



FIN100 The ABC's of Finance

Study Guide

Trimester 2 2022

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Contacts

Program Director Academic and contact details

Kellie Lumsden

klumsden@ichm.edu.au



Subject lecturer and contact details

Tharindu Attanayake

tattanayake@ichm.edu.au



Subject lecturer

Please direct any questions concerning the teaching of this subject to your subject lecturer.

The lecturer for this subject is:

Tharindu Attanayake

tattanayake@ichm.edu.au

I have experience working in both the corporate and the academic sectors. My industry experience spans across 14 years as a corporate Management Accountant working in the Government and the Private sector. As an academic, I have worked with several Australian Higher Education providers over the past three years in the streams of Accountancy/Finance and Management. I incorporate my industry /corporate experience in my lectures to enhance the student learning experience. I'm very comfortable teaching on both online and face-to-face platforms. Currently, I'm in the final stages of Doctorate specialising in Finance.

Subject description

Welcome to FIN100 The ABC's of Finance.

This subject will introduce students to the essential financial and accounting principles in various business functions. The subject includes a general overview of accounting principles relating to the preparation of financial statements and covers the major finance and accounting functions. Provides an understanding of a business's financial position, covering the theory of capital markets, investment and distribution decisions, financial risk management, and financial planning and control.

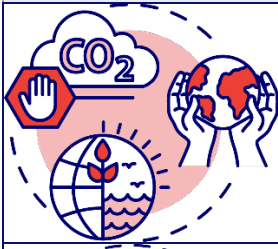
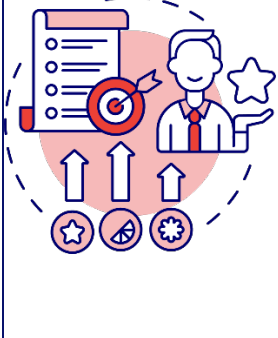
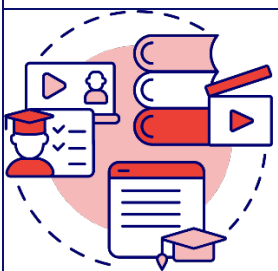

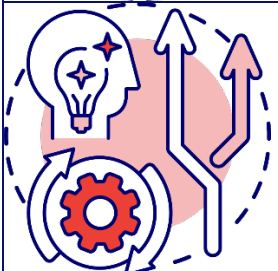
Subject weighting

Subject credit points	Total course credit points
3	72

Student workload

Total No. timetabled hours:	Total No. personal study hours:	Total workload hours:
36	84	120
No. timetabled hours per week	No. personal study hours per week	Workload hours per week
3	7	10

Graduate qualities

ICHM Graduate Qualities (GQ)				
	ID	Graduate Qualities	Description	Graduate will:
	GQ1	Global inclusivity and sustainability	Be responsible and effective global citizens	Critically analyse and reflect upon how society interacts with the environment, its complex nature and how they can influence society as change agents
				Demonstrate a commitment and responsibility to global ethical practices, sustainability and respect for universal cultural diversity
				Develop business approaches that demonstrate value for scalable and sustainable social enterprises
	GQ2	Professional identity and practice	Ability to demonstrate and systematically apply business/ marketing/ entrepreneurship practices	Apply an in-depth body of knowledge relating to the discipline focus area of business practice
				Exhibit ethical values and judgement according to a personal and professional brand
				Develop a sense of self, showing expertise, passion and dedication in the professional world and the ability to connect with a variety of stakeholders in supporting industry outcomes
				Demonstrate a growth mindset that leverages resilience and the ability to manage change in a fluid business environment with expertise, emotional intelligence and empathy
	GQ3	Independent self-management and life-long learning	Be lifelong and applied learners who are open to new ideas, applications and techniques	Demonstrate a commitment to self-directed lifelong learning and intellectual development
				Be lifelong and applied, autonomous learners who are reflective, open to new ideas, applications and techniques
				Develop and draw upon resourceful practices, highlighting an adaptable nature, resilience and wellbeing
	GQ4	Collaboration and skilled communication	Ability to work in a team and develop effective relationships in a diverse environment	Present and transmit complex ideas via a range of mediums that persuade, influence and inform a range of stakeholders
				Work independently, as well as collaboratively in peer communities to creatively understand problems worth solving
	GQ5	Critical thinking and creativity	Apply knowledge and skills to the current business environment	Apply information literacy to creatively impact and solve industry problems
				Lead innovative projects and test new approaches, ideas, products, and services to be adopted by an existing organisation
				Demonstrate the ability to effectively identify, formulate and solve unpredictable and complex problems, to generate ideas and demonstrate a capacity for initiative, judgement, innovation and divergent thinking

Course learning outcomes

On successful completion of this course you will be able to:

Bachelor of Business

CLO 1 - Critically evaluate relevant fundamental business theory in relation to developing best practise management approaches.

CLO 2 - Demonstrate the ability to apply knowledge and develop relevant analytical frameworks and techniques.

CLO 3 - Analyse, evaluate and critique the evolving business landscape to identify opportunities for enterprise and innovation.

CLO 4 - Collaborate with a variety of stakeholders where the problem and its solution are often complex.

CLO 5 - Analyse appropriate data and information to develop business concepts and plan and complete projects in a range of business contexts.

CLO 6 - Apply technical and professional proficiencies that are necessary to operate ethically and efficiently in business environments.

CLO 7 - Reflect on, assess and manage ongoing development of own lifelong learning capabilities and future development needs.

Bachelor of Business (Marketing)

CLO 1 - Critically evaluate relevant fundamental business theory in relation to developing best practice marketing approaches.

CLO 2 - Demonstrate the ability to apply knowledge and develop relevant analytical frameworks and techniques.

CLO 3 - Analyse, evaluate and critique the evolving marketing landscape to identify opportunities for enterprise and innovation.

CLO 4 - Collaborate with a variety of stakeholders where the problem and its solution are often complex.

