



SEP 26 2002

**BRITISH COLUMBIA INSTITUTE OF  
TECHNOLOGY**

*Operating Unit: Business*

*Program: Financial Management*

*Option:*

**Course Outline**

**FMGT 4910**  
**Projects in Industry**

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**Effective Date:**

January 2002

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**Course Credits:**

**Term/Level: 2**

**Total Hours:** 40

**Total Weeks:** 10

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**Hours/Week:** 4

**Lecture:** 0

**Lab:** 4

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**Prerequisites**

**FMGT 4910 is a Prerequisite for:**

**Course No.**

**Course Name:**

**Course No.  
Name**

**Course**

Successful completion of all Level 3 courses

None

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**Course Goals**

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

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**Document**

**Evaluation**

**Document Due Dates**

Project Proposal

5 %

March 21, 2002

Draft Table of Contents

10 %

March 28, 2002

Project Report

85 %

May 6, 2002

TOTAL

100%

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**Course Learning Outcomes/Competencies**

At the completion of this module, 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 (client) and negotiated a research project
4. Prepared and followed a research project plan
5. Analyzed and evaluated the internal controls within 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

**Course Content Verification**

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

Associate Dean – Financial Mgmt

Date

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

**Instructor & Faculty Advisor**

Tom Friedrich

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Phone:

451-6756

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**Learning Resources**

**Required:** None

**Recommended:**

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### **BCIT Policy Information for Students**

1. ALL OUTLINES, SCHEDULES, AND MARK ALLOCATIONS ARE SUBJECT TO CHANGE IF THE INSTRUCTOR DETERMINES THAT CHANGE IS REQUIRED.
2. This Course Outline may assist you in the future to receive credit for all or part of a course from another post-secondary institution or from a professional program. It is strongly recommended that you keep this Course Outline in a safe place for future reference.
3. CHEATING, PLAGIARISM AND DISHONESTY: "Acts of cheating, plagiarism and dishonesty are not tolerated; the degree of punitive action may range from a written warning to withdrawal from the program. These penalties may also be applied to students who knowingly contribute to the act of dishonesty, cheating and plagiarism." (Refer to the current BCIT Calendar.)
4. Programmable calculators will not be allowed in exams.
5. Examinations are an important and necessary component of Financial Management courses. Students are expected to write mid-term and final examinations on the scheduled days. Refer to your course outline. Circumstances such as legitimate illness may arise and make it impossible to write an exam. (Doctor notes are required for all cases.) Such circumstances must be communicated to the instructor in advance of the examination date. In such cases, the instructor may decide to:
  - a) allow you to write at an alternate time or
  - b) transfer the marks to the final examination.In all other cases, missed examinations will result in a mark of zero.
6. **I.D. Required in Examination Centers**  
Effective December 2000, in order to write exams, students will be required to produce photo-identification at examination centers. Photo I.D. must be placed on the desk before an exam will be issued to the student. The I.D. must remain in view 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 a government photo I.D. such as a driver's licence. Please see BCIT Policy #5300, Formal Invigilation Procedures.



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**Course Notes (Policies and Procedures):**

Each working team will have 3 student members.

The team is expected to select a company (the client). The client must be a company located in the Greater Vancouver or Lower Mainland area and 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.

The report topic is Internal Controls. The team is expected to identify the internal controls in place, evaluate the effectiveness of the identified controls, identify any missing internal controls, and make recommendations as needed for change and improvement.. The team should select an area within the company for their research (e.g.: Cash, Inventory, Payroll, Accounts Payable, Accounts Receivable, or other appropriate area) and not the whole company.

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 the work site.

The Project Proposal should not exceed 1 page in length. It must identify the Team Members, Client Name, Address, Phone Number, Contact Person & Position, and the chosen area of research.

The Draft Table of Contents should not exceed 1 page. It must show the structure of the Project Report including a Recommendations section.

Project completion requires a formal written report presented to the course instructor. The team is responsible for the preparation and presentation of the report. Samples of formal reports are available from many sources including the BCIT Library, previous communications courses, and the course instructor.

The team should be prepared to present the report and discuss their findings with the client. This portion does not form part of the evaluation process and is not graded.

The course instructor and other resource people 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 appropriate resource person.

Late submission is not acceptable subject to BCIT Policies.