

**FACULTY OF GLOBAL AND COMMUNITY STUDIES
 SCHOOL OF TOURISM MANAGEMENT
 COURSE OUTLINE**

Term:	Fall 2014	Instructor:	
Course No (Section):	TOUR 316	Office:	
Course Name:	Financial Management for Tourism	Telephone:	604-986-1911
Credits:	3	E-mail:	
Classroom/Lab:		Office Hours:	
Scheduled:			

COURSE FORMAT: 3 hr lecture/week for 15 weeks (including exams) plus 4th hour

PREREQUISITES: 60 credits of 100 level or higher coursework including Tour 216 or Tour 225 or Tour 261.

FOURTH HOUR: Fourth hour activities will include tutorials (individual or group) and group meetings.

COURSE DESCRIPTION: The course will focus on financial concepts and tools to enable the tourism professional to deal with financial elements of the business in terms of planning and controlling financial operations and using financial information to evaluate business effectiveness.

COURSE LEARNING OUTCOMES: Upon successful completion of this course, students will be able to:

LEARNING OUTCOMES
1. Calculate and explain financial ratios for the purpose of analysis and planning
2. Construct budgets and pro-forma statement for the purpose of planning, control, and financial forecasting
3. Calculate operating and financial leverage and explain its usage in assessing the risk of the firm
4. Demonstrate how working capital management impacts the long and short term financing decisions of the firm
5. Demonstrate an understanding of the management of cash flow, short term investments, accounts receivables and inventory
6. Articulate the impact of alternative business financing strategies
7. Prepare a professional quality written report that: (1) evaluates the financial possibilities of a tourism business and (2) effectively communicates using the terminology, language and format of a tourism industry practitioner with financial acumen.

EVALUATION PROFILE:

Assessment	% of Final Grade	Individual/Group
Midterm 1	25%	Individual
Midterm 2	25%	Individual
Final Exam	25%	Individual
Term Project	25%	Group
TOTAL	100%	

GRADING PROFILE:

A+=90-100%	B+ = 77-79%	C+ = 67-69%	D = 50-59%
A =85-89%	B = 73-76%	C = 63-66%	F = 49% or less
A-=80-84%	B- = 70-72%	C- = 60-62%	

REQUIRED TEXT and OTHER RESOURCES: Bergeron, Pierre W. (2014). *Finance for Non-Financial Managers*, 7th Edition. Nelson.

COURSE CONTENT/SCHEDULE:

DATES	TOPIC(S)	REQUIRED READINGS/ ACTIVITIES
Week 1	Overview of Financial Management	Read Chapter 1
Week 2	Accounting and Financial Statements	Read Chapter 2
Week 3	Statement of Cash Flows Financial Statement Analysis	Read Chapter 3 Read Chapter 4
Week 4	Profit Planning and Decision Making	Read Chapter 5 PROJECT PROPOSAL
Week 5	Review FIRST MIDTERM EXAM, Chapters 1-4	
Week 6	<i>Reading Break</i>	
Week 7	Working Capital Management	Read Chapter 6
Week 8	Planning, Budgeting, and Controlling	Read Chapter 7
Week 9	Sources and Forms of Financing	Read Chapter 8
Week 10	Review SECOND MIDTERM EXAM, Chapters 5-8	
Week 11	Cost of Capital and Capital Structure	Read Chapter 9
Week 12	Time Value of Money	Read Chapter 10
Week 13	Capital Budgeting Business Valuation	Read Chapter 11 Read Chapter 12 TERM PROJECT DUE (Apr 10)
Exam Period	FINAL EXAM, Chapters 9-12	

UNIVERSITY POLICIES:

Capilano University has policies on academic appeals (including appeal of final grades), student conduct, cheating and plagiarism, academic probation, and other educational issues. These and other policies are available on the University website.

FACULTY POLICIES:

Attendance: Regular class attendance, and participation in course activities and assignments, is expected and likely essential to successfully achieving the course learning outcomes. Students are responsible for any and all content and instructions communicated during scheduled classes, in course handouts, and (if applicable) via course e-mail and websites. In cases where participation by all students is essential for conducting the planned instructional activities, attendance may be mandatory. In all cases, the attendance expectations and any penalties for missing instructional activities shall be clearly articulated on the course outline.

Attendance for weekend courses is mandatory.

No exemption from class time will be granted without appropriate medical documents or a proven emergency. Should a student choose to be absent they will receive a 15% deduction off the total final grade in the course for any day/or portion thereof missed. Students are required to make up all class work for which they were not in attendance.

Professional Behaviour: Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

Professional behaviour includes appropriate language use. Appropriate language use involves using respectful, moderate, and inclusive language at all times.

Cheating and Plagiarism: Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Library and the Writing Centre.

Penalties for Cheating and Plagiarism: A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Missed Exams or Quizzes: Will receive a grade of "0" unless **PRIOR** arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. **A doctor's certificate, or other proof supporting the reason for the absence, may be required.**

- English Usage:** All assignments are marked for correct English usage, proofreading and formatting, **up to a maximum of 15% of the total mark for that assignment.**
- Assignments:** Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.
- Programmable Tools:** The use of programmable items such as calculators, and dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.
- Incomplete Grades:** Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the exam period.
- Copyright Policy:** Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University Calendar.
- Emergency Procedures:** Students are required to familiarize themselves with emergency procedures posted in the classroom.