CLO 5 - Analyse appropriate data and information to develop marketing strategy and concepts, as well as design, plan and implement marketing projects and campaigns in a range of business contexts.

CLO 6 - Apply technical and professional proficiencies that are necessary to operate ethically and efficiently in marketing contexts.

CLO 7 - Reflect on, assess and manage ongoing development of own lifelong learning capabilities and future development needs.

Bachelor of Business (Entrepreneurship)

CLO 1 - Critically evaluate relevant fundamental business theory in relation to developing best practice entrepreneurship approaches.

CLO 2 - Demonstrate the ability to apply knowledge and develop relevant analytical frameworks and techniques.

CLO 3 - Analyse, evaluate and critique the evolving entrepreneurship landscape to identify opportunities for enterprise and innovation.

CLO 4 - Collaborate with a variety of stakeholders where the problem and its solution are often complex.

CLO 5 - Analyse appropriate data and information to develop entrepreneur ventures or ideas, as well as design, plan and complete projects in a range of business contexts.

CLO 6 - Apply technical and professional proficiencies that are necessary to operate ethically and efficiently in entrepreneurship.

CLO 7 - Reflect on, assess and manage ongoing development of own lifelong learning capabilities and future development needs.

Threshold Learning Outcomes (Marketing)

Social responsibility - Evaluate relevant ethical and legal considerations in an impartial way for routine marketing tasks.

Analysis - Obtain, analyse and interpret data relevant to making evidence-based decisions for routine marketing tasks in straightforward contexts.

Knowledge - Critically apply a broad and coherent knowledge of foundational marketing theories, concepts, practical principles and processes.

Judgement - Exercise judgement to recommend appropriate solutions for routine marketing tasks in straightforward contexts.

Communication - Effectively communicate straightforward marketing ideas in selected personal and group contexts.

Subject details

Subject Learning Outcomes

On successful completion of this subject you will be able to:

- a) Understand the role of the finance and accounting functions in an organisation.
- b) Identify the terminology and concepts that underlie the preparation of general-purpose financial reports.
- c) Prepare and summarise financial statements to support business decision making.
- d) Apply mathematics of finance to determine risk, return, evaluation of investment, financing, working capital and distribution decisions.
- e) Develop analytical skills drawing from key finance theories, concepts and techniques.

Prescribed texts and recommended reading

The **prescribed textbook** for this subject is:

Melicher, RW, Norton, EA, W. & Edgar, A 2017, *Introduction to finance: Markets, investments, and financial management*, 16th edn, John Wiley & Sons, Inc.

Textbooks:

Aprea, C, Wuttke, E, Breuer, K, Koh, NK & Davies, P 2016, *International handbook of financial literacy*, 1st edn., Springer Science+Business Media.

Atrill, P, McLaney, E & Harvey, D 2017, *Accounting for business students*, Pearson.

Atrill, P & McLaney, E 2018, *Management accounting for decision makers*, 9th edn., Pearson.

Gitman, L & Zutter, C 2012, *Principles of managerial finance*, 13th edn., Pearson.

Miller-Nobles, T, Mattison, B & Matsumura, E 2018, *Horngren's financial & managerial accounting: The managerial chapters*, 6th edn., Elsevier.

Smith, H 2019, *Xero for dummies*, 4th edn., John Wiley & Sons.

Tyler, J, Godwin, NH & Alderman, CW 2018, *ACCT3 financial*, 3rd edn., Cengage.

Journals:

Academy of Management Journal

Academy of Management Review

Accounting, Organizations and Society

Advances in Accounting

Critical Perspectives on Accounting
Journal of Accounting Education
Journal of Accounting Literature
Management Accounting Research
IMF Economic Review
World Bank Economic Review
Financial Analysts Journal

Websites:

Australian Tax Office, n.d., *Small business news room*, Australian Tax Office, <https://www.ato.gov.au/Newsroom/smallbusiness/>

ASK, n.d., *Australian Stock Exchange*, ASK, <http://www.asx.com.au/>

Australian Securities and Investments Commission, n.d., *ASIC*, <http://asic.gov.au/>

Australian Prudential Regulation Authority, n.d., *APRA*, Australian Prudential Regulation Authority, <https://www.apra.gov.au/>

Bloomberg, 2022, *Bloomberg*, Bloomberg, <http://www.bloomberg.com/>

CFA Institute, 2022, *CAF Institute*, CF Institute, <https://www.cfainstitute.org/Pages/index.aspx>

Financial Planning Association of Australia Limited, 2015, *Financial Planning Association of Australia*, FPA, <http://fpa.asn.au/>

IBIS World, n.d., *IBISWorld*, IBISWorld, <http://www.ibisworld.com.au/about/>

Investopedia, n.d., *Investopedia*, Investopedia, <http://www.investopedia.com/>

Reserve Bank of Australia, 2022, *Reserve Bank of Australia*, <http://www.rba.gov.au/>

The Australian Financial Review, n.d., *Financial Review*, <http://www.afr.com/>

Yahoo, 2022, *Yahoo finance*, Yahoo, <https://au.finance.yahoo.com/>

Library services

Library services can be found via the IHEA Library and provides access to many resources which you will need to complete your studies whilst a student at ICHM. The professional library staff are very helpful and skilled in showing you how to find resources online. You can access our library via the i-campus.

Support information

For additional information relating to ICHM and your course, please refer to ICHM student handbook and Policies and Procedures on the i-campus. Key contacts for the ICHM support team are:

Alex McGee – ICHM Learning Advisor

Email: amcgee@ichm.edu.au

Phone: 61 8 8228 3652

Renata Wilson – Senior Student Counsellor and Wellbeing Advisor

Email: rwilson@ichm.edu.au

Phone: 0419822753

Reasonable Adjustment

Reasonable adjustments may be made to accommodate a student with a disability and reduce the impact of a disability on a student's academic success.

