

**York University**  
**Faculty of Liberal Arts and Professional Studies**  
**School of Administrative Studies**

**AP/ADMS 3530 3.00 Finance**

**Fall 2022 - Course Outline**

**Session Dates, Instructors, Class Hours, Location and Delivery Method**

**Dates:** Classes for the Fall semester begin on **September 7** and end on **December 6**. The **final exam** will be held sometime **between December 8 and 23** (to be announced by the Registrar's Office later in the term).

| Instructor     | Email  | Section | Delivery/Location                                   | Day/Time (ET)         |
|----------------|--|---------|---|-----------------------|
| Humaira Matin  | <a href="mailto:humairam@yorku.ca">humairam@yorku.ca</a> | A       | LECT (in-person)<br>Room: DB 0007                   | Fri, 11:30am - 2:30pm |
| Alex Kowalski  | <a href="mailto:alexfin@yorku.ca">alexfin@yorku.ca</a>   | B       | LECT (in-person)<br>Room: SLH C                     | Tue, 7pm - 10pm       |
| Loren Rita     | TBA  | C       | LECT (in-person)<br>Room: DB 0005                   | Wed, 4pm - 7pm        |
| Sam Alagurajah | <a href="mailto:salagura@yorku.ca">salagura@yorku.ca</a> | D       | LECT (in-person)<br>Room: HNE 031                   | Thu, 11:30am - 2:30pm |
| Kwok Ho        | <a href="mailto:kwokho@yorku.ca">kwokho@yorku.ca</a>     | E       | LECT (in-person)<br>Room: HNE 031                   | Wed, 11:30am - 2:30pm |
| Sam Alagurajah | <a href="mailto:salagura@yorku.ca">salagura@yorku.ca</a> | F       | LECT (in-person)<br>Room: DB 1004                   | Thu, 2:30pm - 5:30pm  |
| Kwok Ho        | <a href="mailto:kwokho@yorku.ca">kwokho@yorku.ca</a>     | H       | LECT (in-person)<br>Room: DB 0007                   | Mon, 11:30am - 2:30pm |
| Lois King      | <a href="mailto:loisking@yorku.ca">loisking@yorku.ca</a> | J       | ONLN (asynchronous) with<br>in-person exams at York |                       |

**ESSENTIAL NOTICE:**

The evaluation scheme and the requirements are the same for all sections. All sections use the same slides, review questions, Connect assignments, weekly online quizzes, as well as common exams.

- Slides and review questions will be accessed through eClass
- Weekly quizzes will be delivered through eClass;
- Weekly Connect (LS) assignments are accessed through student registration with McGraw Hill Connect (see page 3).
- **The midterm exam and final exam will be held in-person at York's Keele campus for all sections.**

This course is run as a **partially-flipped course**, meaning students need to review the posted files and have completed the weekly Connect LS assignments **before** coming to class, as a majority of the lectures will involve problem-solving.

Students will be responsible for owning and maintaining a computer (not a phone) that will allow them to participate in all aspects of this course. See [Delivery Method](#) section below.

### Course Description

This course introduces students to the principles of finance and its applications. The course emphasizes the following two concepts: *the time value of money* and *the relationship between expected return and risk*. Topics covered include: time value of money, valuation of financial securities (e.g. bonds and stocks), choice of new projects to undertake (i.e. capital budgeting), determination of appropriate discount rates and working capital management. This course is both rich in content and fast in pace. Therefore, considerable out of class work is required for each student. Problem solving technique is essential to success in this course.

### Delivery Methods

- **Sections A, B, C, D, E, F, H, I and L:** Students will meet **in-person** in the locations and dates/times listed above.
- **Section J: (ONLN)** is an online, **asynchronous** section. Students have access to the same files as the other sections. Optional office hours (which include Zoom problem-solving sessions) will also be held once a week and times will be announced later. **Section J students must be available to write the midterm exam and final exam in-person at York's Keele campus. No exceptions will be granted.**

All course materials, announcements, files and exam links will be posted on **eClass**:  
<https://eclass.yorku.ca/eclass/my/>

Here are some useful links for accessing and using eClass  
<https://lthelp.yorku.ca/student-guide-to-moodle>

### Pre-Requisites and Co-Requisites

Students without the following pre-requisites and co-requisite will be **de-enrolled**.

**Pre-requisites:** **ECON 1000, ECON 1010, ADMS 2500.**

**Co-requisite:** **ADMS 2320** (you must have already completed 2320 or are taking it in the same term as 3530).

### Student Evaluation

|                                       |                      |
|---------------------------------------|----------------------|
| Midterm Exam (Fri Oct 28: 7pm to 9pm) | 30% (in-person)      |
| Online Quizzes                        | 10% (eClass)         |
| Learnsmart (online) Assignments       | 10% (McGraw Connect) |
| Final Exam (date: TBA)                | 50% (in-person)      |

## Grading Guidelines

Faculty Council has established the following Grading Guidelines: *The average final grade in the course will be between 60% to 75%*. Your final letter grade will be determined relative to the grades of all other students.

## Materials Required:

### 1. Textbook and Connect Resources:

**Textbook:** Brealey *et al.*, “**Fundamentals of Corporate Finance**” Seventh Canadian edition, McGraw-Hill Ryerson, 2020.

