

The University of Western Ontario  
Management and Organizational Studies  
**MOS 3310a: Finance for Management and Organizational Studies**  
Sections 002 and 003  
Course Outline – Fall 2009

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Office Hours: W 11am - 2pm  
Course Website: <http://owl.uwo.ca>

**Course Description:** An introduction to the role of financial management including financial markets and analysis, working capital management, capital budgeting and long-term financing.

**Prerequisites:** Business 2257 and enrolment in BMOS.

You are responsible for ensuring that you have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision cannot be appealed. You will receive no adjustment to your fees in the event that you are removed from the course for failing to have the necessary prerequisites.

**Text:** R.A. Brealey, S.C Myers, A.J. Marcus, E.M. Maynes, and D. Mitra, *Fundamentals of Corporate Finance*, Fourth Canadian Edition, McGraw-Hill Ryerson, 2009.

**Topics Covered:** (Note: this list is tentative and subject to change. Any and all changes will be announced in class.)

- I. Introduction to Managerial Finance (Chapters 1-2)
- II. Valuation (Chapters 4-8)
- III. Risk and Return (Chapters 10-12)
- IV. Long Term Financial Decisions (Chapters 15-16)
- V. Accounting and Financial Planning (Chapters 3, 17-18)
- VI. Short Term Financial Decisions (Chapters 19-21)
- VII. Special Topics (Time permitting)

**Evaluation:**

Midterm Examination	40%	(Saturday, October 24 <sup>th</sup> , 2-4pm)
Final Examination	40%	(date set by registrar, TBA)
Assignments	20%	

**Class Policy:**

A total of eight (8) assignments will be due throughout the semester. Assignments will be graded on a scale of 0 - 3. A paper copy of the assignment must be submitted in person or to my office before the end of class on the day it is due. One mark (out of three) will be deducted after that and a further mark every additional day thereafter. Medical and non-medical accommodations will only be considered if proper documentation is provided.

Please see the sections below for policy on missed exams.

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically the definition of what constitutes a scholastic offence, at the following website:

<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.

Students must write assignments in their own words. Whenever students take an idea or passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major scholastic offense.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

### **GENERAL INFORMATION:**

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Social Science Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

### **Term Tests and Mid-term Exams**

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation. Submit your documentation to the Social Science Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

### **Final Examinations**

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Social Science Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Social Science Academic Counselling Office and your instructor with supporting documentation.

4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Social Science Academic Counselling Office for approval without delay.

### **Late Assignments**

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Social Science Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counselling Office.

### **Short Absences**

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

### **Extended Absences**

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Social Science Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

### **Documentation**

- **Personal Illness:** If you consulted Student Health Services regarding your illness or personal problem, you should complete a Records Release Form at the time of your visit allowing them to notify Social Science Academic Counselling Office. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.
- If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
- **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
- **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counsellor.

**Note:** Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense and you will be subject to academic sanctions.

### **Academic concerns**

- You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
- You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
- If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.
- If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.