Adjustments may include modifications to the learning environment, teaching method, or assessment conditions to increase the participation of a student without compromising the academic standard or the inherent course requirements.

ICHM does not restrict enrolment on the basis of disability or discriminate against students with a disability. However, ICHM may deny entry based upon reasonable belief of a student's inability to successfully complete the course, based upon potential limitations applied by the disability, and restricted participation within course requirements.

Please refer to the Reasonable Adjustment policy for further information.

If your disability or special circumstance requires the provision of a reasonable adjustment for this subject, please seek advice at the commencement of your subject from the Program Director Academic or Student Support.

Kellie Lumsden

Program Director Academic

klumsden@ichm.edu.au

Alex McGee

ICHM Learning Advisor

amcgee@ichm.edu.au

Student conduct

ICHM seeks to prepare students to meet or exceed the demands and expectations of industry. The highest standards of courtesy and professionalism by staff and students in all aspects of study at ICHM are expected. ICHM students are expected to conduct themselves in a manner which does not impair the functioning of the College and the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities of the College or to participate in the life of the College and to observe the ICHM Student Code of Behaviour. An ICHM student who does not conduct themselves in such a manner may be reported for misconduct under this Personal Conduct Policy.

Definitions of misconduct can be found in the Personal Conduct policy.

In addition, ICHM is committed to ensuring all students are communicated within a reliable, timely, effective, and efficient manner. Students should consider their etiquette, written communication, and verbal communication in accordance with the ICHM personal conduct policy and ICHM communications policy.

Study requirements

It is strongly recommended that you attend and actively participate in all your scheduled seminars and consultation sessions. If unexpected events prevent you from attending your scheduled seminar or consultation session, you can access the recordings via the LMS and by speaking to your lecturer to ensure you have not missed anything important.

Each week, you should read through the subject content and resources, engage with the learning tasks, attend and participate in seminars, and review your understanding of the weekly materials.

Please contact your lecturer for any help you may need with the subject. Please remember to utilise the ICHM student services to assist with any study matters.

Subject requirements

Pass/fail requirements

In order to pass this subject, you must:

- achieve a minimum overall score of 50% for the subject

Refer to Assessment Policy for further information on the pass/fail requirements.

Academic integrity and honesty

Academic Integrity refers to upholding ethical standards in all aspects of learning, teaching, and research at ICHM. All staff and students of ICHM are expected to engage in their scholarly and research endeavours in a responsible and ethical way so that they uphold the virtues of honesty, fairness, trust, respect and responsibility. To this end, all staff and students are required to undertake their own work and ensure that the use of other people's ideas and writing are duly acknowledged.

Contract cheating refers to a form of collusion whereby a student either outsources or asks someone else to produce an academic assessment piece on the student's behalf. Contract cheating is a serious form of academic dishonesty and is a breach of the Academic and Research Integrity policy.

Please familiarise yourself with the ICHM the Academic & Research Integrity policy.

Assessment cover page

- Your assessment submissions must be accompanied by a completed assessment cover page. The cover page should include: Full Name (including all other names if the Assessment is for group work)
- 4 digit ID number
- Title of Assessment
- Word count

Assessment presentation

Your assessments must comply with the assessment format and item table requirements. You can find these under each Assessment Outline.

The Lecturer PowerPoint slides must not be cited as a reference in any type of Assessment. However, the references provided in the Powerpoint slides can be used.

In this subject, assignments may contain a maximum of 5% direct quotation and 20% paraphrasing from references. Assignments that are excessively reproductive and unoriginal will not be assessed and may receive a grade of 0%.

All students are required to follow the version of the CDU Harvard Referencing System as outlined by your lecturer.

All referencing will be in accordance with the Harvard Author Date (CDU) style, which is available at: https://libguides.cdu.edu.au/ld.php?content_id=40338940

Resulting

The below grade descriptors will be used to guide the allocation of your marks for this subject.

Grade	Mark/Grade Point	Definition
HD	85% - 100% Grade Point: 7.0	Evidence that the student has demonstrated outstanding performance on all learning outcomes including considerable additional work in wider areas relevant to the topic and has demonstrated the acquisition of an advanced knowledge/ understanding required for meeting the learning outcomes at the highest level. The student would normally have consistently demonstrated a high level of proficiency at applying a range of major academic debates, approaches, methodologies and conceptual tools and combining knowledge of the subject with original creative thinking.
D	75% - 84.9% Grade Point: 6.0	Evidence that the student has demonstrated a high level of performance on all learning outcomes including considerable additional work in wider areas relevant to the topic and has demonstrated advanced knowledge/ understanding required for meeting the learning outcomes. The student would normally have attained an advanced knowledge of matter beyond that contained in set texts or reading materials and have demonstrated a broad familiarity with the ability to apply a range of major academic debates, approaches, methodologies and conceptual tools.
C	65% - 74.9% Grade Point: 5.0	Evidence that the student has demonstrated a high level of performance on all learning outcomes or an outstanding performance on the majority including additional work in wider areas relevant to the topic and has demonstrated a sound level of knowledge/ understanding required for meeting the learning outcomes. The student would normally have attained a sound knowledge of matter contained in set texts and demonstrated familiarity with the ability to apply a range of major academic debates, approaches, methodologies and conceptual tools.
P1	55% - 64.9% Grade Point: 4.5	Evidence that the student has demonstrated a satisfactory performance on all learning outcomes, or high performance on some learning outcomes that compensates for unsatisfactory performance on others, resulting in an overall satisfactory performance. The student should have demonstrated an adequate knowledge of set texts/readings and demonstrated familiarity with major academic debates, approaches, methodologies and conceptual tools.
P2	50% - 54.9% Grade Point: 4.0	Evidence that the student has demonstrated a satisfactory performance on the majority of learning outcomes. The student should demonstrate an adequate knowledge of set texts/readings and demonstrated familiarity with major academic debates, approaches, methodologies and conceptual tools.
F1	45% - 49.9% Grade Point: 1.5	Evidence that the student has demonstrated unsatisfactory performance on a number of learning outcomes.
F2	00% - 44.9% Grade Point: 1.0	Evidence that the student has demonstrated unsatisfactory performance on the majority of learning outcomes.

