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**School of Administrative Studies**  
**Faculty of Liberal Arts and Professional Studies**  
**AP/ADMS 3531 Personal Investment Management**  
**Course Outline – Fall 2021**

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**Instructor** Humaira Matin  
**Sections** A (in-person) and C (Remote)  
**Location** Sec A: DB 0006 and Sec C: eClass  
**Day/Time** Sec A: Monday, 19:00 and Sec C: Tuesday, 14:30  
**Email** [humairam@yorku.ca](mailto:humairam@yorku.ca)

Attendance is strongly recommended. To ensure prompt and accurate response to all email communications students must maintain a subject heading that begins with “ADMS 3531” and you must write your name, section, and student number.

**Course Description & Prerequisites**

This course 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.

**Course Resources**

• **Textbook (Required):**

Bodie et al., “Investments” 9<sup>th</sup> 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:**

**Evaluation:** Your final grade will be based on the following:

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

Course grades may be curved to fit the standardized grade distributions in SAS and LA&PS

**Quizzes: online (eClass)**

There are four 30-minute quizzes, each with 10 multiple choice questions. Details about the content will be posted on eClass. The quizzes have a 10% weight for your overall course grade.

**Exams: online (eClass)**

You will need a financial calculator, which you should already have from ADMS 3530. An exam information sheet will be posted on eClass at least one week before the exam, listing how many exam questions are from each chapter, the breakdown between calculation and conceptual questions, and the required textbook sections.

The midterm exam is **on Sunday October 31, 8:00pm-10:00 pm (Toronto time)**. There are 35 multiple-choice questions covering topics from the first six weeks. The final exam date will be determined by the Registrar's Office. 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 cumulative final exam covering material from the entire semester.

**Deferred Standing – Missed Final Examination**

Deferred standing may be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes. Instructions will be posted closer to the final exam date.

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

**Other Relevant Policies**

The Course Outline link from the York Courses Web Site has links to various York policies. All students are expected to familiarize themselves with this information, including policies on Academic Honesty and Student Rights and Responsibilities.

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 eClass 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.

## **Stock-Trak**

An important part of 3531 is your participation in the Stock-Trak Portfolio Simulation. Students will work in groups of two.

There will be weekly assignments that students will complete using Google Worksheet and also submit transaction history via Turnitin on eClass. Students need to input assignment details on a Google Worksheet on or before the scheduled deadlines. The link to the Google Worksheet will be provided on eClass. You will be given one week after the lecture to complete each assignment. The worksheet will be locked for editing after one week. The Stock-Trak assignments are worth 15% of your total mark.

Each group will make a brief informal presentation to the class at the end of the semester. The presentation schedule will be posted on the course website. The Stock-Trak presentation mark (worth 5% of your course grade) is an automatic 100%. 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 a StockTrak account go to the following unique class registration link and join your class:

**Section A** (Class name: York-ADMS3531A-Fall-2021)

<https://www.stocktrak.com:443/members/register?session=York-ADMS3531A-Fall-2021>

**Section C** (Class name: York-ADMS3531C-Fall-2021)

<https://www.stocktrak.com:443/members/register?session=York-ADMS3531C-Fall-2021>

You don't 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 (the instructor will not be involved in the process). As soon as the group is formed you can complete the registration as a team.

Accounts are open for trading beginning on the first 3531 class day. Your group must make at least five trades by the fourth week of classes. Trading ends on the last week of the class. 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 300 trades per account.

"StockTrak Student User Guide" is there to help students get familiarized with the platform before trading begins. <https://content.stocktrak.com/stocktrak-student-user-guide/>