Instructor: Frank Paiano | BUS-123-501 – On-line | Name: ___________
Spring 2013 | Introduction to Investments | Course Syllabus

Course Description/Objective:
Introduction to basic investment principles, including markets, stocks (a.k.a. equities), bonds (a.k.a. fixed-income debt instruments), mutual funds (a.k.a. investment companies), insurance products, interpretation of financial statements and other financial data and information, brokerage accounts, and the relationship of economic and political conditions to investing.

Course Content:
Investment environments, risks and returns, mutual funds, stocks, bonds, markets and transactions, investment strategies and tools, portfolio management and asset allocation, options and futures contracts, real estate and other investments.

Course Materials:
Required: **Fundamentals of Investing** by Jordan & Miller, 6^{th} (or 5^{th} or 4^{th}) edition, McGraw Hill
Notebook, Calculator (or spreadsheet if available), Dedication, Organization, Motivation, Hard work, Jokes

Attendance and Lateness:
Students taking on-line classes *must have self-discipline*. Reading the text and the presentations, listening to the audio lectures or viewing the audio/visual lectures, submitting the assignments, and taking the exams are all expected to be done on time. If you get behind, please contact me as soon as possible! Southwestern has many student success resources available. (See below.) Procrastinators, you know who you are! Don't be yet another online student who disappears after 4 weeks.

Grading:
The course grade will be based upon class participation, homework and individual and group assignments, short quizzes, exams, and a comprehensive final examination. The required format and documentation will be defined by the instructor. All work will be graded and returned as quickly as possible. *Any work turned in after its due date will be automatically penalized at least ten percent unless prior consent of the instructor is obtained.* Any work which is deemed to be plagiarized will result in an automatic zero for that work and possible disciplinary action as outlined in the Student Handbook. It is great to work in teams but *do your own work!* Grades will be assigned as follows:

A – 90% of all possible assignment, short quiz, exam, and participation points
B – 80%
C – 70%
D – 60%
F – less than 60%

Time Requirements:
The Southwestern College catalog indicates that for every one college unit, two hours should be set aside for homework. Therefore, you should plan to spend approximately six hours per week for homework. The actual time spent varies from individual to individual. The best rule of thumb is to set aside *one hour each day* for Introduction to Investments. Do not procrastinate and try to do all the reading and work on one day. That is not learning. Learning needs repetition.

Accommodations:
Southwestern College recommends that students with disabilities discuss academic accommodations with their professors during the first two weeks of class. An alternative format of this syllabus is available upon request.

Academic Success Center Referral
To further your success, reinforce concepts, and achieve the stated learning objectives for this course, I refer you to the Academic Success Center learning assistance services. Upon request for tutorial services, you will be automatically enrolled in NC 3, Supervised Tutoring, a free non-credit course that does not appear on your transcripts. Services are located in the ASC (420), the Writing Center (420D), the Reading Center (420), Math Center (426), the Library/LRC Interdisciplinary Tutoring Lab, MESA, specialized on-campus school tutoring labs, the HEC, and the SYEC. Online learning materials and Online Writing Lab (OWL) are available at www.swccd.edu/~asc.

Instructor Availability:
Office: 210F *Or simply make an appointment!*
Office hours: Monday & Wednesday 11:30 a.m. to 12:20 p.m.
Tuesday & Thursday 1:30 p.m. to 2:20 p.m.
Thursday 2:30 p.m. to 3:20 p.m.
Work phone: 619-421-6700x5692
Home phone: 619-223-5264 (emergency – not after 8:30 p.m. please)
Web site: **www.WonderProfessor.com** E-mail: fpaiano@swccd.edu

Student Learning Objectives:
Students will be able to create a portfolio of five to twenty stocks and explain their rationales for making their choices. Students will be able to calculate at least 10 financial statistics about two individual companies and then compare and contrast the two individual companies resulting in a recommendation to choose one company for their portfolio.

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Spring 2013 — Introduction to Investments — Course Schedule

The following course schedule is subject to change as the course progresses. If you have any suggestions about the course material, please feel free to tell me personally or interject them into the discussions. We will attempt to cover all this material but our emphasis is always placed on everyone understanding and using what is covered. However, I will make every attempt to satisfy those students who are anxious to move ahead on their own with extra assignments. ***If you get behind, please contact me as soon as possible or come see me for extra assistance in my office.*** We want you to succeed!

Wk	Dates	Topics	Chap	Exam
1	Jan 14 - 20	**Part 1: Introduction –** Introductions & Welcome; Getting Started; A Brief History of Risk and Return	 1	
2	Jan 21 - 27	Security Types – Overview of Financial Investments Short-term Securities	3 lecture	
3	Jan 28 - Feb 3	Mutual Funds	4	
4	Feb 4 - 10	Mutual Funds *(continued)*	4	#1*
5	Feb 11 - 17	**Part 2: Stock Markets** The Stock Market	 5	
6	Feb 18 - 24	The Stock Market *(continued)*	5	
7	Feb 25 - Mar 3	Common Stock Valuations – Present Value	6	
8	Mar 4 - 10	Projecting Cash Flow and Earnings (Ratio Analysis)	17	#2*
9	Mar 11 - 17	Stock Price Behavior and Market Efficiency Behavioral Finance and the Psychology of Investing	7 8	
10	Mar 18 - 24	**Part 3: Bonds – Interest Rates and Bond Valuation** Interest Rates (Introduction to Bonds)	 9	#3*
11	Apr 1 - 7	Corporate Bonds Government Bonds Mortgage-Backed Securities	18 19 20	
12	Apr 8 - 14	Bond Prices and Yields (Bond Valuation) Hybrid Securities (Preferred Stock & Convertible Securities)	10 lecture	
13	Apr 15 - 21	**Part 4: Portfolio Management** Diversification and Asset Allocation (Mutual Funds Revisited)	 11	
14	Apr 22 - 28	**Parts 5 & 6: Futures and Options / Topics in Investments** Stock Options (a.k.a. Options Contracts)	 15	#4*
15	Apr 29 - May 5	Futures Contracts	14	
16	May 6 - 12	Margin Accounts and Shorting (Buying & Selling Securities) Brokerage Accounts	2	
17	May 13 - 19	Miscellaneous investing topic (real estate, annuities, precious metals, etc.) Review / Catch-up	lecture	
18	May 20 - 23	**Final Exam:**		Final

* Always check www.WonderProfessor.com for the date of the next exam.