

# Tutorial letter 101/3/2018

## Investments: An Introduction INV2601

Semesters 1 & 2

Department of Finance, Risk Management and  
Banking

**IMPORTANT INFORMATION:**

Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module site INV2601-18-S1/S2, as well as your e-tutor group site.

**Note:** This is an online module and therefore it is available on myUnisa. However, to support you in your learning process, you will also receive some study material in print format. Please note that your assignments may be online under **Self-assessments**.

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## 1. INTRODUCTION

Dear Student

Welcome to the module, Investments: An introduction (INV2601). You have enrolled for an interesting, yet challenging, module. To be successful in this module, you will have to devote at least 120 hours to reading, summarising and doing assignments.

Do not hesitate to contact us (on *myUnisa*, by email or by telephone) if you are experiencing problems with the content of this tutorial letter or any aspect of the module. I sincerely hope that you will find this module, as well as your online learning experience, interesting and rewarding and trust that you will complete the module successfully.

Please provide Unisa with your cell number because important announcements may be sent to you by sms. Also check your *myLife* email address regularly for announcements.

Because this is a fully online module, you need to use *myUnisa* to study and complete the learning activities for this course. Please visit the website for INV2601 on *myUnisa* frequently. The code for your module is INV2601-18-S1/S2.

Owing to the nature of this module, you have to go online to see your study material and read about the module. Go to the website here: <https://my.unisa.ac.za> and login with your student number and password. You will see [INV2601-18-S1/S2] in the row of orange tabs across the top of the webpage. Remember to check under **More** as well if you cannot find the module you require in the orange tabs. Then click on the module you want to open.

You will receive this tutorial letter and a printed copy of the online study material for your module. While the printed material may sometimes appear to differ from the online study material, it is exactly the same and has been copied from the *myUnisa* website.

We wish you success on your journey!

## 2. PURPOSE OF AND OUTCOMES FOR THE MODULE

### 2.1 Purpose

The purpose of this module is to equip students with the necessary knowledge and skills to perform investment analysis and portfolio management.

### 2.2 Outcomes

On completion of this module, you should:

- have an overall view of the investment setting and the portfolio management process
- understand the organisation and functioning of the securities market in South Africa
- know about the developments in investment theory
- understand the concept and apply the principles of the time value of money
- know the basic security valuation principles and practices
- understand that fundamental analysis is a three-step process consisting of the evaluation of the economy, industry and individual company
- be able to apply basic valuation principles to value a company
- know the basic principles related to technical analysis
- understand the fundamentals of fixed-interest securities
- be able to apply basic valuation principles to value fixed-interest securities
- understand the basics of derivative instruments and their application
- know the important aspects related to the construction and management of a portfolio
- be able to evaluate portfolio management

## 3. LECTURER(S) AND CONTACT DETAILS

### 3.1 Lecturers

Lenny Mamaro Primary lecturer	Email: Semester 1 students: <a href="mailto:INV2601-18-S1@unisa.ac.za">INV2601-18-S1@unisa.ac.za</a> Semester 2 students: <a href="mailto:INV2601-18-S2@unisa.ac.za">INV2601-18-S2@unisa.ac.za</a> Tel: 012 429 2475
Yousuf Zakhiyya Secondary lecturer	Email: Semester 1 students: <a href="mailto:INV2601-18-S1@unisa.ac.za">INV2601-18-S1@unisa.ac.za</a> Semester 2 students: <a href="mailto:INV2601-18-S2@unisa.ac.za">INV2601-18-S2@unisa.ac.za</a> Tel: 012 429 6777

### 3.2 Department

This module is offered by academic staff members from the Department of Finance, Risk Management and Banking (DFRB).

Please note that you may get in touch with fellow students, download study material, submit assignments, change your address and/or examination venue, view your assignment marks, download previous examination papers, find self-assessment questions and get in touch with your lecturer on the discussion forum at <https://my.unisa.ac.za>

Academic enquiries may also be directed to Tel 012 429-3603.

E-mail queries may be sent to [finman@unisa.ac.za](mailto:finman@unisa.ac.za).

