



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option: All 1st year Sets**FINANCE REPORTS
FMGT 2910****Start Date:** January 4, 2005**End Date:** March 11, 2005**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**

This course provides Financial Management students with skills in communications and business presentations. Students will present in groups and individually. In groups, students will present a financial analysis of a public company. Individually, students may present on a variety of topics. Presentations will incorporate the use of audiovisual equipment and effective presentation techniques.

• Evaluation

Presentations			Comments:
• Group presentations:	30	%	• Your attendance and participation at lectures and labs is mandatory.
• Individual presentations:	30	%	• Failure to attend and effectively participate will result in significant penalties.
Participation			
• Individual (participation and professional conduct):	20	%	
• Set (set dynamics, set ethos):	20	%	
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.
- Have reduced presentation jitters and developed a level of comfort with public speaking and presentation.
- Have learned about their presentation strengths and weaknesses, had an opportunity to refine their presentation techniques, and 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 24, 2006 Date
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I verify that this course outline has been reviewed.

_____ Program Head/Chief Instructor	_____ January 24, 2006 Date
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I verify that this course outline complies with BCIT policy.

_____ Tim Edwards Dean/Associate Dean	_____ January 24, 2006 Date
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Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

• **Instructor(s)**

Marc Kampschuur	Office Location: SE6-371 Office Hrs.: Posted	Office Phone: 604-451-6756 E-mail Address: marc_kampschuur@bcit.ca
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• **E-mail:**

- You may contact your instructor via e-mail at marc_kampschuur@bcit.ca. Please note that I do not use the "my.bcit" email account. The subject line of your email must be in the following format or your message will be deleted without being read:

"course number" "last name" "first name" "student number" "set letter"
As an example: FMGT 2910 Kampschuur Marc 123456 A

- During the week I will endeavour to respond to e-mails within 48 hours. During weekends I may not be available to respond to e-mail. If your e-mail contains a question regarding course content you are required to indicate how you attempted to answer your question and provide an answer for comment.

• **Learning Resources**

- No textbook is required for this course. Instead, students will collect information for their presentations from relevant websites (SEDAR, EDGAR, company's website, industry association websites, etc.).
- Students are encouraged to contact the company selected for their presentation for support.
- Students are expected to supply their own audiovisual related supplies (transparencies, CDs, etc.). No supplies will be provided by BCIT.
- All photocopying is the responsibility of the students unless arranged in advance by the Set Managers and approved by the Instructor.
- Equipment may be borrowed from the BCIT Audio-Visual Department. Set Managers will provide borrowing authorization slips.
 - The cost of audiovisual 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 as all presentations must be presented when scheduled.

• Information for Students

Assignments:

See *Detailed Description of Assignment* in the Share Out folder (FMGT 2910) for information on the presentation requirements and evaluation.

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 lectures and labs 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. Please see the *Detailed Description of Assignment* for additional information.

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 are required to form teams of 4 students, research a firm, and 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 company for their presentation. The name of the company shall be provided to the instructor no later than January 19th. No duplicate presentations are allowed: firms will be given to groups on a first come-first served basis. Companies presented last year may not be selected for presentation this year. The choice of the company can have a significant impact on your presentation and it is recommended that you perform preliminary research prior to selecting your company.

Students are also expected to individually deliver an informal oral presentation.

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

Schedule

Week of:	Outcome/Material Covered	Assignment Due
Jan 3	Introduction to the course, its structure and requirements.	
Jan 10	Introduction to the course, its structure and requirements.	Selection of set managers. Selection of groups.
Jan 17	Lecture on investment analysis.	Selection of company. Presentation sequence.
Jan 24	Lecture on Power-Point.	
Jan 31	Lecture on effective communication.	
Feb. 7	Group presentations.	Large group presentations begin as per schedule established at term start.
Feb. 14	Group presentations.	
Feb 21	PD-Day on Feb. 23 ^h – no classes	
Feb 28	Group presentations.	
Mar 7	Midterms – no classes	
Mar 14	Spring Break – no classes	
Mar 21	Group presentations.	
Mar 28	Group presentations.	
Apr 4	Group presentations.	
Apr 11	Group presentations.	
Apr 18	Group presentations.	
Apr 25	Individual presentations.	
May 2	Individual presentations.	
May 9	Individual presentations.	
May 16	Evaluation of Set Managers. Flex time for presentations.	
May 17	Final Exams	

Content of this Course Outline is subject to change.