



**SCHOOL OF ACCOUNTING & FINANCE,
FACULTY OF BUSINESS**

**BACHELOR OF ARTS(HONS) ACCOUNTING AND
FINANCE**

**BACHELOR OF BUSINESS ADMINISTRATION
(HONS)**

COURSE GUIDE

**BA 3105:
INTRODUCTION TO FINANCE**

ACADEMIC YEAR 2022

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INTRODUCTION TO THE COURSE

In this course, students will study the basic concepts from finance and to demonstrate how these can be used to understand real world practical issues facing investors, firms and regulators. Investment provides managers with the information and knowledge they need to support in decision making hence gaining a clear understanding of the theories and concepts, and its principles that will be useful for analysing the behavioural finance and markets in an economy, and its underlying tools. Also, the course seeks to introduce students to the core finance concepts underlying the investment function and show how these concepts can be used to understand the working of the financial markets

Mimi Suriaty Binti Haji Abdul Rani
Course Leader

CONTACT DETAILS OF LECTURER(S) AND TUTOR(S)

Name: Mimi Suriaty Binti Haji Abdul Rani

Email: msuriaty@nilai.edu.my

Consultation Hours:

- Wednesday (08:00 am – 10:00 am)
- Thursday (08:00 am – 10:00 am)

COURSE SYLLABUS

1.	Name of Course/Module: Introduction to Finance					
2.	Course Code: BA3105					
3.	This module is designed to provide students with a strong foundation in finance that allows them to understand and apply the concepts in the world of finance as well as to focus their attention to certain issues they can further explore, which are applicable for both in personal and managerial finance. At the end of the course, students are able to recognize relationship between finance and other business disciplines, as well as to be able to use synergy of those disciplines in decision making.					
4.	Name(s) of academic staff: Mimi Suriaty Binti Abdul Rani					
5.	Semester and Year offered: Jan Semester 2022					
6.	Credit Value: 3 credit hours					
7.	Prerequisite (if any) none					
8.	Total Student Learning Time (SLT)	Face to Face				Total Guided and Independent Learning 120
	L = Lecture T = Tutorial P = Practical O = Others	L 28	T 28	P 0	O 64	
9.	Course Learning Outcomes (CLO) <ul style="list-style-type: none"> ▪ <u>CLO 1</u> Discuss the principle of finance and financial market. (C2, PLO1) ▪ <u>CLO2</u> Apply and interpret the concept of time value of money, capital budgeting process, relationship between risk and return. (C3, PLO2) ▪ <u>CLO3</u> Calculate the value of bonds and stock in the marketplace. (C3, PLO4) 					
10.	Transferable Skills: Skills and how they are developed and assessed, Project and practical experience and Internship: Problem Solving and Scientific Skills; Social Skills, Team Skills and Responsibilities; Information Management and Lifelong Learning Skills;					
11.						
12.	Content outline of the course/module and the SLT per topic					
	Topic	SLT Hours				
		L	T	P	IL	Total
1.	Introduction to Finance <ul style="list-style-type: none"> • Evolution of finance • Financial decisions in a firm • Goals of financial management 	2	2	0	4	8
2.	Introduction to Islamic Finance <ul style="list-style-type: none"> • Islam and Mu'amalah, Islamic Economic System • History and development of Islamic Banking • Development of Islamic Banks in Malaysia 	2	2	0	4	8

3.	Financial Statement and Cash Flow <ul style="list-style-type: none"> • Understanding financial management; balance sheet, income statement, cash flow • Financial ratios analysis • Limitations of ratios analysis 	4	4	0	6	14
4.	Time Value of Money <ul style="list-style-type: none"> • Compound interest and future value, present value, annuities, annuities due, amortized loans, compound interest with non-annual periods, present value of perpetuity, perpetuities. 	2	2	0	6	10
5.	Capital Budgeting Importance of capital budgeting, capital budgeting technique	4	4	0	6	14
6.	Risk and Return expected return defined and measured, risk defined and measured, risk and return of a single asset, risk and return of a portfolio, risk and diversification, relationship between risk and return, the investor's required rate of return	4	4	0	6	14
7.	Valuation of Bonds Distinction among valuation concepts, bond valuation, bond yields, bond market, valuation of preference stock, equity valuation using dividend growth model and PER method, relationship between price earnings ratio, expected return and growth.	2	4	0	6	12
8.	Common Stocks Valuation of preference stock, equity valuation using dividend growth model and PER method, relationship between price earnings ratio, expected return and growth.	2	4	0	6	12
	TOTAL SLT HOURS	28	28	0	64	120
13.	<p><u>Main Reference:</u> Titman, Keown, A. J. and Martin, J.D. (2017). Financial Management, (13th ed). Principles and Applications, Pearson Education.</p> <p><u>Additional Reference:</u> Block, S.B. and Hirt, G.A (2019). Foundations of Financial Management, (17th ed). McGraw Hill and Irwin.</p>					

14.

Other additional information

Grading Scale:

Grading Table Marks	Grade	Status
90 - 100	A+	High
80 - 89	A	Distinction
75 - 79	A-	Distinction
70 -74	B+	High Merit
65 - 69	B	Merit
60 -64	B-	Low Merit
55 - 59	C+	Pass
50 - 54	C	
45 - 49	D+	Fail With Point Awards
40- 44	D	
35- 39	D-	
0 - 34	F	Fail

Guided: 56 hours**Independent Learning :** 64**Total:** 120

The 64 hours of Independent Learning includes /made up of the following activities:

- Face to face consultation with the lecturer
- Additional reading or exploration on the subject matter
- Mid-Term test
- Revision class
- Group discussions on assignment tasks
- Preparation for Written assignments
- Preparation for Examination
- Examination

LECTURE SCHEDULE BY WEEK

Week	Topic	Remark
Week 1	Module briefing and ice breaking	Lecture & Tutorial
Week 2	Chapter 1 – Introduction to finance	Lecture & Tutorial
Week 3	Chapter 2 – Introduction to Islamic Finance	Lecture & Tutorial
Week 4	Chapter 3 – Financial statement & cash flow	Lecture & Tutorial
Week 5	Chapter 3 – Financial statement & cash flow	Lecture & Tutorial
Week 6	Chapter 4 – Time value of money	Lecture & Tutorial
Week 7	Chapter 4 – Time value of money	Lecture & Tutorial
Week 8	Chapter 5 – Capital Budgeting	Lecture & Tutorial
Week 9	Chapter 6 – Risk and return	Lecture & Tutorial
Week 10	Chapter 7 – Bond valuations	Lecture & Tutorial
Week 11	Chapter 7 – Bond valuations	Lecture & Tutorial
Week 12	Chapter 8 - Common stock valuation	Lecture & Tutorial
Week 13	Chapter 8 - Common stock valuation	Lecture & Tutorial
Week 14	Presentation & revision	Lecture & Tutorial

SCHEDULE OF OTHER SESSIONS (TUTORIAL, LAB, ONLINE, ETC)

NIL

CONTINUOUS ASSESTMENT SCHEDULE

This module is assessed by both coursework and examination.

- Coursework: 80%
- Examination: 20%

COURSEWORK DETAILS:

TASKS	%
Mid-Term	20%
Assignments	40%
Discussion	10%
Online Presentation	10%

WARNING OF PLAGIARISM, SYNDICATION AND CHEATING

Warning: Cheating

Cheating, in any form, is a very serious offence which could lead to severe disciplinary action. Cheating includes:

- Using unauthorized materials in tests and examinations
- Letting another person take tests or examinations on one's behalf OR taking tests or examinations on another person's behalf
- Working jointly, copying, or sharing another student's work and presenting it as one's own piece of work
- Inventing, copying, or altering data, quotations, or references
- Plagiarising, i.e., taking or using another person's work without attributing the source and thus, giving the impression that it is one's own work

Penalties for Cheating in Tests or Examination

Any student caught and found guilty in the disciplinary hearing will be deemed to have **FAILED** in the subject and will be required to **REPEAT** the said subject. Any repeated offence may result in **EXPULSION FROM THE UNIVERSITY**.

IMPORTANT POINTS TO NOTE

Attendance

As students, you will benefit by attending classes regularly. Full attendance is required and the University has the right to bar any student from taking the final examinations for poor class attendance (below 75%). If you are barred, you will not be allowed to take the examination and will have to repeat the level in the subsequent semester.