### 3.3 University

To contact the University, you should follow the instructions in the **my Studies @ Unisa** brochure. Remember to have your student number available when you contact the University. When you contact the lecturer, please do not forget to always include your **student number** and **module code**. This will help the lecturer to assist you.

## 4. MODULE-RELATED RESOURCES

### 4.1 Prescribed books

You have to purchase the following book:

<b>Prescribed book:</b>	<i>Investment Management</i>
<b>Edition:</b>	5th edition
<b>Year:</b>	2017
<b>Authors:</b>	Marx, J, Mpofu, RT, De Beer, JS, Mynhardt, RH & Nortje, A.
<b>Publisher:</b>	Pretoria: Van Schaik

### 4.2 Recommended books

There are no recommended books for this module.

## Year marks

Your year mark, based on the marks obtained for the two compulsory assignments, contributes 20% towards your final mark, while your examination mark contributes 80%. The combined weighted average of your year mark and examination mark must be 50% or higher for you to pass the module. However, you must obtain a minimum of 40% in the examination, regardless of your year mark. If you obtain less than 40% in the examination, your year mark will not be taken into account and you will fail.

### For example:

Assignment 01 mark = 50% Assignment 02 mark = 90%. These marks each contribute 50% towards the final 20% year mark.

Assignment No	Mark	Weight	Total
Assignment 01	50%	50%	25
Assignment 02	90%	50%	45
			70 x 20% of final = 14

Assume an examination mark of 45%

80% of the examination mark is 36

$$\begin{aligned}\text{Final mark} &= (20\% \text{ of the average assignment marks}) + (80\% \text{ examination mark}) \\ &= 14 + 36 \\ &= 50\%\end{aligned}$$

The example demonstrates that your year mark can help you to pass the module. To pass the module, you need a final mark of at least 50% and to qualify for a supplementary examination, you will need a final mark of above 40%.

### 4.3 General assignment numbers

Assignments are numbered consecutively per module, starting from 01.

### 4.3.1 Due dates for assignments

You should preferably submit your assignments at <https://my.unisa.ac.za>. Do not wait until the day just prior to the due date to submit your assignment. Technical problems with the computer servers of *myUnisa* may prevent you from submitting your assignment at the last minute.

Should you not be able to submit your assignments at *myUnisa* and need to mail us your assignments in hard copy format, please ensure that your assignments reach the Unisa main campus by the due dates. Requests for extension of due dates for assignments will not be granted. These due dates have been set to allow you sufficient time for the completion of other assignments and your preparation for the examination.

Information about whether Unisa has received your assignment and the mark attained for an assignment can be obtained from <https://my.unisa.ac.za>.

Assignment No	Closing date	Assignment content
01	10 March 2018	Study units 1 to 10
02	06 April 2018	Study units 11 to 15

Assignment No	Closing date	Assignment content
01	03 August 2018	Study units 1 to 10
02	31 September 2018	Study units 11 to 15

### 4.4 Submission of assignments

To submit an assignment **via *myUnisa***:

- Go to *myUnisa* at <https://my.unisa.ac.za>.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the left-hand menu.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

## 5. ACCESS TO THE INTERNET

Having access to a reliable, internet-connected device like a computer, tablet or smart phone is crucial for completing INV2601-18-S1/S2. If you struggle with internet access, you should consult <http://www.unisa.ac.za/telecentres> for a list of telecentres and internet cafes where you can connect to myUnisa for free. Alternatively you can visit any one of the Unisa regional centres and book time in the computer laboratory; lastly you can always take your own device to a regional centre and connect to the Unisa Student Wi-Fi for free.

## 6. ACCESSING MYUNISA FOR THE FIRST TIME AND CLAIMING YOUR MYLIFE EMAIL ADDRESS

Step 1: Using an internet browser like Microsoft Internet Explorer, Microsoft Edge, Google Chrome or Firefox on your computer, mobile phone or tablet, navigate to <http://my.unisa.ac.za>

