Course Code: 1203AFE
Course Name: Money, Banking & Finance
Semester: Semester 1, 2015
Program: Associate Degree in Commerce & Business
Credit Points: 10
Course Coordinator: Eliot Sanft
Document modified: 12 Nov 2014 14:26:38

Teaching Team
Your lecturer/tutor can be contacted via the email system on the portal.

Name       Email
---        --------------------------------- -
Eliot Sanft eliot.sanft@staff.qibt.qld.edu.au

Staff Consultation
Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the QIBT Portal under the “myTimetable” link.

Prerequisites
There are no prerequisites for this course

Brief Course Description
Money, Banking and Finance is a 10 Credit Point course within the Associate Degree in Commerce and Business. The course is situated within the second year of the program. The Associate Degree in Commerce and Business is designed to provide students with a pathway to:
• further university studies in Commerce, Business and related degrees or
• direct employment
This course provides an overview of the Australian financial system, particularly the role of the financial markets and institutions. It also presents a brief survey of the theory of money and an analysis of the conduct of monetary policy in recent years.

Rationale
This course is useful for students of economics, banking, finance, commerce and other business-related programs. It provides a basic understanding of the participants, roles, functions, products and operations of the various types of financial institutions, markets and instruments that make up a modern financial system. Understanding of these issues is crucial if students wish to pursue a qualification in the above fields.

Aims
This course aims to provide students with an understanding of concepts and inter-relationships among various components of a financial system with a particular focus on the Australian Financial system. This is required if you wish to obtain PS 146 compliance. For more information on PS146, students should visit the Australian Securities and Investments Commission (ASIC) Training Register website at: http://www.asic.gov.au/etraining/etrain.nsf or check with their Program Coordinator.

Learning Outcomes
Upon successful completion of this course you will be able to:
1. Demonstrate an understanding of the working of the financial markets and the instruments integral to their operations;
2. Demonstrate knowledge and understanding of the importance of monetary policy and the role of central banking;
3. Define and distinguish various types of financial markets and the role each market plays;
4. Explain the economic function of money and capital markets and identify and describe the various market instruments;
5. Demonstrate an understanding of important issues involved in international markets;
6. Demonstrate understanding of the roles, functions and operations of banks and non-bank financial institutions;
7. Demonstrate understanding of the roles, functions, operations and regulation of funds management, superannuation, insurance, investment banking and venture capital;
Lecture notes, notices and other issues relating to the course will be made available through the QIBT portal.

**Required Textbook & Resources:**


If you are considering undertaking the Finance major, most finance courses involve problems requiring calculations. As many of these are solvable using a scientific calculator (addition, subtraction, division, multiplication, powers, square roots, logarithms and exponentials, statistical functions) you should make sure that you have access to such a calculator and its manual at the beginning of each course.

You will also find a range of statistical, scientific and financial functions in electronic spreadsheets like Microsoft Excel, and these are useful for the preparation of work where manual calculation is not strictly required or recommended.

You should also consider purchasing a financial calculator as these offer nearly all of the functions found in scientific calculators, as well as compound interest and discounting, amortisation, bond pricing and yields and investment appraisal functions (including net present value and the internal rate of return). You will find these are of great benefit in your studies and future careers. Examples include the Casio FC-100V and 200V, Sharp EL733A and EL735, Hewlett-Packard HP 10bII, 12c, 12c Platinum and 17bII+ and Texas Instruments BA II Plus.

**Other material drawn from the within the Course:**


### Organisation and Teaching Strategies

Each week, you are required to attend 4 hours of contact time in class consisting of lectures, tutorials and workshops. To achieve the course objectives, a lecture complemented by the required text will deliver the primary course content. The lecture will develop your understanding of the topics covered within the course. The tutorials are oriented towards solving problems that are related to concepts and issues that have been introduced in lectures and the required reading. The tutorial will also provide you with the opportunity to ask any unresolved questions and develop a solid foundation for understanding the lecture, textbook and other material. Workshop sessions will provide you with the opportunity to develop a range of skills that will support learning objectives and foster certain generic skills that are helpful to your professional development.

### Class Contact Summary

**Attendance:**

Your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions.

