UNIT OUTLINE

Read this document to learn essential details about your unit. It will also help you to get started with your studies.

BFA503
Introduction to Financial Management

Semester 1, 2015

THIS UNIT IS BEING OFFERED IN: HOBART

Taught by:
Lecturer: Roger Colbeck
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Contact Details

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Consultation: TBA
Unit Description

This subject examines the goals and functions of corporate financial management. We are concerned with financial decision making; specifically the techniques used by financial managers and corporate treasurers to make investment and financing decisions, as well as the major considerations and issues they face in making these decisions in the contemporary business environment.

Our pre-occupation in this subject will be with cash flows (economic profit). Recent history has shown that corporations which regularly report sound accounting (book) profits can still become bankrupt because they are not economically viable as they do not have adequate cash to fulfil their obligations. The prime objective of the financial manager is first to preserve and then to increase the market value (share price) of the company, and this can only be achieved if the market envisages adequate future cash flows. Dividends can only be paid out of cash holdings - not book profit.

Students who successfully complete this subject should obtain the following.

1. An understanding of the scope and methodology of the finance function and its role in corporate management.

2. An understanding of the techniques that equip financial managers to evaluate the investment, financing and dividend policies of companies, and the ability to apply these techniques.

3. Skills in the identification and analysis of financial problems; and analysis of the impact of economic, tax and legal changes on the strategic and financial position of the corporation.

Prior Knowledge &/or Skills OR Pre-Requisite Unit(s)

There are no prerequisites for this unit.

Enrolment in the Unit

Unless there are exceptional circumstances, students should not enrol in this unit after the end of week two of semester, as the Tasmanian School of Business and Economics (TSBE) cannot guarantee that:

- any extra assistance will be provided by the teaching team in respect of work covered in the period prior to enrolment; and
- penalties will not be applied for late submission of any piece or pieces of assessment that were due during this period.

When does the unit commence?

The unit’s teaching schedule commences in the week beginning 23 February, 2015.
<table>
<thead>
<tr>
<th>INTENDED LEARNING OUTCOMES</th>
<th>ASSESSMENT METHODS</th>
<th>DISCIPLINE LEARNING OUTCOMES</th>
<th>GRADUATE ATTRIBUTE OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this unit you will learn:</td>
<td></td>
<td></td>
<td>The assessments and teaching activities in this unit have been designed to develop the following graduate attributes in students.</td>
</tr>
</tbody>
</table>
| Learning Outcome 1 | Explain the role of financial management | Tutorial participation Assignment | ‣ Judgement  
Exercise judgement, with guidance, to solve routine problems within a business context using a socially responsible and global orientation. |
| An understanding of the scope and methodology of the finance function and its role in corporate management. | Discuss the principles of risk and return in financial decisions | Tutorial participation Assignment | ‣ Knowledge  
Integrate theoretical and technical knowledge in accounting and accountability. |
| | Explain portfolio theory, capital budgeting, capital structure, working capital management and dividend policy | Online tests Tutorial participation Assignment Exam | ‣ Application Skills  
Critically apply theoretical and technical knowledge to solve routine accounting and related problems. |
| Learning Outcome 2 | Identify financial models/ techniques/ formulae relevant to a given situation | Online tests Tutorial participation Assignment Exam | ‣ Communication and Teamwork  
Justify and communicate accounting advice and ideas in straightforward collaborative contexts involving both accountants and non-accountants in a clear and independent manner. |
| The ability to identify, analyse and solve financial problems confronting business enterprises, particularly problems relating to corporate investment, asset management and financing decisions; | Determine the relevance of financial data and information to financial analysis. | Online tests Tutorial participation Assignment Exam | |
| | Select and apply correct financial techniques to financial calculations | Online tests Tutorial participation Assignment Exam | |
| Learning Outcome 3 | Interpret the meaning of financial calculations | Tutorial participation Assignment Exam | ‣ Self-Management  
Reflect on performance feedback to identify and act upon learning opportunities and self-improvements. |
| The ability to demonstrate critical evaluation and communication skills relating to the scope, methodology, role, objectives and ethics of financial management within business organisations. | Be able to employ analytical techniques, using contemporary electronic aids appropriate to financial decision making | Tutorial participation Assignment Exam | ‣ Social responsibility:  
The ability to apply the ethical requirements of University study. Awareness of the responsibilities of financial decision makers to society and societal expectations of business. |
| | Discuss theoretical financial issues or topical financial information in front of a group | Tutorial participation Assignment | |
# Learning Expectations and Teaching Strategies/Approach

The University is committed to a high standard of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The University’s Code of Conduct for Teaching and Learning states:

*Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

## Work, Health and Safety (WH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit, you should refer to the University’s policy at: [www.utas.edu.au/work-health-safety](http://www.utas.edu.au/work-health-safety).

## Learning Resources

### Prescribed Text


### Recommended Texts


### Other Recommended Resources

#### Journals and Periodicals

Financial management is a dynamic area. Students are therefore urged to follow current events and developments in finance in the press. This includes reading the following periodical regularly (look for special student offers): The Australian Financial Review ([www.afr.com](http://www.afr.com)), The Economist.
There are many resources on the web, but be aware not all of them are worthwhile. Consult the leading textbooks for references. Among academic journals look in Journal of Finance, Journal of Applied Corporate Finance, Accounting and Finance, and other journals that can be found in the library.

**My Learning Online (MyLO)**

Access to the MyLO online learning environment unit is required for this unit. The unit has its own MyLO site.

To log into MyLO and access this unit, go to: [http://www.utas.edu.au/mylo](http://www.utas.edu.au/mylo). To access the unit, select BFA503 Introduction to Financial Management. **These instructions will help you to log in for the first time.**


**Technical requirements for MyLO**

For help and information about setting up your own computer and web browser for MyLO, see: [http://uconnect.utas.edu.au/](http://uconnect.utas.edu.au/)

While on campus, you can access the University network and MyLO via a laptop computer or other mobile device. See: [http://www.utas.edu.au/service-desk/uconnect/uconnect-on-campus](http://www.utas.edu.au/service-desk/uconnect/uconnect-on-campus)


For further technical information and help, contact the UTAS Service Desk on 6226 1818 or at [http://www.utas.edu.au/service-desk](http://www.utas.edu.au/service-desk) during business hours.

**Learning to use MyLO**

When you log into MyLO, you will see a unit called **Getting Started with MyLO**. Enter this unit to learn more about MyLO, and to practise using its features.

**MyLO Expectations**

1. Students are expected to maintain the highest standards of conduct across all modes of communication, either with staff or with other students. Penalties may be imposed if the Unit Coordinator believes that, in any instance or mode of communication, your language or content is inappropriate or offensive. MyLO is a public forum. Due levels of respect, professionalism and high ethical standards are expected of students at all times.

2. Submission of assessment tasks via MyLO presumes that students have read, understood and abide by the requirements relating to academic conduct, and in particular, those requirements relating to plagiarism. All work submitted electronically is presumed to be “signed-off” by the student submitting as their own work. Any breach of this requirement will lead to student misconduct processes.

3. MyLO is an Internet service for teaching and learning provided by the University. It is expected that you check your units in MyLO for updates at least once a day.
IMPORTANT! Before you are provided with access to your unit’s MyLO resources, you must complete the Student Agreement form. To do this:

1. Access the unit’s MyLO site.
2. Locate the Begin Here folder and click on it to open it. You can find the Begin Here folder by scrolling down until you see Content Browser OR by clicking on the Content button.

3. Once you have opened the Begin Here folder, click on the Student Agreement file.

4. Read the terms, then check the I agree box. You should now be able to access all available unit content on MyLO. You only need to do this once in each MyLO unit.

Other important resources on MyLO
Students are expected to regularly check on MyLO for any updates in relation to the unit. Essentially, MyLO has been incorporated into the delivery of this unit to enhance students’ learning experience, by providing access to up-to-date course materials, and allowing for online discussion. In addition to the lecture slides which are uploaded on MyLO on a weekly basis, other unit-related materials such as supplementary readings and assessment guides can also be accessed on MyLO. Further, students are also expected to engage in an active discussion about issues related to the unit through the discussion forums or chat rooms that are available on MyLO: this is particularly helpful for distance students who may utilise the facilities available on MyLO to contact their fellow distance students and form groups to complete any group assessment tasks for this unit. In this regard, MyLO should be treated as the unit’s critical platform for learning and communication.

Student Feedback via eVALUate
At the conclusion of each unit, students will be asked to provide online responses to a number of matters relating to the learning and teaching within that unit. All students are asked to respond honestly to these questions, as all information received is used to enhance the delivery of future offerings.

Changes to this Unit Based on Previous Student Feedback
Tutorial/workshop participation has been altered to reduce its competitive nature and to broaden participation to more questions and problems in a tutorial. Lecture/ tutorial material will be complemented by topical articles from the financial press/ financial websites.
Details of Teaching Arrangements

Workshop

There is a 3 hour workshop once per week. Refer to the University timetable for times and venues and the Study Schedule at the end of this outline. The workshops will consist of 2 parts: intertwining presentations and practical exercises. The sessions contain two or three presentations that fit within the theme of the workshop (20-25 minutes each) followed by a discussion and practical exercises (20-30 minutes each).

About 90 minutes of each workshop per week, beginning in Week 1, is allocated for practical exercises, discussions and feedback sessions. It is very important that you complete all the relevant reading and attempt all the required exercises before attending each week's workshop. Details of the practical exercises and discussions are outlined in the last slide of the weekly Presentation Handout available on MyLO.

Failure to adhere to these requirements could result in lower participation marks due to incomplete recording of your workshop participation.

The practical exercises, discussions and feedback sessions are designed to help ensure that you develop a fuller understanding of and an ability to use the material that is covered by the text and in presentations. The motivation for practical exercises, discussions and feedback sessions assessment is to encourage students to prepare answers, attend workshops and contribute to class discussion.

Workshop participation is worth 6% of the final unit mark (therefore each workshop from week 2 is worth 0.5% of the final unit mark). This, along with the fact that set questions covered in workshops will be similar in nature and difficulty to the problems in the end of semester exam, should provide sufficient incentive for students to participate in workshops.

The practical exercises, discussions and feedback sessions are generally theoretical in nature and are important in aiding students’ learning of the subject matter and in interpreting the calculations undertaken in problems. Only selected answers will be available for each workshop and photographing displayed answers in workshops will not be allowed. Articles from the financial press may also be provided for discussion in workshops.

Practical exercises, discussions and feedback sessions may be broken down into sub parts and questions may be asked that have not been specifically set for preparation but nevertheless relate to the subject matter. This tests students' broader knowledge and their ability to apply the knowledge to other situations including the real world.

Solutions to selected practical exercises, discussions and feedback sessions will be available on MyLO after the end of the respective tutorial week.
TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT
Check the MyLO News tool at least once every two days. The unit News will appear when you first enter our unit’s MyLO site. Alternatively, click on the News button (towards the top of the MyLO screen) at any time.

WHEN YOU HAVE A QUESTION
Other students may have the same question that you have. Please go to the Q&A Forum on our course’s MyLO site. Check the posts that are already there – someone may have answered your question already. Otherwise, add your question as a new topic. Students are encouraged to support each other using this forum – if you can answer someone’s question, please do. We will attempt to respond to questions within 48 business hours. If your question is related to a personal issue or your performance in the unit, please contact the appropriate teaching staff member by email instead.

WHEN YOU HAVE AN ISSUE THAT WILL IMPACT ON YOUR STUDIES OR THE SUBMISSION OF AN ASSESSMENT TASK
If you have a personal question related to your studies or your grades, please contact teaching staff by email.

A NOTE ABOUT EMAIL CORRESPONDENCE
You are expected to check your UTAS email (WebMail) on a regular basis – at least three times per week. To access your WebMail account, login using your UTAS username and password at https://webmail.utas.edu.au/.

You are strongly advised not to forward your UTAS emails to an external email service (such as gmail or Hotmail). In the past, there have been significant issues where this has occurred, resulting in UTAS being blacklisted by these email providers for a period of up to one month. To keep informed, please use your UTAS email as often as possible.

