

A. Division: APPLIED PROGRAMS Date: JANUARY 29, 1990

B. Department: COMMERCE AND BUSINESS ADMINISTRATION New Course:

Dated: _____

C. BUS 235 D. FUNDAMENTALS OF FINANCIAL MANAGEMENT I E. 3
 Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:
 This course, restricted to Arts Management students, is an introduction to the basic concepts of finance and financial management and their role in the field of arts administration. Topics covered include an overview of the field of Finance and the role of the Financial Manager, accountant, and bookkeeper, some simple bookkeeping and accounting, basic payroll, preparation of budgets, working capital management, cash management, financial statements, responsibility centers and forward planning.

Summary of Revisions:
 (Enter date and Section
 e.g. 1982-08-25
 Section C,E,F, and R.

G. Type of Instruction:	Hrs. Per Week/
Lecture/Discussion	<u>4</u> Hrs.
Laboratory	_____ Hrs.
Seminar	_____ Hrs.
Clinical Experience	_____ Hrs.
Field Experience	_____ Hrs.
Practicum	_____ Hrs.
Shop	_____ Hrs.
Studio	_____ Hrs.
Student Directed Learning	_____ Hrs.
Other (Specify)	_____ Hrs.
Total	<u>4</u> Hrs.

H. Course Prerequisites:
 NONE

I. Course Corequisites:
 NONE

J. Courses for which this Course is a Pre-requisite:
 BUS 335

K. Maximum Class Size:
 35

L. College Credit Transfer
 College Credit Non-Transfer

M. Transfer Credit: Requested
 Granted

(Specify Course Equivalents or Unassigned Credit as Appropriate)
 U.B.C.
 S.F.U.
 U. Vic.
 Other

Non-Credit

[Signature]
 Course Designer(s)
[Signature]
 Director/Chairperson

[Signature]
 Divisional Dean
[Signature]
 Registrar

NAME AND NUMBER OF COURSE

N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

1. P.G. Bergeron, Finance for Non-Financial Managers, Methuen, 1985

Complete Form with Entries Under the Following Headings: O. Course Objectives;

P. Course Content; Q. Method of Instruction; R. Course Evaluation

O. Course Objectives:

Upon successful completion of this course, the student will be able to:

1. discuss and explain the role of finance and the financial manager in an organization
2. discuss and explain the basic terminology, principles, and conventions used in bookkeeping and accounting
3. describe and explain the importance and general structuring of a functional payroll reporting system
4. develop and justify a cash budget for an arts-oriented organization
5. formulate a basic recordkeeping system in support of the budget process
6. prepare, and understand the use of, basic financial statements
7. discuss and explain the basic principles of working capital management
8. discuss and explain the principles of forecasting and break-even analysis in support of financial planning
9. discuss and explain the importance and use of internal and external finance related reports
10. summarize the primary sources and forms of internal and external financing available.

NAME AND NUMBER OF COURSE

P. Course Content:

1. Introduction

- the organization and organizational structure
- forms of business
- an introduction to management

2. Financial Management in the Organization

- the relevance and role of finance
- the finance function
- financial objectives
- the financial manager
- the responsibility centre concept

3. Scorekeeping

- bookkeeping: importance
 - : the role of the bookkeeper
 - : fundamentals
- the uniform system of accounts
- accounting: importance
 - : the role of the accountant
 - : fundamentals
- payroll

4. Financial Statements

- fundamentals
- composition
- interpretation
- some basic analysis
- the significance of changes
- uses

5. Budgeting

- reasons for budgeting
- fundamentals
- preparation
- as a control mechanism

6. Working Capital Management

- introduction
- cash flow management
- accounts receivable & collections
- accounts payable & credit

7. Financial Planning

- fundamentals
- uncertainty
- the flow of funds in an organization
- financial forecasting
- breakeven analysis

NAME AND NUMBER OF COURSE**8. Sources and Forms of Financing**

- internal vs. external
- external sources of financing
- spontaneous and short term financing

9. The Nature and Form of Financial Reports

- internal
- external

Q. Method of Instruction

Material will be presented within a lecture/discussion environment.

R. Course Evaluation

1. Project	25%
2. Midterms (2)	30%
3. Final Exam	25%
4. Assignments*	<u>20%</u>

100%

* Minimum of 5 assignments