The screenshot shows the myUnisa website homepage. At the top left is the myUNISA logo with the University of South Africa tagline. To the right are input fields for 'Student no/User id' and 'Password', followed by a 'login' button. Below these are links for 'Claim UNISA Login', 'Forgotten Student Number', and 'Forgotten UNISA Password'. A dark navigation bar contains links for 'Registration', 'Learner Support & Regions', 'Assignments & Examinations', 'Student Affairs & SRC', and 'News & Events'. The main content area features a 'STUDY@UNISA' banner with a guide to distance learning and Unisa, a 'myLife email' button, and a 'Unisa Radio' button. Below the banner are four service tiles: 'Registration', 'Learner Support & Regions', 'Assignments & Exams', and 'Student affairs & SRC'. A 'Notices' section lists several updates, and an 'Important links' section provides quick access to various services like fee adjustments, books, student policies, graduation, jobs, bursaries, and accessibility.

Step 2: Click on the “Claim UNISA Login” link which should be near the top centre of the page, next to the Unisa logo

Step 3: Enter your Unisa student number in the block provided and click “Continue”

Step 4: Enter your personal information as required – make sure to enter it exactly as you did when you registered! Enter only your South African ID number OR a Passport number, do not enter both; and then click “Continue”

Step 5: Read the statements on the new page carefully and then place a tick in each box to acknowledge that you have read them before clicking on “Acknowledge”

Step 6: The final page in the registration process will provide you with your initial myUnisa password. This password is extremely sensitive so make sure that you write it down exactly as it is on screen (or if you are able, copy and paste it); the password will also be sent via sms to the mobile number that we have on record for you.

Step 7: Now you can go back to the myUnisa homepage <http://my.unisa.ac.za> and use your student number as ‘user id’ and the password that you have just received in order to login.

Once you have logged in you will find a welcome page with a “Message of the Day”; a list of menu options on the left hand side; and some tabs on the top of the page such as “My Workspace”, “My Admin” and “More Sites”

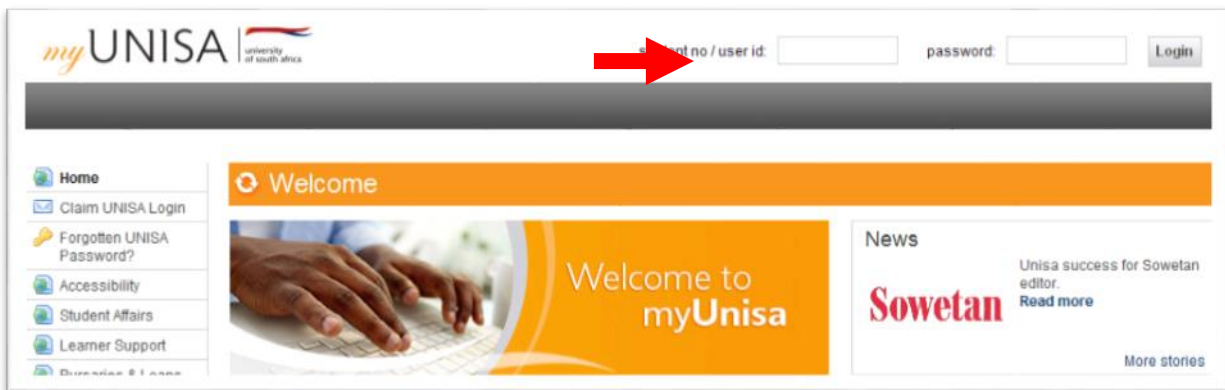
In order to change your password to something that is easier to remember, click on the “My Admin” tab at the top and then the “Change Password” link on the left hand menu.

Now click on the “More Sites” tab at the top of the page and look for INV2601. If you see more than one tab that begins with INV2601, look carefully at the end of the code. If it ends with a number followed by ‘E’ then it is a link to your e-tutor. E-tutors are a valuable source of additional information and support throughout the semester – you should visit the site as often as possible and engage with your e-tutor! The INV2601 site without the ‘E’ at the end is the main module site and that is where you will find your official study material and be able to complete the online assignments for this module.

