

**School of Administrative Studies
Faculty of Liberal Arts and Professional Studies
AP/ADMS 3531 Personal Investment Management
Course Outline – Winter 2023**

Instructor Humaira Matin
Section N (LECT)
Location R S205
Day/Time Monday, 2:30 p.m. (ET)
Email humairam@yorku.ca
Office time by appointment

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:

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” 10th Canadian edition, McGraw Hill, 2022. Most students in the BCom finance stream will go on to take ADMS 4501, Advanced Portfolio Management, which also uses the Bodie 10th edition. You can buy either a “Print Text” hardcopy, or an eBook subscription from York’s Day1Digital program (see link on eClass). The hardcopy book will be on reserve at Bronfman Library.

• **Course Website:** <https://eclass.yorku.ca/course/view.php?id=71320>

Evaluation:

Stock-Trak Presentation	5%
Stock-Trak Assignments	15%
Midterm Exam	35%
Final Exam	45%

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

Exams

You are required to write the exams in-person on York's Keele campus. Both exams are closed book. Formula sheets will be provided at the exam and will also be posted on eClass at least one week before the exam. You will need a pencil for filling in the Scantron bubble sheet, and a calculator. A few of the bond problems on the final exam need a financial calculator, which you should already have from ADMS 3530. You must present your YU Card for identification during the exam. Baseball caps and other non-religious headwear are prohibited, and cell phones must be turned off and put away.

The **midterm exam** is on **Sunday, February 26 at 2:00 pm**. It is a 2.5-hour exam with 35 multiple-choice questions covering topics from the first six weeks. 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, and the breakdown between calculation and conceptual questions. Contact Professor Matin (humairam@yorku.ca) regarding missed midterm. If you are granted an excused absence from the midterm (e.g., illness), your midterm exam mark will be estimated from your final exam mark, taking into account the relative difficulty of the two exams.

The **final exam** will be scheduled (by the Registrar's Office) during the April final exam period. It is a 3-hour exam with 45 multiple-choice questions. Details about the exam coverage will be shown in an exam information sheet posted on eClass at least one week before the exam.

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.

It is the policy of the Admin Studies finance area that we will **not** sign a DSA form if you miss both the midterm and final exams. Students in this situation will need to petition for a deferred or a late withdrawal or some other remedy appropriate to their circumstances.

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](#).

Student Accommodation

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the university recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best.

The university encourages students with disabilities to register with Student Accessibility Services to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA). Please let me know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (21 days) before the scheduled test/exam to arrange.

Students need to provide instructor with access to their Letter of Accommodation through the on-line Student Portal at the start of the course so that the instructor can provide them with the support that they need.

Stock-Trak

An important part of 3531 is your participation in the Stock-Trak Portfolio Simulation.

There will be seven trading assignments related to course content using Stock-Trak. These assignments will give you experience buying and selling stocks and other securities. Students will work in groups of two and submit their work using Google Worksheet and Turnitin. Details will be posted on eClass. You will be given one week after the lecture to complete each assignment. The Stock-Trak assignments are worth 15% of the course grade.

Each group will make a brief informal presentation to the class about their Stock-Trak portfolio at a date/time to be assigned. 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 registration link and join your class:

<https://www.stocktrak.com/members/register?session=York-ADMS3531N-Winter-2023>

You **MUST** form a team **first** and then register for the StockTrak account. The above link will become active for registration on Monday, 9 January 2023 at 3:00 p.m.

You don't need a practice account, so you can click on the checkmark to un-select it. The price is \$31.95 in US dollars. As soon as the group is formed, you can complete the registration process as a team. Team members will decide who will register and how to share the cost. The instructor will not be involved in the process.

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