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

College of Business and Economics (College)

BFA208

FINANCIAL MANAGEMENT

12.50 Credit points

Semester 2, 2019

Unit Outline

Unit Coordinator

Mai Nguyen
# CONTACT DETAILS

## Unit coordinator

<table>
<thead>
<tr>
<th>Unit coordinator:</th>
<th>Mai Nguyen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td>Hobart, Launceston, Cradle Coast and Distance</td>
</tr>
<tr>
<td>Phone:</td>
<td>6226 1709</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:TT.Nguyen@utas.edu.au">TT.Nguyen@utas.edu.au</a></td>
</tr>
<tr>
<td>Room location and number:</td>
<td>Room 317, Centenary Building</td>
</tr>
<tr>
<td>Consultation hours:</td>
<td>TBA</td>
</tr>
</tbody>
</table>
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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 strategic financial management, working capital management and capital budgeting. It introduces students to the role and functioning of the capital market and the various sources of finance. This provides the context for understanding the cost of capital, operating and financial leverage, the financial structure decision and dividend policy.

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 professionally, in written form, financial information 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>Tutorial Participation/Other Participation</td>
<td>Weekly from week 2-13</td>
<td>8</td>
<td>LO1, LO3</td>
</tr>
<tr>
<td>Test or quiz</td>
<td>Weekly from week 2-13</td>
<td>12</td>
<td>LO1, LO2</td>
</tr>
<tr>
<td>Report – Written Assignment</td>
<td>Week 10, Saturday 28/9</td>
<td>20</td>
<td>LO1, LO2, LO3</td>
</tr>
<tr>
<td>Examination - invigilated (internally)</td>
<td>During exam period</td>
<td>60</td>
<td>LO1, LO2, LO3</td>
</tr>
</tbody>
</table>

Assessment details

Assessment task 1: on campus students ONLY

**Task description**

You are required to attend tutorials and to participate in group and class discussions.

The list of discussion questions and practical problems for each topic can be found in the “Learning Hub” folder on the MyLO website. Additional practice exercises will not be covered during tutorials.

You are required to attempt the discussion question and all tutorial exercises/problems before the tutorial and record your answers in a workbook. The workbook may be in the form of a bound or spiral bound A4 size notebook. Loose leaf sheets with answers typed are not a good idea as they are easily lost and it is important to keep your corrections. Those wishing to type solutions may stick the sheets into a bound book or have a special folder with plastic sleeves for the purpose. **Workbooks will be collected by your tutor for assessment at the end of the tutorial in Week 13.** Please note that failure to submit your workbook at the end of the semester will result in a Zero mark for “preparation” even if you had your work checked during the semester.

In the first 15-20 minutes of the tutorial, you will be expected to discuss your answers for the weekly tutorial questions within a group of 3 or 4 students. You are expected to contribute to the
group’s discussion on the basis of your preparation before the tutorial. Your tutor will walk around the groups and conduct a check of workbooks to ensure that you have attempted the tutorial questions. Your answers will not be checked for correctness - merely that a solid attempt has been made. However, your tutor will need to see evidence that you have corrected your initial answers (if required) in the hard copy of the workbook that you are submitting at the end of the semester. For this purpose, the correction must be made in a different colour (or a different type font) to the original answer.

In the second part of the tutorial, a student from each group will be asked to present the group’s answer to a particular question to the class. Each presenter will present one answer or part of an answer if it is a long question. The tutor will then provide the class with feedback as to the quality of the answer.

The solutions to the tutorial exercises/problems (as well as the solutions to the practice questions) will be placed in the topic folder on MyLO at the end of each week.

If you are unable to attend your registered tutorial in a particular week due to illness, you must try to attend another tutorial (if available on your campus) in that particular week. Ensure that you advise the tutor in the tutorial you are attending to assist with accurately recording your participation mark. If this is not possible, then a medical certificate or other appropriate documentary evidence covering the day of your registered tutorial as well as remaining tutorials during the week of illness must be provided to the Unit Coordinator within two weeks of your registered tutorial.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tutorial preparation and workbook maintenance</td>
<td>LO1, LO3</td>
</tr>
<tr>
<td>2</td>
<td>Attendance and engagement in discussions during tutorials</td>
<td>LO1</td>
</tr>
<tr>
<td>Task length</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Due by date</td>
<td>Weeks 2-13</td>
<td></td>
</tr>
</tbody>
</table>
### Assessment task 1: Distance learning students ONLY

