



Instructor

Dr. David Rakowski

Office Number

COBA 616, UTA

Finance Department Telephone Number

817-272-3706 (email is preferred for contact)

Email Address

rakowski@uta.edu

Course Website

Access through Canvas and Pearson's *MyFinanceLab*.

To access the Canvas course site go to uta.instructure.com, click the login button, and enter your UTA email and password.

To access MyFinanceLab go to:

<https://www.pearsonmylabandmastering.com/northamerica/myfinancelab/>

Faculty Profile

<https://www.uta.edu/profiles/david-rakowski>

Office Hours (online and in-person)

Monday and Wednesday: 12:30-2:00; or by appointment.

Section Information

Section 002, Class 81191.

Time and Place of Class Meetings

Monday and Wednesday: 2:30PM-3:50PM; COBA 147

Description of Course Content

Principles governing the proper investment of personal and institutional funds, information sources, security analysis, exchanges and regulations.

Prerequisites

ECON 2306, ACCT 2302, and 60 credit hours.

Course Learning Objectives (CLOs)

After completing the course, students should be able to:

CLO 1: Understand investment environments in the U.S. and abroad.

CLO 2: Understand, quantify, and apply valuation techniques for common stocks, bonds, options, and futures.

CLO 3: Understand and apply asset pricing theories.

CLO 4: Understand and describe the empirical behavior of security prices and the efficient market hypothesis.

CLO 5: Develop and apply skills for portfolio management.

Suggested Textbooks and Other Course Materials

You will need access to both a textbook (digital eText is required) and the publisher's online platform: *MyFinanceLab*.

Textbook and *MyFinanceLab* descriptions are available at:

<http://www.mypearsonstore.com/bookstore/fundamentals-of-investing-013408330X>

MyLab Finance with Pearson eText ISBN# is: 0134083938 / 9780134083933

Optional textbook hardcopy is: *Fundamentals of Investing*, 13th edition by Scott Smart, Lawrence Gitman, and Michael Joehnk. Pearson. ISBN-13: 978-0-13-408330-8.

Technical Requirements

Course materials are online via Canvas. Students should have adequate internet access and computer resources to stream online video files and to read or print materials from Canvas. This course will also make use of the Microsoft Excel spreadsheet program. It is essential for students to possess basic competency with this program in order to succeed in the class. If you are not comfortable with Excel then there are a multitude of videos and tutorials available online that you can practice with prior to the beginning of the course.

The technology required in this course includes:

- a computer to access the course
- speakers or headphones to listen to lectures
- a word processing software, such as Microsoft Word
- a data processing software, such as Microsoft Excel

Mozilla Firefox and Google Chrome are the recommended and supported browsers for this course.

The course also has the following options for system requirements:

- Windows Vista or higher
- Mac OSX 10.6 or higher

When meeting in online office hours, if you wish to talk instead of type, you will also need a microphone.

Canvas Resources

For an introduction to the Canvas interface, please watch this [Canvas Overview video](#). For help with other features of Canvas, see [Getting Started as a Student](#) or the more comprehensive [Canvas Student Guide](#). You can access Canvas from a web browser or by downloading the free Canvas Student app on Android (Google Play) and iOS (iTunes) devices. If you run into any technical problems this semester, you can reach Canvas support from within Canvas by clicking on the Help icon (question mark) on the bottom of the left menu and selecting "Chat with Canvas Support (Students)" or "Canvas Support Hotline (Students)".

Minimum Technical Skills

In order to succeed in this course, there are some technical skills you must have.

These include:

- Using email and other forms of electronic communication.
- Creating and using files in Microsoft excel. Help with excel can be found at the [Microsoft support site](#), or <http://www.excel-easy.com/>; and there are numerous tutorial videos at [YouTube](#). We will be using the financial functions in particular so it would be useful to practice those.

Assessment

Financial analysis skills will be assessed through homeworks, quizzes, and exams. Homeworks and quizzes are available through Pearson's MyFinanceLab. Exams will be in-class.

Exams

There will be two in-class mid-term exams (Monday, September 30th, and Monday, November 11th) and a comprehensive final exam (tentatively Monday, December 9th from 2:00pm to 4:30pm). All exams will be multiple choice and machine graded. Students will be required to present a picture ID to receive a question booklet. Scan-Tron form 882-ES (available at bookstore) must be supplied by the student along with the required #2 pencils and erasers.

Homeworks

Each topic (approximately one to two textbook chapters over one to two weeks) will have one graded homework assignment in MyFinanceLab. Homeworks will each have 10 questions, are take-home and open-book, and allow unlimited attempts. There will be a total of 11 homeworks.

Quizzes

Each topic (approximately one to two textbook chapters over one to two weeks) will have one graded quiz in MyFinanceLab. Quizzes will each have 10 questions, are take-home and open-book, and allow only one attempt. There will be a total of 11 quizzes. You must complete the homework for each chapter before you can start the quiz.

Grading

Course performance will be evaluated as:

Homework Total	(11x10=110 points)	10%
Assignment Total	(11x40=440 points)	40%
Exam 1	(165 points)	15%
Exam 2	(165 points)	15%
Final Exam:	(220 points)	20%
Course total	1100 points	100%

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. The grading scale will be: A = 90% = 990 points and above; B = 80%-89% = 880-989 points; C = 70%-79% = 770-879 points; D= 60%-69% = 660-769 points; F = below 60% = below 660 points.

Deductions from Grades

At the instructor's discretion, points may be deducted from assignments for the disruption of class or disrespect towards the instructor or other students in class. The most common reasons for this would be: phones ringing during class; inappropriate use of social media during class; being late for class; and using technology (the internet) for non-class activities while in class. All of these activities distract and/or impede the learning of other students.

