

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

**AP/ADMS 3530 3.00 Finance**

**Winter 2024 - Course Outline**

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

**Dates:** Classes for the Winter semester begin on **January 8** and end on **April 8**. The **final exam** will be held sometime **between April 10 and 26** (to be announced by the Registrar's Office later in the term).

Section	Delivery/Location	Day/Time (ET)	Instructor	Email
M	<b>LECT</b> (in-person) Room: ACE 007	Thu, 4pm - 7pm	Nabil Tahani	<a href="mailto:ntahani@yorku.ca">ntahani@yorku.ca</a>
N	<b>LECT</b> (in-person) Room: R S203	Fri, 11:30am - 2:30pm	Sam Alagurajah	<a href="mailto:salagura@yorku.ca">salagura@yorku.ca</a>
O	<b>LECT</b> (in-person) Room: SLH C	Wed, 11:30am - 2:30pm	Kwok Ho	<a href="mailto:kwokho@yorku.ca">kwokho@yorku.ca</a>
P	<b>LECT</b> (in-person) Room: R S 203	Mon, 11:30am - 2:30pm	Kwok Ho	<a href="mailto:kwokho@yorku.ca">kwokho@yorku.ca</a>
Q	<b>LECT</b> (in-person) Room: DB 1004	Tue, 8:30am - 11:30am	Sam Alagurajah	<a href="mailto:salagura@yorku.ca">salagura@yorku.ca</a>
R	<b>LECT</b> (in-person) Room: BC 215	Thu, 11:30am - 2:30pm	Nabil Tahani	<a href="mailto:ntahani@yorku.ca">ntahani@yorku.ca</a>
S	<b>LECT</b> (in-person) Room: R S 203	Tue, 7pm - 10pm	Mohafiqul Kader	<a href="mailto:mkader@yorku.ca">mkader@yorku.ca</a>
T	<b>LECT</b> (in-person) Room: ACW 205	Wed, 4pm - 7pm	Loren Rita	<a href="mailto:lorenr@yorku.ca">lorenr@yorku.ca</a>
U	<b>ONCA</b> (asynchronous) with in-person exams at York		Lois King	<a href="mailto:loisking@yorku.ca">loisking@yorku.ca</a>

**ESSENTIAL NOTICE:**

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

- Course materials 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 two midterm exams 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 M, N, O, P, Q, R, S, and T:** Students will meet **in-person** in the locations and dates/times listed above.
- **Sections U: (ONCA)** are online, asynchronous sections. More information will be provided by your instructor. Section U students must be available to write the midterm exams 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 1 (Sun, Feb 11: 6pm to 8pm)	20% (in-person)
Midterm Exam 2 (Sun, Mar 17: 10am to Noon)	20% (in-person)
Online Quizzes	10% (eClass)
LearnSmart (online) Assignments	10% (McGraw Connect)
Final Exam (date: TBA)	40% (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 Exams

Two midterm exams will be held as follows:

- Midterm 1: **Sunday, February 11 from 6pm to 8pm.**
- Midterm 2: **Sunday, March 17 from 10am to Noon**

All students in all sections will write the midterm exam in-person at York's main (Keele) campus.

**There are no makeup midterm exams.**

If students miss one midterm exam (for any reason, such as medical), no documentation will be required and the weight of the midterm will be shifted to the final exam. The final exam will then be a comprehensive final exam, that is longer in duration and covers more of the missed material than the regular final exam.

**If students miss both midterm exams, no documentation will be required and the weight of one midterm exam will be moved to a comprehensive final exam, as outlined above. The other midterm weight (20%) will be lost, resulting in a maximum possible course grade of 80%.**

## 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>

**For students who miss any or both midterms and the final exam, and if their DSA is approved, they will be required to write a deferred comprehensive exam.**

All winter deferred exams for the School of Administrative Studies will most likely be held during the third weekend of May.

The DSA and supporting documentation must be submitted no later than **five (5) business days** after 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).

## 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)**. Weekly **Help Sessions** and **Exam Tutorials** (run by Finance Area TA's will also be available.

**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.