<table>
<thead>
<tr>
<th>Task description</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required to:</td>
</tr>
<tr>
<td>1. prepare the set tutorial questions for each topic and post your answers on MyLO before the end of the tutorial week and submit the workbook containing your answers to all tutorial questions at the end of semester (see details below).</td>
</tr>
<tr>
<td>2. complete weekly online homework related to the topic of the tutorial. Each homework task may include true/false questions and/or short answer discussion questions. Online homework must be completed by <strong>Wednesday 11.59 pm</strong> of the tutorial week.</td>
</tr>
</tbody>
</table>

The list of discussion questions and practical exercises/problems for each topic can be found in the “Learning Hub” folder on the MyLO website.

You are required to attempt the discussion question and all tutorial exercises/problems and post your answer on MyLO before **Wednesday 11.59 pm** of the week of the tutorial. Your answers may be handwritten and scanned or alternatively typed into a Word document. You do need to show your attempt for the practice questions.

You will need to keep a record of all your submissions in the form of a workbook (hard or soft copy). You will also need to show corrections to your original answers (see below). The workbook containing all your answers and corrections will need to be submitted online by the end of the semester. This can be either a word document or a scanned document of handwritten answers. Please note that failure to submit your workbook at the end of the semester will result in a Zero mark for “preparation” even if you had submitted your work on MyLO during the semester.

The solutions to the tutorial exercises/problems (as well as the solutions to the practice questions) will be placed in the topic folder on MyLO at the end of each week. This will allow you to check your initial answers and make the necessary corrections.

The answers to the tutorial questions that you are submitting weekly on MyLO will not be checked for correctness - merely that a solid attempt has been made. However, the Unit Coordinator will need to see evidence that you have corrected your initial answers (if required) in the copy of the workbook that you are submitting at the end of the semester. For this purpose, the correction must be readily identifiable (using a different type font or a different colour) from your original answer.
<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tutorial preparation and workbook maintenance.</td>
<td>LO1, LO3</td>
</tr>
<tr>
<td>2</td>
<td>Completion of weekly online homework (MyLO scores).</td>
<td>LO1</td>
</tr>
</tbody>
</table>

**Task length**

N/A

**Due by date**

Weeks 2-13

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**Assessment Task 2: Test or quiz**

**Task description**

You are required to undertake six (6) quizzes on MyLO throughout the semester starting in Week 3. The detailed schedule of these quizzes can be found in the unit schedule at the end of this document.

Distance learning students, please note that these quizzes are in addition to the online homework to be completed as part of Assessment Task #1 (see above).

Each quiz will include questions that will be mostly practical questions requiring calculations. The topic of the quiz will be related to the topic covered during the previous lecture(s) and tutorial(s).

Quizzes will be made available on MyLO from Wednesday 5 pm until Sunday 11.59 pm. (See Unit schedule for specific dates).

The successful completion of the quiz will require the prior study of the relevant chapters in the text including through the examples covered during the lecture(s).

You need to carefully read the questions and instructions regarding the format of your numerical answers before typing your answer. No review of your score will be awarded where your answer is wrong because it did not comply with the required format.

All quizzes must be completed individually within the set duration time. Each quiz needs to be completed in one session. However, you will be able to resume access if your attempt is interrupted. You will be able to review your answers immediately after submitting but no printing of the quiz and answers will be allowed. After submission, a summary of scores and correct test answers will be displayed. Under no circumstances, can you be granted a second chance to undertake the same quiz.

**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 below.

**Penalties**

If you fail to submit a quiz before the set deadline and an extension request has not been made prior to deadline, you will not be given any opportunity to undertake the quiz at a future date.

If you submit less than six (6) quizzes during the semester, a zero mark will be awarded for each missing quiz.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify the principles of time value of money, risk and return and how they apply to financial decisions</td>
<td>LO1</td>
</tr>
<tr>
<td>2</td>
<td>Identify financial models/techniques/formulae relevant to a given situation and apply them to financial calculations</td>
<td>LO2</td>
</tr>
<tr>
<td>3</td>
<td>Identify and explain the relevance of financial data and information to financial analysis, and interpret the meaning of financial calculations</td>
<td>LO2</td>
</tr>
</tbody>
</table>