Appealing a grade

Students have the ability to discuss individual assignment results with their lecturers. If the student has a concern which is not resolved by the subject lecturer, they can submit an appeal to the Academic Committee. The student must submit the appeal within two weeks of being advised of the final grade. A written submission to the Academic Committee via the [Academic Committee email](#). It is highly advantageous that the student provide evidence to support the appeal. The Academic Committee shall review and approve student results, hear and determine student appeals and relevant student applications for extensions and for supplementary assessments. The Academic Committee shall recommend final grades to the Academic Board. The student may choose to attend the Academic Committee meeting. If the student is not satisfied with the decision of the Academic Committee, they can appeal the decision in line with the Academic Grievance Policy.

Further Assessment Information

Submission dates and extensions

Failure to submit work by the nominated “due time and date” will result in a penalty of 5% of the total available mark for each and every day beyond the due time and date. An extension on the due time and date for an assignment or report may be granted by the subject lecturer for a period of up to two weeks. Written application on the appropriate ‘Extension Request’ form must be made a minimum of 5 days prior to the due date of the assessment, at which point a draft copy of work commenced must be presented to the subject lecturer.

All ICHM students are provided with access to their own dedicated ‘OneDrive’ account. It is the student’s responsibility to use this account to save and backup all written assessment work. Requests for extensions due to the loss of work based upon failing to use OneDrive will not be accepted.

If an extension greater than two weeks is required, an email request must be received by the Chair of the Academic Committee, Kellie Lumsden – Program Director Academic 5 days prior to the due date of the assessment, at which point a draft copy of work commenced must be presented.

If an extension is being sought based on medical grounds, the approved ICHM Medical Certificate form must be used to support this application.

If an extension is granted and the work is not submitted by the new, approved due time and date, a 0% will be recorded for the assessment point.

Supplementary Assessment

A subject lecturer may award a supplementary assessment where a student attains 45% to 49% in an assessment point. The supplementary assessment may be a resubmission of the original assessment piece. This supplementary assessment must be completed within 10 weekdays of the student being notified by the subject lecturer. Where a supplementary assessment has been awarded, the maximum mark achievable for the assessment point is 50%.

The Academic Committee may award a supplementary assessment when considering final results for subjects. Such supplementary assessments could be awarded on medical, compassionate, academic or other special considerations. Where a supplementary assessment has been awarded for the subject, the maximum mark achievable for the subject is 50%. A supplementary assessment must be submitted completed within 10 weekdays of the student being notified by the Academic Committee unless additional provisions have been made by the committee. Failure to submit by the revised due date will

result in a fail grade of the supplementary assessment. Failure of the supplementary assessment will result in a fail grade for the subject.

In the granting of a supplementary assessment the full range of grades may be available for situations involving medical, compassionate or special considerations. This must be approved by the Academic Committee.

Submitting assessments

It is the responsibility of all students to safeguard against all potential breaches of Academic and Research Integrity. - Refer to the ICHM Learning Management System (LMS) for information on Assessment submissions. Your assessment will be run through Turnitin and in doing so, students are deemed to have declared that their assessment is entirely their own work upon submission. Furthermore, students are deemed to have declared that the work has not been previously submitted for a subject of the College, or any other educational institution.

Further information on submitting an assignment and checking for academic integrity using Turnitin can be found here <https://help.turnitin.com/feedback-studio/turnitin-website/student/student-category.htm>

Study Schedule

Trimester Overview

Week	Topic	Assessment
1	Topic 1: Finance and business	
2	Topic 2: Introduction to financial markets	Assignment 2 – Quiz 1 due
3	Topic 3: Banks and other financial institutions	Assignment 1 due Assignment 2 – Quiz 2 due
4	Topic 4: Investments	Assignment 2 – Quiz 3 due
5	Topic 5: Time value of the money	Assignment 2 – Quiz 4 due
6	Topic 6: Risk and return	Assignment 2 – Quiz 5 due
7	Assessment feedback	
8	Topic 7: Capital structure and cost of capital	
9	Topic 8: Financial statement analysis – income statement	Assignment 3 due
10	Topic 9: Financial statement analysis – balance sheet	

11	Topic 10: Cost behaviour and cost volume profit analysis (CVP)	
12	Topic 11: International finance and trade	
13	Assessment feedback	Assignment 4 due

Assessment overview

Assessment tasks								
Type		Weight	When assessed	Subject Learning Outcomes	Course Learning Outcomes			Graduate Qualities
					BBUS	BBUS (MKT)	BBUS (ENT)	
1	Glossary (Individual) 400 words	20%	Week 3	a & b	2 & 3	2 & 3	2 & 3	1, 3, 4 & 5
2	Online Quiz (Individual) 1000 equivalent words	25%	Week 2 - 6	a, b, d & e	1, 2, 3 & 5	1, 2, 3 & 5	1, 2, 3 & 5	1, 2, 3, 4 & 5
3	Case Study (Individual) 1300 words	25%	Week 9	c, d & e	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5
4	Report (Individual) 1800 words	30%	Week 13	c, d & e	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5

Assessment 1 Outline

Assessment title: Monetary Instruments	Assessment weighting: 20%
Assessment type: Glossary	Word limit: 400 words
DUE DATE: Week 3	
Assessment instruction	
<p>You have been selected to work for a well-established accounting and consultancy firm called TG Accounting & Consultancy (Pty) Ltd as an intern. The major role of your team is to evaluate and advise clients about their investment strategies upon request.</p> <p>One of the key clients, Gi-Gi Automotive Ltd (GGA) contacted your firm for an opinion about their existing investment strategies, and your immediate supervisor has prepared a complete investment strategy report for GGA including their <u>monetary instruments (physical and virtual)</u> currently used in the market.</p> <p>Your task is to prepare a glossary with over 10 terms of current monetary instruments (physical and virtual) used in the market.</p> <p>Reference all your “Glossary Terms” and describe them in your own words.</p>	