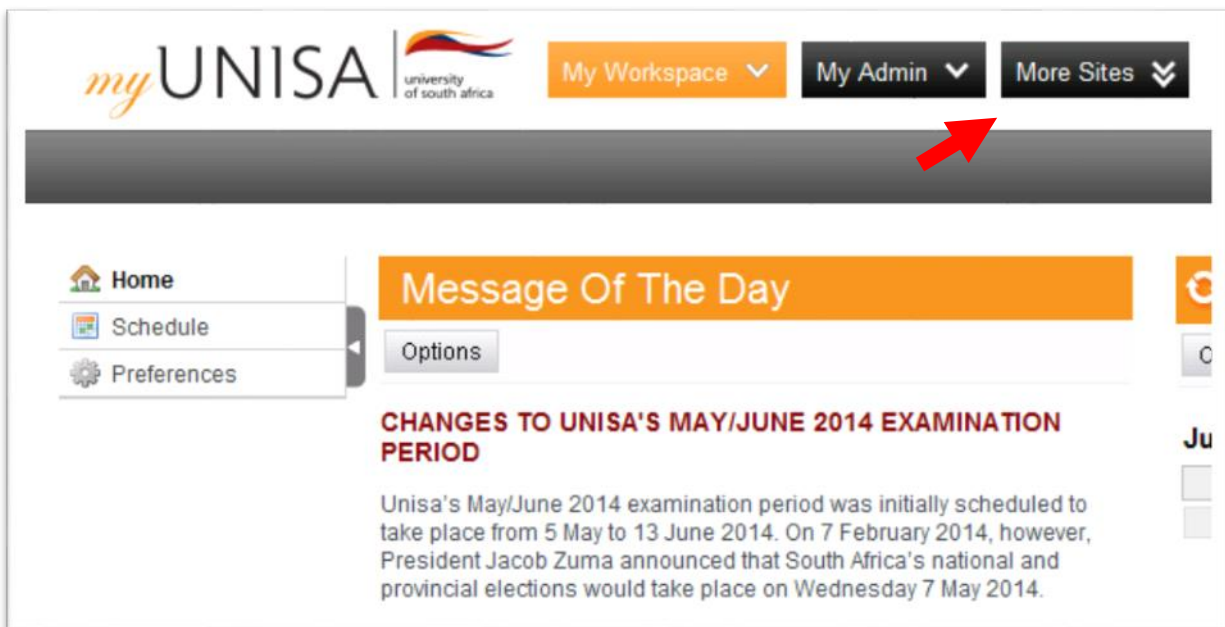
You will find tabs to each of the modules that you are registered for and e-tutor sites if applicable. If there is no e-tutor site, then you can engage directly with the lecturer on the main module site (INV2601 -18-S1/S2).

#### 4.6.1 Accessing myUnisa and forwarding your mylife email address

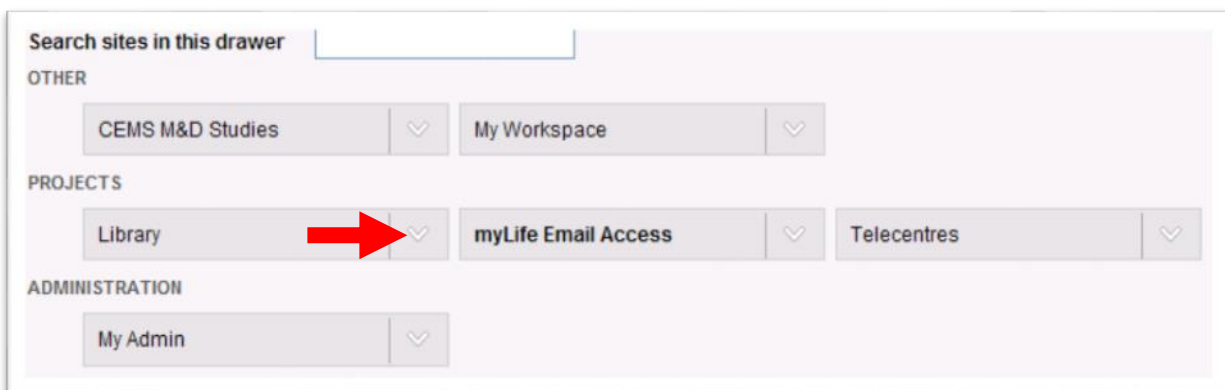
Step 1: Log onto myUnisa



Step 2: Click on 'more sites'

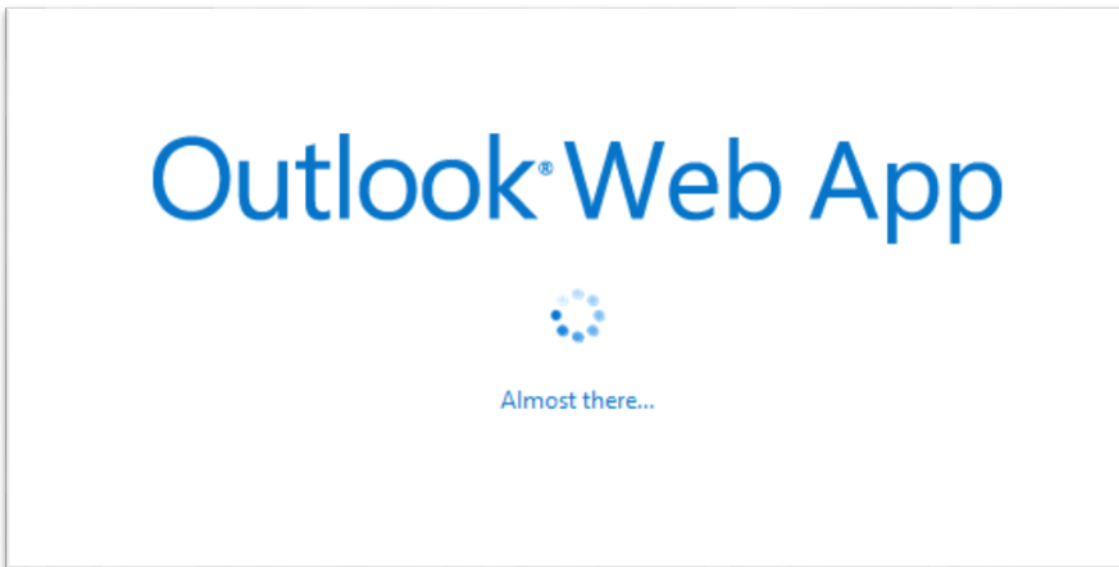


Step 3: Go to 'myLife Email Access'

