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Volume 3
Issue 1 *Featuring Excellence in Undergraduate
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Article 4

10-13-2023

FIN4260 Short-Term Financial Management

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Recommended Citation

Roger Post, Yannick J. (2023) "FIN4260 Short-Term Financial Management," *KSU Distinguished Course Repository*. Vol. 3: Iss. 1, Article 4.

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KENNESAW STATE UNIVERSITY

FIN 4260 – Short-Term Financial Management
Section Wxx (CRN xxxxx)

Syllabus

SCHEDULE: Online class
INSTRUCTOR: Yannick Roger Post
PHONE: xxx-xxx-xxxx
EMAIL: ypost@kennesaw.edu
OFFICE: Burruss Building – Office xxx
OFFICE HOURS: Tuesday & Thursday (2:30pm – 4:30pm)

EMAIL RESPONSE TIME: I will check email several times a day not including weekends or holidays. During the week, I will respond to all emails within 24 hours. Over the weekend (starting Friday at 4 p.m.), I will respond to all emails within 48 hours. All assignments will be returned within seven days.

COURSE DESCRIPTION: This course focuses on short-term financial decision-making. Students learn principles and analytical methods for managing a firm's cash and working capital, short-term investments and credit, banking relationships, forecasting and planning, and risk.

COURSE STRUCTURE: THIS COURSE IS AN **ASYNCHRONOUS COURSE**, WHICH MEANS THAT STUDENTS WILL NOT ATTEND CLASS AT A SET TIME, BUT RATHER WILL ACCESS PRE-RECORDED LECTURES AND DIGITAL CURRICULUM MATERIALS AT A TIME OF THEIR OWN CHOOSING. THIS FORMAT WILL REQUIRE YOU TO BE SELF-DISCIPLINED AND KEEP UP WITH THE POSTED DEADLINES FOR THIS COURSE.

All course material is posted in D2L, including unofficial grades. Students are responsible for all information posted. Any grade calculations performed within D2L should not be relied on; official grades will be separately calculated by the professor and will represent the final course grade. (An Excel Grade calculator will be provided to students at the beginning of class).

All chapter material, including narrated PowerPoint slides, is posted on D2L and will remain available until the course ends. In addition to posted course materials, use of the textbook is highly encouraged in this online format. Students must remain consistently engaged and allocate time to the course based on the recommended schedule in the Course Content and Activities section of this syllabus. The online format is designed based on flexible, active learning. The dates for recommended course pacing are indicated, but students may work ahead. However, exams will open and close based on the dates/times indicated in the Course Content and Activities section of this syllabus.



TEXT: (REQUIRED)

Short-Term Financial Management (T.S. Maness, J.T. Zietlow, and M.D. Hill)

- 5th or 4th edition; **course will follow 5e**
- <http://bookstore.kennesaw.edu/CourseMaterials>

COURSE OBJECTIVES: By the end of each module in this course, you should be able to:

Module 1: Explain what short-term financial management is, define the concept of liquidity, and discuss related firm valuation concepts. Module one will cover chapters 1, 2 and 3.

Module 2: Articulate how short-term financial management impacts the operating working capital of a firm through the management of the current accounts (inventory, accounts receivable, and accounts payable). Module 2 will cover Chapters 4, 5, 6, and 7.

Module 3: analyze the US payment systems, cash collection, concentration of funds in disbursement options made available to firms by banks. Calculate the effective cost associated with these services and assess if they make sense with the firms short term financial management goals. Module 3 covers Chapters 8, 9, and 10.

Module 4: problem solve cash management situation requiring cash flow forecasting, while developing appropriate short term investment and borrowing strategies. Module for covers chapters 11, 12, and 13.

Detailed, chapter-by-chapter course learning objectives are posted in D2L

PREREQUISITE: FIN 3100 (refer to KSU Undergraduate Catalog).