**Connect:** Students are required to enroll with the online McGraw Connect resources in order to complete the Learnsmart assignments (see below).

### Options for Textbook and Connect

- I. Connect must be purchased by all students in order to complete the weekly LS (Smartbook/Connect) Assignments. **This costs \$99 and includes the e-textbook**. This is the cheapest option.
- II. The **hardcopy textbook** may be purchased from McGraw-Hill directly or from the York bookstore. Please make sure any hardcopy textbooks purchased come with the Connect Code.

**Connect registration** can be completed directly through a link posted on your eClass site. The link will be available a day or two prior to your first class.

### 2. Passport York account

A **Passport York account** is required to access the course files and weekly quizzes that are posted on **eClass**. Most students should already have one. Here is the link if you need help:  
<https://registrar.yorku.ca/enrol/guide/ppy>

### 3. Financial Calculator – One of the following three models is recommended:

- **Texas Instruments BAII Plus** (about \$45) - A popular model used by many students, instructors, and TA's; or
- **Sharp EL-738C** (about \$35); or
- **Hewlett-Packard 10BII** (about \$45).

Instructions for these three models are given in the textbook. If you will someday pursue the Chartered Financial Analyst (CFA) designation, note that only two calculators are currently allowed for the CFA exams: the Texas Instruments BAII Plus (including the BAII Plus Professional), and a different Hewlett-Packard model, the HP-12C.

## Midterm Exam

Will be held on **Friday, October 28 from 7pm to 9pm**. All students in all sections will write the midterm exam in-person at York's main (Keele) campus.

## Missed Midterm Exam

**There is no makeup midterm exam.** For those who miss the exam for a legitimate reason the midterm exam mark will be estimated from the final exam mark (details will be posted on the Midterm Exam Information file). The estimation and any further adjustments will be entirely at the discretion of the course directors and not subject to any appeal. The only documentary evidence that will be accepted to support missing the midterm due to illness is the Attending Physician's Statement (see link below). This form must be completely filled out and submitted to the School's office (282 Atkinson) within 5 business days of the missed exam; you do not need to submit an Academic Petition Form.

### Attending Physician's Statement:

<https://secure.students.yorku.ca/pdf/attending-physicians-statement.pdf>

Students with a midterm conflict due to **religious reasons** will be accommodated. If you have such a conflict, please do the following:- (i) inform your instructor in writing by the fourth class, and, (ii) complete and return a religious accommodation request form to the School's office (282 Atkinson). The form is available online.

<https://registrar.yorku.ca/pdf/exam-accommodation.pdf>

## Final Exam

The final exam date and time will be set by the Registrar's Office and will occur sometime between **December 8 and 23**. The exam will be delivered in-person for all sections.

## Formula Sheets

The formula sheets that you will need for the midterm and final exams will be posted on the course website at least one week in advance of the exam dates. A copy of the formula sheet will be provided at the start of the exam.

## Deferred Standing – Missed Final Exam

Deferred standing may be granted to students who are unable to write their **final examination** at the scheduled time. In order to apply for deferred standing in an AP/ADMS class, students must register at:

<http://sas-app.laps.yorku.ca>

The DSA and supporting documentation must be submitted no later than five (5) business days from the date of the exam. 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).

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

## Relevant University /LA&PS/ School Regulations

The regulations on many aspects of coursework that apply to you are on this site:

<http://sas.laps.yorku.ca/students/>

You are responsible for understanding and following these regulations.

## Detailed Course Schedule

Posted as a separate file on your eClass course website.

## Academic Honesty and Integrity

In this course, we strive to maintain academic integrity to the highest extent possible. 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:

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

## Private Third-Party Tutoring Companies, Academic Honesty and Support Resources

Many private, third-party tutoring companies advertise their services to YorkU students. One way you can help eliminate these advertisements is by changing your eClass profile settings to private (see instructions below). Some of these private companies claim to be affiliated with, or recognized and supported by, York University. Some also claim to help you by providing you with quiz and assignment answers, suggesting that this practice is safe and permitted by York. These claims are **not** true. York University has not officially recognized or endorsed any third-party tutoring service. When you are provided with quiz, test and exam answers, you run the risk of violating the **university's academic honesty policy**.

Students have been caught using these services to cheat and gain unfair advantage over honest students. The cheating students and "tutors" have received academic dishonesty punishments ranging from failing courses, to being expelled, to losing their YorkU degrees. Officially supported resources to help students learn course material will be provided by YorkU officials, such as your professors and your department. These services are offered at no cost to you as a student.

If you would like help with course material, make sure you join one of our weekly **Peer Assisted Study Sessions (PASS)**. If you require help with any of your numeracy-related courses that involve math, statistics or Excel, drop in online to meet with one of our peer tutors at the **Student Numeracy Assistance Centre at Keele (SNACK)**.

**To hide your email address in eClass:** Step1: Click your name on the top-right of the eClass website, then click "Profile" on the drop-down menu; Step 2: Under "User details" click "Edit profile"; Step 3: From the "Email display" drop-down menu choose "Hide my email address from non-privileged users"; Step 4: Scroll to the bottom of the page and click on the "Update profile" button.