**Task length** various

**Due by date** Week 2-13

**Assessment Task 3: Report**

**Task description**

Individual written assignment. You will be given a short case study which will require you to analyse financial information and apply relevant financial techniques covered during the semester in order to make financial decisions. You will need to write a written report supporting your analysis and recommending a course of action to the manager of the organisation. Further details will be provided at least 4 weeks prior to submission date.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explain the role of financial management</td>
<td>LO1</td>
</tr>
<tr>
<td>2</td>
<td>Identify financial models/techniques/formulae relevant to a given situation and apply them to financial calculations</td>
<td>LO2</td>
</tr>
<tr>
<td>3</td>
<td>Identify and explain the relevance of financial data and information to financial analysis, and interpret the meaning of financial calculations</td>
<td>LO2</td>
</tr>
<tr>
<td>4</td>
<td>Present analysis of financial data and calculations</td>
<td>LO3</td>
</tr>
</tbody>
</table>
Assessment Task 4: Final Exam

The final exam will be a closed book exam. 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>Criterion 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 financial techniques and apply them to financial situations.</td>
<td>LO2</td>
</tr>
<tr>
<td>3</td>
<td>Identify and explain relevance of financial data and interpret financial calculations.</td>
<td>LO2</td>
</tr>
<tr>
<td>4</td>
<td>Present analysis and explain solution to financial problems. Explain theoretical financial issues.</td>
<td>LO3</td>
</tr>
</tbody>
</table>

3 hours + 15 minutes reading time

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 assignments

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.

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

Academic staff do NOT have the discretion to waive a late penalty, subject to clause 4 above.

**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. If you have passed the unit 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:


**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/student-resources. 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.

**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 of 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 page on the University web site or the Academic Honesty site on MyLO.
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 [available from the Co-op Bookshop]:


Recommended readings

N/A

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

The textbook has an associated website called MyFinanceLab where you can undertake all sorts of activities which will support your Learning of this unit. Beside quizzes and tests, MyFinanceLab offers video presentations and practice exercises for each topic. It also allows you to build your own study plan by which you will be able to monitor your progress.

You may acquire the access code to MyFinanceLab separately at a cost of $50 from the Pearson Australia website:

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

Face to Face students:
Although you are expected to take responsibility for your own learning, you are not on your own. The lecturers and tutors are available to help facilitate this, and if you need additional information refer to the Learning Development website: http://www.utas.edu.au/learndev/

One strategy that should help you achieve excellent results is that of organising your time so that you spend between 12-14 hours per session studying this unit, such as:

Class contact: lectures, tutorials etc 3 hours; Reading before class 2 hours; Online activities, practising exercises 4 hours; Preparing for class, assessments and the exam 3 hours.

It is strongly advised you work through the assigned questions and problems for the tutorials prior to the respective tutorials in order to participate actively and confirm your understanding of the various topics.

Distance Students

Studying and Learning Independently

There are eleven topics for you to study independently in this unit. For each of the topics there are PowerPoint slides that introduce key concepts. You will also be able to download the live recording of lectures as soon as they are available. There are online assessment activities, recommended readings and tutorial exercises for you to complete. The detailed schedule of all these activities (including due dates) are presented in the Unit Table schedule at the end of this unit outline. Details about specific assessment tasks are provided above in this unit outline. Please note that Assessment task 1 differs for distance learning students, but all other assessment tasks (2 to 4) are common to all students.
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.

**Specific attendance/performance requirements**

N/A

**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:

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.

During the first four weeks of this semester, your participation and engagement in this unit will be monitored. If you do not demonstrate evidence of having engaged actively with this unit by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.

**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.

**Communication**

**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. 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.

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.

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**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.

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**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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**Mid-semester break 2 – 8th September**

| 8    | 9 September | Topic 8: Cost of capital | Lecture 8, Tutorial 7, Homework 7, online quiz #4 | 14 |
| 9    | 16 September | Topic 9: Capital structure and dividend policy | Lecture 9, Tutorial 8, Homework 8 | 15,16 |
| 10   | 23 September | Assignment week | No classes. Assignment due 28/9 |
| 11   | 30 September | Topic 10: Working capital management | Lecture 10, Tutorial 9, Homework 9 | 18 |
| 12   | 8 October | Topic 11: Corporate risk management, international finance | Lecture 11, Tutorial 10, Homework 10, online quiz #6 | 19,20 |
| 13   | 14 October | Unit review | Tutorial 11, Homework 11 |

**Exam Period 26 October – 12 November (inclusive)**

* Tutorial answers submission and homework quizzes are due by Wednesday, 11.59 pm  
† Online quizzes close on Sunday, 11.59 pm. Assignment is due on Saturday 28/9, 11.00 pm.
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