**Program Progression:**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see QIBT Policy Library - Program Progression Policy - for more information].

**Lecture Notes & Course Materials:**

You are required to bring a copy of the lecture notes printed from the QIBT website and any other required course materials to classes each week.

**Independent Study:**

You are expected to reinforce your learning gained during class time by undertaking sufficient independent study. For this 10 CP course, you will need to spend at least 10 hours per week engaged in activities that will help your learning and fulfil the course objectives. Thus, provided you have well used the 4 hours per week of formal contact, you would then complete at least 6 hours per week of independent study.

### Content Schedule

#### Weekly Teaching Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Activity</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Part 1: Financial Numeracy, Numeracy 1</td>
<td>Lecture</td>
<td>See Portal</td>
</tr>
<tr>
<td>2</td>
<td>Part 1: Financial Numeracy, Numeracy 2</td>
<td>Lecture</td>
<td>See Portal</td>
</tr>
<tr>
<td>3</td>
<td>Part 2: The Financial System Introduction to financial markets, institutions and money</td>
<td>Lecture</td>
<td>Ch 1</td>
</tr>
<tr>
<td>4</td>
<td>Part 2: The Financial System Monetary authorities - REMINDER: Assessment Quiz 1 is held in this lecture [Quiz 1 is a Maths Quiz]</td>
<td>Lecture</td>
<td>Ch 2</td>
</tr>
<tr>
<td>5</td>
<td>Part 2: The Financial System Monetary Policy</td>
<td>Lecture</td>
<td>Ch 3</td>
</tr>
<tr>
<td>6</td>
<td>Part 3: Financial Markets Money markets</td>
<td>Lecture</td>
<td>Ch 8</td>
</tr>
<tr>
<td>7</td>
<td>Part 3: Financial Markets Bond markets - REMINDER: Assessment Quiz 2 is held in this lecture (covers Topics 3, 4 and 5)</td>
<td>Lecture</td>
<td>Ch 9</td>
</tr>
<tr>
<td>8</td>
<td>Part 3: Financial Markets Equity Markets</td>
<td>Lecture</td>
<td>Ch 10</td>
</tr>
<tr>
<td>9</td>
<td>Part 4: Financial Institutions Commercial and Investment Banking</td>
<td>Lecture</td>
<td>Ch 14 &amp; 18</td>
</tr>
<tr>
<td>10</td>
<td>Part 4: Financial Institutions Non-bank Financial Institutions - REMINDER: Assessment Quiz 3 is held in this lecture (covers Topics 6, 7 and 8)</td>
<td>Lecture</td>
<td>Ch 15</td>
</tr>
<tr>
<td>11</td>
<td>Part 4: Financial Institutions Regulation of Financial Institutions</td>
<td>Lecture</td>
<td>Ch 13</td>
</tr>
<tr>
<td>12</td>
<td>Part 4: Financial Institutions Insurance, Investment and Superannuation</td>
<td>Lecture</td>
<td>Ch 17</td>
</tr>
<tr>
<td>13</td>
<td>Final exam review - REMINDER: Assessment Quiz 4 is held in this lecture (covers Topics 9,10,11,12)</td>
<td>Lecture</td>
<td>Ch 1, 2, 3, 8, 9, 10, 13, 14, 15, 17 and 18</td>
</tr>
</tbody>
</table>

### Assessment
This section sets out the assessment requirements for this course.

Summary of Assessment

<table>
<thead>
<tr>
<th>Item</th>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Relevant Learning Outcomes</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In-Class Quiz</td>
<td>30%</td>
<td>1,2,3,4,5,6,7</td>
<td>Weeks 4, 7, 10 and 13</td>
</tr>
<tr>
<td>2</td>
<td>Tutorial Presentation</td>
<td>20%</td>
<td>1,2,3,4,5,6,7</td>
<td>Weeks 4-12</td>
</tr>
<tr>
<td>3</td>
<td>Final Exam</td>
<td>50%</td>
<td>1,2,3,4,5,6,7</td>
<td>Week 14</td>
</tr>
</tbody>
</table>

