



## UNIVERSITI TEKNOLOGI MARA

### CTM315: FINANCIAL MANAGEMENT

<b>Course Name (English)</b>	FINANCIAL MANAGEMENT <b>APPROVED</b>
<b>Course Code</b>	CTM315
<b>MQF Credit</b>	3
<b>Course Description</b>	This course is designed to provide a practical and usable knowledge of accounting and budgetary routines necessary for arts organizations, such as book-keeping methods, profit and loss accounts, balance sheet analysis, application of marginal costing, performance measurement and cost control strategies, cash flow projections and box office supervision. Aspects of financial planning will also be examined in conjunction with the techniques for fundraising in the arts. The module will address current management issues in the local arts scene, in particular regard to funding and grant applications.
<b>Transferable Skills</b>	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Discussion, Presentation
<b>CLO</b>	CLO1 Understand the practical role of financial management in business corporations. CLO2 Relate the financial impact in the local and international art project. CLO3 Demonstrate ability of a greater appreciation and understanding of the importance of risk within the context of financial decision making .
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Week 1 - Course Briefing / Outline introduction</b> 1.1) Bookkeeping and accounting. 1.2) Introduction to the importance of business document.	
<b>2. Week 2 - Introductions to the principle of accounting</b> 2.1) Record and Book keeping 2.2) Journal and ledgers	
<b>3. Week 3 - Scope and criteria of financial management.</b> 3.1) Financial Management Objective	
<b>4. Week 4 - Criteria and Scope financial management</b> 4.1) Financial decision.	
<b>5. Week 5 - Time value Money I</b> 5.1) Today's and future time value	
<b>6. Week 6 - Time Value Money II</b> 6.1) Nominal and effective interest rates	
<b>7. Week 7 - Product costing &amp; cost Management</b> 7.1) Cost calculation 7.2) Price evaluation	
<b>8. Week 8 - Budget application.</b> 8.1) Budgetary benefit 8.2) Planning Process and Profit control 8.3) Budgetary role in Management	
<b>9. Week 9 - Capital expenditure I</b> 9.1) Capital expenditure process	

<b>10. Week 10 - Capital Expenditure II</b> 10.1) Capital allocation
<b>11. Week 11 - Financial Statement I</b> 11.1) Manufacturing Account 11.2) Merchant account
<b>12. Week 12 - Financial Statement II</b> 12.1) Profit & loss account 12.2) Balance Sheet
<b>13. Week 13 - Revision / Presentation I</b> 13.1) Revision on topic week 1 - 12. 13.2) Presentation I for the first group on their final report for the arts project
<b>14. Week 14 - Presentation II</b> 14.1) Presentation II for the final groups on their final report for the arts project

<b>Assessment Breakdown</b>	<b>%</b>
Continuous Assessment	100.00%

<b>Details of Continuous Assessment</b>	<b>Assessment Type</b>	<b>Assessment Description</b>	<b>% of Total Mark</b>	<b>CLO</b>
	Group Project	Student will prepared in group a financial proposal to present to the board. (Mock Board Presentation)	40%	CLO3
	Individual Project	Research on the budgetary proposal for the arts project.	30%	CLO1
	Individual Project	Student is required to complete a full financial report on their assigned department for the arts project.	30%	CLO2

<b>Reading List</b>	<b>Recommended Text</b>	<ul style="list-style-type: none"> <li>• M. Fazilah Abdul Samad 2003, <i>Pengurusan kewangan</i>, Thomson Australia</li> </ul>
	<b>Reference Book Resources</b>	<ul style="list-style-type: none"> <li>• Prabir Das 2005, <i>Management Accounting and Finance. 2nd Editio</i>, Fajar Bakti.</li> <li>• Ahmad Zahiruddin Yahya 2001, <i>Perakaunan Kos dan Pengurusan</i>, McGraw Hill.</li> <li>• Tobie S. Stein. Jesica Bathurst 2008, <i>Performing Arts Management A handbook of Profe</i>, New York</li> <li>• Thomas R. Ittleson 2009, <i>Financial Statements</i>, Advantage Quest Publication</li> </ul>
<b>Article/Paper List</b>	This Course does not have any article/paper resources	
<b>Other References</b>	This Course does not have any other resources	