General Information

Unit convenor and teaching staff
Unit Convenor & Lecturer
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Please refer to iLearn

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Teaching Assistant
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Senior Department Administrator AFAS
Angela Chow

Credit points
3

Prerequisites

Corequisites

Co-badged status
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. A background of at least HSC General Mathematics or equivalent numerical competency is highly desirable. Students who do not have this background and who do not intend to continue with AFIN102 Finance 1B, are advised to enrol in ECON131 Quantitative Methods in Economics, Business and Finance. Students who plan to continue their studies in finance are strongly advised to have studied at least HSC Mathematics (2 Unit) or its equivalent or MATH123 before enrolling in AFIN102.

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

Learning Outcomes
1. Identify major functions, risks and regulation of financial markets.
2. Explain key fundamental concepts in finance including determinants of the time value of money.
3. Value cash flows including single and multiple amounts, annuities, company bonds and shares.
4. Explain the relationship between risk and return.
5. Evaluate financial information using a spreadsheet.

General Assessment Information
Assessment Criteria: Assessment Criteria for all assessment tasks will be provided on the ilearn site.

Feedback Prior Census Date: On-line Quiz 1 & 2 are to be completed before census date. The results from these quizzes provide an indication of whether you are progressing satisfactorily in the unit. If you are having difficulties, please arrange to see the Unit Convenor and consider withdrawing before the census date.

Final Exam Reference Sheet: In the Final Examination students will be permitted a "Reference Sheet": a ONE A4 sheet of paper containing reference material printed on both sides. The material may be handwritten and/or typed (any font, any colour(s)). The Reference Sheet will be collected at the end of the examination, and will not be returned to you. For the In Class Test 1 (ICT1) and In Class Test 2 (ICT2) no reference sheet is allowed and students will be provided with a formula sheet.
Within Session Assessment Task Marks: It is the responsibility of students to view their marks for each within session assessment on iLearn within 20 working 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 marks (not including the final exam mark) will not be addressed.

### Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Quiz (10 in total)</td>
<td>23%</td>
<td>No</td>
<td>Week 2 to Week 13</td>
</tr>
<tr>
<td>Excel Assignment</td>
<td>7%</td>
<td>No</td>
<td>10th April 2017</td>
</tr>
<tr>
<td>Class Test</td>
<td>15%</td>
<td>No</td>
<td>Week 10</td>
</tr>
<tr>
<td>Final Exam</td>
<td>55%</td>
<td>No</td>
<td>University Examination Period</td>
</tr>
</tbody>
</table>

**On-Line Quiz (10 in total)**

*Due: Week 2 to Week 13*
*Weighting: 23%*

An *On-line quiz (open-book)* will be held each week from week 2 through to week 13. Quiz 4 contributes to a possible 5% of overall quiz marks and is part of the Excel Assignment requirement. The other 9 quizzes each carry a weight of 2% (total 18% of possible course marks). Students are given a single attempt at each quiz. No extensions will be granted. Students who do not complete the quiz prior to the deadline will be awarded a mark of zero (0) for the task except for cases in which an application for Disruption to Studies (DtS) is made and approved.

This Assessment Task relates to the following Learning Outcomes:
- Identify major functions, risks and regulation of financial markets.
- Explain key fundamental concepts in finance including determinants of the time value of money.
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**Excel Assignment**

*Due: 10th April 2017*
*Weighting: 7%*

The *Excel Assignment* requires preparation of an excel spreadsheet. The assignment is to be
completed individually. Details of the assignment, the submission procedure and marking guide will be posted on iLearn by 25th March, 2017. [Note: Students must also complete the excel online quiz being Quiz 4 mentioned above. The Quiz is separately assessed.] No extensions will be granted. Students who do not complete the assignment prior to the deadline will be awarded a mark of 0 for the task except for cases in which an application for Disruption to Studies is made and approved. The Unit Convenor has no discretion to award a supplementary assessment outside of the DtS policy.

This Assessment Task relates to the following Learning Outcomes:

• Value cash flows including single and multiple amounts, annuities, company bonds and shares.
• Evaluate financial information using a spreadsheet.

Class Test
Due: **Week 10**
Weighting: **15%**

In Class Test (ICT) (closed book) will be held in lectures in Week 10. The Class Test will be 50 minutes in duration and will be based on Week 1 to 7 (inclusive) content. This test will be worth 15%. Students must attend the lecture venue in which they are enrolled. Students who fail to attend the test for their enrolled lecture time will be awarded a mark of zero (0) except in cases where a Disruption to Studies application is made and approved.

This Assessment Task relates to the following Learning Outcomes:

• Identify major functions, risks and regulation of financial markets.
• Explain key fundamental concepts in finance including determinants of the time value of money.
• Value cash flows including single and multiple amounts, annuities, company bonds and shares.
• Explain the relationship between risk and return.
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Final Exam
Due: **University Examination Period**
Weighting: **55%**

Final Examination (closed book) will cover all Week 1 through Week 13 topics. It will be a two hour exam, with 10 minutes added for reading time. Students will be permitted one ‘Reference Sheet’ in the examination room comprising ONE A4 page of paper containing reference material printed on both sides. The material may be handwritten and/or typed. The page will not be returned to students at the end of the final examination.
This Assessment Task relates to the following Learning Outcomes:

- Identify major functions, risks and regulation of financial markets.
- Explain key fundamental concepts in finance including determinants of the time value of money.
- Value cash flows including single and multiple amounts, annuities, company bonds and shares.
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**Delivery and Resources**

**Learning and Teaching Activities**

There are 3 hours of face-to-face teaching per week consisting of 1 x 2 hour lecture and 1 x 1 hour tutorial.