In general, any points for extra credit or deductions from grades will be tallied up at the end of the semester and then applied to one of your assignment grades (it does not make a difference for your final grade to specify which assignment's grade is adjusted).

Expectations for Out-of-Class Study

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Attendance

Attendance at class is encouraged but not required.

Make-up Work

Make-up exams will be scheduled at the instructor's discretion for students who contact the instructor at least one week prior to the scheduled exam date with a valid reason. Make-up work will not be allowed for the assignments. Because the assignments are done on Canvas, they can always be turned in early if a student is unable to make it to class.

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext> ; for graduate courses, see <http://grad.pci.uta.edu/about/catalog/current/general/regulations/#grade-grievances>]

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Americans with Disabilities Act

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.

Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will

be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

The instructor will make every effort to respond to emails within 24 hours during the normal work week. Responses may take longer during weekends and holidays.

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Etiquette expectations (sometimes called "netiquette") for online discussions, email, and other forms of communication

When creating and replying in the discussion forum, you *must* follow the below guidelines.

- Review your work before you post.
- Make sure to present your ideas in a clear, logical order and in a non-threatening tone.
- To help convey tone, use popular emoticons such as 😊 (smiley face). But, be careful not to overuse them.
- Avoid writing in all capital letters as this conveys shouting.
- Use appropriate and non-offensive language. Additionally, slang, sarcasm, and abbreviations can be misunderstood.
- Respect others and their opinions. Disagree respectfully.
- Adhere to copyright rules and cite your sources.

When emailing your instructor or academic coach, you must follow the below guidelines:

- Always include the course name in the subject of your email
- Use appropriate language – no slang or abbreviations
- Emails are professional in manner, so no emoticons

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless*

specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is across the hall and down the stairs (please see

http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_All/Evac_B/Evac_B_151.pdf for directions). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

OIT Help Desk

The OIT Help Desk is your first stop for meeting most of your computing needs. Help Desk provides support to UTA students, faculty, and staff by phone, e-mail, walk-in, and LiveSupport - live web chat session. Some types of support you may seek from them include help with your password, NetID, and MavMail.

Email: helpdesk@uta.edu

Call: 817.272.2208

Website: <http://www.uta.edu/oit>

<p>Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381</p>

Course Schedule

"All dates are approximate, and some will likely change. As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. "–Dr. David A. Rakowski

Class	Date and Day	Content
1	Wednesday, August 21 Monday, August 26	Syllabus; Ch. 1: The Investment Environment Homework 0, Orientation due at noon
2	Monday, August 26	Ch. 2: Securities Markets and Transactions
3	Wednesday, August 28 <i>Monday, Sept. 2</i> Wednesday, Sept. 4	Ch. 2: Securities Markets and Transactions <i>Labor Day Holiday, no class</i> Homework 1 and Quiz 1 due at noon: Ch. 1 & 2
4	Wednesday, Sept. 4	Ch. 3: Investment Information
5	Monday, Sept. 9 Wednesday, Sept. 11	Ch. 3: Investment Information Homework 2 and Quiz 2 due at noon: Ch. 3
6	Wednesday, Sept. 11	Ch. 4: Risk and Return
7	Monday, Sept. 16 Wednesday, Sept. 18	Ch. 4A: Time Value of Money in Excel Homework 3 and Quiz 3 due at noon: Ch. 4 & 4A
8	Wednesday, Sept. 18	Ch. 5: Modern Portfolio Concepts
9	Monday, Sept. 23 Wednesday, Sept. 25	Ch. 5: Modern Portfolio Concepts Homework 4 and Quiz 4 due at noon: Ch. 5
10	Wednesday, Sept. 25	Review for Midterm Exam 1
11	Monday, Sept. 30	Midterm Exam 1
12	Wednesday, October 2	Ch. 6: Common Stocks
13	Monday, October 7 Wednesday, October 9	Ch. 6: Common Stocks Homework 5 and Quiz 5 due at noon: Ch. 6
14	Wednesday, October 9	Ch. 8: Stock Valuation
15	Monday, October 14 Wednesday, October 16	Ch. 8: Stock Valuation Homework 6 and Quiz 6 due at noon: Ch. 8
16	Wednesday, October 16	Ch. 9: Market Efficiency
17	Monday, October 21 Wednesday, October 23	Ch. 9: Behavioral Finance Homework 7 and Quiz 7 due at noon: Ch. 9

Class	Date and Day	Content
18	Wednesday, October 23	Ch. 10: Fixed Income Securities
19	Monday, October 28	Ch. 10: Fixed Income Securities
	Wednesday, October 30	Homework 8 and Quiz 8 due at noon: Ch. 10
20	Wednesday, October 30	Ch. 11: Bond Valuation
21	Monday, November 4	Ch. 11: Bond Valuation
	Wednesday, November 6	Homework 9 and Quiz 9 due at noon: Ch. 11
22	Wednesday, November 6	Review for Midterm Exam 2
23	Monday, November 11	Midterm Exam 2
24	Wednesday, November 13	Ch. 12: Mutual Funds and ETFs
25	Monday, November 18	Ch. 12: Mutual Funds and ETFs
	Wednesday, November 20	HW 10 and Quiz 10 due at noon: Ch. 12
26	Wednesday, November 20	Ch. 14: Options
27	Monday, November 25	Ch. 15: Futures
	<i>Wednesday, November 27</i>	<i>No Class; Thanksgiving Break</i>
28	Monday, December 2	Ethics; Review
	Wednesday, December 4	HW 11 and Quiz 11 due at noon: Ch. 14 & 15
	Monday, December 9	Final Exam 2:00pm-4:30pm