



# CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2021	COURSE NO: TOUR 316	
INSTRUCTOR:	COURSE TITLE: Financial Management for Tourism	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

## COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be offered in mixed mode, online, or a condensed format.

## COURSE PREREQUISITES

60 credits of 100-level or higher coursework including TOUR 116

## CALENDAR 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. In addition, the course will cover elements of corporate finance, business valuation, and managing working capital.

**COURSE NOTE:** This course is equivalent to TOUR 425. Duplicate credit will not be granted for this course and TOUR 425. TOUR 316 is an approved Quantitative/Analytical course for baccalaureate degrees.

## REQUIRED TEXTS AND/OR RESOURCES

Financial Management for Decision Makers. Atrill, Hurley (2017) 8<sup>th</sup> Edition, Pearson ISBN: 9781292134338

Survey of Accounting, Kimmel, P. D. & Weygandt, J.J., John Wiley & Sons Inc., 2017

Or Survey of Accounting, 2<sup>nd</sup> edition, Kimmel/Weygandt WileyPlus

**COURSE STUDENT LEARNING OUTCOMES**

On successful completion of this course, students will be able to do the following:

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 Evaluate a variety of course of actions for a problem through the use of managerial accounting/incremental analysis
4 Examine 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 evaluates the financial possibilities of a tourism business and effectively communicates using the terminology, language and format of a tourism industry practitioner with financial acumen.

**COURSE CONTENT**

DATES	TOPIC(S)	REQUIRED READINGS
Week 1	Review of Accounting/ Financial Statement Analysis	Ch 9 (Kimmel)
Week 2	Introduction to Managerial	Ch 10 (Kimmel)
Week 3	Cost-Volume-Profit	Ch 11 (Kimmel)
Week 4	Incremental Analysis <b>Test #1</b>	Ch 12 (Kimmel)
Week 5	Budgeting / Responsibility Centers	Ch 13/14 (Kimmel)
Week 6	Time Value of Money	Appendix E (Kimmel)
Week 7	Capital Investment	Ch 16 (Kimmel)
Week 8	Capital Investment <b>Test #2</b>	Ch 16 (Kimmel)
Week 9	Financing a Business / Long Term Financing	Ch 6 / 7 (Atrill)
Week 10	The Cost of Capital	Ch 8 (Atrill)
Week 11	Distribution to Shareholders	Ch 9 (Atrill)
Week 12	Shareholder Value <b>Group Project Due</b>	Ch 11 (Atrill)
Week 13	Managing Working Capital	Ch 10 (Atrill)
Week 14-15	<b>FINAL EXAM PERIOD</b>	

**EVALUATION PROFILE**

Assessment	% of Final Grade
Participation	0-10
Assignment/Labs	10 - 20
Tests / Midterms *	40 - 60
Term Project	10 - 20
Final	20 - 35
Total	100%

\*This consist of several tests. No one test will be valued at more than 35% of the grade.

**Participation**

Participation grades are based on the consistency, quality, and frequency of contributions to class discussions. Consistency means attending every class, maintaining a positive and respectful presence in the classroom, and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions; listening attentively during lectures and when other students are speaking; and participating in all activities with an open and inquisitive mind.

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete "I" will not be assigned in this course.

**Late Assignments**

Late assignments will not be accepted.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

Students are expected to attend all classes and associated activities.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

### **DEPARTMENT OR PROGRAM OPERATIONAL DETAILS**

See course syllabus