ACST1001
Finance 1A
Session 1, Special circumstances 2021

Department of Actuarial Studies and Business Analytics

Contents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>2</td>
</tr>
<tr>
<td>General Assessment Information</td>
<td>2</td>
</tr>
<tr>
<td>Assessment Tasks</td>
<td>3</td>
</tr>
<tr>
<td>Delivery and Resources</td>
<td>6</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>7</td>
</tr>
</tbody>
</table>

Disclaimer
Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Notice
As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.
# General Information

<table>
<thead>
<tr>
<th>Unit convenor and teaching staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Convenor</td>
</tr>
<tr>
<td>Poon Leung</td>
</tr>
<tr>
<td><a href="mailto:poon.leung@mq.edu.au">poon.leung@mq.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Corequisites</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Co-badged status</th>
</tr>
</thead>
</table>

## Unit description
This is an introductory unit in finance and is a core part of the first year knowledge base in most programs. Students will examine the Australian financial system as well as an introduction to financial mathematics and the pricing of financial instruments. They will also learn about financial institutions, financial markets, and risk and regulation. Students will develop spreadsheet skills in finance which is a critical employment skill.

## Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://students.mq.edu.au/important-dates

## Learning Outcomes
On successful completion of this unit, you will be able to:

- **ULO1**: Identify major functions, risks and regulation of financial markets.
- **ULO2**: Explain key fundamental concepts in finance including time value of money and risk and return.
- **ULO3**: Perform valuation of cash flows including single and multiple amounts, annuities, amortised loans, bonds and shares.
- **ULO4**: Apply various criteria to capital budgeting problems for decision making.
- **ULO5**: Evaluate financial information using a spreadsheet.

## General Assessment Information
Assessment criteria for all assessment tasks will be provided on the unit iLearn site.

[https://unitguides.mq.edu.au/unit_offerings/137418/unit_guide/print](https://unitguides.mq.edu.au/unit_offerings/137418/unit_guide/print)
It is the responsibility of students to view their marks for each within-session-assessment on iLearn within 20 days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment tasks (not including the final exam mark) will not be addressed.

**Late submissions and extensions**

**Tasks 10% or less** – No extensions will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

**Tasks above 10%** - No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for special consideration is made and approved. No submission will be accepted after solutions have been posted.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Quizzes</td>
<td>17%</td>
<td>No</td>
<td>Various</td>
</tr>
<tr>
<td>Team Based Learning Task</td>
<td>8%</td>
<td>No</td>
<td>Week 6</td>
</tr>
<tr>
<td>Excel Assignment</td>
<td>10%</td>
<td>No</td>
<td>23 April 2021</td>
</tr>
<tr>
<td>Assignment</td>
<td>5%</td>
<td>No</td>
<td>1 May 2021</td>
</tr>
<tr>
<td>Online Exam</td>
<td>60%</td>
<td>No</td>
<td>University Examination Period</td>
</tr>
</tbody>
</table>

### Online Quizzes

**Assessment Type**: Quiz/Test  
**Indicative Time on Task**: 17 hours  
**Due**: Various  
**Weighting**: 17%

Online quizzes will be held weekly. Students are given a single attempt at each quiz.

On successful completion you will be able to:
- Identify major functions, risks and regulation of financial markets.
- Explain key fundamental concepts in finance including time value of money and risk and return.
- Perform valuation of cash flows including single and multiple amounts, annuities, amortised loans, bonds and shares.
• Apply various criteria to capital budgeting problems for decision making.
• Evaluate financial information using a spreadsheet.

Team Based Learning Task
Assessment Type 1: Quiz/Test
Indicative Time on Task 2: 10 hours
Due: Week 6
Weighting: 8%

iLearn quizzes and forum posts

On successful completion you will be able to:
• Identify major functions, risks and regulation of financial markets.
• Explain key fundamental concepts in finance including time value of money and risk and return.
• Perform valuation of cash flows including single and multiple amounts, annuities, amortised loans, bonds and shares.
• Apply various criteria to capital budgeting problems for decision making.
• Evaluate financial information using a spreadsheet.

Excel Assignment
Assessment Type 1: Quantitative analysis task
Indicative Time on Task 2: 10 hours
Due: 23 April 2021
Weighting: 10%

The Excel Assignment requires students to use an Excel spreadsheet to solve basic finance problems.

On successful completion you will be able to:
• Explain key fundamental concepts in finance including time value of money and risk and return.
• Perform valuation of cash flows including single and multiple amounts, annuities, amortised loans, bonds and shares.
• Evaluate financial information using a spreadsheet.
Assignment
Assessment Type 1: Quantitative analysis task
Indicative Time on Task 2: 5 hours
Due: 1 May 2021
Weighting: 5%

Students will be given a set of questions which they will need to complete, scan, and upload to iLearn.

On successful completion you will be able to:
- Perform valuation of cash flows including single and multiple amounts, annuities, amortised loans, bonds and shares.
- Apply various criteria to capital budgeting problems for decision making.
- Evaluate financial information using a spreadsheet.

Online Exam
Assessment Type 1: Examination
Indicative Time on Task 2: 25 hours
Due: University Examination Period
Weighting: 60%

The final examination will be an open book online exam, to be held during the University Examination period.