*IMPORTANT* Please email teaching staff when you have a question or issue of a personal nature, for example, you have a family issue that is affecting your studies. For general questions about the unit, please add them to the Q&A forum on our unit’s MyLO site. This way, other students can also benefit from the answers.

We receive a lot of emails. Be realistic about how long it might take for us to respond. Allow at least two (2) business days to reply. Staff are not required to respond to emails where students do not directly identify themselves, are threatening or offensive, or come from external (non-UTAS) email accounts.

When you write an email, you must include the following information. This helps teaching staff to determine who you are and which unit you are talking about.

- Family name;
- Preferred name;
- Student ID;
- Unit code (i.e., BFA503)
- Questions
- If your question is about an assessment task, please include the assessment task number or name.
Assessment

Assessment Schedule

In order to pass this unit you must achieve an overall mark of at least 50% of the total available marks. Details of each assessment item are outlined below.

<table>
<thead>
<tr>
<th>Assessment Items</th>
<th>Due Date</th>
<th>Value/Weighting</th>
<th>Link to Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Three (3) Online tests</td>
<td>To be completed weeks 4, 8, 12 Wed 9.00 am – Sun 5.00pm</td>
<td>12%</td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>2. Workshop engagement</td>
<td>Weekly from Week 2</td>
<td>6%</td>
<td>1, 2 &amp; 3</td>
</tr>
<tr>
<td>3. Assignment</td>
<td>2:00pm, Monday 11 May, 2014</td>
<td>22%</td>
<td>1, 2 &amp; 3</td>
</tr>
<tr>
<td>4. End of semester exam</td>
<td>In University exam period</td>
<td>60%</td>
<td>1, 2 &amp; 3</td>
</tr>
</tbody>
</table>

Assessment Item 1

**Task Description:** The three (3) online tests each comprise 30 multiple-choice questions involving theory and calculations. The purpose of these tests is to assess your understanding of the concepts and issues included in the modules from the previous 3-4 weeks. The duration of each test is one hour.

Ensure you are prepared before taking a test by having a calculator ready, factor tables and pen and paper, if necessary. You are only allowed one attempt per test. Incorrect answers only will be available for review.

**Task Length**

Not Applicable.

**Assessment Criteria:** Each online test is 4% of total unit assessment.

Your result will not be available until after 6.00pm on MyLO under grades. Only incorrect answers will be available for review.

**Link to Unit's Learning Outcomes:** Refer to the table on page 4.

**Due Date:** To be completed weeks 4, 8, 12 Wed 9.00am – Sun 5.00pm

**Value:** 12%
Assessment Item 2

Task Description: Engagement during each workshop, as evidenced by making one or more oral contributions that add/s value to the tutorial.

Task Length: Variable.

Assessment Criteria: Your result will not be available till Friday week 13 after 6.00pm on MyLO under grades. 6% of total unit assessment.

Link to Unit’s Learning Outcomes: Refer to the table on page 4.

Due Date: Weekly during the workshop from Week 2.

Value: 6%

Assessment Item 3

Task Description: A written in-depth analysis of corporate finance topics.

Task Length: No set word limit, however interpretation of calculations, where requested, will require a minimum of one paragraph.

Assessment Criteria: This assignment is worth 22% of the total unit assessment. The results will be posted through MyLO grades, and will be available within a period of 7 to 10 working days.

Link to Unit’s Learning Outcomes: Refer to the table on page 4.

Due Date: 2pm Monday on the 11 May

Value: 22%

Assessment Item 4 – Final exam

Task Description: Three-hour written examination that assesses all intended learning outcomes and represents 60% of the total unit assessment. The purpose of the final exam is to assess your understanding of the theories and models learned in the semester, as well as your competence in solving and analysing complex problems. The problem-solving questions require you to distinguish and select appropriate methods and models to achieve a solution. The short answer questions involve the need to summarise, define and explain the concepts and theories acquired. A formula sheet is attached to the exam paper.

Task Length: Variable.

Assessment Criteria: See above.

Link to Unit’s Learning Outcomes: Refer to the table on page 4.