GRADING:

Exams	60%
Assignments and Exercises	10%
Cases	30%
Total	100%

GRADE CONVERSION:

A: (90-100)

B: (80-89)

C: (70-79)

D: (60-69)

F: (0-59)

Note: less than .5 rounded down, .5 or greater rounded up

LATE ASSIGNMENTS: All assignments are due by the due date indicated in the syllabus. **No late assignments will be accepted.**

COURSE OUTLINE Exams

- ✦ Students will take 4 (four), timed (75 minutes), online, non-cumulative exams (**Respondus Lockdown Browser AND Monitor required**). The exams will be multiple-choice and will include concept questions and multi-step problems. Exams are not mirror images of slide and exercise examples, but are a reasonable extension of the examples.
- ✦ No make-up exams will be offered – online students are provided with a 9-day window to take exams. Please plan accordingly and do not wait until the last minute to take your exams.
- ✦ Calculators and blank paper may be used for the exams. Most formulas will be provided. No other resources may be used during exams.
- ✦ Exams are administered in D2L with **Respondus Lockdown Browser + Webcam** which locks students into the exam and records students while they are taking their exam until the exam is submitted. **Respondus Monitor requires students to have a webcam that produces a video recording of them taking the exams to maintain exam integrity.** Please run the Webcam Check and System Check before taking each exam in LockDown Browser. If there are any issues found, contact the KSU Student Help Desk (470 578 5333). D2L will provide a five-minute warning before the exam automatically ends.
- ✦ Each exam will account for 15% of the course grade, for a total of 60% of the course grade.

Optional Cumulative Final Exam

- ✦ Students will have the option to take a cumulative, timed (120 minutes), multiple-choice **open notes** final exam that will include concept questions and multi-step problems. If taken, and if the score exceeds the lowest exam score (including a zero for a missed exam), the final exam score will replace the lowest exam score.

Assignments and Exercises

- ✦ Students have access to a variety of resources for each chapter. They include articles to read and handouts, all geared to augment students' comprehension of the material presented in this course. Students are encouraged to review all resources presented in each chapter.

✦ In addition, students will complete and submit homework in the form of exercises for each chapter. The point of the homework is to get students to work with the material presented in each chapter. After reading the chapter in the textbook and listening to the narrated PowerPoint presentations, students should attempt the homework for each chapter. The homework for this class will be graded leniently as follows:

- 100% All exercises are completed and are correct
 - 95% All exercises are completed and only one or two minor errors were made
 - 85% All exercises are completed but several/many errors were made
 - 75% Exercises are incomplete, but work provided is correct
 - 50% Homework provided is very incomplete, but some effort was put forth
 - 0% Homework was not attempted, or too little of it was completed to warrant a grade
-
- Submit exercises in the "Assignment Submission Folder"
-
- Solutions to the exercises will be posted the morning after the exercises are due. Exercises account for 10% of the course grade.

Homework submission format: please submit your homework assignment as **ONE** file. The easiest way to submit your homework is to download the PDF, edit it in PDF, save it and upload it in the Assignment folder.

For those of you who prefer to solve the problems by hand: you can print the HW documents, take pictures of your work and use CamScanner to transfer those individual pictures to a PDF file you can upload on D2L. CamScanner is a free app which many of my students have used in the past – it allows you to create a pdf file from pictures.

PLEASE DO NOT UPLOAD LOTS OF INDIVIDUAL JPEG pictures. It takes me too long to open multiple documents for each student and I try very hard to grade your homework as quickly as possible in order to give you timely feedback.

Discussion board: students will search for news articles in the financial press relevant to the topics covered in each of the 4 modules in this course. Students will post a link to the article in the appropriate forum, write a paragraph summarizing the article and another paragraph identifying the specific topic(s) illustrated and the impact experienced by the firm.

Students are encouraged to read all articles posted by their classmates as it will provide them with many examples of practical application of concepts learned in the classroom. Students will respond to a minimum of 2 threads posted by other classmates.

Case Studies: Two case studies will be assigned. Both are designed as a team experience to simulate collaborative work in the business world. Mastery of working on teams is considered a 'high-impact' form of learning and is valued by prospective employers. The online format of this class represents a good simulation for corporate projects that very often require participation of team members scattered around the country or the world.

However, in order to give you as much flexibility as possible, you may choose to complete the case studies as a part of a group or individually. Unless indicated otherwise by the date/time on the syllabus, it will be assumed that students prefer to be assigned to a group. Groups will include no more than five students, which will be different for each case and randomly assigned by the instructor.

Cases will require the use of Excel. Cases are to be submitted online on or before the date due in the syllabus in the "Assignment Submission Folder." No late assignments will be accepted.

If working in a group, members will be asked to individually evaluate the contribution of each member on each case through a confidential process to ensure individual member contribution. The evaluations are to be submitted in the "Assignment Submission Folder."

Professional work is expected and will be reflected in the case grades. The 'Case Guidelines,' posted in D2L, include the complete instructions.

