



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option: Accounting

FMGT 4910
Projects in Industry**Start Date:** March 2006**End Date:** May 2006**Total Hours:** 40 **Total Weeks:** 10**Term/Level:** 4 **Course Credits:** 2.5**Hours/Week:** 4 **Lecture:** 0 **Lab:** 0**Other:** 4 **Seminar:** 0**Prerequisites****Course No. is a Prerequisite for:****Course No.** **Course Name****Course No.** **Course Name**

Successful completion of all level 3 courses

None

Course Description

An experiential module aimed at developing problem solving, reporting and presentation skills. No classroom hours are scheduled.

Evaluation

Project Proposal	10%	Comments: Due March 31, 2006, 2:30 pm Due April 14, 2006, 2:30 pm Due May 12, 2006, 2:30 pm Due each Wednesday, beginning March 29, 2:30 pm
Draft Table of Contents	5%	
Project Report	75%	
Periodic reporting	10%	
TOTAL	100%	

Course Learning Outcomes/Competencies:

Upon successful completion, the student will have:

1. Formed a working team.
2. Negotiated a research objective within the working team.
3. Contacted an industrial or service firm (the client) and negotiated a research project.
4. Prepared and followed a research plan.
5. Analyzed and evaluated the area designated by the client and identified in the research plan.
6. Presented written research findings in a professional quality business report to both the client and the advising faculty member.

Instructor(s)

Victor Waese	Office Location:	SE 6 343	Office Phone:	604-456-8151
	Office Hrs.: as posted		E-mail Address:	vwaese@bcit.ca

Learning Resources

Text(s) and Equipment

Required: None

Information for Students

I.D. Required In Exam Halls: Effective December 2000, students will be required to produce photo-identification for admittance to examination halls. Photo I.D. must be placed on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a driver's license. Please see BCIT Policy #5300, Formal Invigilation Procedures.

Attendance: If a student is absent for any cause, other than illness (Dr's note may be required), for more than 10% of the time prescribed for the course, the student may be prohibited from completing the course. Please see BCIT Policy #5201, Attendance.

Quizzes: Quizzes must be written on the dates specified. A doctor's note is required for any illness causing you to miss quizzes. If medical certificate is produced, at the discretion of the instructor, you may have the marks prorated.

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 quizzes, tests, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated, (i.e., an average is given according to your performance throughout the course). If an exam is missed due to medical reasons, supported by medical certificate, at the discretion of the instructor, you may be permitted to write the exam at the time of the next course offering.

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.

Labs: Attendance is mandatory. Lab exercises are due at the end of the lab period.

Course Notes:

1. Each working team will consist of 3 or 4 members selected by the working team.
2. The team is expected to select a firm (the client). The client must be a firm located in the Greater Vancouver or Lower Mainland areas of BC. The firm must have a location that can be visited by the course instructor. The course instructor reserves the right to review and adjust team membership and approve the client chosen for appropriate project purposes.
3. Each team will choose an area of accounting for their project. An example topic used in prior years by a particular team was Internal Controls in Inventory Management. In this project, the goal of the report was to evaluate the firm's current practices, compare them to accepted practices, and make recommendations for change and improvement as required. Other types of projects that might be appropriate could include researching any procedure, process, or problem in financial or management accounting, such as possibly a review of some aspect of a control system, a costing or pricing process, a budgeting process, a planning process, or any other accounting or financial issue relevant to the client.
4. The "actual hours of work" will be determined by the team members in consultation with the client. Students are expected to dress and behave appropriately for a business setting and the work site.
5. The Project Proposal should not exceed 2 pages. It must identify the team members, the chosen research area and the client information-name, address, phone number, contact person & position, as well as a work plan and schedule.
6. The Draft Table of Contents, showing the structure of the Project Report, should not exceed 1 page in length.
7. Project completion requires a formal written report presented to the course instructor. The team is responsible for the preparation and presentation of the report. Literature showing samples of formal reports is available from many sources: BCIT Library, communications courses, the course instructor.
8. The team should be prepared to present their report and discuss their findings with the client. This portion does not form part of the evaluation process and is not graded.
9. On a weekly basis, the team will submit to the instructor a time sheet showing "billable hours" and work accomplished by the members of the team, with a short summary of project progress, any issues that are problematic, and providing a schedule update.
10. The course instructor will be available to assist the team members with various aspects of the course including evaluation of draft copies of the project report. The team is responsible for scheduling meetings as required with the instructor.
11. Late submission is not acceptable subject to BCIT Policies.

Verification

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

Victor Waese

Authoring Instructor

Date

I verify that this course outline has been reviewed.

Program Head

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

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