



## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Winter 2025

#### BA2730 (EC): Personal Investing – 3 (3-0-0) UT 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Lori Bombier  
**OFFICE:** C410  
**OFFICE HOURS:** N/A

**PHONE:** 780-539-2711  
**E-MAIL:** LBombier@nwpolytech.ca

\*All email correspondence must be sent from your NWP student email account and professionally formatted (i.e., subject line filled in, proper greeting, spelling, grammar check, etc...). Emails that do not follow the above requirements will not be responded to.

**CALENDAR DESCRIPTION:** This course offers an overview of the customers and products involved in the financial marketplace. It introduces the student to client objectives and types. Securities, financial markets, and investment portfolios are also examined. A review of mutual funds is done focusing on the different types of funds, their fees and services, and how to select a fund.

**PREREQUISITE:** BA1050

#### REQUIRED TEXT/RESOURCE MATERIALS:

Investments: 10<sup>th</sup> Canadian Edition, McGraw-Hill Ryerson.  
Bodie, Kane, Marcus, Switzer, Boyko, Panasian, Stapleton.  
All students must have access to Connect.



Bodie (CDN),  
Investments, 10ce  
Zvi Bodie, 10cee

**You must have an access code to gain access to the online resources.** McGraw-Hill Connect™ is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, and with the important concepts that they will need to know for success now and in the future. **If you have purchased a used book, you will have to purchase an access code separately.** Instructions to do this are available in the Registration Module.

**Sharp EL - 738 Calculator**

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

**DELIVERY MODE(S):** This type of course will be delivered online through NWP's learning management system and Connect. There are no set class times and students attend remotely and asynchronously.

### **LEARNING OUTCOMES:**

- Define investment and discuss what it means to study investments
- Calculate the return on an investment using different methods.
- Identify various types of securities.
- Identify various types of securities brokers and brokerage accounts.
- Calculate initial and maintenance margin.
- Explain why risk and return are the two critical components of all investing decisions.
- Explain the key factors that affect the investment decision process.
- State the major types of mutual funds and give their features.
- Compare how the performance of investment funds is measured.
- Apply the basic dividend discount model.
- Apply the two-stage dividend growth model.
- Apply the residual income and free cash flow models.
- Explain how expected return and risk for securities are determined.
- Explain the foundations of market efficiency.
- Explain the implications of the forms of market efficiency.
- Describe the effect of risk-free borrowing and lending on the efficient frontier.
- Separate total risk into systematic and non-systematic risk.
- Explain capital market theory and the capital asset pricing model.
- Calculate the price of a bond.
- Explain the bond valuation process.
- Calculate major bond yield measures, including yield to maturity, yield to call and horizon return.

### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

|                                       |      |
|---------------------------------------|------|
| Homework Assignments (8 @ 1.25% each) | 10%  |
| Quizzes (10 @ 0.75% each)             | 7.5% |
| Smart Book Lessons                    | 7.5% |
| Exam #1 (Ch. 1-5)                     | 35%  |
| Final Exam (cumulative)               | 40%  |

- To receive credit for BA 2730, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).
- Grades for Exam #1 and the Final Exam will not be known until they are posted in the MyClass Grade Book.
- You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam. The weighting of each assessment activity is indicated in the chart above.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|-------------|--------------------|-----------------------|
| A+          | 4.0                | 95-100                | C+          | 2.3                | 67-69                 |
| A           | 4.0                | 85-94                 | C           | 2.0                | 63-66                 |
| A-          | 3.7                | 80-84                 | C-          | 1.7                | 60-62                 |
| B+          | 3.3                | 77-79                 | D+          | 1.3                | 55-59                 |
| B           | 3.0                | 73-76                 | D           | 1.0                | 50-54                 |
| B-          | 2.7                | 70-72                 | F           | 0.0                | 00-49                 |

## COURSE SCHEDULE/TENTATIVE TIMELINE:

| Date<br>(Monday of each week) | Section Covered       | Connect Quizzes | Connect Assignments | SB Lessons | Exams |
|-------------------------------|-----------------------|-----------------|---------------------|------------|-------|
| 1/6/2025                      | Introduction<br>Ch. 1 | ✓               | ✓                   | ✓          |       |
| 1/13/2025                     | Ch. 2                 | ✓               | ✓                   | ✓          |       |
| 1/20/2025                     | Ch. 2 & 3             | ✓               | ✓                   | ✓          |       |
| 1/27/2025                     | Ch. 3                 | ✓               | ✓                   | ✓          |       |
| 2/3/2025                      | Ch. 4                 | ✓               | ✓                   | ✓          |       |
| 2/10/2025                     | Ch. 4 & 5             | ✓               | ✓                   | ✓          |       |
| 2/17/2025                     |                       | WINTER          | BREAK               |            |       |

