of Instructional Hours:**

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
<b>Total</b>	45

**Practicum Hours (if applicable):**

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	

**Course Outline Author or Contact:**

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Signature**APPROVAL SIGNATURES:**

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Department Head Signature

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Valid from: September 2016 – March 2021

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Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:****Prerequisites:** ACCT 261**Corequisites:** None

Students require a minimum grade of “C-” in a pre-requisite course to progress to the subsequent course. A grade of “D” grants credit. Students require a minimum grade of “C” for credit towards the BBA degree

**Flexible Assessment (FA):**Credit can be awarded for this course through FA  Yes  No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** N/A

## Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Each student needs a textbook. Students also require a financial calculator.

Atrill, Peter and Hurley, Paul, *Financial Management for Decision Makers*, 2<sup>nd</sup> Canadian Edition. Pearson Canada, 2012.

Please see the instructor's syllabus or check COTR's online text calculator

[http://www.cotr.bc.ca/bookstore/cotr\\_web.asp?IDNumber=164](http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164) for a complete list of the currently required textbooks.

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## LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- understand the role of financial management within a business;
  - identify and evaluate some of the external factors that one must consider to improve a company's bottom line;
  - examine the contents and structure of the statement of income and statement of comprehensive income, the statement of changes in equity and statement of financial position;
  - prepare cash flow statements for business and not-for-profit organizations;
  - analyze financial statements by using meaningful ratios;
  - apply break-even analysis to help maximize profitability;
  - apply several strategies to manage working capital efficiently;
  - analyze a firm's performance to determine its strengths and weaknesses and be able to use financial analysis to improve performance;
  - prepare projected financial statements and how to measure growth and financial health;
  - describe financial needs and financing requirements;
  - explain financial and capital structure and explain the cost concepts;
  - demonstrate the importance of leverage analysis and calculate the different leverages;
  - understand and apply the concept of the time value of money;
  - evaluate capital investment decisions by using time-value-of-money yardsticks;
  - assess capital investments by measuring risk; and
  - apply and understand the different business valuation models.
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## COURSE TOPICS:

- Overview of financial management
- Accounting and financial statements
- Statement of cash flows
- Financial statement analysis
- Profit planning and decision making
- Working capital management
- Planning, budgeting and controlling
- Sources and forms of financing
- Cost of capital, capital structure and financial markets

- Time-value-of-money concept
- Capital budgeting
- Business valuation

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

**EVALUATION AND ASSESSMENT Face-to-Face and Online Delivery:**

Assignments	% Of Total Grade
Online Quizzes	10%
Homework/Assignments	10%
Project	10%
Midterm	35%
Final Exam	<u>35%</u>
Total	100%

Notes:

1. Final exam will be given in the exam period at the end of the semester.
2. Students will be expected to complete homework regularly and check and correct their answers.

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

**EXAM POLICY:**

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

**COURSE GRADE:**

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but "C" is required as a prerequisite for sequential courses.

**ACADEMIC POLICIES:**

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.