

**The University of Western Ontario**  
**DAN Management and Organizational Studies**  
**MOS 2310B Section 002 / Winter 2015**

*(Updated on Dec. 1, 2014)*

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Class Location: SH-3317  
Class Hours: Tue. 1:30 - 4:30 pm  
Office Hours: Wed. 2 - 3 pm  
Course Website: <http://owl.uwo.ca>

**Objective**

This course provides an overview of issues in financial management and corporate finance. Students will learn how financial managers make investment, financing and other decisions and the tools they use to make such decisions. Topics covered include time value of money, risk, valuation, capital structure, dividend policy and other selected issues. 3 lecture hours, 0.5 course.

**Prerequisite(s):**

Senate Regulations state, “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 may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

**Text**

Ross, S.A., Westerfield, R.W., Jordan, B.D., and Roberts, G.S. 2013. **Fundamentals of Corporate Finance. 8<sup>th</sup> Canadian Edition.** Toronto: McGraw-Hill Ryerson.

**Topics Covered**

- Introduction to Corporate Finance (Chapters 1–2)
- Financial Planning and Analysis (Chapters 3–4)
- Valuation (Chapters 5–8)
- Capital Budgeting (Chapter 9–11)
- Risk and Return (Chapter 12–13)
- Cost of Capital and Long-term Financial Policy (Chapter 14–17)
- Short-term Financial Planning (Chapters 18–20)
- Special Topics (if time permits)

**Note:** this is tentative and subject to change. Any changes will be announced in class.

**Evaluation**

Midterm Examination 40% (February 28<sup>th</sup>, 10 am-12 noon, SSC 3014 and SSC 3018)  
Final Examination 40% (date set by Registrar, TBA)  
Assignments/Quizzes 20% (See Below for details)

**Exams**

Each exam will be scheduled for **2 hours** and will be a closed book examination. Dictionaries and translators are **NOT** allowed into the examinations.

You will need calculator for both exams. I would personally suggest the Texas Instruments BAIL+ as you may use this model for CFA or FRM should you undertake those programs. Only **non-programmable calculators** will be allowed into the exams.

Make-up exams will only be scheduled once the student has provided adequate documentation to Academic Counselling and the proper forms have been completed (see below for process).

Students are responsible for material covered in the lectures **as well as** the assigned material in the text.

Exams will not be returned to students but may be reviewed in the instructor's office.

Exams will be scored using the program Scan Exam which examines answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

### **Assignments/Quizzes**

The assignments/quizzes component comprises 20% towards the final course grade, of which 15% will be achieved through completion of 5 in-class short assignments successfully. The remaining 5% will be from class participation. Five in-class assignments will be randomly distributed over the course. They are intended to be pop-up assignments that consist of one or two short questions. Students will be awarded either 3, 2 or 0 for each assignment. Grading will be based on students' effort and accuracy.

### **Class Participation**

- It is recommended that students attend class regularly. Materials covered in lectures will not always be the same as materials covered in the textbook and should be viewed as complementary.
- If a student misses any classes, it is the student's responsibility to cover any materials missed. Answers and solutions to any questions or practice problems taken up in the lectures will not be posted on OWL.
- Students are expected to be prepared for class. It is important to read the assigned chapter(s) and materials prior to the lecture, so that you have a basic understanding of the topic to be discussed. It will be easier to follow the lecture and participate in class discussions.
- The course notes are important materials but are not meant as a complete set of notes nor a substitute for a text book.
- In consideration of the other students, please turn off electronic devices and cell phones etc. before the class starts.
- If a student arrives late to class or have to leave the class early, the student must enter or exit the room quietly.
- Students should respect their fellow students and the instructor.
- Students are expected to regularly check the course folder on OWL.

### **Office Hours**

Office Hours are on a first-come-first-served basis. You do not need to make an appointment to come and see the professor during office hours. If you would like to see the professor outside of office hours, please set up an appointment beforehand by email.

### **Email**

For privacy reasons, students must use their Western email accounts to contact the professor. The professor will not respond to emails from non-uwo.ca addresses (e.g., hotmail.com, gmail.com, yahoo.com, etc.).

Acceptable emails include:

- questions about the course content or materials that require no more than two sentences in the instructor's email reply
- asking to set up or reschedule an appointment
- notification of illness or special circumstances
- providing constructive comments or feedback about the course

Unacceptable emails include:

- questions that may be answered on the course webpage or the course outline
- asking when grades will be posted
- asking what grade a student received or whether the student passed the test/exam
- asking when or where an exam/test is scheduled
- asking which material will be covered on an exam/test
- asking for tips about an exam/test
- requests for grade increases, extra assignments, or reweighting of course components
- requests for material missed due to absence
- questions about course administration (e.g., additional office hours, changes in lecture schedule) that has been announced in class and/or in OWL
- questions related to exam/test materials after the exam/test and before the exam/test is returned to class

Unacceptable emails will not receive a response.

The instructor will not re-teach in emails any material covered in class. Students are responsible for any missed material.

The instructor performs many other academic responsibilities in addition to teaching. Do not expect an immediate reply from the instructor. The instructor will try to reply student emails within a couple of days either through email or directly in class.

### **DEPARTMENT POLICY**

#### **Grade Distribution:**

The Dan Program has a grade policy which states that for courses in the 1000-2000 range, the class average must fall between 65-70% for all sections of the same course taught by the same instructor in that semester; A's not to exceed 20 percent of all marks submitted; A's and B's not to exceed C's and D's and F's.

### **UNIVERSITY POLICY**

#### **Illness**

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.) A form to be completed by off-campus physicians is available at: <http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

### **Cheating and Academic Misconduct**

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

### **Procedures for Appealing Academic Evaluations**

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

## Support Services

- The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca>
- Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/>
- Student Development Services can be reached at: <http://www.sdc.uwo.ca/>.
- Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”
- For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>