

Principles of Investing Syllabus (H-P584)

Course Description

This full-year course explores in detail the financial services industry from the client, financial advisor, and investment firms' perspective. The primary goal of the course is to encourage diversified long-term investing in stocks, bonds, mutual funds, and other types of securities. Students will learn how to make investment decisions by researching and analyzing investment data. The Sales, Operations, and Career aspects of the securities industry will also be explored in-depth. Students are required to complete a Long-Term Investment Project to demonstrate their mastery of the subject matter.

Course Objective

Display and apply knowledge of the securities and investment industry

- Read, understand, and communicate using the language of securities and investing
- Analyze, interpret, and communicate financial information
- Use appropriate technology including the internet, and word processing, spreadsheet, database, graphic organizer, and presentation software to assist in the application of securities and investment knowledge
- Combine a flexible variety of core subject area knowledge in solving problems in the securities industry

Competencies:

The student will

- Communicate using terminology prevalent in the securities and investment industries
- Understand a variety of securities, their features, risks, and returns
- Describe how securities are issued to investors of all types
- Explain how the effectiveness of different markets are measured
- Differentiate between legal, illegal, and unethical acts in the securities industry
- Use a variety of formulas to determine return on investment and other important investment calculations
- Comprehend how the securities industry affects the professional and personal life of a sales professional
- Understand the different types of brokerage firms and how these firms are evolving in the 21st century
- Understand the inner workings of the operations department in a securities firm
- Read and comprehend the Financial Statements and Annual Reports of a corporation
- Use and apply research and analysis in investment decision making

Course Content

1. Securities overview (!CC-CT)
 - What is a security
 - Equity |Securities (Stocks) (*2.X.04)
 - Debt Securities (Bonds)
2. Issuing Securities (@ ELA 3.17)
 - How are securities issued (*2.F.01c) (!CC-CT, QR)
 - Securities Markets and their History (!CC-HA, HU)
 - Securities Exchanges: Buying and Selling securities (!CC-QR)
 - Dow Jones Industrial Average Index (!CC-OC, QR)
 - Securities regulation (*2.H.01c) ((*2.P.06) (!CC-CT, HU)
3. Investment Calculations (*2.F.10) (*2.F.11) (!CC-QR)
 - % Change in Investment Values
 - Compound Interest (*OT2.N.01-.06) (*OT2.O.01-.04)
 - The Rule of 72 (!CC-CT)
 - NAIC: 4 Investment Principles
 - Dollar Cost Averaging (!CC-CT) (*OT2.N.01-.06) (*OT2.O.01-.04)
 - Time Value of Money (!CC-CT) (!CC-TL)
4. The Investment Supermarket
 - Risk/Return Pyramid (*2.F.11) (*2.N.01) (*2.X.08)
5. The Investment Professional (*2.H.02c) (*2.H.04)
(@ELA 19.27, 22.10, 24.6, 23.13, 21.9, 23.14) (!CC-WC) (*OT2.I.01-.04)
 - What are their responsibilities
 - Sales strategies
 - Character traits of successful investment brokers
 - Earnings potential
 - Working conditions
 - Education, Training & Licensing Requirements
6. Securities firms
 - Typical Departments
 - Types of Brokerage Firms (!CC-CT)
 - Mergers, Acquisitions, and Spin-offs (@ ELA 3.17) (!CC-CT) (!CC-OC)
 - Asset Management (!CC-QR)
 - Know your customer (*2.H.04) (@ELA 3.17) (!CC-OC)
7. Operations Department (*2.H.04)
 - Operations Support
 - Processing a Trade
 - Margin Accounts (*2.N.01) (!CC-CT, QR) (*OT2.N.01-.06) (*OT2.O.01-.04)
 - Record Keeping
8. Financial Statements and Annual Reports (*5.C.02a) (*2.F.02c) (*2.F.06c) (*2.Y.01)
 - Components of an Income Statement (*2.S.02)
 - Components of a Balance Sheet (*2.Y.04)
 - Financial Statement Calculations (*OT2.N.01-.06) (*OT2.O.01-.04) (!CC-QR)
 - Components of an Annual Report (!CC-CT)
 - Earnings per Share (!CC-QR)

