

York University
School of Administrative Studies
AP/ADMS 3531 Personal Investment Management
Course Outline – Fall 2020

Instructor: Humaira Matin
Time/Location: Section C, Tuesday 2:30 PM
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The entire course, including the submission of assignments/projects; participation/meetings; and test-taking will take place on the Course Moodle website.

This course will be run synchronously. Students are expected to attend 'live Zoom sessions' each week on Tuesday at 2:30 PM (EDT). Attendance is strongly recommended. All interactive Zoom sessions will be recorded and accessible to students via Moodle for subsequent viewing.

I may change some aspects of this course as I work through it during the term. I will post updated information in case of any change. You will find detailed *Course Schedule* on course Moodle. To make an online course work, you must keep working every week rather than leaving it all to the end of the course.

Students will be responsible for owning and maintaining a computer that will allow them to participate in all aspects of this course. If remote proctoring is used for the exams, you will need a webcam to appear on video throughout the exams.

Do not wait for the start of the course; register for Zoom now. Zoom conference software is available free to all Yorku students: <https://yorku.zoom.us>. Technology requirements and FAQs for Moodle can be found here: <http://www.yorku.ca/moodle/students/faq/index.html>

To ensure prompt and accurate response to all email communication must maintain a subject heading that begins with "ADMS 3531". You must write your name and student number. If you have a unique personal issue to discuss privately, please **email** for an appointment.

Course Description

Familiarizes students with the investment process, emphasizing the management of individual investor portfolios. Topics include security markets, trade-offs between risk and return, security analysis, and the concept of an "almost efficient" market. Current financial events are discussed.

Prerequisite: AP/ADMS 3530 3.00. The SAS office staff will be verifying prerequisites later in the term. If you have not already completed 3530 (or equivalent) with a passing grade, you will be de-enrolled.

Required Text:

Bodie et al., "Investments" 9th Canadian edition, McGraw-Hill Ryerson, 2019.

Copies of each will be on reserve at Bronfman Library. Most students in the BCom finance stream will go on to take ADMS 4501, Advanced Portfolio Management, which also uses the Bodie book. As of May 6, 2020, you can order a hardcopy from the York bookstore for \$162.95 (free shipping to Canadian addresses), or an electronic copy for \$99.00.

Course website:

<https://eclass.yorku.ca/eclass/course/view.php?id=1464>

Evaluation Scheme

Stock-Trak Presentation	5%
Stock-Trak Assignments	15%
Quizzes	10%
Midterm Exam	35%
Final Exam	35%

Quizzes

The point of the quizzes is to make sure you are reading the textbook, watching the videos, and understanding the concepts. There are six 20-minute quizzes, each with 10 multiple choice questions. During a scheduled week, the **Quiz** will be posted on the Moodle site. Quiz details shall be communicated via Moodle. The quiz grade component is determined from your five highest scores among the six quizzes; the lowest score is dropped. Please note that all times/days are "Toronto time," Eastern Daylight Time. If you are writing quizzes in a different time zone, you will need to adjust the time and maybe the date.

Stock-Trak:

An important part of 3531 is your participation in the Stock-Trak Portfolio Simulation. Students should work in groups of two, although individual participation is allowed. There will be weekly assignments that students will need to complete and input the details on a worksheet. The link to the Google Worksheet will be provided on Moodle. You will be given one week after the lecture to complete each assignment. The worksheet will be locked for editing after one week.

Each group will make a brief informal presentation to the class, along with a written report at the end of the semester. The presentation schedule will be posted on the

course website. If you do not give your presentation on the scheduled date, and you do not have an excused reason, you will get a presentation mark of zero.

To sign up for Stock-Trak account, go to the following link:

<https://www.stocktrak.com/members/registerstudent?className=York-ADMS3531C-Fall20>

This brings up a registration form that already shows your Class Name Code, York-ADMS3531C-Fall20 or will take you to a registration form where you would enter Challenge Name, York-ADMS3531C-Fall20

You do not need a practice account, so you can click on the checkmark to un-select it. The price is \$29.95 in US dollars. For a group of two students, just one student registers and pays the fee, and then the two of you decide how to share the cost.

Accounts are open for trading beginning on the first 3531 class day (Tuesday, September 15). Your group must make at least five trades by the fourth week of classes. Trading ends on Tuesday December 8. You do not need to sell your stocks (or close out your positions) at the end; that would just increase your transaction costs. Each student must make at least 20 trades during the semester (i.e., a group of two students must make 40 trades in their account), including at least two short sales and at least two option trades. You should begin trading by the second week of classes, and at least 10 trades per person should be made by the midterm exam. Stock-Trak allows a maximum of 200 trades per account.

Examinations: (online, Moodle)

Midterm: Sunday November 01, 10:00 a.m. to 12:00 noon (EDT). There are 35 multiple-choice questions covering topics from the first six weeks.

Final: Registrar's Office will schedule the exam date/time (EDT). The final exam consists of 35 multiple-choice questions covering Week 7 through the end of the term. Students with excused absences from the midterm will write a 3-hour cumulative final exam covering material from the entire semester.

An exam information sheet will be posted on Moodle before the exam, listing how many exam questions are from each chapter, the breakdown between calculation and conceptual questions, and the required textbook sections.

Course Policies

Academic Honesty

We take academic honesty seriously in our School. You must follow the policies laid out in the Senate rules, which you will find at:

<https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

A course with online exams and assignments is particularly vulnerable to academic dishonesty. Instructors have considerable experience prosecuting students for academic dishonesty. I will be alert to all possible violations.

Finance Area policy on DSA (Deferred Standing Agreement)

It is the policy of the finance area of the School of Administrative Studies that instructors will NOT sign a DSA form if you miss both the midterm and final exams. Students _____ in _____ this situation will need to petition for deferred exam, late withdrawal, or a remedy appropriate to their circumstances.

Students are strongly encouraged to write the regular exam. Deferred students typically get lower marks, and many fail.

Deferred standing may be granted to students who are unable to write their final examination at the scheduled time. The DSA must be submitted no later than five (5) business days from the date of the exam. But the submission is by email instead of hardcopy, and no medical documentation is needed. See the link for Deferred Exam Requests here: <https://sas.laps.yorku.ca/students/links/>

These requests will be considered on their merit and decisions will be made available by logging into the same link as above. No individualized communication will be sent from the School to the students (no letter or e-mails).

RELEVANT UNIVERSITY/LA&PS/SCHOOL REGULATIONS

The regulations on many aspects of coursework that apply to you are on: <http://sas.laps.yorku.ca/students/> You are responsible for understanding and following these regulations.

In this course, we strive to maintain academic integrity to the highest extent possible. Please familiarize yourself with the meaning of academic integrity by completing SPARK's [Academic Integrity module](#) at the beginning of the course. Breaches of academic integrity range from cheating to plagiarism (i.e., the improper crediting of another's work, the representation of another's ideas as your own, etc.). All instances of academic dishonesty in this course will be reported to the appropriate university authorities, and can be punishable according to the [Senate Policy on Academic Honesty](#).

Audio-visual recordings of live sessions on Moodle will be posted. These recordings should be used for educational purposes only and as a means for enhancing accessibility. Students do not have permission to duplicate, copy and/or distribute the recordings outside of the class; such acts can violate not only copyright laws but also the Ontario [FIPPA](#) law. All recordings will be destroyed after the end of classes. For further information see the York [guidelines](#) for the taking and use of photographs, video and audio recordings.