Tasmanian School of Business & Economics (TSBE) (School)

College of Business and Economics (College)

BFA728
FINANCE FOR MANAGERS

12.50 Credit points

Semester 2, 2019

Unit Outline

Roger Colbeck
CONTACT DETAILS

Unit coordinator

Unit coordinator: Roger Colbeck
Campus: Hobart
Email: Roger.Colbeck@utas.edu.au
Room location and number: Room 115, Centenary Building, Sandy Bay
Consultation hours: TBA

Lecturer

Lecturer: Faisal Khan
Campus: Hobart
Email: f.khan@utas.edu.au
Room location and number: Room 309, Centenary Building, Sandy Bay
Consultation hours: TBA
WHAT IS THE UNIT ABOUT?

Unit description

This unit introduces you to the major concepts and analytical tools used in the theory and practice of financial management in a business organisation. It is designed to provide you with an understanding of:

- The scope and nature of the finance function and its role within management; and
- The theory of finance and how it underpins the evaluation of investment, financing and dividend policies.

This unit also develops your practical skills in the identification and analysis of financial problems. Specifically, this unit considers the role and objectives of financial management, financial planning, working capital management, risk and return, capital budgeting, the capital market, sources of finance, the cost of capital, operating and financial leverage, the financial structure decision and dividend policy.

As business and commerce graduate you may follow a career path that may lead to owning your own business or being part of an organisation in a management role. This unit provides the theoretical framework that will allow you to understand the goal of a financial manager and help you make financial management decisions. In this unit you will learn concepts and techniques that are essential in the process of running a business, and which are applicable to the wealth creation and management of entities that range from major corporations to small businesses and individuals.

Intended Learning Outcomes

On completion of this unit, you will be able to:

1. Explain the theoretical underpinnings and processes in financial decision making.
2. Apply concepts to financial decisions that incorporate risk and return.
3. Communicate financial information clearly and accurately in written form in a variety of business situations.
Graduate Quality Statement

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. Course learning outcomes are available from the Course Coordinator. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills, and develop critical and creative literacies and numeracies and skills of inquiry. They demonstrate the ability to apply this knowledge in changing circumstances. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability, are entrepreneurial and creative, and are mindful of their own wellbeing and that of the community. Through respect for diversity and by working in collaborative ways, our graduates reflect the values of the University of Tasmania.

Alterations to the unit as a result of student feedback

Nil

Prior knowledge &/or skills

Nil
HOW WILL I BE ASSESSED?

Assessment schedule

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Date due</th>
<th>Percent weighting</th>
<th>Links to Intended Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1: Three (3) MyLO quizzes</td>
<td>Weeks 4, 8 &amp; 12, Wed 9.00 am – Sun 5.00pm, 1 hour duration</td>
<td>12%</td>
<td>1, 2</td>
</tr>
<tr>
<td>Assessment Task 2: Case Study Analysis</td>
<td>2:00pm, Monday Week 10</td>
<td>20%</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Assessment Task 3: Responses to Application Questions and Problems/Case Study</td>
<td>From Week 2</td>
<td>8%</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Assessment Task 4: End of Semester Exam</td>
<td>Exam period</td>
<td>60%</td>
<td>1, 2, 3</td>
</tr>
</tbody>
</table>

Assessment details

Assessment Task 1: Quizzes

| Task description | You are required to undertake three (3) quizzes on MyLO during the semester in Weeks 4, 8 & 12. Each quiz will contain 30 multiple-choice questions comprising theory and calculations with a duration of one hour. The purpose of these tests is to assess the progress of your learning and your understanding of the key concepts and issues included in the topics/modules from the previous 3-4 weeks. All quizzes must be completed individually within the set duration time. Each quiz needs to be completed within one session. However, you will be able to resume access if your attempt is interrupted within the set duration time. Ensure you are prepared before taking the test by having a calculator ready, factor tables and pen and paper if necessary. You are allowed only one attempt. Your result and any questions answered incorrectly will be available for review after the due date. Requests for extensions
| Requests for extensions | Requests for extensions of the test deadline must be addressed by email to the Unit Coordinator prior to the quiz deadline. These requests must be consistent with Faculty policy. |
Penalties
If you fail to submit a quiz before the set deadline and an extension request has not been made prior to the deadline, you will not be given the opportunity to undertake the quiz at a future date. A zero mark will be awarded for the quiz.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each quiz is worth 4% of total unit assessment. All questions are equally weighted. Your result will not be available until after Sunday 6.00pm of the due date on MyLO under Grades. Only incorrect questions will be available for review. Incorrect answers will be awarded zero marks.</td>
<td>LO1, LO2</td>
</tr>
<tr>
<td>Task length</td>
<td>Each quiz has a duration of one hour</td>
<td></td>
</tr>
<tr>
<td>Due by date</td>
<td>To be completed in Weeks 4, 8, 12</td>
<td></td>
</tr>
</tbody>
</table>

Wednesday 9.00 am – Sunday 5.00pm

Assessment Task 2: Case Study Analysis

Task description
Your assignment will involve a case study which is to be completed individually. You will be required to analyse financial information and apply relevant financial techniques covered during the semester in order to make financial decisions. A written report supporting your analysis and recommending a course of action to the manager of an organisation will be required.

The assignment is worth 20% of the total unit assessment. Further details will be provided 4 weeks prior to the due date.

Results of assignments will be posted on MyLO and will be available within a period of 10 working days.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criteria Description</th>
<th>Measures Intended Learning Outcome:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identify and explain relevant theoretical issues. Additional research is required outside prescribed materials. Refer to the assignment rubric on MyLO for details.</td>
<td>LO1</td>
</tr>
<tr>
<td></td>
<td>Identify and apply relevant financial techniques.</td>
<td>LO1, LO2</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>3</td>
<td>Present a pertinent analysis.</td>
<td>LO2, LO3</td>
</tr>
<tr>
<td>4</td>
<td>Communicate independently in clear and coherent English and acknowledge information sources.</td>
<td>LO3</td>
</tr>
</tbody>
</table>

**Task length**
- Maximum 1,200 words with all calculations placed in an Appendix.

**Due by date**
- 2.00 pm, Monday Week 10.

**Assessment Task 3: Application**

**Task description**

**Distance students**

During the semester, we will formally assess your responses to three sets of application questions (e.g. your responses to the questions from three different weeks) and present a case study online (further instructions will be provided). You will be sent an email in Week 2. It will be sent to your UTAS email address via MyLO Mail. This email will tell you which weeks that have been allocated (e.g. Weeks 3, 6, 9 and 12). During each of these weeks, you will submit your responses to an Assignment Submission Folder, prior to the workshop for the given week. The responses that you submit may be discussed during the workshops.

It is very important that you not only learn key financial theories and formulas, but also understand when and how to apply them. It is also important that you experience some of the practical challenges that you may encounter as you apply what you have learned. Therefore, we recommend you work through the application questions we have prepared for you each week, so that you gain experience applying what you have learned.

**On campus students**

During the semester, we will formally assess your responses to three sets of application questions (e.g. your responses to the questions from three different weeks) and present a group case study during workshops (You will be allocated groups during the first workshop. Further instructions will be provided). You will be sent an email in Week 2. It will be sent to your UTAS email address via MyLO Mail. This email will tell you which weeks that have been allocated for application questions (e.g. Weeks 5, 8 and 11). During each of these weeks, you will submit your responses to an Assignment Submission Folder,
prior to the workshop for the given week. The responses that you submit may be discussed during the workshops.

Instructions

1. Read/listen to the prescribed material for the week before you attempt the related application questions. The presentation material will be available in MyLO under Content - Learning Hub for the relevant week;

2. Complete the application questions to the best of your ability. Application questions are detailed in workshop presentation material for each week. You must work on the question responses independently. Everyone is strongly encouraged to attempt the questions, even if they are not being assessed that week;

3. If you have been allocated to submit your responses to MyLO, submit them to the Application Questions Submission Folder for the week, prior to the week’s workshop. You must submit your answers together with any notes or workings.

You can attach your responses to the Application Questions Submission Folder using one of the following formats:

- A Microsoft Word Document;
- An image/collection of images of your handwritten work, taken with a smartphone or digital camera. The image/s must be clear and of a sufficient size so that it/they can be easily interpreted on a computer screen by the Unit Coordinator. JPG, JPEG and PNG are acceptable image formats to use (most cameras and smartphones create JPG/JPEG files by default).
- A scan of your written work (in JPG/JPEG or PDF format).

4. On campus students only: In addition to the above requirements, bring your answers with you to the workshop. Be prepared to share your work and contribute your ideas and knowledge to the discussion so that we can compare application techniques, resolve issues and consolidate knowledge and skills. During the workshops, the Unit Coordinator will provide the class with general feedback regarding the overall quality of responses as well as a summary of common themes or issues discussed. This feedback will assist you to monitor your own learning and to correct any misunderstandings related to the weekly topics.

<table>
<thead>
<tr>
<th>Criterion Number</th>
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<th>Measures ILO:</th>
</tr>
</thead>
</table>

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BFA728 Finance for Managers
Completion and submission through MYLO of application questions for 3 allocated weeks. Distance students will complete an online case study. From week 3, on campus students will participate in a group case study presentation.

Task length | No more than 3 A4 pages per week for participation exercises.
Due by date | Before Thursday 4.00 pm of your allocated weeks.

**Assessment task 4: Final Exam**

**Task description**

This is a three-hour closed book 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 analysing and solving 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.

You will need a non-programmable calculator to complete the exam. Financial calculators are permitted as long as they do not allow the storage of data in an autonomous memory.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criteria description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explain the principles of time value of money, risk, and how they apply to financial decisions.</td>
<td>LO1</td>
</tr>
<tr>
<td>2</td>
<td>Identify appropriate financial techniques and apply them to financial situations.</td>
<td>LO2</td>
</tr>
<tr>
<td>3</td>
<td>Identify and explain the relevance of financial data and interpret financial calculations.</td>
<td>LO2</td>
</tr>
<tr>
<td>4</td>
<td>Present analysis and explain solutions to financial problems. Explain theoretical financial issues.</td>
<td>LO3</td>
</tr>
</tbody>
</table>

Duration | 3 hours and 15 minutes reading time.
Due by Date | The final exam is conducted by the Student Centre in the formal examination period. See the Examinations and Results page on the University's website, or access your personal
exams timetable by logging into the eStudent Centre - Personal Exams Timetable for specific date, time and location closer to the examination period.

How your final result is determined

To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes. Your grade will be determined in the following way: Your overall mark in this unit will be determined by combining your results from each assessment task. These marks are combined to reflect the percentage weighting of each task. You need to achieve an overall score of at least 50% to successfully complete this unit. It is expected that you will seek help (from the unit coordinator in the first instance), well before the due date, if you are unclear about the requirements for an assessment task.

- PP (pass) at least 50% of the overall mark but less than 60%
- CR (credit) at least 60% of the overall mark but less than 70%
- DN (distinction) at least 70% of the overall mark but less than 80%
- HD (high distinction) at least 80% of the overall mark

All grades are provisional, until confirmation by the Assessment Board at the end of semester.

Submission of assessments

The act of submitting your assignment will be taken as certification that it is your own work. Assignments must be submitted electronically through the relevant assignment tab in MyLO. You must ensure that your name, student ID, unit code, tutorial time and tutor's name (if applicable) 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 relevant, Unit Coordinators may also request you to submit a paper version of your assignment. You will be advised by the Unit Coordinator of the appropriate process relevant to your campus. 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 a perfect system, items sometimes go astray.

Requests for extensions

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.

Penalties

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.

Review of results and appeals

Review of Assessment is available to all students once the University has released the final result for a unit. If you are dissatisfied with your final result, you may apply to have it reviewed. Applications for a review of assessment are due within 10 working days of the release of the final result in the unit. When applying for a review, you must pay a $50 fee. If you wish to have a piece of internal assessment reviewed as part of the review process, please state this clearly on the application form referred to above and include that assessment item with your application. Please read and follow the directions provided by the University at: http://www.utas.edu.au/__data/assets/pdf_file/0018/314622/Review-of-Assessment.pdf

Academic Referencing

Before starting your assignments, you are advised to familiarise yourself 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’ Writing Assignments: A Guide, which can be accessed at: http://www.utas.edu.au/business-and-economics/studentresources. This guide provides you with useful information about the structure and style of assignments in the TSBE. 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 how to maintain
academic integrity. The University library provides information on presentation of assignments, including referencing styles and should be referred to when completing tasks in this unit.

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

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**Plagiarism**

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, copying another student's work.

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. You may also find the [Academic Honesty site on MyLO](https://academic.honesty) for assistance.

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 the [Plagiarism and Academic Integrity](https://plagiarism.academic) page on the University web site or the [Academic Honesty site on MyLO](https://academic.honesty).

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**Academic misconduct**

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, and 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 Ordinance 9: Student Discipline – Part 3 Academic Misconduct.

**Student Behaviour**

The University Behaviour Policy sets out behaviour expectations for all members of our University community including students and staff.

The aim in doing so is to ensure that our community members are safe, feel valued and can actively contribute to our University mission.

It is expected that community members behave in a manner that is consistent with our University values – respect, fairness and justice, integrity, trust, responsibility and honesty. There are also certain behaviours that are considered inappropriate, such as unlawful discrimination, bullying and sexual misconduct.

The accompanying University Behaviour Procedure sets out the process and avenues that University community members can access to resolve concerns and complaints regarding inappropriate behaviour by a University community member. Wherever possible, the focus will be on early intervention and a ‘restorative’ approach that creates awareness of inappropriate behaviour and its impact on others. However, in some cases, students who engage in inappropriate behaviour may be subject to disciplinary proceedings, which may impact upon continuation of their studies.

Students can seek support and assistance from the Safe and Fair Community Unit SaFCU@utas.edu.au or ph: 6226 2560.

Matters are dealt with in confidence and with sensitivity.
WHAT LEARNING OPPORTUNITIES ARE THERE?

MYLO

MyLO is the online learning environment at the University of Tasmania. This is the system that will host the online learning materials and activities for this unit.

Getting help with MYLO

It is important that you are able to access and use MyLO as part of your study in this unit. To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit.

For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the MyLO Student Support page on the University website.

If something is not working as it should, contact the Service Desk (Service.Desk@utas.edu.au, phone 6226 1818), or Request IT Help Online.

Resources

Required readings

You will need the following text:


Recommended readings


Reading Lists

Reading Lists provide direct access to all material on unit reading lists in one place. This includes eReadings and items in Reserve. You can access the Reading List for this unit from the link in MyLO, or by going to the Reading Lists page on the University Library website.

Other Required Resources

N/A

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Activities

Learning expectations

The University is committed to high standards 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.

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.

Details of teaching arrangements

ON CAMPUS DELIVERY

Workshop

There is a 3 hour workshop in each of the 13 weeks of semester. 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 to 3 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). From week 3 there will also be a case study presented by allocated groups.

Practical exercises, discussions and feedback sessions

There is up to 90 minutes per workshop beginning in week 1 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 session’s workshop. Details of the practical exercises and discussions are outlined in the last slide of each Presentation Handout available on MyLO under Content – Learning Hub.

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 is to encourage students to prepare answers, attend workshops and contribute to class discussion. The questions covered in workshops will be similar in nature and difficulty to the problems in the end of semester exam. This should provide sufficient incentive for students to prepare for and 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 is not permitted. Articles from the financial press may also be provided for discussion in workshops.

**DISTANCE MODE**

This unit is also being delivered on campus with videoed workshop presentations and selected workshop solutions which will also be available for students review on MyLO.

You need to complete, **three MyLO quizzes, one Assignment, three sets of application questions/one case study and the final exam** to pass this Unit (see Assessment section below).

The Unit is planned to enable you to work at your own pace. It is important, however, to work consistently through the course materials. If there is any area of work that you do not understand, you should contact the Unit Coordinator immediately, and make sure you do not progress to the next Topic without a thorough understanding of the previous one. At least four online tutorials will be conducted during the semester.

Encouraging you to study and learn independently is an important goal of university study. It is a feature of a reflective approach to learning where you reflect on what you are learning and how you plan your learning strategy.

It is not the aim of flexible delivery that you feel you must work through problems alone. The exchange of information and ideas is a very important part of your learning development. You will gain most benefit by staying in close contact with other students and with the Unit Coordinator via the *Discussion and Mail* facilities of MyLO.

All aspects of your work are expected to be of a high standard, both in academic content and quality of presentation. It is important to contact the Unit Coordinator immediately should you experience any difficulties.

Do not be reluctant to ask questions or contribute ideas, even if only partly formed, as these can often form a basis for very constructive interaction. Remember that the MyLO Discussions will be as interesting and useful as you make them.

**The “Double L, Double R, Double D” approach**

To get the most from this Unit, you should adopt the following approach:

- Locate the Topic on MyLO that must be done next;
- Listen to the PowerPoint Presentation;
- Read the Recommended Readings;
- Reflect on the concepts and issues that have been encountered;
- Discuss the concepts and issues with other students via MyLO; and
- Do the exercises that are provided for the Topic.
Throughout the semester, your objective should be to gain a broad knowledge and understanding of the Topics that are covered in the unit. Wherever possible, you should make extensive use of the MyLO \textit{Discussion} topics that have been provided. If you are geographically close to each other, you are encouraged to form local work groups.

\textbf{Specific attendance/performance requirements}

In this unit, your active engagement will be monitored in the following way:

1. Attendance to weekly workshops (Face-to-Face students only);
2. Regular access and engagement with the unit website (all students);
3. Completion of quizzes on MyLO; and
4. Responses to application questions submitted to MyLO.

If you do not demonstrate evidence of having engaged actively with this unit by completing the first three activities by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.

\textbf{Teaching and learning strategies}

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:

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

\textbf{Work Health and Safety (WHS)}

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 Work Health and Safety website and policy.