Assessment format
<ul style="list-style-type: none">• Cover page• Glossary• Reference list

Item	Required? Y/N	Word count inclusion? Y/N	Lecturer comment
Title Page	Y	N	
Executive Summary	N	N	
Table of Contents	N	N	
Introduction	N	N	
Body	Y	N	Glossary format
Conclusion	N	N	
Reference List	Y	N	
Appendices	N	N	
Specific line spacing	Y	N	Arial font size 11 with 1.15 spacing
Specific margins	Y	N	Narrow
Min/max references	Y	N	Minimum 5 references
Calibre of references	N	N	
Template in use	N	N	

Submission details:

Electronic copies of the assignment must be submitted by 23.59 on the due date. Do not 'E-mail' assignments, as they will not be accepted in this subject.

See the LMS on assessment submission instructions.

Assessment 1 Rubric

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
Overall content (60%)	Does not address the task.	Addresses the task adequately but overall lacked depth and breadth.	Addresses the task reasonably well, with one or two areas lacking depth and breadth.	Addresses all the task to a high standard.	Addresses all the task to the highest standards with insightful responses.
Validity of definitions (10%)	Inadequate definitions are provided.	Most of the definitions provided are relevant to the terms used.	All provided definitions are relevant to the terms used and explained well.	All glossary terms were defined to a high standard.	All glossary terms were defined to the highest standard and explained very well in the student's own words.
Extensiveness of Glossary items (5%)	Limited glossary terms were provided.	Glossary terms provided were adequate and met the minimum requirement.	Glossary terms provided were satisfactory and went beyond the minimum requirement.	Glossary terms provided were comprehensive.	Glossary terms provided were extensive and all-encompassing.
Language used (15%)	Inadequate academic writing with errors in structure and logical expression. Expression lacks clarity with a lot of spelling or grammar errors.	Acceptable academic writing with some errors in structure and logical expression. Acceptable expression with some spelling or grammar errors.	Good academic writing with some minor errors in structure and expression. Expressed well with some minor grammar errors.	Very good academic writing with very minor errors in structure and expression. Very well expressed with few minor errors.	Excellent academic writing with very few errors in structure and logical expression. Professionally expressed.
Referencing (10%)	No reference provided or provided reference list is often incorrect. Failure to meet the minimum requirements.	Reference list is adequate, but with many errors. Adequate use of research resources, but not meeting requirements consistently.	Reference list is correct, but with some minor errors. Suitable use of research resources, meeting most requirements.	Reference list is correct, with only the occasional minor errors. Excellent use of research resources, exceeding requirements.	Reference list is correct, with no errors. Outstanding use of research resources, far exceeding expectations.

Assessment 2 Outline

Assessment title: Five Quizzes	Assessment weighting: 25%
Assessment type: Online Quiz	Word limit: 1000 words equivalent
DUE DATE: Week 2-6	
Assessment instruction	
<p>Assessment 2 is comprised of five parts. Quizzes 1, 2, 3, 4 and 5 all test basic economic concepts aligned to the Subject Learning Outcomes and the following topics:</p> <p>Topic 1: Finance and business</p> <p>Topic 2: Introduction to financial markets</p> <p>Topic 3: Banks and other financial institutions</p> <p>Topic 4: Investments</p> <p>Topic 5: Time value of the money</p>	

Assessment format
<p>There are five stand-alone quizzes that together form Assessment 2 and constitute the first 25% of total assessment.</p> <p>You can access the quizzes via the LMS.</p> <p>Quiz 1 Conducted in Week 2 - 10 multichoice questions</p> <p>Quiz 2 Conducted in Week 3 - 10 multichoice questions</p> <p>Quiz 3 Conducted in Week 4 – 10 multichoice questions</p> <p>Quiz 4 Conducted in week 5 - 3 questions requiring short written answers</p> <p>Quiz 5 Conducted in week 6 - 1 Long answer overarching question</p>

Item	Required? Y/N	Word count inclusion? Y/N	Lecturer comment
Title Page	N	N	
Executive Summary	N	N	
Table of Contents	N	N	
Introduction	N	N	
Body	Y	N	MCQs, Short Answers & Calculations
Conclusion	N	N	
Reference List	N	N	
Appendices	N	N	
Specific line spacing	N	N	

Specific margins	N	N	
Min/max references	N	N	
Calibre of references	N	N	
Template in use	N	N	

Submission details:

Electronic copies of the assignment must be submitted by 23.59 on the due date. Do not 'E-mail' assignments, as they will not be accepted in this subject.

See the LMS on assessment submission instructions.