The cases will account for 30% of the course grade, with Case #1 representing 12% and Case #2 representing 18% of the course grade.

Students agree that, by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism. If you have questions on how to cite your work, Purdue University's writing lab offers easy to follow instructions in both MLA and APA format https://owl.purdue.edu/owl/purdue_owl.html

Grade Recap

	Chapters	Exams	Exercises	Cases
Unit 1	1, 2, 3	15%	There are 10 equally weighted exercises	-
Unit 2	4, 5, 6, 7	15%		12%
Unit 3	8, 9, 10	15%		-

Unit 4	11, 12, 13	15%		18%
Total	100%	60%	10%	30%

OTHER:

- **CLASS WITHDRAWAL** The university withdrawal policy will be followed. The last day to withdraw without academic penalty is Monday, 4/26/21 **. Students withdrawing after this date will receive a grade of (WF). Students who wish to withdraw with a grade of (W) must do so formally through the Registrar’s Office on or before Monday, 4/26/21. Course withdrawal request must be submitted through the Registrar’s Office and is NOT made official by notifying the instructor.

** Academic Calendar Dates are Subject to Change. Students should keep up with changes that may occur during the semester by closely following the academic calendar.

MINIMUM TECHNOLOGY REQUIREMENTS:

- ✦ Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with Microsoft Office (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g. RealPlayer, Windows Media Player, QuickTime).
- Your internet connection will also be important to your ability to access information. A high-speed internet connection for taking online courses is highly recommended. Minimum Technical Skills Online courses normally require participants to have average computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). These programs will need to be accessible to students through home use or other computer access. A working knowledge of the D2L learning management system is required for participation in online courses.

COURSE EXPECTATIONS:

- ✦ **Expectations/Class Participation:** For this online class, you should complete all aspects of the course by the due date indicated in the syllabus and fully-engage with the instructor and fellow students. It is imperative for students to remain engaged on a routine basis and incorporate the course into their weekly routine in order to be successful.
- ✦ **Communication Rules:** In any classroom setting, there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as Netiquette.

✦ **As a student in this course you should:**

- Be sensitive and reflective to what others are saying.
- Avoid typing in all capitals because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
- Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always assume good intent and respond accordingly. If you are unsure of or annoyed by a message, wait 24 hours before responding.

✦ **Student Responsibility:** Distance learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. Online classes are not easier or less time consuming than face-to-face courses. During each week, students are expected to:

- Check D2L course website regularly
- Follow the Summary Course Schedule
- Complete the assigned material
- Complete and submit assigned exams, exercises, and cases on time.

▪ **Tips for Effective Online Learning:** In an online ASYNCHRONOUS class, students can really enjoy the benefits of learning at their own pace and in whatever environment that they choose. Below are some tips for effective online learning:

- Check the D2L course website regularly. Always be aware of the current status of the course. I will be sending announcements on a regular basis throughout the semester. It might be helpful for you to subscribe to the RSS feeds within the News Tool, and sign up for text message alerts. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.
- Work closely with your instructor. If you have any questions, please contact me immediately. The best way to contact me is via email, and you will be guaranteed to have a reply within 24 hours.
- Begin your work early. If you can start a task early, do it! Never wait until the last minute to begin an assignment. You'll have no turnaround time if you need help or something happens.

**COURSE OUTLINE – NEXT 4 PAGES
(SUBJECT TO CHANGE)**

UNIT 1 MODULE	CONTENTS /ACTIVITIES	DATES: 1/11 TO 2/8
Introduction to Course	<ol style="list-style-type: none"> 1. Read Welcome Message 2. Read Syllabus 3. Print Course Outline 4. Review all material in “Start Here” folder 5. Review Course Objectives 6. Review Study Guides 7. Read Case Guidelines 	
CH 1 – Introduction to Short-Term Financial Management	<ol style="list-style-type: none"> 1. Read Chapter 1 2. Preview Chapter 1 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Complete textbook problems (optional) 	<p>Ch 1 Exercises due Monday, Jan. 18, 11a</p>
CH 2 – Analysis of Working Capital Management	<ol style="list-style-type: none"> 1. Read Chapter 2 2. Preview Chapter 2 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Complete textbook problems (optional) 	<p>Ch 2 Exercises due Friday, Jan.22, 11a</p>