\textbf{Communication}

\textbf{TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT}

Check the MyLO Announcement tool at least once every two days. The unit Announcement will appear when you first enter our unit’s MyLO site. Alternatively, click on the Announcement 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 Ask the Class Discussion forum on the unit’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. Please note that teaching staff will not monitor the Discussion forum.

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.

For general questions about the unit, please add them to the Ask the Class Discussion forum on the unit’s MyLO site. This way, other students can also benefit from the answers.

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.

We receive a lot of emails. Be realistic about how long it might take for us to respond.

 Concerns and complaints

The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the ‘How to resolve a student complaint’ page.
Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support, Student Advisers, Disability Services, and more which can be found on the Student Support and Development page of the University website.

Should you require assistance in accessing the Library, visit their website for more information.

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### Unit Schedule

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE BEGINNING</th>
<th>TOPIC/ MODULE/ FOCUS AREA</th>
<th>ACTIVITIES (ON-CAMPUS AND DISTANCE STUDENTS)</th>
<th>RESOURCES/ READINGS/ FURTHER INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>15 July</td>
<td>Role and environment; Time value of money</td>
<td></td>
<td>Ch 1 &amp; 2</td>
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<tr>
<td>2</td>
<td>22 July</td>
<td>Time value of money</td>
<td></td>
<td>Ch 3 &amp; 4</td>
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<tr>
<td>3</td>
<td>29 July</td>
<td>Risk and return/ bond valuation</td>
<td></td>
<td>Ch 5 &amp; 6</td>
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<td>4</td>
<td>5 August</td>
<td>Bond and Share valuation; Capital budgeting and cash flows; Capital budgeting techniques</td>
<td>MyLO Quiz 1*</td>
<td>Ch 6, Ch 7</td>
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<td>5</td>
<td>12 August</td>
<td>Share valuation; Capital budgeting and cash flows; Capital budgeting techniques</td>
<td></td>
<td>Ch 7, Ch 8</td>
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<tr>
<td>6</td>
<td>19 August</td>
<td>Capital budgeting techniques Capital budgeting - risk and refinements</td>
<td></td>
<td>Ch 8, Ch 9</td>
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<tr>
<td>7</td>
<td>26 August</td>
<td>Capital budgeting - risk and refinements Evaluating projects</td>
<td></td>
<td>Ch 9, Ch 10</td>
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### Mid-semester break: 2 September to 8 September (inclusive)

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE BEGINNING</th>
<th>TOPIC/ MODULE/ FOCUS AREA</th>
<th>ACTIVITIES (ON-CAMPUS AND DISTANCE STUDENTS)</th>
<th>RESOURCES/ READINGS/ FURTHER INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>9 September</td>
<td>Evaluating projects; Cost of capital</td>
<td>MyLO Quiz 2*</td>
<td>Ch 10, Ch 11</td>
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<td>9</td>
<td>16 September</td>
<td>Working capital and current asset management; Leverage and capital structure</td>
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<td>Ch 12, Ch 13</td>
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<td>10</td>
<td>23 September</td>
<td>Leverage and capital structure; Dividends</td>
<td>Assignment*</td>
<td>Ch 13, Ch 14</td>
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<td>11</td>
<td>30 September</td>
<td>Dividends; Business formation, growth &amp; valuation</td>
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<td>Ch 15, Ch 16</td>
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<td>12</td>
<td>7 October</td>
<td>Strategic financial planning; Options &amp; Corporate finance; International financial management</td>
<td>MyLO Quiz 3*</td>
<td>Ch 16, Ch 17</td>
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<td>13</td>
<td>14 October</td>
<td>Options &amp; corporate finance; International financial management Unit Review</td>
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<td>Ch 18, Ch 19</td>
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</table>

**Examination Period: 26 October to 12 November (inclusive)**
ACCREDITATION

AACSB Accreditation

The Tasmanian School of Business and Economics (TSBE) is currently in the process of applying for business accreditation with the Association to Advance Collegiate Schools of Business (AACSB) – the lead program for accrediting business schools globally. AACSB seeks to connect educators, students, and business to achieve a common goal – to create the next generation of business leaders.

By joining AACSB and going through the accreditation process, TSBE is joining a global alliance committed to improve the quality of business education around the world, and to share the latest innovations in business education. Gaining Business Accreditation with AACSB is a multi-year process involving TSBE demonstrating our performance against the 15 accreditation standards.

Once complete, TSBE will join a select community of accredited business schools, with only 7% of all business schools globally having completed the AACSB process. This will further enhance the reputation of TSBE, and further enhance the global recognition of your qualifications. To find out more about AACSB click here.