Assessment 2 Rubric

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
Quiz 1: Multiple choice questions (20%)	The student did not answer enough questions to show that they have reviewed the materials and met the following learning outcomes: a, b, d & e	The student has answered enough questions to show that they have reviewed the materials and met the following learning outcomes: a) Understand the role of the finance and accounting functions in an organisation b) Identify the terminology and concepts that underlie the preparation of general-purpose financial reports d) Apply mathematics of finance to determine risk, return, evaluation of investment, financing, working capital and distribution decisions e) Develop analytical skills drawing from key finance theories, concepts and techniques.			
Quiz 2: Multiple choice questions (20%)	The student did not answer enough questions to show that they have reviewed the materials and met the following learning outcomes: a, b, d & e	The student has answered enough questions to show that they have reviewed the materials and met the following learning outcomes: a) Understand the role of the finance and accounting functions in an organisation b) Identify the terminology and concepts that underlie the preparation of general-purpose financial reports d) Apply mathematics of finance to determine risk, return, evaluation of investment, financing, working capital and distribution decisions e) Develop analytical skills drawing from key finance theories, concepts and techniques.			
Quiz 3: Multiple choice questions (20%)	The student did not answer enough questions to show that they have reviewed the materials and met the following learning outcomes: a, b, d & e	The student has answered enough questions to show that they have reviewed the materials and met the following learning outcomes: a) Understand the role of the finance and accounting functions in an organisation b) Identify the terminology and concepts that underlie the preparation of general-purpose financial reports d) Apply mathematics of finance to determine risk, return, evaluation of investment, financing, working capital and distribution decisions e) Develop analytical skills drawing from key finance theories, concepts and techniques.			
Quiz 4: Short answer questions (20%)	Does not demonstrate an understanding of knowledge of the concepts. There are limited or no descriptions, explanations, and discussion of the course materials.	Demonstrates adequate knowledge of the concepts through the use of sufficient descriptions, sound explanations and discussion of the course materials.	Demonstrates a sound knowledge of the concepts through the use of descriptions, sound explanations and discussion of the course materials.	Demonstrates a well-considered knowledge of the concepts through the effective use of descriptions, explanations and discussion of the course materials.	Demonstrates a comprehensive knowledge of the concepts through the substantive use of descriptions, thoughtful explanations and discussion of the course materials.
Quiz 5: Overarching question (20%)	Quality of information is unreliable and/ or inaccurate in explaining the key concepts.	Fair quality of information is used to explain the key concept, with a portion of the information demonstrating poor quality.	Quality information is used to explain key concepts.	Effective and quality information is significantly used to explain key concepts.	Substantive and high-quality information is extensively used to explain key concepts.

Assessment 3 Outline

Assessment title: Year End Accounting Report	Assessment weighting: 25%	
Assessment type: Case Study	Word limit: 1300 words	
DUE DATE:		
Assessment instruction		
<p>You have now been working with TG Accounting & Consultancy (Pty) Ltd for almost two (2) years, and currently leading the team who are responsible for looking after the client’s final accounts and their businesses capital structure implications upon request.</p> <p>Once again Gi-Gi Automotive Ltd (GGA) contacted your company with their closing accounts statement to prepare the year end accounts and form an opinion abouts its capital requirement to expand their business within the next two (2) fiscal years.</p>		
Gi-Gi Automotive Ltd Closing Balances as at 30th June 2022		
	<i>Dr</i>	<i>Cr</i>
Sales revenue		13 300
Cash	520	
Marketing	1 300	
Inventory	5 000	
Administrative	1 500	
Research and development (R&D)	750	
Motor vehicle	700	
Property plant & equipment	3 000	
Accounts receivable	2 600	
Cost of goods sold	7 880	
Accounts payable		1 700
Bank loan		900
Tax payable		700
Employee Training	350	
Wearhouse mortgage 10 %		2 000
Debentures (8 years) payable		800
Depreciation Expense	250	
Share capital (\$10 per share)		3 000
Equity reserves		400
Retained earnings		50
Wearhouse mortgage Interest 10%	200	
Bonds (10 years) payable		1 200
	24 050	24 050

GGA Accounting Practices

1. Income taxes expense of 30%.
2. Tax liabilities are paid within the next fiscal year.
3. Capitalise R&D expenses and start amortising when realising its benefits.

GGA has two investment opportunities to grow their business:

1. High-risk Investment – Develop a newly discovered wind turbine technology (R&D) to produce a self-sufficient motor vehicle. Estimated cost AUD 6 million and estimated time 2 years with projected revenue of AUD 2.5 million per year for a 10-year time period (patent rights will be granted upon completion).
2. Low-risk investment – Expand the facility by buying 50 acres, including a racetrack occupied throughout the year by local as well as international motor car manufacturers. Estimated cost AUD 25 million and completely booked for the next two financial years in positive gear.

GGA seeking your advice on taking both these opportunities and how to finance them from below methods.

- a) Bank Loan (6.5% interest rate)
- b) Share issue (12% expected rate of return)

Requirements

Please write a business proposal as the corporate consultant. The general advice will be stated to improve the quality and efficiency of the business from the financial perspective. According to the information above, answer the following questions within your writing contents in the proposal:

- 1) Prepare the Income Statement and Balance Sheet for GGA.
- 2) Explain and justify your chosen method/s in investment opportunities according to the basic financial concerns from risk and return, time value of money, capital structure and the cost of capital implications.
- 3) Provide further potential recommendations to the clients, help the business to improve its investing and financing capability. Present the information or data needed to achieve the target.

Assessment format

- Business proposal detailing your advice and rationale behind the investment method
- Reference list
- Financial statements.

Item	Required? Y/N	Word count inclusion? Y/N	Lecturer comment
Title Page	Y	N	
Executive Summary	N	N	
Table of Contents	N	N	
Introduction	Y	Y	Consulting proposal with formal business introduction
Body	Y	Y	
Conclusion	Y	Y	
Reference List	Y	N	
Appendices	Y	N	Financial statements to be included within the proposal and submission
Specific line spacing	Y	N	
Specific margins	Y	N	
Min/max references	Y	N	Minimum 5 references
Calibre of references	Y	N	Minimum 3 references must be from journal articles
Template in use	N	N	

Submission details:

Electronic copies of the assignment must be submitted by 23.59 on the due date. Do not 'E-mail' assignments, as they will not be accepted in this subject.

See the LMS on assessment submission instructions.