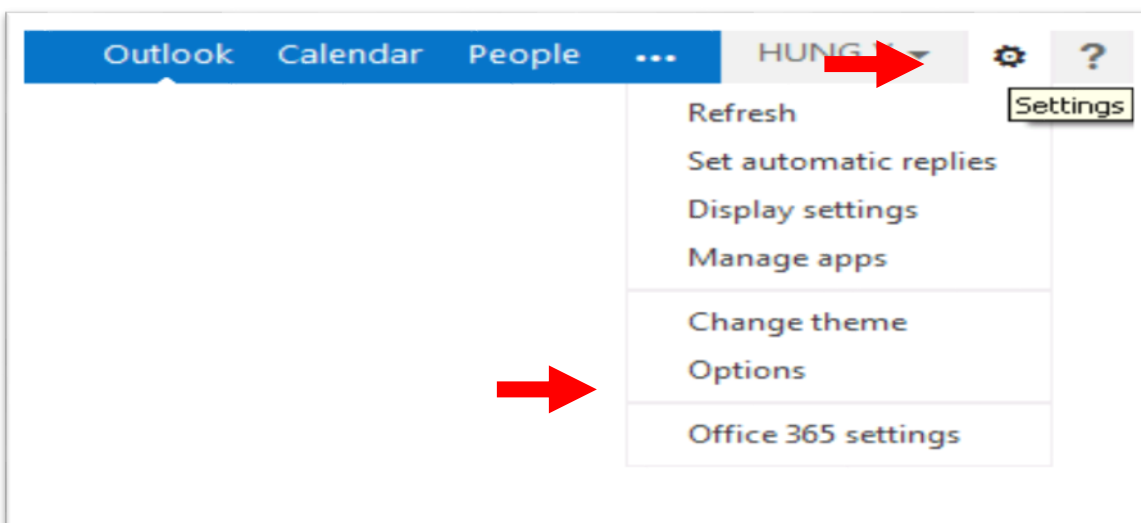




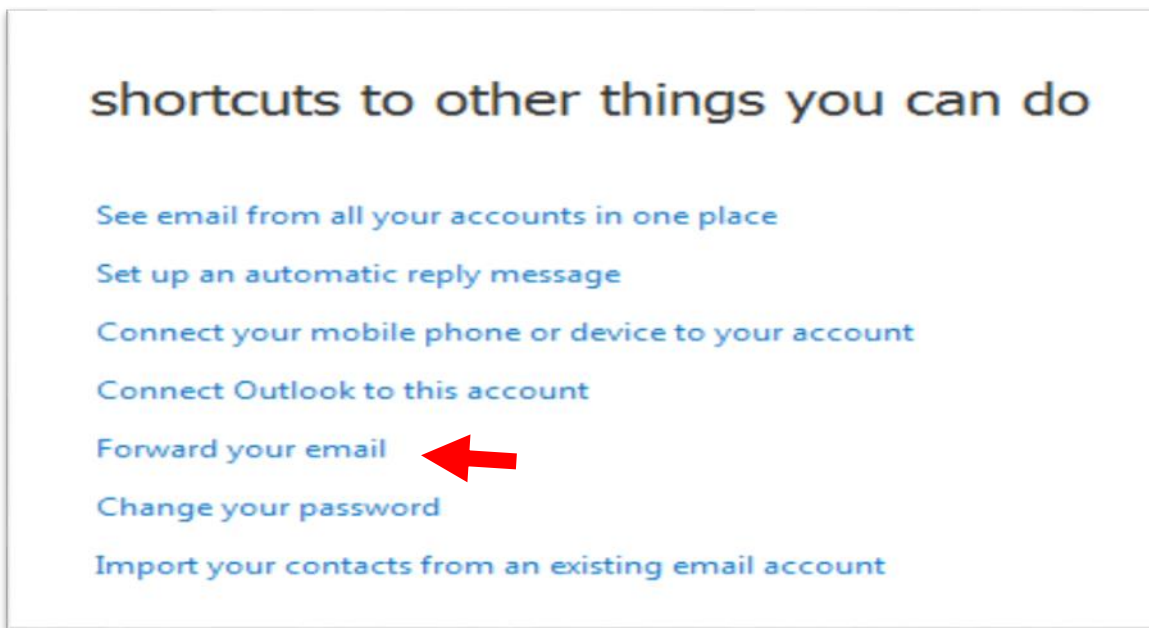
Another page will open – wait for it to load



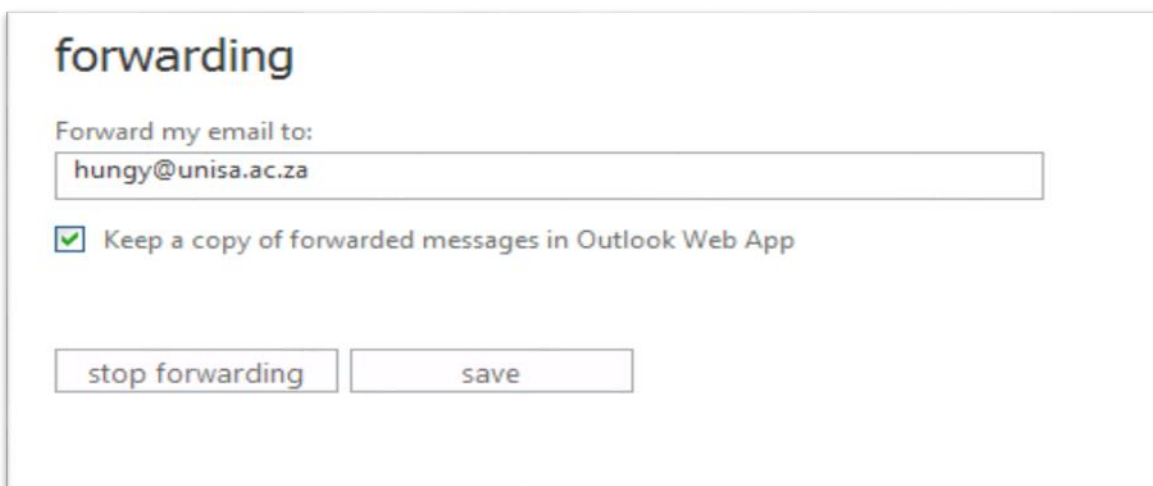
Step 4: When it has finished loading, go to 'settings' which looks like a small gear icon and click on 'options'



Step 5: Click on 'forward your email'



Step 6: Enter your personal email and save



For more information on myUnisa, consult the brochure **Studies @ Unisa**, which you received with your study material.