The schedule of lecture and tutorial class times is available at: http://www.timetables.mq.edu.au

**Lectures**

Lectures will be held weekly. Lecture notes will be available in the week of the lecture, at the iLearn weekly tabs.

**Tutorials**

Tutorials will be held weekly, commencing in Week 1. No tutorials are scheduled for Week 10. Tutorials are considered compulsory. Attendance will be recorded and may be considered in instances where Disruption to Studies applications are made or applications are made for withdrawal without penalty.

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 check on eStudent for their tutorial room, especially as tutorial room allocations may have been changed since time of enrolment. Students should attend only their allocated tutorial.

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.

**Required Text**


The Wileyplus add-on not required for ACST101.
**Unit Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Financial System and Interest Rates (Text Ch. 2)</td>
</tr>
<tr>
<td>2</td>
<td>Time Value of Money I (TVM I) (Single Amounts) (Text Ch. 5)</td>
</tr>
<tr>
<td>3</td>
<td>Time Value of Money II (TVM II) (Multiple Amounts) (Text Ch. 6)</td>
</tr>
</tbody>
</table>
Learning and Teaching Activities

Lectures
In the lectures we will cover weekly topics, drawing on textbook and additional sources. To succeed in this unit, students are strongly recommended to complete all assigned pre-lecture work, to attend all lectures, and to complete all in-lecture activities.

Tutorials
In tutorials we will apply key fundamental concepts presented in lectures. Therefore, to succeed in this unit, students are strongly recommend to complete (or attempt as directed) all pre-tutorial work, attend all tutorials, actively contribute to team efforts in a substantive manner, and actively participate in the ensuing discussions and presentations.

Policies and Procedures
Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><em>Excel TVM Functionality (Material provided on iLearn)</em></td>
</tr>
<tr>
<td>5</td>
<td><em>TVM III (Mixed Problem-solving) (Material provided on iLearn)</em></td>
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<tr>
<td>6</td>
<td>Bond Valuation (Text Ch. 8)</td>
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<td>7</td>
<td>Share Valuation (Text Ch. 9)</td>
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<tr>
<td></td>
<td>Mid Semester lecture break 14th April to 30th April</td>
</tr>
<tr>
<td>8</td>
<td>Fundamentals of Capital Budgeting (Text Ch. 10)</td>
</tr>
<tr>
<td>9</td>
<td>Risk and Return (Text Ch. 7)</td>
</tr>
<tr>
<td>10</td>
<td><em>In-class Test (ICT)</em></td>
</tr>
<tr>
<td>11</td>
<td>Raising Capital (Text Ch. 15)</td>
</tr>
<tr>
<td>12</td>
<td>Global Financial Crises (material provided on iLearn)</td>
</tr>
<tr>
<td>13</td>
<td>Revision &amp; Exam Structure briefing</td>
</tr>
</tbody>
</table>


In addition, a number of other policies can be found in the Learning and Teaching Category of 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/support/student_conduct/](https://students.mq.edu.au/support/student_conduct/)

**Results**

Results shown in *iLearn*, 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).

**Supplementary Exams**

Further information regarding supplementary exams, including dates, is available here [http://www.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/disruption_to_studies/](http://www.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/disruption_to_studies/)

**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 improve your marks and take control of your study.

- [Workshops](http://www.mq.edu.au/learningskills/workshops)
- [StudyWise](http://www.mq.edu.au/learningskills/studywise)
- [Academic Integrity Module for Students](http://www.mq.edu.au/learningskills/academic-integrity)
- [Ask a Learning Adviser](http://www.mq.edu.au/learningskills/ask-a-learning-adviser)

**Student Enquiry Service**

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

**Equity Support**

Students with a disability are encouraged to contact the [Disability Service](http://www.mq.edu.au/learningskills/disability) 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/.

When using the University’s IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Identify major functions, risks and regulation of financial markets.
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Assessment tasks

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- Excel Assignment
- Class Test
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Learning and teaching activities

- In the lectures we will cover weekly topics, drawing on textbook and additional sources.
  To succeed in this unit, students are strongly recommended to complete all assigned pre-lecture work, to attend all lectures, and to complete all in-lecture activities.
- In tutorials we will apply key fundamental concepts presented in lectures. Therefore, to succeed in this unit, students are strongly recommend to complete (or attempt as directed) all pre-tutorial work, attend all tutorials, actively contribute to team efforts in a
substantive manner, and actively participate in the ensuing discussions and presentations.

**Discipline Specific Knowledge and Skills**

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

**Learning outcomes**

- Identify major functions, risks and regulation of financial markets.
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Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Identify major functions, risks and regulation of financial markets.
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Changes from Previous Offering

Assessment weightings are changed to apply 23% of course marks to the On-line quizzes, 7% to an excel assignment, 15% to the in-class test and 55% to the Final Exam.
# Changes since First Published

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/02/2017</td>
<td>Correct error in unit schedule regarding mid-term break dates Add lecturers</td>
</tr>
</tbody>
</table>

[https://unitguides.mq.edu.au/unit_offerings/80012/unit_guide/print](https://unitguides.mq.edu.au/unit_offerings/80012/unit_guide/print)