CH 3 – Cash Holdings	<ol style="list-style-type: none"> 1. Read Chapter 3 2. Preview Chapter 3 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Review Lambda Excel file 7. Complete textbook problems (optional) 	Ch 3 Exercises due Friday, Jan.29, 11a
Exam #1	Take Exam #1 (CHs 1, 2 & 3)	Opens Mon. Feb. 1, 8:00a Closes Mon. Feb. 8, 11:59

MODULE 2	CONTENTS / ACTIVITIES	DATES: 2/8 TO 3/22
CH 4 – Inventory Management	<ol style="list-style-type: none"> 1. Read Chapter 4 2. Preview Chapter 4 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Complete textbook problems (optional) 	Ch 4 Exercises due Fri. Feb. 12, 11a
CH 5 – Accounts Receivable Management	<ol style="list-style-type: none"> 1. Read Chapter 5 2. Preview Chapter 5 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Complete textbook problems (optional) 	Ch 5 Exercises due Fri. Feb. 19, 11a
Case #1	Groups Assigned – Wednesday, 2/24	Case is due April 1
CH 6 – Credit Policy and Collections	<ol style="list-style-type: none"> 1. Read Chapter 6 2. Preview Chapter 6 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Complete textbook problems (optional) 	Ch 6 Exercises due Fri. Feb. 26, 11a
CH 7 – Managing Supplier Financing	<ol style="list-style-type: none"> 1. Read Chapter 7 2. Preview Chapter 7 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Complete textbook problems (optional) 	Ch 7 Exercises due Fri. March 5, 11a
Exam #2	Take Exam #2 (CHs 4, 5, 6 & 7)	Opens Mon. March 15 at 8:00a Closes Monday, March 22 at 11:59p
Case #1	Submit Case #1	Due Thurs. April 1 by 5p

MODULE 3	CONTENTS / ACTIVITIES	DATES: 3/22 TO 4/12
CH 8-10 – Corporate Cash	<ol style="list-style-type: none"> 1. Read Chapter 8, 9 and 10 2. Preview Chapter 8-10 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Review Case Study 7. Complete textbook problems (optional) 	Ch 8, 9, and 10 Exercises due Fri. April 2 by 11a
Exam #3	Take Exam #3 (CHs 8, 9 & 10)	Opens Mon. Apr. 5 at 8:00a Closes Mon. Apr. 12 at 11:59p

MODULE 4	CONTENTS / ACTIVITIES	DATES: 4/12 TO 5/3
Case #2	Groups Assigned – Wed, 4/7 (opt-out date for team – Monday, 4/5)	Case is due Thursday, April 30 by 5p
CH 11 – Cash Flow Forecasting	<ol style="list-style-type: none"> 1. Read Chapter 11 2. Preview Chapter 11 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 6. Review handouts 7. Complete textbook problems (optional) 	Ch 11 Exercises due Fri, Apr. 16 by 11a

CH 12&13 – Short-Term Investing and Borrowing	<ol style="list-style-type: none"> 1. Read Chapter 12 & 13 2. Preview Chapter 12-13 PowerPoint slides 3. Listen to narrated lecture 4. Read articles and view videos 5. Complete and submit exercises (review solutions when posted after due date) 	Ch 12 and 13 Exercises due Fri, Apr. 23 by 11a
	7. Complete textbook problems (optional)	
Exam #4	Take Exam #4 (CHs 11, 12 & 13)	Opens Mon. Apr. 26 at 8:00a Closes Monday, May 3 at 12:59p
Case #2	Submit Case #2	Due Fri. Apr. 30 by 5p
Optional Final	Take Optional Cumulative Final	Opens Wed. May 5 at 8a Closes Fri. May 7 at 11:59p

FEDERAL, BOR, AND KSU COURSE SYLLABUS POLICIES

Course Syllabus Changes - It is the responsibility of students to stay aware of changes that may occur during the semester. The instructor reserves the right to change and adjust the syllabus during the semester when deemed necessary. The students will be promptly informed about any changes to the syllabus.

Click on this link for the KSU Academic and Integrity Statement.
<https://cia.kennesaw.edu/instructionalresources/syllabus-policy.php>.

Click on this link for access to KSU Student Resources

<https://cia.kennesaw.edu/instructional-resources/syllabusresources.php>.

Click in this link for access to the KSU Student Code of Conduct

<https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>

Click on this link for access to the KS Student Handbook

[KSU Student Handbook](#)