



A POLYTECHNIC INSTITUTION

School of Business

Programs:

Integrated Management Studies

Information Technology Management

Human Resources Management

FMGT 3560
Finance 1 Administration**Start Date:** September 2006**End Date:** December 2006**Total Hours:** 56 **Total Weeks:** 15**Term/Level:** 3 **Course Credits:** 4**Hours/Week:** 4 **Lecture:** 2 **Lab:** 2**Shop:** **Seminar:** **Other:****Prerequisites****FMGT 3560 is a Prerequisite for:**

Course No.	Course Name
FMGT2100 or 1152	Accounting 2 or Accounting for the Manager

Course No.	Course Name
FMGT4560	Finance 2 Administration

Course Description

Allows those with little or no knowledge of financial management to study the various methods of 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 1	30%	Attendance will be taken at all Labs. Attendance at Lectures is <u>highly</u> recommended given the nature of this course's marking scheme.
Midterm 2	30%	
Final Examination	40%	
TOTAL	100%	

Course Learning Outcomes/Competencies

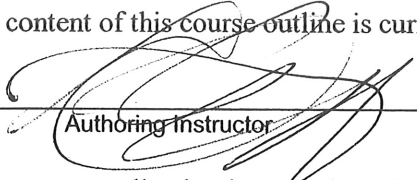
Upon successful completion, the student will be able to:

- identify how finance builds upon the 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.

Carol Edwards



Authoring Instructor

August 23, 2006

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

AUG 24, 2006

Date

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

Instructors

Instructor: Carol Edwards, BA, MBA, CFA
Office: SE6 379
Telephone: (604) 451-6751
Email: carol_edwards@bcit.ca

Assistant Instructor: N/A

Learning Resources

Required: None

Recommended:

- Foundations of Financial Management, 7th Canadian Edition. By Stanley Block, Geoffrey Hirt and Douglas Short, McGraw-Hill Ryerson (or any other good Canadian finance text published within the last 10 years).
- If you buy the Block, Hirt text, the publisher's online learning centre: <http://www.mcgrawhill.ca/college/block> or use of their Study Guide. (Otherwise any good finance study guide.)
- Financial calculator (Sharp EL-733A is highly recommended).
- Access to a daily or weekly financial newspaper (e.g. National Post, Globe and Mail, The Economist) will be useful as many of our discussions in the labs will be focused on current events in the world of finance.
- Internet access for research and ability to access the BCIT OUT folder, where course files will be uploaded.

Information for Students

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.

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.

Lecture Notes and other Information: Lecture notes will be available through the BCIT OUT folder under the FMGT3560 folder. Notes will be posted in advance of lectures. The notes DO NOT replace attendance at lectures. They are meant to be a complement to lectures. There may also be, from time to time, other information sources in the FMGT3560 OUT folder that will be required reading.

Makeup Exams: 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.

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.

Course Schedule

Week of	Outcome/Material Covered
Sept. 4	Introduction to Corporate Finance
Sept. 11	Review of Accounting
Sept. 18	Analysis of accounting statements, particularly the Income Statement Financial/Ratio Analysis
Sept. 25	Financial/Ratio Analysis Shinerama – Wednesday, September 27 th
Oct. 2	Financial Forecasting and Cash Budgeting MIDTERM 1 – in lab / multiple choice – covers materials since term start.
Oct. 9	Financial Forecasting and Cash Budgeting Operating and Financial Leverage (Break-even Analyses) Thanksgiving – Monday, October 9 th
Oct. 16	Operating and Financial Leverage (Break-even Analyses)
Oct. 23	Operating and Financial Leverage (Break-even Analyses)
Oct. 30 & Nov. 6	Working Capital Management <ul style="list-style-type: none"> • Financing Decision. • Cash Management. • Inventory Control. • Management of Accounts Receivable. MIDTERM 2 – in lab during week of Nov. 6 / multiple choice – covers materials since term start, but with focus on info since last midterm.
Nov. 13	Sources of Short-Term Financing <ul style="list-style-type: none"> • Use of Bank Financing, Commercial Paper, EuroDollars and Hedging. In lieu of Remembrance Day – Monday, November 13th
Nov. 20 & Nov. 27	Valuation and Rates of Return <ul style="list-style-type: none"> • Valuing Bonds, Preferred Stock and Common Stock.
Dec. 4	Catch-up and exam review
Dec. 11	Final Examination – multiple choice – covers materials since term start, but with focus on info since last midterm.