## 7. HOW TO STUDY THIS MODULE ONLINE

### 7.1 What does it mean to study fully online?

Studying modules that are fully online is totally different from studying some of your other modules at Unisa.

- **All your study material and learning activities for online modules are designed to be delivered online on myUnisa.** Although we give you a printed copy to support your studies, the module is designed to be delivered online.
- **All of your assignments can be submitted online.** This means that you do all your activities and submit all your assignments on myUnisa. In other words, you encouraged to submit your assignments on myUnisa and NOT to post your assignments to Unisa via the South African Post Office.
- **Most of the communication between you and the university happens online** by e-mail, in the discussions and through the questions and answers section on myUnisa. You can use all of these ways to ask questions and contact us. This also means that we will communicate with you in the same way – through e-mail, with announcements, in discussions and with questions and answers.

## 7.2 The myUnisa options you will use

All of the information about myUnisa options is located in Learning Unit 0/Introduction on the myUnisa website for this module. However, we thought it was important to stress the options that will be used for your formal assignments.

In this module, assessments will be integrated into the module using the following myUnisa options:

- Self-assessments
- Learning Units

Under the **Discussions** option, there may also be several other discussion forums where you can share ideas and post your opinions online. We also give you a place to talk socially with the other students in the course. We call this the “Social Indaba”, because in several African languages, an indaba is a place where people gather to interact socially.

You can also ask questions using **Questions and Answers**. If your question is of general importance, your lecturer may publish it for the whole group to see.

## 7.3 Other resources – printed support material

Because we want you to be successful in this online module, we also provide you with some of the study material in print format. This will allow you to read the study material even if you are not online.

This printed study material will be sent to you at the beginning of the semester, but you do not have to wait to receive it to start studying – you can go online as soon as you register and all your study material will be there. The material we will send you is merely an **offline** copy of the formal content for the online module. Having an offline copy will also give you the chance to do a lot of the studying for this module **WITHOUT** having to go onto the internet or to an internet café. This will save you money, of course, and you will be able to take as much time as you need to read and to re-read the material and do the activities.

It is very important that you log on to myUnisa regularly. We recommend that you do this at least once a week or every ten days to check for the following:

- **Check for new announcements.** You can also set up your myLife e-mail so that you receive the announcement e-mails on your cellphone.
- **Use the discussion forum.** When you do the activities for each unit, we want you to share them with the other people in your group. You can read the instructions and even prepare your answers, but you need to go online to post your messages. The **Discussion** option will only be used for student communication. We will use the **Questions and Answers** option to answer all academic questions.
- **Do other online activities.** For some of the unit activities you will need to post something on the **Blog** or take a quiz or complete a survey in **Self-assessment**. Do not skip these activities because they will help you to complete the assignments and the activities for the module. These activities may also contribute to your year mark.

We hope that this system will help you to succeed in this online module by giving you extra ways to study the material and practise all of the activities. At the same time, you **MUST** go online regularly in order to complete the activities and assignments on time and to get the most out of the online course.

Remember, the printed support material is a backup to everything that is found online on myUnisa. It does not contain any extra information. **In other words, you should NOT wait for the printed support material to arrive before you start studying.**

## **8. CONCLUSION**

This tutorial letter provided to you with the purpose and outcomes of the module. The contact details of the lecturers have been provided, as well as module related resources and student

support services. It is important that you now prepare a study plan for yourself and devote 120 hours to this

module in order to achieve success in the examination. Details of your assessment have been provided, including your assignments for the semester. Some frequently asked questions (FAQs) have been provided in order to save you a telephone call or e-mail.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Your lecturers

Lenny P Mamaro

Zakhiyya Yousuf