|   |             |  |   |   |   |
|---|-------------|--|---|---|---|
| 2/24/2025                                 | Ch. 5       | ✓  | ✓ | ✓ | Exam #1 Feb. 28 <sup>th</sup><br>Ch. 1- 5 |
| 3/3/2025                                  | Ch. 18      |  |   |   |   |
| 3/10/2025                                 | Ch. 18      | ✓  | ✓ | ✓ |   |
| 3/17/2025                                 | Ch. 11 & 12 | ✓  | ✓ | ✓ |   |
| 3/24/2025                                 | Ch. 14      | ✓  | ✓ | ✓ |   |
| 3/31/2025                                 | Ch. 14 & 15 | ✓  | ✓ | ✓ |   |
| 4/7/2025                                  | Ch. 15      | ✓  | ✓ | ✓ |   |
| April 14 <sup>th</sup> – 23 <sup>rd</sup> |             | Final Exam (Ch. 8 – 12) Scheduled by<br>The Registrar's Office |   |   |   |

### STUDENT RESPONSIBILITIES:

Please find the student rights and responsibilities policy here:

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

### STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

### Additional Information: IMPORTANT Assignment, Quiz and Exam Policies:

#### Assignments:

- There will be 8 CONNECT homework assignments dispersed throughout the semester that will account for 10% of the student's final grade (see schedule for dates). Each homework assignment will be weighed equally (1.25% each), regardless of the length of the assignment. The student will have a maximum of 2 attempts at each assignment.
- The CONNECT assignments will be marked immediately and the student will receive their grade immediately. Corrections for the attempted assignment will be made available immediately for the student.
- All assignments must be completed before the expiration of the pre-set due date, or the student will receive a mark of zero for any missed assignments

#### Quizzes:

- Each chapter covered in the text(s) will have an associated quiz that the students must complete.
- The quizzes will mostly be theory based multiple choice questions, each worth one mark.

- It is imperative for the student to study and complete the questions at the back of each chapter to be successful at these quizzes.
- There will be 10 quizzes that will account for 7.5% of the student's final grade (10 @ 0.75% each = 7.5%). See CONNECT or your detailed course schedule for the breakdown of the quizzes.
- The quizzes will be marked and corrections for the attempted quiz will be made available to the student after the due date.
- All quizzes must be completed before the expiration of the pre-set due date, or the student will receive a mark of zero for any missed quizzes (see schedule for dates).
- Once the quiz has started, you must complete the entire quiz within the time limit.
- Logging off or losing the internet connection during the exam will result in a grade based only on the proportion of the exam that has been completed. It is imperative that the student has a reliable internet connection when attempting an exam. This is the responsibility of the student, not the instructor.
- The student will be given two attempts at each quiz.

### Learn Smart Modules

- Each chapter covered in the text will have an associated SB lesson that the students must complete. These lessons are interactive and completion of all lessons within the stipulated pre-set due dates will have a total weighting of 7.5% of the student's final grade.
- Completion marks on lessons are always recorded on the dashboard and visible for students. To obtain the completion marks for the online lessons, the student must complete the lesson before the expiration of the pre-set due date.
- Interactive scenes in the Lessons (within the pre-set due date) are locked for students to attempt correctly. Students will need to work through them and answer questions correctly to unlock them. Once a lesson is unlocked, they can freely go back and forth for practice.

### Exams (High Importance)

- Two exams will be given throughout the semester (See schedule for dates). They include:
  - Exam #1 (Ch. 1 - 5) 35%
  - Final Exam (Cumulative) 40%
- **In order to receive credit for BA 2730, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).**
- ***Grades for Exam #1 and the Final Exam will not be known until they are posted in the MyClass Grade Book.***
- **Exams will be administered online (Proctoring software will be used).**
- ***All CONNECT resources will be hidden and unavailable from students during exam writing dates (See course schedule)***
- The exams must be completed before the expiration of the pre-set due date, or the student will receive a mark of zero for any missed exams (see schedule for dates).
- **There will only be one attempt on each exam.**
- **2 hours will be given for the final exam to be written.**
- **The Final Exam will be scheduled by the Registrar's office between April 14<sup>th</sup> – 23<sup>rd</sup>. Do not schedule any activities during this time.**

- Approved calculators and approved translation devices are the only electronic devices allowed during the final examination. No programmable calculators will be allowed. Textbooks or notes will not be allowed in the examination area. Cell phone calculators may not be used in examinations.

#### Assignment, Quizzes and Exam Policies:

- **Assignments, quizzes, and exams will be written as scheduled. No rewrites/rescheduled exams will be given.** If there is an excusable absence, the weighting of the missed exam will be added to the final exam weighting. If the absence is not excusable, a grade of 0% will be given.
- **Grades for Exam #1 and the Final Exam will not be known until they are posted in the MyClass Grade Book.**
- Any exam, quiz, or assignment grade that a student may wish to contest must be done within 5 business days after the exam/quiz/assignment has been marked. Any exams/quizzes/assignments contested after this time frame will not be given consideration.
- **Students are responsible for any missed content (excused or unexcused).**

#### USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be

permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

### **Consent to Store Personal Information Outside Canada**

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.