



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business**

<b>COURSE OUTLINE FOR:</b> <b>Finance Reports</b>	<b>DATE: January 2003</b> <b>FMGT 2910</b>
<b>TAUGHT BY:</b> Financial Management	
<b>TAUGHT TO:</b> Financial Management	
<b>Program:</b> Financial Management	
<b>Option:</b> All First Year Sets	

Deleted:

Hours/Week:		Total Hours:		Term/Level:	
<b>Lecture:</b>	1	10		2A & 2B	
<b>Lab:</b>	3	30			
<b>Other:</b>		Total Weeks:		Credits:	
		20		2	

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<b>Office Hours:</b> AS POSTED	Intranet: <a href="http://coursesites.blackboard.com">http://coursesites.blackboard.com</a>

**Pre-requisites:** Successful completion of all Level 1 courses.

**Course Description and Goals:**  
Students are required to form teams and to research a local firm and to present their findings in an oral presentation supported by audio visual or internet technologies.

**Required Text & Tools:**

- No textbook is required for this module.
- No supplies will be provided by BCIT.
- Equipment may be borrowed from the BCIT Audio-Visual Department. Coordinators will provide borrowing authorization slips.
- The cost of AV equipment not returned to the Institute by the syndicate will be charged to the students in the syndicate.
- Students are advised to come to their presentation with a back-up plan (Overhead transparencies) in case of equipment failure; all presentations must be given when scheduled.
- It is recommended that students have private access to a PC, with a modem and an Internet connection. Each student is required to register for this module at the Intranet site: <http://coursesites.blackboard.com>. It is strongly advised that email usernames contain your first name initial followed by your last name, i.e., [rcurtis99@msn.com](mailto:rcurtis99@msn.com)

**Prior Learning Assessment Method:** None



### Course Learning Outcomes:

Upon successful completion of this subject, students will be able to:

- **Analyze a mid-sized organization:** each syndicate is to analyze a mid-sized organization from a variety of perspectives.
- **Conduct an interview:** Each syndicate is required to design and administer an interview with key personnel at the organization selected for analysis.
- **Plan a presentation:** Working with classmates, each syndicate is to plan their oral presentation so as to involve each member.
- **Deliver a formal group presentation to a large audience:** using multi-media/internet technology, each syndicate will present their findings during the second half of the course.

### Learning and Teaching Approaches:

- During the first half of the course lectures will be given in support of the course learning objectives. Six lectures are planned. Two presentations will be given during the lecture period prior to Spring Break. The remaining presentations will take place after the Spring Break.
- An Intranet site at <http://coursesites.blackboard.com> has been developed to support the delivery of this module. All students are required to register for this site.
- The site serves to accomplish two objectives: to enhance communication between and among instructors and students, and to significantly reduce or eliminate the consumption of paper.
- This Course Outline will be mounted on the site. All required submissions will be collected electronically on the site. All lecture material will be mounted on the site in advance of lectures. Students are expected to review lecture material in advance of attending lectures.
- The site also contains a number of features and hyperlinks that ought to be of general interest to Financial Management Students. Students are invited to use all the features available at the site.
- Each set will form groups with a maximum of six members. These groups are called 'syndicates'.
- Each set will elect a coordinator: the coordinators will form a group to supervise the course.
- Each syndicate will select an appropriate organization for their presentation. The name of the organization shall be provided to the instructor as soon as it is chosen but not later than January 31, 2001. No duplicate presentations are allowed: organizations will be given to syndicates on a first come-first served basis.
- When the list of organizations is completed and approved, the scheduled dates for presentations will be finalized. The resulting schedule is final: it may not be altered. Mutually agreed schedule swaps must be communicated to Coordinators.
- The duration of the oral/audio-visual presentation should be between 20 and 30 minutes (5 minutes per syndicate member). Timing is important: the presentation must be rehearsed.
- The oral presentation must involve each and every member of the syndicate.
- The audio-visual presentation should be an integral part of the whole presentation; it should complement, not dominate the overall presentation.
- No formal written report is required from the presenting syndicates. The coordinating group may be asked to write an appraisal of the course.



**Presentation Coverage:**

Each presentation shall cover the following topics:

- Introduction of Syndicate members and presentation overview
- History of the organization
- Scope and diversity of the organization
- Organization structure – supported by an organization chart
- Financial structure and performance
- Description and explanation of the organization’s supply chain management
- Description and explanation of the organization’s marketing
- Summary and conclusion

**Coordinator Group:**

Each set will elect one student to the Coordinator Group. In general, the Coordinators liaise with Instructors and administer the course. Specific Coordinator responsibilities are set out below:

- Establish a rehearsal schedule and communicate this to the syndicates by posting on the Intranet site.
- Develop a marking scheme and marking form for the presentations that is both balanced and fair. The scheme is subject to approval by the Instructors.
- Settle conflicts that may arise from the course.
- Take attendance for their sets and inform the Instructor where absences are unexcused.
- Ensure that the schedule is followed.
- Ensure that borrowed AV equipment is returned.
- Submit a written report to the Instructors listing the organizations that were presented, problems encountered and recommended improvements for the next course.
- Ensure that thank-you messages are offered to each organization presented.
- Ensure that the presentation theatre is left in a tidy condition when presentations are finished.
- Establish a presentation grade at the end of each presentation and report these to the instructor at the end of each session.

**Student Assessment:**

Form a Syndicate	January 17, 2003	5 marks for on time
Coordinators elected	January 24, 2003	no marks given
Organization chosen	February 07, 2003	5 marks for on time
Presentation plan submitted	February 28, 2003	5 marks for on time; 10 for quality
Presentations	See Schedule	75 marks possible

Presentations will be graded by the student members of the Coordinating Group using a procedure designed by them and approved by the Instructors.



**Plan of Work:**

<b>Week</b>	<b>Coverage</b>	<b>Content</b>	<b>Deadlines</b>
01-06	Class/Course Introduction	Outcomes, Using the Intranet	None
01-13	Coordinator Duties	Last year's coordinators present	Syndicates formed
01-20	Interview Skills	Communications Department guest	Coordinators elected
01-27	Elements of Public Speaking	BCIT Toastmasters	none
02-03	Working with PowerPoint	R. Curtis	Organizations chosen
02-10	Integrating PowerPoint with other media	AV guest	Grading Scheme
02-17	First Presentation	In lecture period	Presentation Schedule finalized
02-24	Second Presentation	In lecture period	
03-03	Cancelled		

**Course Policies**

1. Organizations selected for presentation last year may not be selected for presentation this year.

**Content of this Course Outline is subject to change by mutual agreement.**