



UNIVERSITI TEKNOLOGI MARA

CTM443: FINANCIAL MANAGEMENT

Course Name (English)	FINANCIAL MANAGEMENT APPROVED
Course Code	CTM443
MQF Credit	3
Course Description	This course aims to enable students to understand the Importance of Financial Management and apply it to the creative arts industry. The course will enable students to understand concepts of Financial Management. Topics such as Financial Ratios, Financial Statements, Budgeting, Sources of Financing, Capital Budgeting and Networking Capital Management,
Transferable Skills	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts
Teaching Methodologies	Lectures, Blended Learning, Case Study, Tutorial, Discussion, Presentation
CLO	CLO1 Calculate and analyse financial ratios CLO2 Comprehensive knowledge and able to explain and differentiate financial related activities. CLO3 Prepare Financial statements and cash budget
Pre-Requisite Courses	No course recommendations
Topics	
1. Week 1 - Course Briefing and Introduction 1.1) Introduction to book Keeping 1.2) Meaning, definition and objective of bookkeeping. 1.3) Meaning, definition and objective of accounting. 1.4) Functions, advantages and limitations of bookkeeping and accounting.	
2. Week 2 - The Important of Business (source) Documents 2.1) Introduction to business (source) documents. 2.2) What is business (source) documents? 2.3) Types of business (source) documents.	
3. Week 3 - Characteristic of Financial Management 3.1) Introduction 3.2) Which are the major areas of decision making in financial management. 3.3) Scope of financial management	
4. Week 4 - Financial Decision Making 4.1) What is financing decision? 4.2) Functional areas of Financial Management. 4.3) Functions of controller / treasurer	
5. Week 5 - Monetary, Time, Value: Today and Future 5.1) What is it and why it is important? 5.2) In-class Pop Quiz Assessment	
6. Week 6 - Product Costing and Cost Management 6.1) Job of a Production Manager 6.2) Reducing Cost 6.3) Guideline of what to do and not to do 6.4) Student will be required to develop the first draft of their budget for their final project	
7. Week 7 - Planning, Process and Profit Control 7.1) Why Internal Control (IC) is essential and vital to an organization? 7.2) Managing Working Capital.	

<p>8. Week 8 - Capital Budgetary and their process.</p> <p>8.1) Problems on capital budgeting 8.2) Risk and uncertainty in capital budgeting 8.3) Risk analysis in capital budgeting 8.4) 8.5) *Follow-up and progress reporting on on-going assessment.</p>
<p>9. Week 9 - Allocation of Capital</p> <p>9.1) Types of short term financing 9.2) How to secure financing 9.3) Where to invest and how?</p>
<p>10. Week 10 - Financial Statement</p> <p>10.1) Basic understanding on financial statement. 10.2) Du Pont System</p>
<p>11. Week 11 - Financial Reporting</p> <p>11.1) Tutorial and video presentation on preparing financial report</p>
<p>12. Week 12 - Mergers and acquisitions</p> <p>12.1) Types of mergers and acquisitions 12.2) Types of companies in Malaysia</p>
<p>13. Week 13- Sponsorship and Fundraising</p> <p>13.1) Definition of Sponsorship and Fundraising 13.2) Developing financial / budget</p>
<p>14. Week 14 - Group Presentation</p> <p>14.1) Students are required to present their final budget proposal of their selected and approved choice of production house / event to convince their investor to invest in their program / project / event.</p>

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Bookkeeping (Individual)	20%	CLO1
	Group Project	Group Project	20%	CLO3
	Quiz	Quiz	20%	CLO2

Reading List	Recommended Text	<ul style="list-style-type: none"> • Eugene F. Brigham, Michael C. Ehrhardt 2005, <i>Financial management</i>, Thomson/South-Western Mason, Ohio [ISBN: 9780324224160] • Ahmad Zahiruddin Yahya, <i>Perakaunan kos dan pengurusan</i> [ISBN: 9789839340273] • Prabir Das, <i>Management Accounting and Finance</i> [ISBN: 9789676582539]
	Reference Book Resources	<ul style="list-style-type: none"> • Murray Dropkin, Jim Halpin, and Bill La Touche 2007, <i>The budget-building book for nonprofits</i>, Jossey-Bass San Francisco [ISBN: 9780787996031]

Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources