

**University of North Texas at Dallas**  
**Summer 2012**  
**SYLLABUS**

<b>FINA 4300D - Liquidity and Working Capital Management (Section 090) 3 Hrs</b>			
Department of	Business	Division of	Urban and Professional Studies
<b>Instructor Name:</b>	<i>Chialing Hsieh</i>		
<b>Office Location:</b>	Dallas 2 Room 235		
<b>Office Phone:</b>	972-338-1807		
<b>Email Address:</b>	<i>Chialing.Hsieh@unt.edu</i>		
<b>Office Hours:</b>	by appointment		
<b>Virtual Office Hours:</b>			
<b>Classroom Location:</b>	Dallas 2 Room 213		
<b>Class Meeting Days &amp; Times:</b>	Monday & Wednesday 10:00 am to 1:50 pm		
<b>Course Catalog Description:</b>	Analyzing issues related to corporate liquidity problems and solutions related to the management of short-term assets and liabilities.		
<b>Prerequisites:</b>	FINA 3770 with a grade of C or better		
<b>Co-requisites:</b>			
<b>Required Text:</b>	Financial Reporting for Managers: A Value-Creation Perspective, Jamie Pratt & D. Eric Hirst, Wiley Publishing, 1 <sup>st</sup> edition, 2008.		
<b>Recommended Text and References:</b>	Financial Calculator - BA II PLUS by Texas Instruments is recommended.		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; web: <a href="http://undallas.bkstr.com">http://undallas.bkstr.com</a> Blackboard		
<b>Course Goals or Overview:</b>			
	This course will introduce the terminology and (systematic) methodology involved in making decisions concerning liquidity and working-capital management. We will analyze and reconsider traditional techniques and investigate new approaches to managing a firm's liquidity position.		
<b>Learning Objectives/Outcomes:</b> Upon completion of the course a student should have acquired the basic financial tools and knowledge necessary to understand and evaluate:			
1	decisions to sell or purchase short-term assets.		
2	alternative sources of short-term financing.		
3	effects of decisions about short-term assets and short-term financing on company value and shareholders' wealth.		
4	conditions in the financial markets in which investment, financing, and valuation take place.		

## **Course Outline**

This schedule is subject to change by the instructor. Over the course of the semester, activities and items may be added, removed, or rescheduled in order to provide more information, improve accuracy, enhance learning, or correct errors. Any changes to this schedule will be communicated by instructions in class, announcements in Blackboard, and/or Blackboard email to students.

<b>TOPICS</b>	<b>TIMELINE</b>
Introduction and syllabus Topic 1: The Role of Working Capital Topic 2: Analysis of Solvency, Liquidity, and Financial Flexibility Topic 3: Valuation  <b>Quiz 1 (Topic 1, 2, and 3)</b>	Week 1: 07/09/12
Topic 4: Inventory Management Topic 5: Accounts Receivable Management Topic 6: Credit Policy and Collection  <b>Quiz 2 (Topic 4, 5, and 6)</b>	Week 2: 07/16/12
Topic 7: Managing Payables and Accruals Topic 8: The Payment System and Financial Institution Relationships Topic 9: Cash Collection Systems  <b>Quiz 3 (Topic 7, 8, and 9)</b>	Week 3: 07/23/12
Topic 10: Cash Concentration Topic 11: Cash Disbursement Systems Topic 12: Cash Forecasting  <b>Quiz 4 (Topic 10, 11, and 12)</b>	Week 4: 07/30/12
Review for Final Exam <b>Final Comprehensive Exam</b>	Week 5: 08/06/12

## **Course Evaluation Methods**

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams:** In-class exams will consist of written tests designed to measure students' knowledge and understanding of course material. Exam questions will consist of primarily of short-answer questions and include some problems and essay-type questions. Exams will generally cover the topics discussed or presented in class, however, other material may be identified as exam material when appropriate.

**Assignments and Quizzes:** At the discretion of the instructor, there may be various pop-quizzes, homework assignments. These activities are intended to supplement and reinforce course material. A student may be responsible for completing an activity in or outside of class.

**Grading Matrix:**

Instrument	Value (points or percentages)	Total
4 Quizzes	4 quizzes at 50 points each	200
Final Comprehensive Exam	100 points	100
<b>Total:</b>		<b>300</b>

**Grade Determination:**

A = 90% or better  
B = 80 – 89 %  
C = 70 – 79 %  
D = 60 – 69 %  
F = less than 60%

## **University Policies and Procedures**

**Students with Disabilities (ADA Compliance):**

*The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.*

**Student Evaluation of Teaching Effectiveness Policy:**

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

**Assignment Policy:**

**You must submit assignments when they are due.** If you must be absent, you will still be expected to submit assignments on time. It is your responsibility to contact someone (either your instructor or a classmate) to find out what you missed when you are absent.

**Exam Policy:**

*Exams and quizzes should be taken as scheduled. **No makeup examinations or quizzes will be allowed** except for documented emergencies (See Student Handbook). The student should make every effort to contact the instructor prior to the exam or class missed; however, a student who fails to make arrangements prior to the beginning of the next scheduled class forfeits the right to make-up credit.*

**Academic Integrity:**

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.*

**Bad Weather Policy:**

*On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

**Attendance and Participation Policy:**

*The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class.*

*It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.*

**Diversity/Tolerance Policy:**

*Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.*