

Finance
Course Number: 29:390:440
Course Title: Treasury Management

COURSE DESCRIPTION

- Treasury management is a semester course that introduces the key components of how a firm manages its working capital aspects of its balancer sheet. The areas on management include domestic and international cash, financial risk, receivables/payables and inventory, debt and investment, capital structure, cash forecasting, technology in the treasury area, and ethical issues.

- The various subjects taught in this class will be taught by a Treasury Practitioner who has extensive experience in all the various topics. For all of the topics discussed the students will be provided actual business experiences that provide a clear understanding of the material.

COURSE MATERIALS

All the materials are in Canvas. However, you may want to purchase the Textbook called Essentials of Treasury Management (4th, 5th or 6th edition). You can order the text by following the instructions On-Line by following the instructions in the Syllabus Tab in Canvas.

LEARNING GOALS AND OBJECTIVES

This course is designed to help students develop skills and knowledge in the following area(s) associated with Working Capital Management:

1. **Business knowledge.** Students graduating with a BS degree will have broad understanding of basic business theory and practice and deep understanding of theory and practice within their major field.

Students will demonstrate:

- a. knowledge of current basic concepts in the functional areas of business.
- b. knowledge of current advanced concepts within their major field and an ability to integrate and apply these concepts to practical business problems.
- c. proficiency at using current software tools and information systems to manage business data and address practical business problems.

2. **Critical Thinking and Ethical judgment.** Students graduating with a BS degree will use reasoned and ethical judgment when analyzing problems and making decisions.

Students will demonstrate:

- a. ability to critically evaluate unstructured business decision-making scenarios and develop solutions
- b. recognition of ethical dimensions in unstructured business decision-making scenarios and implementation of ethical solutions.

3. **Global perspective.** Students graduating with a BS degree will have the breadth of perspective necessary to succeed in a global and diverse business environment.

Students will demonstrate:

- a. students will have a sensitivity and understanding of the impact of demographic and cultural diversity on business interactions both domestically and globally.

4. **Teamwork and Persuasive communication.** Students graduating with a BS degree will be effective communicators and have interpersonal relation skills.

Students will demonstrate:

- a. ability to construct clear, concise, and effective written business reports.
- b. ability to construct and deliver clear, concise, and convincing oral business reports.

5. **Quantitative Thinking.** Students graduating with a BS degree will understand and be able to apply appropriate quantitative techniques to

- a. analyzing and finding patterns in data
- b. analysis of business decision-making and planning

PREREQUISITES

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ACADEMIC INTEGRITY

I do NOT tolerate cheating. Students are responsible for understanding the RU Academic Integrity Policy (<http://academicintegrity.rutgers.edu/>)

I will strongly enforce this Policy and pursue *all* violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, “On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment.” I will screen all written assignments through *SafeAssign* or *Turnitin*, plagiarism detection services that compare the work against a large database of past work. Don’t let cheating destroy your hard-earned opportunity to learn. See business.rutgers.edu/ai for more details.

ATTENDANCE AND PREPARATION POLICY

Expect me to be prepared for all class sessions. I expect the same of you. **All due dates for all assignments as shown in the MY GRADES section in Canvas are to be adhered to. No credit will be given for late submissions. All DUE DATES are set to U.S. Eastern Time; end of day ()**.

CANVAS

Canvas is the course management system tool for this course and it is your responsibility to make sure you have proper access to Canvas and that your email address forwards any emails from Canvas to you.

ON-LINE COURSE EXPLANATION

This course is designed as an On-Line course. All sessions are clearly marked in the syllabus and the Module Section on Canvas. Under each Module section there is a description of the Learning Objectives and a To Do Chart indicating the course materials for each module along with course activities (assignments). An example of such is below:

Upon completion of this Module, students will be able to:

1. *Comprehend the importance of forecasting in managing a treasury operation.*
2. *Utilize various forecasting techniques to support treasury management decisions.*

To Do Chart

| <i>Course Material</i> | <i>Course Activities</i> |
|---|--|
| <i>Read chapter 14</i> <i>Review PowerPoints for Chapter 14</i> <i>Watch lecture video - Chapter 14</i> | <i>Chapter Quiz</i> <i>Commence Line of Credit Case</i> <i>Due x/xx/xx</i> |

You must fully complete the assigned readings, watching of videos for each online session, along with the submission of each assignment (quizzes at the end of each chapter and, discussion board prompts and case studies). Failure to complete the online sessions and assigned work will result in a reduction in your grade.

GRADING POLICY

Course grades are determined as follows:

- 40% Mid-term
- 40% Final
- 10% Discussions (adhere to DUE DATES – allowed multiple attempts till due date))
- 10% End of Chapter Quizzes (adhere to DUE DATES)

Grades

The course will be graded on a curve with the **approximate** grade distribution being the following (with the overall class average being in the range of 2.95 – 3.15):

- A – 15%
- B+ – 30%

- B - 35%
- C+ - 15%
- C - 5%

Grades lower than a C can be earned depending on the work product of the student.