Due Date: Exam period.

Value: 60%
Your final examination for this unit will be held during the scheduled examination period as indicated by Student Administration in correspondence to you.

Examinations will normally be scheduled Monday to Saturday inclusive. Examinations may be held during the day or evening and students should consult the university information which will be made available towards the end of semester.

You are advised to make any necessary arrangements with employers now for time off during the examination period to sit this examination. Your participation at the scheduled time is not negotiable unless there are exceptional circumstances. Note that you will be expected to sit the examination at your recorded study centre. To find out more go to the Exams Office website: http://www.utas.edu.au/exams/home.

### Submission of Assessment Items

**Lodging Assessment Items**

Assignments must be submitted electronically through the relevant assignment drop box in MyLO and a hardcopy submitted to the designated unit TSBE drop box. *Students must ensure that their name, student ID, unit code, tutorial time and tutor’s name are clearly marked on the first page. If this information is missing, the assignment will not be accepted and, therefore, will not be marked.*

Where appropriate, unit coordinators may also request students submit a paper version of their assignments.

Please remember that you are responsible for lodging your assessment items on or before the due date and time. We suggest you keep a copy. Even in ‘perfect’ systems, items sometimes go astray.

### Late Assessment and Extension Policy

In this Policy

1. (a) ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays; (b) ‘late’ means after the due date and time; and (c) ‘assessment items’ includes all internal non-examination based forms of assessment

2. This Policy applies to all students enrolled in TSBE Units at whatever Campus or geographical location.

3. Students are expected to submit assessment items on or before the due date and time specified in the relevant Unit Outline. The onus is on the student to prove the date and time of submission.

4. Students who have a medical condition or special circumstances may apply for an extension. Requests for extensions should, where possible, be made in writing to the Unit Coordinator on or before the due date. Students will need to provide independent supporting documentation to substantiate their claims.

5. Late submission of assessment items will incur a penalty of 10% of the total marks possible for that piece of assessment for each day the assessment item is late unless an extension had been granted on or before the relevant due date.

6. Assessment items submitted more than five (5) days late will not be accepted.

7. Academic staff do NOT have the discretion to waive a late penalty, subject to clause 4 above.
Academic Referencing and Style Guide

Before starting their assignments, students are advised to familiarise themselves with the following electronic resources.

The first is the Harvard Referencing System Style Guide, which can be accessed from the UTAS library: http://utas.libguides.com/content.php?pid=27520&sid=199808. The Harvard style is the appropriate referencing style for this unit and the guide provides information on presentation of assignments, including referencing styles. In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The second is the Tasmanian School of Business and Economics’s Writing Assignments: A Guide, which can be accessed at: http://www.utas.edu.au/business-and-economics/student-resources. This guide provides students with useful information about the structure and style of assignments in the TSBE.

Review of Assessment and Results

Review of Internal Assessment

It is expected that students will adhere to the following policy for a review of any piece of continuous/internal assessment. The term continuous/internal assessment includes any assessment task undertaken across the teaching phase of any unit (such as an assignment, a tutorial presentation, and online discussion, and the like), as well as any capstone assignment or take-home exam.

Within five (5) days of release of the assessment result a student may request a meeting with the assessor for the purpose of an informal review of the result (in accordance with Academic Assessment Rule No. 2 Clause 22 – www.utas.edu.au/university-council/university-governance/rules). During the meeting, the student should be prepared to discuss specifically the marks for the section(s) of the marking criteria they are disputing and why they consider their mark(s) is/are incorrect. The assessor will provide a response to the request for review within five (5) days of the meeting.

If the student is dissatisfied with the response they may request a formal review of internal assessment by the Head of School, with the request being lodged within five (5) days of the informal review being completed. A Review of Internal Assessment Form is available at the following link: http://www.utas.edu.au/business-and-economics/student-resources/forms. The form must be submitted to the TSBE Office.

Review of Final Exam/Result

In units with an invigilated exam students may request a review of their final exam result. You may request to see your exam script after results have been released by completing the Access to Exam Script Form, which is available from the TSBE Office, or at the following link –
http://www.utas.edu.au/business-and-economics/student-resources/forms. Your unit coordinator will then contact you by email within five (5) working days of receipt of this form to go through your exam script.

