

Personal Investment Management
AP/ADMS 3531P (ONCA)
Winter 2025

Instructor: Humaira Matin

Email: My email address is humairam@yorku.ca. If you contact me by email, use either your my.yorku.ca account, or the account shown on York records as your preferred email address. Include your course code and section (ADMS 3531P) in the subject line and include your full name and student number in the body of the message.

eClass Website: <https://eclass.yorku.ca/course/view.php?id=123523>

Class Time: Online. However, you **must** write the midterm and final exams in-person on York's Keele campus – see below for more information.

It is highly recommended that students attend weekly *Zoom Hour* (meeting time/date/link will be posted on eClass) where important topics/problems of the week shall be discussed, and students' questions will be answered. You **MUST** attend the first *Zoom Hour* in Week 1 to learn about the course structure and expectations.

Office Hour: By appointment only.

COURSE OVERVIEW

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.

Course Format and Organization

This course is offered online through eClass. The course material is divided into weekly modules. Each module includes PowerPoint slides (some with narration), readings from the textbook, recommended problems, and instructions/assignments for trading on the Stock-Trak platform. You are required to attend the midterm and final exams in-person on York's Keele campus.

Technology Requirements

Most components of 3531 will be through the eClass website, so you need a stable high-speed internet connection. Here are some useful links for student computing information, resources, and help:

- [Student Guide to eClass](#)
- [Zoom@YorkU Best Practices](#)
- [Zoom@YorkU User Reference Guide](#)
- [University Information Technology \(UIT\) Student Services](#)
- [Student Guide to Remote and Online Learning](#)

Textbook

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. The hardcopy book will be on reserve at Bronfman Library.

Utilizing the Connect resources from the recommended textbook is not essential to successfully complete this course.

1. New hardcopy textbook (new copies exclude Connect resources; appx cost: \$159.95)
2. McGraw Hill eBook of the recommended textbook (Lifetime); appx cost: \$99.00
3. McGraw Hill eBook of the recommended textbook (180 days); appx cost: \$69.00

Please visit the following website for details

<https://www.mheducation.ca/product/investments-9781260881257-can-group>

Stock-Trak

An important part of 3531 is your participation in the Stock-Trak Portfolio Simulation. You will be buying and selling stocks and other securities using the Stock-Trak virtual trading platform. Students will submit their work individually on eClass. However they may choose to share paying the 33.95 USD fee and own the Stock Trak account jointly (max of two students). Each student will record and upload a brief informal presentation, along with completing trading assignments throughout the term. Further information about Stock-Trak is posted on eClass.

Students must attend Week 1 Zoom hour for detailed instructions on Stock-Trak registration and trading guidelines.

Drop Date

The last date to drop this course without receiving a grade is March 14, 2025.

Tutorials

Students in all 3531 sections are invited to attend Zoom tutorials presented by our TA, Julian Santorsola. There will be six tutorials (tutorial dates/times will be posted on eClass. Video recordings will be posted for subsequent viewing. See the Tutorials folder on eClass.

There are additional videos specifically for our online section, prepared by me. These are posted in the Topic Content section of each week’s eClass folder.

COURSE EVALUATION

Evaluation

| | | |
|-------------------------|-----|--|
| Stock-Trak Presentation | 5% | |
| Stock-Trak Assignments | 15% | |
| Midterm Exam | 40% | (In-person: Sunday, February 23, 2 p.m.) |
| Final Exam | 40% | |

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

Stock-Trak Assignments

Active participation in the Stock-Trak Portfolio Simulation is a crucial component of ADMS 3531. These tasks are intended to provide you with hands-on practice in purchasing and trading stocks and other financial instruments.

There will be seven trading assignments related to the course content using Stock-Trak. These will give you experience buying and selling stocks and other securities. If you have a partner for your Stock-Trak account, you must each prepare your own separate assignments. Submissions are made to Turnitin on our eClass course website. You will be given one week after the lecture to complete each assignment. These assignments account for 15% of your overall grade.

Students must attend Week 1 Zoom hour for detailed instructions on Stock-Trak registration and trading guidelines. Detailed information will be posted on eClass.

Stock-Trak Presentation

Each student will record and upload a brief (around 3-5 minutes) presentation about their Stock-Trak portfolio. For completing the presentation, your mark is an automatic 100%, worth 5% of the course grade. Further details will be posted on eClass.

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. 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 recent **YU Card (with photo)** for identification during the exam since it is the **ONLY** acceptable form of ID. Drivers' Licenses and Health Cards are no longer accepted. 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 23 at 2 pm**. It is a two-hour exam with 30 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) with appropriate documentation in case you (student) miss the midterm due to unavoidable circumstances. If you are granted an excused absence, you will write a **cumulative final exam** as described in the next paragraph.

The **final exam** will be scheduled by the Registrar's Office. The regular exam is two hours with 30 multiple-choice questions covering topics from weeks seven to twelve. Details about the exam coverage will be shown in an exam information sheet posted on eClass at least one week before the exam. If you were absent from the midterm exam, you will write a three-hour final exam with 45 multiple-choice questions covering 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. 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 **ONLINE** *no* later than **five (5) business days** after the date of the final 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 (i.e., *no* letter, phone call, or e-mail).

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

All winter deferred exams for the School of Administrative Studies will most likely be held during the third weekend of May 2025.

In past years it was 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. As of January 1, 2025, it is permitted to request an APS form to support deferral of the final exam. Students need to petition for a deferred exam or a late withdrawal or some other remedy appropriate to their circumstances.

OTHER RELEVANT POLICIES

All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Academic Integrity

In this course, we strive to maintain academic honesty 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 honesty 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](#).

Accessibility

York University is committed to creating a learning environment that provides equal opportunity to all members of its community. If you anticipate or experience any barriers to learning in this course, please discuss your concerns with your instructor as early as possible. For students with disabilities, contact [Student Accessibility Services](#) to coordinate academic accommodations and services. Accommodations will be communicated to Course Directors through a Letter of Accommodation (LOA). Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Turnitin

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Honesty](#), and/or legal consequences for copyright violations.

Audio-visual recordings of live sessions on eClass may 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.