COURSE SCHEDULE

| <u>Class #</u> | <u>Date</u> | <u>Subject covered</u> | <u>Chapter 4ed/5ed</u> |
|----------------|-------------|--|------------------------|
| 1 | () | The Role of Treasury Management | 1/1 |
| 2 | () | Regulatory and Legal Environment | 2/2 |
| | | Banks and Financial Institutions | 3/3 |
| 3 | () | Financial Accounting and Reporting | 18/8 |
| | | Financial Planning and Analysis | 19/9 |
| 4 | () | Cash Forecasting | 13/14 |
| | | Introduction to Working Capital Management | 8/10 |
| 5 | () | Working Capital Metrics | 9/11 |
| | | Financial Risk Management | 16/17 |
| 6 | () | Derivative Introduction | Posted Notes |
| 7 | () | Mid- Term Exam | |
| 8 | () | Payment Systems | 4/4 |
| | | Collections, Concentration and Disbursements | 10/12 |

| | | | |
|----|----|--|-------|
| 9 | () | Money Markets | 5/5 |
| | | Capital Markets | 6/6 |
| 10 | () | Short-term Investing and Borrowing | 11/13 |
| | | Long-term and Capital Investments | 12/19 |
| 11 | () | Financial Decisions and Management | 20/20 |
| | | Relationship Management and Vendor Selection | 7/7 |
| | | Operational and Enterprise Risk Management | 15/16 |
| 12 | () | NO CLASS!!! | |
| 13 | () | Corporate Governance and Ethics – MOVIE | |
| | | Information Technology in Treasury | 14/15 |
| | | Treasury Policies and Procedures | 17/20 |
| 14 | () | Final Exam | |

SUPPORT SERVICES

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New Jersey, provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. More information can be found at ods.rutgers.edu.

[Rutgers University-New Brunswick ODS phone (848)445-6800 or email dsoffice@echo.rutgers.edu]

[Rutgers University-Newark ODS phone (973)353-5375 or email ods@newark.rutgers.edu]

If you are *pregnant*, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

[Rutgers University-New Brunswick Title IX Coordinator phone (848)932-8200 or email jackie.moran@rutgers.edu]

[Rutgers University-Newark Office of Title IX and ADA Compliance phone (973)353-1906 or email TitleIX@newark.rutgers.edu]

If you seek *religious accommodations*, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

[Rutgers University-New Brunswick Dean of Students phone (848)932-2300 or email deanofstudents@echo.rutgers.edu]

[Rutgers University-Newark Dean of Students phone (973)353-5063 or email DeanofStudents@newark.rutgers.edu]

If you have experienced any form of *gender or sex-based discrimination or harassment*, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at <http://vpva.rutgers.edu/>.

[Rutgers University-New Brunswick incident report link: <http://studentconduct.rutgers.edu/concern/>. You may contact the Office for Violence Prevention and Victim Assistance at (848)932-1181]

[Rutgers University-Newark incident report link: https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7 . You may also contact the Office of Title IX and ADA Compliance at (973)353-1906 or email at TitleIX@newark.rutgers.edu. If you wish to speak with a staff member who is confidential and does **not** have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or email run.vpva@rutgers.edu]

If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via <https://temporaryconditions.rutgers.edu> .

If you are a military **veteran** or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. <http://veterans.rutgers.edu/>

If you are in need of **mental health** services, please use our readily available services.

[Rutgers University-Newark Counseling Center: <http://counseling.newark.rutgers.edu/>]

[Rutgers Counseling and Psychological Services–New Brunswick: <http://rhscaps.rutgers.edu/>]

If you are in need of **physical health** services, please use our readily available services.

[Rutgers Health Services – Newark: <http://health.newark.rutgers.edu/>]

[Rutgers Health Services – New Brunswick: <http://health.rutgers.edu/>]

If you are in need of **legal** services, please use our readily available services: <http://rusls.rutgers.edu/>

Students experiencing difficulty in courses due to **English as a second language (ESL)** should contact the Program in American Language Studies for supports.

[Rutgers–Newark: PALS@newark.rutgers.edu]

[Rutgers–New Brunswick: eslpals@english.rutgers.edu]

If you are in need of additional **academic assistance**, please use our readily available services.

[Rutgers University-Newark Learning Center: <http://www.ncas.rutgers.edu/rlc>]

[Rutgers University-Newark Writing Center: <http://www.ncas.rutgers.edu/writingcenter>]

[Rutgers University-New Brunswick Learning Center: <https://rlc.rutgers.edu/>]

[Optional items that many faculty include:

- Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.

- Students must sign, date, and return a statement declaring that they understand this syllabus.]