Should you require a review of your final result a formal request must be made only after completing the review of exam script process list above. To comply with UTAS policy, this request must be made within ten (10) days from the release of the final results (in accordance with Academic Assessment Rule No. 2 Clause 22 – www.utas.edu.au/university-council/university-governance/rules). You will need to complete an Application for Review of Assessment Form, which can be accessed from http://www.utas.edu.au/exams/exam-and-results-forms. Note that if you have passed the unit you will be required to pay $50 for this review.

The TSBE reserves the right to refuse a student request to review final examination scripts should this process not be followed.

Further Support and Assistance

If you are experiencing difficulties with your studies or assessment items, have personal or life-planning issues, disability or illness that may affect your study, then you are advised to raise these with your lecturer or tutor in the first instance.

If you do not feel comfortable contacting one of these people, or you have had discussions with them and are not satisfied, then you are encouraged to contact:

DIRECTOR OF POSTGRADUATE PROGRAMS
Name: Dr Rob Hecker
Room: 304, Commerce Building, Sandy Bay
Email: Rob.Hecker@utas.edu.au

Students are also encouraged to contact their Undergraduate Student Adviser who will be able to help in identifying the issues that need to be addressed, give general advice, assist by liaising with academic staff, as well as referring students to any relevant University-wide support services. Please refer to the Student Adviser listings at www.utas.edu.au/first-year/student-advisers for your adviser’s contact details.

There is also a range of University-wide support services available to students, including Student Centre Administration, Careers and Employment, Disability Services, International and Migrant Support, and Student Learning and Academic Support. Please refer to the Current Students website (available from www.utas.edu.au/students) for further information.

If you wish to pursue any matters further then a Student Advocate may be able to assist. Information about the advocates can be accessed from www.utas.edu.au/governance-legal/student-complaints.

The University also has formal policies, and you can find out details about these policies from the following link – http://www.utas.edu.au/registrar/student-complaints/.
Academic Misconduct and Plagiarism

**Academic misconduct** includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

(a) seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

(b) improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline. This can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see [http://www.utas.edu.au/university-council/university-governance/ordinances](http://www.utas.edu.au/university-council/university-governance/ordinances).

Plagiarism is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own, for example:

- using an author’s words without putting them in quotation marks and citing the source;
- using an author’s ideas without proper acknowledgment and citation; or
- copying another student’s work.

It also means using one’s own work from previously submitted assessment items if repeating a unit.