On successful completion you will be able to:
- Identify major functions, risks and regulation of financial markets.
- Explain key fundamental concepts in finance including time value of money and risk and return.
- Perform valuation of cash flows including single and multiple amounts, annuities, amortised loans, bonds and shares.
- Apply various criteria to capital budgeting problems for decision making.

1 If you need help with your assignment, please contact:
- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Learning Skills Unit for academic skills support.
Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation.

Delivery and Resources

Learning and Teaching Activities

The content for each week will comprise of a lecture recording, a live (online) lecture review session, and a set of tutorial questions (Problem Sets).

Please note that tutorials will only be offered in selected weeks throughout the semester. The schedule of lecture and tutorial class times is available at: http://www.timetables.mq.edu.au. More details will be available on iLearn. It is the responsibility of individual students to stay up to date with the material.

Lectures

A lecture recording will be uploaded to ECHO at the start of each week. Lecture notes will be available in the week of the lecture, in the iLearn weekly tabs.

An accompanying live lecture review session for the content will also be held via Zoom. These sessions will further explore the ideas introduced in the lecture. Further details will be provided on iLearn.

Tutorials

Students will need to register to either an on-campus tutorial, or an online (Zoom) tutorial. Tutorials are considered compulsory but no marks are allocated for attendance/participation. Tutorials will be available for most, but not all weeks of the semester. In weeks where there aren’t any live (on-campus or online) tutorials, a recording will be provided to cover the relevant material.

The tutorial schedule will be made available on iLearn.

Tutorial enrolment or change of tutorial can be made through eStudent in the first two weeks of the semester. No tutorial changes are allowed after Week 2. Students should attend their allocated tutorial, but exceptions may occur on a one-off basis. That is, where circumstances prevent you attending your own tutorial in a given week, you may attend an alternative tutorial if room available.

Students are expected to complete the ‘Tutorial Questions’ as a self-directed study activity before attending a tutorial. Solutions will be posted after the week in which the questions are discussed. Additional learning support will be available in tutor consultation times, and in PAL sessions.

Recommended Text


Note: The textbook is not considered strictly necessary for the unit. It is highly recommended that students interested in purchasing the textbook first try the digital version available FREE from the university library (with limited page printing allowance per logon). See the university library website here for more details. A newer fourth edition is also available.

Technology Used and Required

Calculator

A calculator will be required for the various calculations throughout the semester, and for the Final Examination. Note: As a general rule, students are expected to clearly show all steps/working in their solutions to 'calculation' questions.

Calculators need the following minimum functionality: $x^y$ or $^\wedge$, $1/x$ and $log$ or $ln$ functions, and a memory. Non-programmable financial calculators are permitted but it is not a requirement to use a financial calculator.

Students are expected to by Week 1 be familiar at least with the basic operation of their calculator.

Computing

Students are expected to by Week 1 be familiar at least with the basic operation of their computing device, ensuring the device is Wi-Fi enabled to access lecture activities in 'real-time'.

Software

Students should have access to Excel software (version 2013 or more recent), and are expected to in Week 1 have viewed the 'Excel Tutorials' in iLearn 'Kick-Start'. Excel will be used in lectures and tutorials from Week 1. An excel assignment is part of the assessment for this unit. A review of Excel fundamentals and time value of money functionality is scheduled for the Week 5 lecture. We strongly recommend students engage with Excel from Week 1.

Knowledge of Maths

A background of at least HSC General Mathematics or equivalent numerical competency is assumed. A small self-diagnostic online Maths Revision exercise is available on iLearn. The self-diagnostic exercise is not assessable, but may assist in providing an indication of your understanding of the type of mathematics functions we will use in the unit. Students requiring assistance with the unit’s mathematical elements throughout the term may consult with the Numeracy Centre team during appointed hours (no appointment needed). Students without HSC General Mathematics or equivalent, are best advised to not undertake ACST1001 until completing a math unit (MATH1000 or ECON1031).

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.m...
Students should be aware of the following policies in particular with regard to Learning and Teaching:

- **Academic Appeals Policy**
- **Academic Integrity Policy**
- **Academic Progression Policy**
- **Assessment Policy**
- **Fitness to Practice Procedure**
- **Grade Appeal Policy**
- **Complaint Management Procedure for Students and Members of the Public**
- **Special Consideration Policy** *(Note: The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

### Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/admin/other-resources/student-conduct](https://students.mq.edu.au/admin/other-resources/student-conduct)

### Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit [ask.mq.edu.au](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

### Student Support

Macquarie University provides a range of support services for students. For details, visit [http://students.mq.edu.au/support/](http://students.mq.edu.au/support/)

### Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- **Getting help with your assignment**
- **Workshops**
- **StudyWise**
• **Academic Integrity Module**

The Library provides online and face to face support to help you find and use relevant information resources.

• **Subject and Research Guides**

• **Ask a Librarian**

**Student Enquiry Service**

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

**Equity Support**

Students with a disability are encouraged to contact the [Disability Service](mailto:disability.service@mq.edu.au) who can provide appropriate help with any issues that arise during their studies.

**IT Help**

For help with University computer systems and technology, visit [http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

The policy applies to all who connect to the MQ network including students.