9. Researching Investments (*2.N.01) (!CC-CT)
 - Buy, Sell, Hold Recommendations
 - Fundamental & Technical Analysis
 - Economic Indicators & News Releases
 - Stock Table
 - Value Line Stock Report
 - Stock Selection Guide (!CC-QR)
10. Investment Project (*All Standards Above) (*2.X.04) (*2.N, 2.0, 2.P) (!CC-CT, TL, WC, QR)
(Parts of each of the following strand as needed by student teams: (*OT2.I, J, K, L, N, O, P, S, T))
11. Mutual Funds
 - Professional Money Management
 - Types of Mutual Funds
 - Load vs. No-load
 - NAV & POP (!CC-QR)
 - Capital Gains & Income Distributions
 - Prospectus (!CC-CT)
 - Time in the Market

Standards Legend

- Massachusetts CVTE Frameworks
 - Management and Entrepreneurship Strand 5
 - Marketing Strand 2
 - Employability Strand 4
 - Office Technology Strand 2 (Designated as OT)
- @ Massachusetts Embedded Academic Frameworks
- ! BCC Core Competencies

The Following Massachusetts CVTE Framework Standard applies to all Content taught in this course: 2.F.06c

The following Massachusetts Embedded Academic Framework Standard applies to all chapters taught in this course: ELA 2.5.

The following Massachusetts Embedded Academic Framework Standard applies in full or in part to chapters 1-5, and 8-11 in this course: Math 10.D.1.

Principles of Investing Student Materials

Required

Pen (Blue or Black ink only)

Small Folder (For current chapter worksheets)

Calculator

Suggested

White out

Large 3-Ring binder (For previous chapter worksheets)

3 Hole Punch

Principles of Investing

Typed Homework Assignment (Format)

Select a business article. Read the article and type a full 1-page Journal Entry.

1. Key your name on the left margin

Single Space

2. Key the Publication name

Single Space

3. Key the Author's name

Single Space

4. Key the article's name

Double Space

Paragraph 1: Summarize the article

Paragraph(s) 2/3: Write an opinion-based response to the article

Additional Instructions

- Homework will be due on or about the 15th and last day of each month.
- Text must be 12-point size.
- Use double spacing between lines in the body of the journal entry.
- Margins should be 1 inch on all sides.
- The journal entry must be at least 1 full-page.

Principles of Investing Textbook Assignments

Directions

Format

1. Place your name in the upper left hand corner of the first page
(Use white paper only).
2. Skip a line.
3. Place Chapter number and textbook page number all on 1 Line.
(i.e.) Chapter 1-Page 13
4. Skip 2 lines.
5. Write in the proper heading for each set of questions answered and underline it.
6. Skip a line after each heading.
7. Answer each question: Number each question before answering it and skip a line after completing each answer
8. Repeat steps 5 through 7 for each new heading.

Course Grading System

<u>Description</u>	<u>Weight</u>
¹ Exams	40 %
² Homework/Quizzes/Textbook Assignments	20 %
³ Class Participation	20 %
⁴ CP-Attendance	<u>20 %</u>
Total Percent Available	<u>100 %</u>

¹Exams

All missed Exams must be made up within 5 school days of the original Exam date. Makeup/Extra help day will be every Wednesday.

²Late Homework Assignments

1 day	minus 15 Points
2 days	minus 30 Points
3 days	No Credit Earned

³Class Participation

Students should always have proper materials, remain seated, be alert, and display appropriate behavior.

⁴CP-Attendance

Credit is lost for absences, class cuts, and tardiness. Credit for absences will be added back for time spent making up missed work, but only if work is completed in a timely manner.

Classroom Rules

- **All electronic devices (except calculators) are not to be seen or heard in the classroom. Failure to comply with this rule will result in a homework grade of zero for the class period.**
- **No vulgar language.**
- **No food, drink (except water), or gum is allowed in the classroom. Failure to comply with this rule will result in a homework grade of zero for the class period.**
- **No hats in your possession. Failure to comply with this rule will result in a homework grade of zero for the class period.**
- **Do not touch or handle school/other people's personal property without permission.**
- **Passes will be given out on a limited basis. Individual pass privilege will be taken away if abused.**
- **Students will remain seated unless asked by the teacher to do otherwise.**
- **Students will not in any way hinder the learning process of their peers.**
- **Students will not engage in behavior that is demeaning or offensive to others.**

	Date
Student Signature _____	
Parent/Guardian Signature _____	
Teacher Signature _____	