



Course Code:	1203AFE
Course Name:	Money, Banking & Finance
Semester:	Trimester 1, 2018
Program:	Diploma of Commerce
Credit Points:	10
Course Coordinator:	Eliot Sanft
Document modified:	19 January 2018

Teaching Team

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

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 Griffith College 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;
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Texts and Supporting Materials

Lecture notes, notices and other issues relating to the course will be made available through the Griffith College portal.

Required Textbook & Resources:

Kidwell, D.S., Brimble, M.A., Basu, A., Lenten, L., Doherty, P. and Mazzola, P. (2014). *Financial Markets, Institutions and Money*, (3rd ed.). Brisbane: John Wiley and Sons.

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, amortization, 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 within the Course:

Hunt, B and Terry, C, (2014), *Financial Institutions and Markets*, (7th ed.), Cengage Learning, Melbourne.

Viney, C (2012), *Financial Institutions, Instruments and Markets*, (7th ed.), McGraw-Hill
Valentine, T., Ford, G., Edwards. V., Sundamacher, M & Copp, R (2010), *Financial Markets and Institutions in Australia*, (#rd ed.), Pearson Education, Aust.

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.

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 Griffith College 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 Griffith College 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

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

Assessment

This section sets out the assessment requirements for this course.

Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	In-Class Quiz	30%	1,2,3,4,5,6,7	Weeks 4, 7, 10 and 12
2	Tutorial Presentation	20%	1,2,3,4,5,6,7	Weeks 4-12
3	Final Exam	50%	1,2,3,4,5,6,7	Exam Period

Assessment Details

In-Class Quiz:

Four quizzes will be conducted during the semester - in Weeks 4,7,10and 12. 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 12 will cover topics 9, 10 and 11.

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 conformed in the review lecture in Week 12. The exam will be conducted during Griffith College's central examination period (week 13). 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 13, and results posted to the Griffith College 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 assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment 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. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Assessment Feedback

Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).

Generic Skills

Griffith College 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:

Generic Skills	Taught	Practised	Assessed
Written Communication		Yes	Yes
Oral Communication		Yes	Yes
Information Literacy	Yes	Yes	Yes
Secondary Research		Yes	Yes
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity	Yes	Yes	Yes
Self Directed Learning	Yes	Yes	
Team Work			
Cultural Intelligence		Yes	
English Language Proficiency		Yes	Yes

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 Griffith College's online evaluation tool whenever these are available.

Academic Integrity

Griffith College 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-meditated 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, Griffith College 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 Griffith College, 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.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College 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 Griffith College website – Policy Library.

Risk Assessment Statement

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

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