



# Grande Prairie Regional College

## School of Business

### Department: Business Administration and Commerce

#### COURSE OUTLINE – WINTER 2006

#### BA 2730 3(3-0-0) UT Investment Funds in Canada

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**Office Hours** Mon & Wed 11:30 – 1:00

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#### **Prerequisite(s)/co requisite(s):**

BA 1050 or consent of instructor.

#### **Required Text/Resource Material**

Course material will be ordered from the Institute of Canadian Bankers.

#### **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 undertaken focusing on the different types of funds, their fees and services, and how to select a fund.

#### **Credit/Contact Hours:**

BA 2730 is a 3 credit course consisting of 45 hours of instruction.

#### **Delivery Mode(s):**

BA 2730 consists of three hours of lecture per week.

### **Objectives:**

- Be able to guide clients in their selection of mutual funds and related investment products.
- Be able to confidentially describe and discuss with clients the risk/return characteristics of the different fund types.
- Be able to ensure product suitability.
- Be able to provide superior customer service with respect to mutual fund investments.

### **Transferability**

Block transfer post-diploma agreements have been made with the following institutions: Athabasca University (including the GPRC on-campus AU 2+1 and 2+2 Bachelor of Management degree), University of Lethbridge, Lakeland College, Okanagan College, Thompson Rivers' University, and Royal Roads University. Students intending to transfer to a post-secondary institution to take advantage of a transfer opportunity are advised to check with the appropriate college/institute for the latest transfer information as acceptance of transfer is at the discretion of the receiving college.

### **Grading Criteria:**

Stock Market Game	25%
Mid-Term #1	15%
Mid-Term #2	15%
Final Exam	30%
Quizzes	10%
Participation	5%

Class Participation: 5% of the final grade will be attributed to participation and attendance in class. In order to get the most out of class regular attendance and active participation is encouraged.

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>94 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>90 – 93</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>85 – 89</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>80 – 84</b>	
<b>B</b>	<b>3</b>	<b>76 – 79</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>72 – 75</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>68 – 71</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 67</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

## **Course Schedule/Timeline:**

<b><u>Week</u></b>	<b><u>Topic</u></b>	<b><u>Required Reading</u></b>
One	The Role of the Investment Guide and An Overview of the Financial Marketplace	Chapter 1 & 2
Two	An Overview of the Mutual Fund Industry	Chapter 3
Three	Getting to Know the Client and Retirement Planning	Chapter 4
Four	Kinds of Clients and The "Know Your Client " Rule in Practice	Chapter 5 & 6
Five	Fixed Income Securities	Chapter 7
Six	Common Shares, Derivatives, and Securifies Markets	Chapter 8
Seven	Constructing and Managing Investment Portfolios	Chapter 9
Eight	The Modern Mutual Fund and Money Market Mutual Funds.	Chapter 10 & 11
Nine	Mortgage, Bond and Other Fixed Income Mutual Funds	Chapter 12, 13, & 14
Ten	Balanced, Equity, Global and Specialized Mutual Funds.	Chapter 15, 16,17 & 18
Eleven	Mutual Fund Fees and Services	Chapter 19
Twelve	Selecting a Mutual Fund	Chapter 20
Thirteen	Review	All Chapters

**Examinations:**

Mid-Term #1 will be written approximately at the end of week 4.

Mid-Term #2 will be written approximately at the end of week

The final exam will be scheduled during the exam week by the registrar's office.

The Stock Market Game project will be due March 30. Materials for the Stock Market Game will be distributed in class.

**\* All quizzes, mid-terms and finals will be written as scheduled.**

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.