



## 1. General Course Information

### 1.1 Course Details

<b>Course Code:</b>	<b>1203AFE</b>
<b>Course Name:</b>	<b>Money Banking and Finance</b>
<b>Trimester:</b>	<b>Trimester 3, 2019</b>
<b>Program:</b>	Diploma of Commerce
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Eliot Sanft
<b>Document modified:</b>	13 August 2019

### 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.

### Assumed Knowledge

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.

## 1.2 Teaching Team

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

Name	Email
Eliot Sanft	eliot.sanft@staff.griffithcollege.edu.au

## 1.3 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 "Support and Services/Teacher Consultation Times" link.

## 1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

## 1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

## 2. Aims, Outcomes & Generic Skills

### 2.1 Course 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.

### 2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Demonstrate knowledge of the working of the financial markets and the instruments integral to their operations;
2. Demonstrate knowledge 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 markets and capital markets and identify and describe the various market instruments;
5. Demonstrate knowledge of the roles, functions, operations and regulation of commercial and investment banks;
6. Define and analyse the roles, functions, operations and regulation of funds management, superannuation, insurance and venture capital;
7. Apply the concept of time value of money to basic investment problems using simple and compound interest.

### 2.3 Generic skills

For further details on the Generic Skills please refer to the Graduate Generic Skills and Capabilities policy.

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

### 3. Learning Resources

#### 3.1 Required Resources

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., Docherty, P., Mazzola, P. and Basu, A. (2018).

*Financial Markets, Institutions and Money*, (4<sup>th</sup> 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 FX-100AU Plus, Sharp EL733A and EL735, Hewlett- Packard HP 10bII, 12c, 12c Platinum and 17bII+ and Texas Instruments BA II Plus.

#### 3.2 Recommended Resources

Other material related to the Course:

Hunt, B and Terry, C, (2019), *Financial Institutions and Markets*, (8th ed.), Cengage Learning, Melbourne.

Viney, C and Phillips, P (2015), *Financial Institutions, Instruments and Markets*, (8th ed.), McGraw-Hill

Valentine, T., Ford, G., Edwards, V., Sundamacher, M & Copp, R (2010), *Financial Markets and Institutions in Australia*, (1st ed.), Pearson Education, Aust.

### 3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

[Academic Integrity Tutorial](#) - this tutorial helps students to understand what academic integrity is and why it matters. You will be able to identify types of breaches of academic integrity, understand what skills you will need in order to maintain academic integrity, and learn about the processes of referencing styles.

Services and Support provides a range of services to support students throughout their studies including personal support such as Counselling; Academic support; and Welfare support.

Jobs and Employment in the [Student Hub](#) can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

### 3.4 Other Learning Information

#### **Attendance**

You are expected to attend all lectures and tutorials and to actively engage in learning during these sessions. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook. In addition, you may BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority.

#### **Preparation and Participation in Class**

In order to enhance learning, prepare before lectures and tutorials. Read the relevant section of your text book before a lecture, and for a tutorial read both the textbook and the relevant lecture notes. If you have been given tutorial exercises, make sure you complete them. Active participation in lectures and tutorials will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

#### **Consultation Sessions**

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

#### **Course Materials**

Lecture notes will be made available to you in MyStudy on the Griffith College Portal and you are advised to either print these out and bring them to each class so that extra notes can be added or BYOD (bring your own device) and add extra notes digitally.

#### **Self-Directed Learning**

You will be expected to learn independently. This means you must organise and learn the course content even when you are not specifically asked to do so by your lecturer or tutor. This involves revising the weekly course material. It also means you will need to find additional information for some assessment items beyond that given to you in textbooks and lecture notes, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

## 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].

## Teacher and course Evaluation

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 evaluation tool whenever these are available.

## 4. Learning and Teaching Activities

### 4.1 Weekly Learning Activities

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

Item	Assessment Task	Weighting	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

## 5. Assessment Plan

### 5.1 Assessment Summary

### 5.2 Assessment Detail

#### **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 outcome 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 5 to 6 PowerPoint slides which should be submitted in hard copy form at the beginning of the tutorial. Due to the nature of this assessment deferred options are not available.

#### **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 essay-type questions. Short essay questions test both knowledge of subject matter and the students' ability to develop a quality argument.

### 5.3 Late Submission

An assessment item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Assessment items submitted more than five working days after the due date are awarded zero marks.

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

## 5.4 Other Assessment Information

### 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.

### Requests for extension

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 Student Medical Certificate](#)]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

### Return of Assessment Items

1. 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).
2. Students will be advised of their final grade through the Student Portal. Students can review their exam papers after student grades have been published (see relevant Griffith College Fact Sheet for allocated times at Support> Factsheets). Review of exam papers will not be permitted after the final date to enrol.
3. Marks for **all** assessment items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

*The sum of your marks overall assessment items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.*

## 6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

Assessment Policy, Special Consideration, Deferred Assessment, Alternate Exam Sitting, Medical Certificates, Academic Integrity, Finalisation of Results, Review of Marks, Moderation of Assessment, Turn-it-in Software Use. These policies can be accessed using the 'Document Search' feature within the [Policy Library](#)

**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 an allegation of a breach of academic integrity being 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 Griffith College website - Policy Library > Academic Integrity Policy

### **Reasonable Adjustments for Assessment – The Disability Services policy**

The Disability Services policy (accessed using the Document Search' feature with the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

### **Risk Assessment Statement**

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

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