



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option: Finance

FMGT 4710
Computer Applications 2

Start Date: January 6, 2003

End Date: May 23, 2003

Total Hours: 40 **Total Weeks:** 10

Term/Level: 4A **Course Credits:** 5.5

Hours/Week: 4 **Lecture:** 1 **Lab:** 3

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

Prerequisites

FMGT 4710 is a Prerequisite for:

Course No.	Course Name
	FMGT 3720

Course No.	Course Name
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■ **Course Description (required)**

A continuation of the work begun in FMGT 3720, the aim of this course is to demonstrate how Excel spreadsheet skills may be applied in a financial modeling situation. Upon completion of this course, students should:

- Understand how to design spreadsheet based computer models which are dynamic and interactive.
- Understand and be able to develop computer models for analyzing and thinking about a variety of financial and accounting problems.

■ **Detailed Course Description (optional)**

■ **Evaluation**

Quizzes	20%
Mini-projects	80%
TOTAL	100%

Details of Evaluation

A high standard of work is expected from students in this course. All assigned work, including quizzes, must be submitted for grading or else a zero grade will be assigned.

<u>Method of Evaluation</u>	<u>Number</u>	<u>Weight</u>
Quizzes	2	20%
Mini-Projects	2	80%

Notes:

- Each of the quizzes and projects are equally weighted.
- There is no final exam for this course. All assessments will be conducted in the computer labs.

■ Course Learning Outcomes/Competencies

This course builds upon the fundamentals of Excel learned at BCIT and on the students' Finance and Accounting courses. It does so by approaching the subject of computer modeling from the perspective of an analyst who wishes to construct dynamic computer based models and scenarios which allow him/her to understand, and manipulate, the information associated with common financial and accounting problems. Rather than using the traditional lecture format, students will be expected to analyze various financial concepts and, on the basis of their analysis, construct spreadsheet models which allow them to test hypotheses, compare the performance of alternative options under various scenarios and provide detailed information for the decision making process. In their projects, students will be expected to design working spreadsheet models based on a problem typically encountered in the assigned topic.

Quizzes will be open book, meaning students are expected to have an in-depth understanding of the materials and be able to cope with case based questions.

At the end of the course, students will be expected to:

- Understand how to use a spreadsheet in computer modeling.
- Be capable of designing interactive and dynamic spreadsheet models based on common financial and accounting problems.
- Learn how to provide managers, clients and colleagues with models which allow the testing of hypotheses and which allow the user to compare the performance of alternatives under various scenarios and which provide detailed information for the decision making process.
- Be able to analyze and evaluate various opportunities using those models.

■ Verification

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

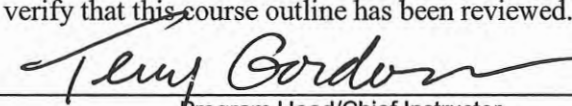


Authoring Instructor

Jan 6, 2003

Date

I verify that this course outline has been reviewed.

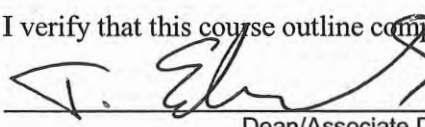


Program Head/Chief Instructor

Jan 6 2002

Date

I verify that this course outline complies with BCIT policy.



Dean/Associate Dean

Jan 6/03

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: 451-6751
Jean Virginillo	SE6-379	456-8168
Office Hrs.:	Posted on Door	E-mail Address: Carol_Edwards@bcit.ca Jean_Virginillo@bcit.ca

■ Learning Resources

Required:

None

Recommended:

Reference Only: *Canadian Financial Management* by Davis and Pinches and Canadian Securities Texts, especially Volume II.

It is strongly recommended that students have access to a reference text on Excel and private access to a PC to do homework assignments.

■ 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**

- The course will take a hands-on approach to spreadsheet modeling, with students expected to design, and develop, financial models on the basis of information presented to them in a case format. They will be marked on the ability of their model to generate the expected outcomes from inputs supplied by their lab instructor.
- Students will complete two mini-projects. As well, there will be two quizzes, which will require the students, in the lab, under test conditions, to work with Excel and demonstrate proficiency with the program and financial modelling.
- All assigned work must be received by the required date and time. Late work will not be accepted.
- All project, assignment and quiz procedures will be posted on the OUT drive in a folder which has been labelled FMGT\4710\EXCEL - FINANCE STUDENTS
- Any changes to the course will be placed in a sub-folder of FMGT\4710\EXCEL - FINANCE STUDENTS. It will be called ANNOUNCEMENTS.
- All students are responsible for keeping up-to-date on all items posted to the FMGT \4710 folder and all of its sub-folders. You may not use, "I didn't see it in the folder," as an excuse for anything which may go wrong in the course.
- All documents and assignments related to this course may be found on Out folder. Look in:

J:\FMGT\4710\EXCEL - FINANCE STUDENTS

Schedule

This schedule is subject to change at the discretion of the instructor.

Week	Coverage	Tasks	Quiz
Jan. 6th	Intro & Model Design		
Jan. 13th	Project #1	Project #1, assigned	
Jan. 20th	Model Design, cont.		
Jan. 27th	Model Design, cont.		Quiz 1
Feb. 3rd	Project # 2	Project #2, Assigned / Hand-in Project #1	
Feb. 10th	Model Design, cont.		
Feb. 17th	Model Design, cont.		
Feb. 24th	Model Design, cont.	Hand-in Project #2	Quiz 2
Mar. 3rd	Mid-term exam week		
Mar. 10th	SPRING BREAK		

Notes:

All quizzes will be given in your 1st lab of the calendar week.

The projects and the assignment must be handed-in by Friday at 5:30 pm of the week the work is due. You will hand-in your work electronically to the FMGT 4710 folder on I:\IN.

You are responsible for checking the FMGT 4710 folder on J:\OUT for any announcements regarding your homework before you hand it in. If there are any announcements regarding the homework they will be posted by Wednesday at noon of the week the work is due.

You must use the following instructions for naming your homework files for hand-in:

Set # First Name Last Name First Name Last Name First Name Last Name
(for all group members / groups of 2 – 4 students are required)).

For example John Yin, Mary Smith and Sally Jones are in Set M. Their electronic homework would be named:

M Mary Smith Sally Jones John Yin

If you do not follow this naming convention, you will lose 10% of the assignment's worth.