

BCIT COURSE OUTLINE**Ref. no./Date** FMGT1925 January 1998**Title** FINANCIAL MANAGEMENT MODULE

Type and Purpose A Level 2 module consisting of 45 hours of instruction: 18 classroom hours, 15 hours independent learning, 6 hours Workplace learning and 6 hours Self-paced Learning. The purpose of this module is to relate the use of financial information to a variety of manufacturing management decisions and issues.

Required by Operations Management Senior Certificate students

Instructor Russ Curtis
Office: SE6-333 Phone: local 6756
Office hours: By appointment
Email: BCIT 2000 or russ_curtis@msn.com

Required Texts & Tools Managerial Accounting, Atkinson, Banker, Kaplan and Young
Prentice Hall. Latest Edition.
PC with a modem and a Spreadsheet application
Financial Calculator (Sharp EL-733 or similar).

Prerequisites Successful completion of Level 1 work.

Learning Outcomes Upon successful completion of this module, students will be able to:

1. Appreciate Financial Accounting systems and procedures as they relate to a non-accounting manager working in a computer-based accounting environment.
2. Understand and apply cost concepts and cost behaviour.
3. Apply fundamental variance analysis techniques and other score-keeping techniques.
4. Analyze and support a range of short-run decisions using cost-volume-profit analysis.
5. Understand fundamental product costing methods, including ABC.
6. Prepare an operating budget.
7. Understand and perform product mix and pricing decisions.
8. Apply differential analysis to short-run resource allocation problems.
9. Perform DCF-ROI analysis for Capital Asset Planning decisions.
10. Appreciate the control techniques appropriate for decentralized operations.

Content/Context

1. Modules are prepared that cover basic financial accounting concepts and principles. This material will be learned independently.
2. The approach to cost concepts emphasizes decision-making costs.
3. CVP analysis will focus on its application to managing margins and capacity utilization.
4. Standard costing and variance analysis will be covered, with an emphasis on direct, variable cost analysis, relationships between variances, and responses to sub-standard performance.
5. The link between product costing, product pricing and product mix decisions will be established.
6. The emphasis in budgeting will be on materials and manpower forecasting.
7. Establish the relationship between planning and control and the need for both task and performance measurement and controls.
8. Differential analysis will be used to treat short-run resource allocation decisions.
9. Repair/Replace and Lease/Purchase decisions will be analyzed.
10. Residual Income and Transfer Pricing will be discussed if time permits.

Teaching and Learning Approaches

Senior Certificate students learn the use of a Spreadsheet in the first level. Assignments will be prepared using spreadsheet software. Assignments will be saved to disc and printed at the end of term to make a portfolio of work done in this subject. Assignments are of two types: problems to be prepared for lab discussion, and homework problems (to be handed in for grading). This module is a lecture/lab style presentation. Labs will be held in Computer suites.

Assessment Procedure

Sessional assignments and lab problems will be prepared using a Spreadsheet and assembled into a portfolio at the end of the module. Five quizzes will be given during the term (in lecture periods). Each quiz is worth 5% of the term grade, with a 'throw-out' allowed. Missed quizzes cannot be made up. There will be no formal examination in this module. A workplace learning Project will be selected by individual members of the class. This project will relate to the member's work and will be assessed jointly by the Instructor and the Employer.

Acts of Cheating, Plagiarism and dishonesty are not tolerated; the degree of punitive action may range from a written warning to withdrawal from the program. The penalties may also be applied to students who knowingly contribute to the act of dishonesty, cheating and/or plagiarism (Refer to pages 1 and 2 of the current BCIT Calendar)

All work assigned in this subject must be completed and submitted for grading or an Incomplete standing will be assigned.
Late submission will only be graded when a medical excuse is provided.

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Assessment	Homework	20%
Procedures	Quizzes	20%
Weights	Workplace Project	40%
	Portfolio	20%
* Portfolio	Completeness	15%
Assessment	Presentation	5%

**** Portfolios shall contain:**

- Problems prepared for lab discussion
- Problems prepared for homework (Corrected where necessary)
- The workplace Project
- Corrected Quizzes
- A data diskette, labeled and organized into directories containing all computer work done during this module

The detail of this Course Outline is subject to change by mutual agreement.

OPMT SR. CERIFICATE PROGRAM Workplace Project Guidelines

Aim

The aim of the workplace Project is to apply what is learned in the Financial Management Module.

Scope:

Members may chose any project that can be related to the learning objectives of the module:

- a. Product costing
- b. Performance measurement
- c. Short-run decision-making
- d. Capital asset planning

Objectives:

- a. The project should deal with a present and real problem, task or issue in your workplace.
- b. The project should contain:
 - i. A brief description of the setting.
 - ii. A definition of the task, problem or issue being addressed.
 - iii. Appropriate financial data.
 - iv. Analysis of the data using techniques and rules learned in the module.
 - v. Actionable conclusions.
- c. The project shall be written in proper business report format with a data disc that includes any analysis done in the report.

Assessment:

The project will be assessed jointly by the Instructor and the member's workplace sponsor.
Projects are due within two weeks of the end of the Module.

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 PLAN OF WORK
 JANUARY 1997

Session	Topic	Read	Lab Prep	Homework
Self-paced	Financial Concepts & Systems	ch.01	none	none
Self-paced	Accounting Principles	ch.02	none	none
Session 1	CVP Analysis	ch.03,04	3-28,30 4-29,32	3-31, 4-39
Session 2	Product Costing, Variances, Cost allocation	ch.05,06	5-33,36 6-24,30	5-14, 6-33
Session 3	Short-run Decisions	ch.07,08	7-26,28 8-35,41	7-36, 8-26
Session 4	Budgeting	ch.09	9-45,52,53,54	9-60
Session 5	Capital Asset Planning	ch.10	10-46,47,48	10-52
Session 6	Performance Measures Transfer Pricing	ch.11,12	12-61,70,72,76	12-77
Project	Selected by member	N/A	N/A	N/A