Assessment 3 Rubric

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
Proposal response (60%)	The business proposal does not reflect understanding of audience and appropriate content. Introduction does not include background or purpose of letter. Discussion does not describe or analyse the major elements of the situation. Conclusion does not reflect the contents of the proposal. Graphics (if included) do not relate to the discussion.	The business proposal accurately describes the contents and some understanding of audience. Introduction includes some required information. Discussion analyses some elements of the situation. Conclusion does not fully reflect the contents of the proposal. Recommendations included. Graphics are used to illustrate points but not fully discussed.	The business proposal accurately describes the contents and clear understanding of the audience. Introduction includes most relevant information. Discussion analyses the situation. Conclusion summarises the proposal. Recommendations logically follow conclusion. Graphics are appropriate.	The business proposal accurately describes the contents and good understanding of its audience. Introduction includes background, purpose and scope. Discussion analyses the situation and develops a clear, logical argument. Conclusion accurately summarises the proposal. Recommendations clearly follow conclusion and are mainly appropriate for organisation needs. Graphics are appropriate and labelled.	The business proposal accurately describes the contents with insightful understanding of the audience. Introduction includes background, purpose and scope. Discussion analyses the situation and develops a clear, logical, advanced argument. Conclusion accurately summarises the proposal. Recommendations clearly and logically follow conclusion, are appropriate for organisation needs and they are well detailed. Graphics are appropriate, labelled and placed close to the text that refers to them.
Language expression and structure (15%)	Content does not demonstrate awareness of most of the audience information needs. Meaning is often unclear and comments are poorly structured. Many grammatical and spelling errors.	Content demonstrates awareness of some information needs of the audience and structures writing to meet them. Sentences and paragraphs are readable. A number of grammatical and spelling errors.	Content demonstrates audience awareness and structures writing to meet most of the audience information needs. Sentences and paragraphs are mostly well structured. Limited grammatical and spelling errors.	Content demonstrates audience awareness and structures writing to meet audience information needs. Sentences and paragraphs are well structured and clear with minor exceptions. Very limited grammatical and spelling errors.	Content demonstrates audience awareness and structures writing to expertly meet audience information needs. Sentences and paragraphs are well structured and clear. Grammar and spelling are at the highest standards.
Analysis (20%)	Provide either no or few calculations on the relevant areas, displaying a lack of understanding about preparing financial statements, time value of	Provide calculations on the relevant areas, displaying a limited understanding about preparing financial statements, time value of money, capital structure and	Provide calculations on the relevant areas, displaying a good understanding about preparing financial statements, time value of money, capital structure and	Provide calculations on the relevant areas, displaying a very good understanding about preparing financial statements, time value of money, capital structure and	Provide calculations on the relevant areas., displaying an outstanding understanding about preparing financial statements, time value of money, capital structure and

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
	money, capital structure and the cost of capital implications.	the cost of capital implications.	the cost of capital implications.	the cost of capital implications.	the cost of capital implications.
Referencing (5%)	No reference provided or provided reference list is often incorrect. Failure to meet the minimum requirements.	Reference list is adequate, but with many errors. Adequate use of research resources, but not meeting requirements consistently.	Reference list is correct, but with some minor errors. Suitable use of research resources, meeting most requirements.	Reference list is correct, with only the occasional minor errors. Excellent use of research resources, exceeding requirements.	Reference list is correct, with no errors. Outstanding use of research resources, far exceeding expectations.

Assessment 4 Outline

Assessment title: Financial Position Report	Assessment weighting: 30%
Assessment type: Report	Word limit: 1800 words
DUE DATE: Week 13	
Assessment instruction	
<p>You are a senior executive of TG Accounting & Consultancy (Pty) Ltd, and you are the person who is handling Gi-Gi Automotive Ltd (GGA).</p> <p>According to GGA closing account balances, one of your interns have prepared the below financial statements, however, they are unable to compile a report evaluating and explaining GGA's current financial position and future trends through a ratio analysis to its stakeholders.</p> <p>Requirements</p> <p>As their immediate superior, evaluate the performance of GGA for FY2020 and FY2021 by</p> <ol style="list-style-type: none">1. Calculating financial ratios (minimum 8 ratios from liquidity, activity, profitability and debt perspectives)2. Apply the horizontal and vertical analysis with the financial statements provided, illustrate your results with an attached Excel spreadsheet3. According to the results from question 2, apply the SWOT methodology to analyse the business performance and construct the report explaining GGA's current financial position and its future trends.4. Conclude the business performances from the above analysis, provide related recommendations from the shareholder's viewpoints and organise a brief corporate action plan for management.	

Financial Statements (Balance Sheet)

Please see the following information from the financial statements of the business.

Gi-Gi Automotive Balance Sheet as at 30th June 2019, 2020 & 2021

	2019	2020	2021
ASSETS			
Cash	30 000	20 000	15 000
Accounts receivable	120 000	85 000	50 000
Inventories	100 000	95 000	90 000
Total current assets	250 000	200 000	155 000
Gross plant and equipment	300 000	235 000	200 000
Less: accumulated depreciation	100 000	85 000	50 000
Net plant and equipment	200 000	150 000	150 000
Land	50 000	50 000	50 000
Total fixed assets	250 000	200 000	200 000
Total assets	500 000	400 000	355 000
LIABILITIES AND EQUITY			
Accounts payable	80 000	60 000	55 000
Notes payable	32 000	15 000	10 000
Accrued liabilities	30 000	25 000	26 000
Total current liabilities	142 000	100 000	91 000
Long-term debt	140 000	100 000	74 000
Total liabilities	282 000	200 000	165 000
Ordinary shares (\$1 per share)	50 000	50 000	50 000
General reserve	100 000	100 000	100 000
Retained earnings	68 000	50 000	40 000
Total stockholders' equity	218 000	200 000	190 000
Total liabilities and equity	500 000	400 000	355 000

Financial Statements (Income Statement)

Gi-Gi Automotive Income Statement for the year ending 30th June 2019,2020 & 2021

	2019	2020	2021
Sales revenue	650 000	610 000	530 000
Cost of goods sold	400 000	385 000	328 000
Gross profit	250 000	225 000	202 000
<u>Operating expenses:</u>			
General & administrative	95 000	95 000	95 000
Selling & marketing	56 000	50 000	45 000
Depreciation	25 000	20 000	15 000
Operating income	75 000	60 000	46 000
Interest	13 000	10 000	8 000
Income before taxes	60 000	50 000	40 000
Income taxes (40%)	24 000	20 000	16 000
Net income	36 000	30 000	24 000
Number of shares	50 000	50 000	50 000
Earnings per share	\$0.72	\$0.60	\$0.48

Assessment format

A formal report format.