**If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor** for relevant referencing guidelines, and the academic integrity resources on the web at [http://www.academicintegrity.utas.edu.au/](http://www.academicintegrity.utas.edu.au/) The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course, or the University.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see [www.utas.edu.au/plagiarism/](http://www.utas.edu.au/plagiarism/) or follow the link under ‘Policy, Procedures and Feedback’ on the Current Students homepage.
## Study Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Start of Week</th>
<th>Workshop Topic/s and activities</th>
<th>Text Chapter/s</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday 23 February</td>
<td>Role and environment&lt;br&gt;Time value of money</td>
<td>Ch 1 &amp; 2&lt;br&gt;Ch 5</td>
<td>See MyLO unit website</td>
</tr>
<tr>
<td>2</td>
<td>Monday 2 March</td>
<td>Cash flow and financial planning</td>
<td>Ch 3, 4 &amp; 19&lt;br&gt;See MyLO unit website</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Monday 9 March</td>
<td>Risk and return</td>
<td>Ch 6 &amp; 7&lt;br&gt;See MyLO unit website</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monday 16 March</td>
<td>Assessment Task 1: online test 1&lt;br&gt;Share valuation&lt;br&gt;Capital budgeting and cash flows&lt;br&gt;Capital budgeting techniques</td>
<td>Ch 8&lt;br&gt;Ch 9&lt;br&gt;See MyLO unit website</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Monday 23 March</td>
<td>Share valuation&lt;br&gt;Capital budgeting and cash flows&lt;br&gt;Capital budgeting techniques</td>
<td>Ch 9&lt;br&gt;Ch 10&lt;br&gt;See MyLO unit website</td>
<td></td>
</tr>
<tr>
<td>6a</td>
<td>Monday 30 March</td>
<td>Capital budgeting techniques&lt;br&gt;Capital budgeting – risk and refinements</td>
<td>Ch 10&lt;br&gt;Ch 11&lt;br&gt;See MyLO unit website</td>
<td></td>
</tr>
<tr>
<td>6b</td>
<td>Classes resume&lt;p&gt;Thursday 9 April&lt;/p&gt;</td>
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<td>See MyLO unit website</td>
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<td>7</td>
<td>Monday 13 April</td>
<td>Capital budgeting – risk and refinements&lt;br&gt;Evaluating projects</td>
<td>Ch 11&lt;br&gt;Ch 12&lt;br&gt;See MyLO unit website</td>
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<td>8</td>
<td>Monday 20 April</td>
<td>Assessment Task 1: online test 2&lt;br&gt;Evaluating projects&lt;br&gt;Cost of capital</td>
<td>Ch 12&lt;br&gt;Ch 13&lt;br&gt;See MyLO unit website</td>
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<td>9</td>
<td>Monday 27 April</td>
<td>Working capital and current asset management&lt;br&gt;Leverage and capital structure</td>
<td>Ch 14&lt;br&gt;Ch 15&lt;br&gt;See MyLO unit website</td>
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<td>10</td>
<td>Monday 4 May</td>
<td>Leverage and capital structure&lt;br&gt;Dividends</td>
<td>Ch 15&lt;br&gt;Ch 16&lt;br&gt;Ch 17&lt;br&gt;See MyLO unit website</td>
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<td>11</td>
<td>Monday 11 May</td>
<td>Assignment&lt;br&gt;Dividends&lt;br&gt;Business formation, growth &amp; valuation</td>
<td>Ch 17&lt;br&gt;Ch 18&lt;br&gt;See MyLO unit website</td>
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<td>12</td>
<td>Monday 18 May</td>
<td>Assessment Task 1: online test 3&lt;br&gt;Strategic financial planning&lt;br&gt;Options &amp; Corporate finance&lt;br&gt;International financial management</td>
<td>Ch 19&lt;br&gt;Ch 20&lt;br&gt;Ch 21&lt;br&gt;See MyLO unit website</td>
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<td>13</td>
<td>Monday 25 May</td>
<td>Options &amp; corporate finance&lt;br&gt;International financial management&lt;br&gt;Unit Review</td>
<td>Ch 20&lt;br&gt;Ch 21&lt;br&gt;See MyLO unit website</td>
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**Mid-Semester Break: 2 – 8 April 2015 inclusive**

| 7    | Monday 13 April    | Capital budgeting – risk and refinements<br>Evaluating projects                               | Ch 11<br>Ch 12<br>See MyLO unit website                                         |                                   |
| 8    | Monday 20 April    | Assessment Task 1: online test 2<br>Evaluating projects<br>Cost of capital                   | Ch 12<br>Ch 13<br>See MyLO unit website                                         |                                   |
| 9    | Monday 27 April    | Working capital and current asset management<br>Leverage and capital structure                | Ch 14<br>Ch 15<br>See MyLO unit website                                         |                                   |
| 10   | Monday 4 May       | Leverage and capital structure<br>Dividends                                                    | Ch 15<br>Ch 16<br>Ch 17<br>See MyLO unit website                               |                                   |
| 11   | Monday 11 May      | Assignment<br>Dividends<br>Business formation, growth & valuation                             | Ch 17<br>Ch 18<br>See MyLO unit website                                         |                                   |
| 12   | Monday 18 May      | Assessment Task 1: online test 3<br>Strategic financial planning<br>Options & Corporate finance<br>International financial management | Ch 19<br>Ch 20<br>Ch 21<br>See MyLO unit website                              |                                   |
| 13   | Monday 25 May      | Options & corporate finance<br>International financial management<br>Unit Review               | Ch 20<br>Ch 21<br>See MyLO unit website                                         |                                   |

**Examination Period: 6-23 June 2015**