Assessment Details

In-Class Quiz:
Four quizzes will be conducted during the semester - in Weeks 4, 7, 10 and 13. The duration of each quiz is 15 minutes (or as advised) and contains a combination of true/false, multiple choice and short answer questions. The quiz will be held at the beginning of the lecture in the relevant week. You will need a standard, non-programmable calculator.
Quiz 1 held in Week 4 will cover topics 1 and 2.
Quiz 2 held in Week 7 will cover topics 3, 4 and 5.
Quiz 3 held in Week 10 will cover topics 6, 7 and 8.
Quiz 4 held in Week 13 will cover topics 9, 10, 11 and 12.
Each quiz is designed to check the progress of students learning and understanding of key concepts and issues. Quizzes will be conducted under exam conditions and deferred options will not be available.

Tutorial Presentation:
From a range of learning check questions extracted from the text each student will be allocated a topic to research (in Week 2) and required to prepare a 5 minute presentation. Students will be provided with a comprehensive marking criteria. This assessment enables students to demonstrate their understanding of course content and contemporary issues in a presentation format. Students are required to prepare a five minute tutorial presentation. Presentations are required to be supported by 4 to 5 powerpoint slides which should be submitted in hard copy form at the beginning of the tutorial.

Final Exam:
The final exam will cover all topics in the course. Details of the exam structure will be confirmed in the review lecture in Week 13. The exam will be conducted during QIBT's central examination period (week 14). The exam will be a combination of multiple choice, short answer and essay-type questions. Short essay questions test both knowledge of subject matter and the students' ability to develop a quality argument.

Submission and Return of Assessment Items

End of Semester Exam will be held in week 14, and results posted to the QIBT portal in the week following exam week.

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assessment item you must submit a written request to your lecturer via the Student Website at least 48 hours before the date the assessment item is due. Grounds for extensions are usually serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. medical certificate]. Please refer to the QIBT website - Policy Library - for guidelines regarding extensions and deferred assessment.

Penalties for late submission without an approved extension

Penalties apply to assignments that are submitted after the due date without an approved extension. Assessment submitted after the due date will be penalised 10% of the TOTAL marks available for assessment (not the mark awarded) for each day the assessment is late. Assessment submitted more than five days late will be awarded a mark of zero (0) For example:

- > 5 minutes and <= 24 hours 10%
- > 24 hours and <= 48 hours 20%
- > 48 hours and <= 72 hours 30%
- > 72 hours and <= 96 hours 40%
- > 96 hours and <= 120 hours 50%
- > 120 hours 100%

Note:

- Two day weekends will count as one day in the calculation of a penalty for late submission.
- When a public holiday falls immediately before or after a weekend, the three days will count as one day in the calculation of a penalty for late submission.
- When two public holidays (e.g. Easter), fall immediately before or after, or one day either side of a weekend, the four days will count as two days in calculating the penalty for late submission.
- When a single public holiday falls mid-week, the day will not be counted towards the calculation of a penalty.

Please refer to the QIBT website - Policy Library > Assessment Policy for guidelines and penalties for late submission.
Assessment Feedback

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

Generic Skills

QIBT aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

<table>
<thead>
<tr>
<th>Generic Skills</th>
<th>Taught</th>
<th>Practised</th>
<th>Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Information Literacy</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Secondary Research</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Critical and Innovative Thinking</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Self Directed Learning</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Team Work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Intelligence</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>English Language Proficiency</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Additional Course Generic Skills

Additional Course Information

In addition to formal contact hours, you are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

Teacher and Course Evaluations

Feedback from students in previous semesters indicated they particularly enjoyed the interactive approach used in lectures and tutorials. Activities such as group problem solving, workshops and discussions on everyday issues in finance gave students a deeper insight and understanding of issues in finance in the real world. Some students have expressed difficulties with written work and writing workshops will be included in tutorials to improve performance in short answer questions.

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via QIBT’s online evaluation tool whenever these are available.

Academic Integrity

QIBT is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual’s and the College’s reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-mediated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, QIBT also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at QIBT, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity. However, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the QIBT Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the QIBT website – Policy Library.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.

Copyright © - QIBT

Note: For all Diploma level programs, QIBT acknowledges content derived from Griffith University.