Item	Required? Y/N	Word count inclusion? Y/N	Lecturer comment
Title Page	Y	N	
Executive Summary	Y	N	
Table of Contents	Y	N	
Introduction	Y	Y	
Body	Y	Y	Include calculations in point form
Conclusion	Y	Y	
Reference List	Y	N	
Appendices	N	N	
Specific line spacing	Y	N	Arial font size 11 with 1.15 spacing
Specific margins	Y	N	Narrow
Min/max references	Y	N	Minimum 5 references

Calibre of references	Y	N	Minimum 3 references must be from journal articles
Template in use	N	N	

Submission details:

Electronic copies of the assignment must be submitted by 23.59 on the due date. Do not 'E-mail' assignments, as they will not be accepted in this subject.

See the LMS on assessment submission instructions.

Assessment 4 Rubric

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
Overall Content (50%)	Discussion does not describe or analyse the major elements of the situation. Little understanding of appropriate content. Recommendations are irrelevant and unrealistic.	Discussion analyses some elements of the situation. Some understanding of appropriate content. Recommendations are somewhat relevant and realistic.	Discussion analyses most elements of the situation. Clear understanding of appropriate content. Recommendations are relevant and realistic.	Discussion analyses the situation and develops a clear, logical argument. Thorough understanding of appropriate content. Recommendations are detailed, relevant and realistic.	Discussion analyses the situation and develops a clear, logical, advanced argument. Comprehensive and insightful understanding of appropriate content. Recommendations are detailed, highly relevant and very realistic.

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
Report Structure (10%)	<p>Titles and headings do not reflect the contents.</p> <p>Section order and numbering contains many errors.</p> <p>Title page incomplete or omitted.</p> <p>Table of contents incomplete.</p> <p>Executive Summary poorly constructed.</p> <p>Introduction does not include background or purpose of report.</p> <p>Conclusion does not reflect the contents of the report.</p> <p>Inappropriate recommendations included.</p> <p>Graphics (if included) do not relate to the discussion.</p>	<p>Titles and headings accurately describe the contents of some sections.</p> <p>Section order and numbering contains several errors.</p> <p>Title page accurate.</p> <p>Table of contents correct with some exceptions.</p> <p>Executive Summary included.</p> <p>Introduction includes some required information.</p> <p>Conclusion does not fully reflect the contents of the report.</p> <p>Recommendations included.</p> <p>Graphics are used to illustrate points but not fully discussed.</p>	<p>Titles and headings accurately describe the contents of most sections.</p> <p>Sections are numbered and are mainly in the correct order.</p> <p>Title page complete and accurate.</p> <p>Table of contents prepared with all sections.</p> <p>Executive Summary summarises the report.</p> <p>Introduction includes most relevant information.</p> <p>Conclusion summarises the report.</p> <p>Recommendations logically follow conclusion.</p> <p>Graphics are appropriate.</p>	<p>Titles and headings accurately describe the contents.</p> <p>Sections are numbered and are in the correct order.</p> <p>Title page complete, centred and accurate.</p> <p>Table of contents, with all sections.</p> <p>Executive Summary completely summarises the report.</p> <p>Introduction includes background, purpose and scope.</p> <p>Conclusion accurately summarises the report.</p> <p>Recommendations clearly follow conclusion and are mainly appropriate for organisation needs.</p> <p>Graphics are appropriate and labelled.</p>	<p>Titles and headings accurately describe the contents.</p> <p>Sections are numbered and are in the correct order.</p> <p>Title page complete, centred and accurate.</p> <p>Table of contents prepared using MS word feature, with all sections.</p> <p>Executive Summary concisely and completely summarises the report.</p> <p>Introduction includes background, purpose and scope.</p> <p>Conclusion accurately summarises the report.</p> <p>Recommendations clearly and logically follow conclusion, are appropriate for organisation needs and they are well detailed.</p> <p>Graphics are appropriate, labelled and placed close to the text that refers to them.</p>
Language expression and structure (15%)	<p>Content does not demonstrate awareness of most of the audience information needs.</p> <p>Meaning is often unclear, and comments are poorly structured. Many grammatical and spelling errors.</p>	<p>Content demonstrates awareness of some information needs of the audience and structures writing to meet them. Sentences and paragraphs are readable.</p> <p>Several grammatical and spelling errors.</p>	<p>Content demonstrates audience awareness and structures writing to meet most of the audience information needs. Sentences and paragraphs are mostly well structured. Limited grammatical and spelling errors.</p>	<p>Content demonstrates audience awareness and structures writing to meet audience information needs. Sentences and paragraphs are well structured and clear with minor exceptions. Very limited grammatical and spelling errors.</p>	<p>Content demonstrates audience awareness and structures writing to expertly meet audience information needs. Sentences and paragraphs are well structured and clear. Grammar and spelling are at the highest standards.</p>

CRITERIA	FAIL	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
Reference (5%)	No reference provided or provided reference list is often incorrect. Failure to meet the minimum requirements	Reference list is adequate, but with many errors. Adequate use of research resources, but not meeting requirements consistently	Reference list is correct, but with some minor errors. Suitable use of research resources, meeting most requirements.	Reference list is correct, with only the occasional minor errors. Excellent use of research resources, exceeding requirements	Reference list is correct, with no errors. Outstanding use of research resources, far exceeding expectations
Analysis (20%)	Provide either no or few calculations on the relevant areas and displaying lack of understanding about interpreting calculated ratios.	Provide calculations on the relevant areas and displaying limited understanding about interpreting calculated ratios.	Provide calculations on the relevant areas and displaying fairly good understanding about interpreting calculated ratios.	Provide calculations on the relevant areas and displaying very good understanding about interpreting calculated ratios.	Provide calculations on the relevant areas and displaying an outstanding understanding about interpreting calculated ratios.