



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option: All 1st year Sets**FINANCE REPORTS
FMGT 2910****Start Date:** January 5, 2004**End Date:** May 14, 2004**Total Hours:** 40 **Total Weeks:** 20**Term/Level:** 2A/B **Course Credits:** 2**Hours/Week:** **Lecture:** 1 **Lab:** 3
Term A Term B**Shop:** **Seminar:** **Other:****Prerequisites:****FMGT 2910 is a Prerequisite for:****Course No. Course Name****Course No. Course Name****Successful completion of all level 1 courses.****Level 3****■ Course Description (required – MUST be from BCIT web - course descriptions)**

Provides Financial Management students with skills in communications and business presentations. They will have an opportunity to present on a variety of topics to both large and small groups, learning techniques for effectively conveying information and ideas. In labs, students will be expected to present individually to their peers on topics of their choice. In lecture, students will make a formal oral presentation to a large group in a theatre setting, using audiovisual techniques and equipment.

■ Evaluation

Presentations			Comments: Attendance and participation at labs and lectures is mandatory. Failure to attend, and to effectively participate, will result in significant penalties. (Described in <i>Detailed Description of Assignment</i> .)
• Large Group:	25	%	
• Chosen by Investment Committee for Inclusion in portfolio:	5	%	
• Small Group:	25	%	
Participation			
• Group (attendance, participation, behaviour):	15	%	
• Set cohesion, team ethos, skills improvement:	30	%	
Quizzes, Exams	0	%	
TOTAL	100	%	

■ Course Learning Outcomes/Competencies

Upon successful completion of the course, the student will:

- Be able to plan, design and deliver an effective business presentation.
- Have learned techniques for effective communication of complex subject matter to both large and small audiences.
- Have, as a result of speaking in front of both small and large groups, reduced presentation jitters and developed a level of comfort with public speaking and presentation.
- Have learned about their presentation strengths/weaknesses, have had an opportunity to refine their presentation techniques, and have received a comprehensive evaluation from their peers of their presentation and communication skills.

■ Verification

I verify that the content of this course outline is current.

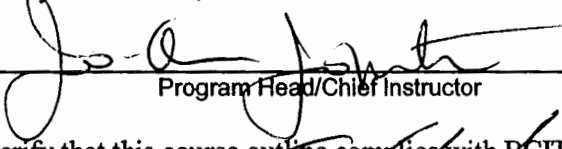


Authoring Instructor

January 6, 2004

Date

I verify that this course outline has been reviewed.

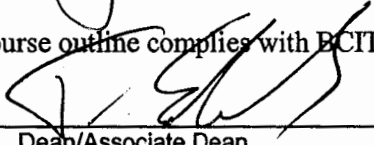


Program Head/Chief Instructor

January 6, 2004

Date

I verify that this course outline complies with BCIT policy.



Tim Edwards

Dean/Associate Dean

January 6, 2004

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

■ Instructor(s)

Carol Edwards

Office Location: SE6-379

Office Phone: 604-451-6751

Office Hrs.: Posted

E-mail Address: carol_edwards@bcit.ca

Note: Face-to-face meetings and telephone conversations are preferred to email in this course.

■ Learning Resources

- No textbook is required for this course. Instead, students will collect information for their large group presentation from SEDAR or EDGAR, the regulatory websites for publicly listed companies. Supporting information may be downloaded from the company's website, from other websites, from periodicals, from publicly available corporate databases, from the library, or from any other *professional* source the students have access to. Though not mandatory, students are invited to contact the company they have selected for study and see if they can get support, information and insight from the company itself.
- Students are expected to supply their own props, including overheads and transparencies. No supplies will be provided by BCIT.
- All photocopying is the responsibility of the students, unless approved by, and arranged in advance through the Set Managers, with the Instructor.
- Equipment may be borrowed from the BCIT Audio-Visual Department. Set Managers will provide borrowing authorization slips.
- The cost of AV equipment not returned to the Institute by a student group will be charged to the students in that group.
- Students are advised to come to their presentation with a back-up plan (e.g. overhead transparencies) in case of equipment failure; all presentations must be given when scheduled.
- Each student group is required to register for their presentation with their Set Managers.
- It is recommended that students have private access to a PC, with a modem and an Internet connection.

■ Information for Students

Assignments: See *Detailed Description of Assignment* in Out folder (FMGT 2910).

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance and participation at labs and lectures is mandatory. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent. Failure to attend, and to effectively participate, will result in significant penalties. Described in *Detailed Description of Assignment* in Out folder (FMGT 2910).

Illness: A doctor's note is required for any illness causing you to miss labs or lectures. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

■ Assignment Details

Students will be required to form teams of 4 students, to research a firm, and to present their investment recommendations in a formal oral presentation to a large audience. Each group will be required to plan their oral presentation so as to involve every member. Each group will select an appropriate firm for their presentation. The name of the firm shall be provided to the instructor not later than January 23rd. No duplicate presentations are allowed: firms will be given to groups on a first come-first served basis.

In labs, students will be expected to deliver, individually, informal oral presentations, on a variety of topics, on multiple occasions to a smaller audience.

Please see *Detailed Description of Assignment* for assignment specifications and organization of the course. This document is posted in the Out folder (under FMGT 2910).

Schedule

Week of:	Outcome/Material Covered	Assignment
Jan 5	Introduction to the course, its structure and requirements.	Organize Set Managers and groups. Establish presentation dates for groups.
Jan 12	Lecture on effective communications.	
Jan 19	Lecture on the properties which make a company an attractive investment.	Each group to have submitted the name of the firm it has selected for its large group presentation.
Jan 26 – Feb 2	Preparation for presentations and practice time. Lecture theatre may be booked for rehearsals by the Set Managers. Preference will be given to those who will speak from Feb. 9 th to Mar. 1 st .	
Feb. 9	Large group presentations commence.	Large group presentations begin as per schedule established at term start.
Feb. 16	Presentations continue.	Large group presentations continue.
Feb 23	PD Day on Feb 25th - Classes cancelled	
Mar 1	Presentations continue.	Large group presentations continue.
Mar 8	Midterms	
Mar 15	Spring Break	
Mar 22	Individual presentations in lab commence. Large group presentations continue.	Individual presentations start. Large group presentations continue.
Mar 29	Individual presentations in lab continue. Large group presentations continue.	Individual & large group presentations continue
Apr 5		
Apr 12		
Apr 19		
Apr 26		
May 3		
May 10	Individual and large group presentations should be complete. This time frame will be used as a cushion for any unexpected events.	<i>Set Managers, and the Sets themselves, will be asked to provide insights and suggestions to help to redesign and improve the course.</i>
May 17	Final Exams	

Additional Course Policies : 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.