



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option:

**FMGT 2540****Working Capital Management**

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<b>Start Date:</b>	March 17, 2008	<b>End Date:</b>	May 24, 2008
<b>Total Hours:</b>	40	<b>Total Weeks:</b>	10
<b>Hours/Week:</b>	4	<b>Lecture:</b>	2
		<b>Lab:</b>	2
		<b>Shop:</b>	
		<b>Seminar:</b>	
		<b>Other:</b>	
<b>Prerequisites</b>		<b>FMGT 2540 is a Prerequisite for:</b>	
<b>Course No.</b>	<b>Course Name</b>	<b>Course No.</b>	<b>Course Name</b>
<b>FMGT 1100 or</b>			
<b>FMGT 1105</b>	(Min 50% grade)		

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**v Course Description (required)**

To give students exposure to introductory topics in wealth management and financial planning.

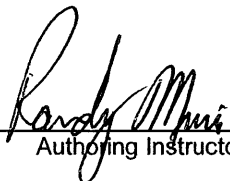
Enables students to understand the relationships between current assets and current liabilities in different types of organizations, to appreciate the trade-offs inherent in a firm's working capital policy, and to carry out a basic analysis of a firm's working capital management in comparison to others.


**v Evaluation**

Homework	30%	Comments: Final Exam will cover ALL the course material
In Class Assignments	20%	
Final Exam	50%	
<b>TOTAL</b>	<b>100%</b>	

**v Verification**

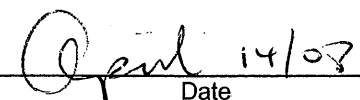
I verify that the content of this course outline is current.

  
\_\_\_\_\_  
Authoring Instructor

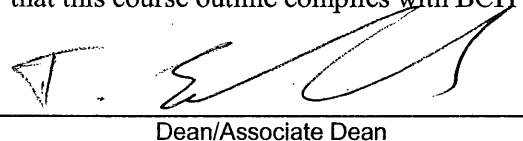
  
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Date

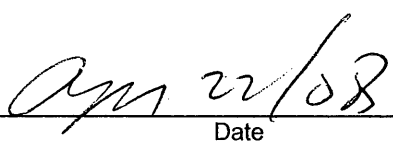
I verify that this course outline has been reviewed.

  
\_\_\_\_\_  
Program Head/Chief Instructor

  
\_\_\_\_\_  
Date

I verify that this course outline complies with BCIT policy.

  
\_\_\_\_\_  
Dean/Associate Dean

  
\_\_\_\_\_  
Date

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

**v Instructor(s)**

Randy Murie	Office Location:	SE6-322	Office Phone:	(604) 456-8156
	Office Hrs.:	As posted	E-mail Address:	rmurie@bcit.ca
Rick McCallum	Office Location:	SE6-381	Office Phone:	(604) 456-8171
	Office Hrs.:	As posted	E-mail Address:	rmccallum@bcit.ca
Edmund Hsiah	Office Location:	SE6-377	Office Phone:	TBD
	Office Hrs.:	TBD	E-mail Address:	TBD
Larry Stubbs	Office Location:	SE6-319	Office Phone:	(604) 451-6937
	Office Hrs.:	As posted	E-mail Address:	lstubbs@bcit.ca

**v Learning Resources**

Required:

**Working Capital Management**, ISBN 0-07-083922-0, (This is a McGraw Hill Primis publication, based on chapters 6 - 8 of *Foundations of Financial Management*, 7<sup>th</sup> Canadian Edition, Block et al.)

## v Information for Students

**Assignments:** Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

**Makeup Tests, Exams or Quizzes:** There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

**Ethics:** BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

**Attendance:** The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

**Illness:** A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

**Attempts:** Students must successfully complete a course within a maximum of three attempts at the course. Course withdrawals (W), Late Withdrawals (LW), Course Abandonment (V), Prior Learning Assessment Recognition (PLAR), and course failures are recorded as an attempt at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts may not be eligible to graduate from the appropriate program.

**Course Outline Changes:** The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

**Lecture Notes and other Information:** Lecture notes will be available through the share out directory under the FMGT2540 folder. Notes will be posted in advance of the lecture. The notes **DO NOT** replace attendance at lectures. They are meant to be a complement to lectures. There may also be, from time to time, other information sources on the share out directory that will be required reading.

**Program Approval:** Students planning to complete a Financial Management part-time studies program should complete an Application for Program Approval form to declare a program of study after the program's first course. Receiving Program Approval ensures that BCIT is aware of the student's intent to complete a program as it's currently outlined. Program Approval also enables students to request changes to the prescribed program and guarantees credit for courses that are part of the program will be honoured despite changes in program requirements.

**BCIT Student Regulations Policy:** For information relating to BCIT Student Regulations policies please refer to Policy 5002 available for viewing at <http://www.bcit.ca/files/pdf/policies/5002.pdf>.

## Schedule

*(This schedule is subject to change at the discretion of the instructor.)*

Week of/ Number	Lecture Material	Reference/ Reading	Lab Problems
March 17	Wealth Management and Financial Planning – Week 1	Lecture Notes for Week 1 from Shareout	Lab Notes for Week 1 from Shareout & in class assignment
March 24	Wealth Management and Financial Planning – Week 2	Lecture Notes for Week 2 from Shareout	Lab Notes for Week 2 from Shareout & in class assignment
March 31	Wealth Management and Financial Planning – Week 3	Lecture Notes for Week 3 from Shareout	Lab Notes for Week 3 from Shareout & in class assignment
April 7	Wealth Management and Financial Planning – Week 4	Lecture Notes for Week 4 from Shareout	Lab Notes for Week 4 from Shareout & in class assignment
April 14	Cash Budgets		Cash budgeting handout questions
April 21	Working Capital and the Financing Decision	- Chapter 6, pp. 1 – 28; (text pages show 167 – 193)	CH 6: Discussion Questions 1, 2, 6, 7, 10; Problems 3, 5, 9, 13
April 28	Current Asset Management	- Chapter 7, pp. 38 – 57 (text pages show 204 – 223)	CH 7: Discussion Questions 1, 4, 10, 12, 15; Problems 3, 4, 8, 10, 17, 25
May 5	Sources of Short Term Financing	- Chapter 8, pp. 81 – 104; (text pages show 240 – 262)	CH 8: Discussion Questions 3, 6, 8; Problems 4, 6, 13, 17, 20, 25, 28, 29
May 12	Inventory Management	- Chapter 7, pp. 57 – 65 ; (text pages show 223 – 231)	CH 7: Problems 31, 34, 36, 38
May 19	Final Examination		