



A POLYTECHNIC INSTITUTION

School of Business

Program: Business Administration – Integrated Management Studies

Information Technology Management

Option: Human Resource Management

**FMGT 3560**  
**Finance 1 Administration**

**Start Date:** September, 2003

**End Date:** December, 2003

**Total Hours:** 48    **Total Weeks:** 12

**Term/Level:** 3    **Course Credits:**

**Hours/Week:** 4    **Lecture:** 2    **Lab:** 2

**Shop:**            **Seminar:**            **Other:**

**Prerequisites**

**FMGT 3560 is a Prerequisite for:**

**Course No.    Course Name**

**Course No.    Course Name**

FMGT 2100    Accounting 2

FMGT 4560    Finance 2 Administration

■ **Course Description**

Allows the student to appreciate the role of financial management in optimizing the economic position of a firm. Middle management people in business finance will learn to make the best decisions on the financing of a firm. Topics include control and financial management of the business firm, profit and cash-planning, the cost of capital and working capital management.

■ **Evaluation**

Midterm	50%
Final Examination	<u>50%</u>
<b>TOTAL</b>	<b>100%</b>

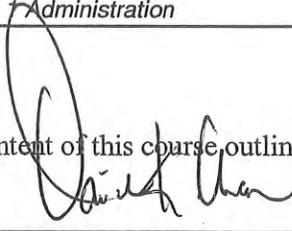
■ **Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

- identify how finance builds upon disciplines of accounting and economics.
- discuss the analytical decision-making nature of finance within a risk-return framework.
- outline the activities of financial managers that are primarily based on the raising and investing of funds in an efficient manner.

■ Verification

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

  
\_\_\_\_\_  
Authoring Instructor

June 18/03

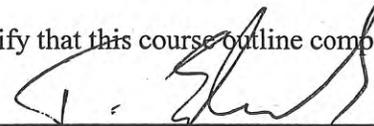
\_\_\_\_\_  
Date

I verify that this course outline has been reviewed.

\_\_\_\_\_  
Program Head/Chief Instructor

\_\_\_\_\_  
Date

I verify that this course outline complies with BCIT policy.

  
\_\_\_\_\_  
Dean/Associate Dean

July 3/03  
\_\_\_\_\_  
Date

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

## ■ Instructor(s)

David K. Chan, B.Comm., MBA, CA    Office Location: SE6-381    Office Phone: 604-451-6753  
Office Hrs.: to be posted on    E-mail Address: dchan@bcit.ca  
office door

## ■ Learning Resources

### Required:

*Foundations of Financial Management*, Sixth Canadian Edition. Stanley Block, Geoffrey Hirt, Douglas Short. Irwin Inc. 2002.

## ■ Information for Students

*(Information below can be adapted and supplemented as necessary.)*

**Assignments:** Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

**Makeup Tests, Exams or Quizzes:** There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

**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 will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

**Illness:** A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

**Attempts:** Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

**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

Will be discussed in class.

### Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading
1	Introduction to Corporate Finance <ul style="list-style-type: none"> <li>• What is Corporate Finance</li> <li>• Goals of Financial Management</li> <li>• Financial Institutions, Financial Markets and the Corporation</li> </ul>	Chapter 1
2	Review of Accounting <ul style="list-style-type: none"> <li>• Income Statement and Balance Sheet</li> <li>• Cash Flow</li> <li>• Taxes and Capital Cost Allowance</li> </ul>	Chapter 2
3	Financial Analysis <ul style="list-style-type: none"> <li>• Ratio Analysis</li> <li>• Use of Ratios to Analyze a Firm</li> </ul>	Chapter 3
4	Financial Forecasting <ul style="list-style-type: none"> <li>• Pro Forma Income Statement</li> <li>• Balance Sheet and Cash Budget</li> </ul>	Chapter 4
5	<b>Midterm Exam on Chapters 1, 2, 3, 4</b>	
6 & 7	Operating and Financial Leverage <ul style="list-style-type: none"> <li>• Break-even Analysis</li> </ul>	Chapter 5
8 & 9	Current Asset Management <ul style="list-style-type: none"> <li>• Cash Management</li> <li>• Inventory Control</li> <li>• Management of Accounts Receivable</li> </ul>	Chapter 7
10 & 11	Sources of Short-Term Financing <ul style="list-style-type: none"> <li>• Use of Bank Financing, Commercial Paper, EuroDollars and Hedging</li> </ul>	Chapter 8
12 & 13	Valuation and Rates of Return <ul style="list-style-type: none"> <li>• Valuing Bonds, Preferred Stock and Common Stock</li> </ul>	Chapter 10
14	Review	
15	<b>Final Examination</b>	