

ARIZONA WESTERN COLLEGE  
SYLLABUS

## FIN 110 MUTUAL FUND BASICS

Credit Hours: 3 Lec 3COURSE DESCRIPTION

This course provides a foundation for the novice investor in the understanding of mutual fund concepts and terminology, portfolio composition of mutual funds, portfolio risk and return, mutual funds trading, short-term money market instruments, exchange traded funds, expense ratios, taxation of mutual funds in qualified and unqualified plans, mutual fund research, and financial planning with mutual funds.

1. COURSE GOALS

- 1.1 explain mutual fund concepts and terminology,
- 1.2 examine mutual fund portfolio compositions.
- 1.3 evaluate mutual fund portfolio risk and return.
- 1.4 explain short-term money market instruments.
- 1.5 evaluate mutual fund taxation in qualified and unqualified plans.
- 1.6 discuss exchange traded funds.
- 1.7 engage in mutual fund research.
- 1.8 evaluate financial planning using mutual funds as an investment vehicle.

2. COMPETENCIES

Upon satisfactory completion of this course, students will be able to:

- 2.1 understand mutual fund concepts and terminology.
- 2.2 synthesize mutual fund portfolio compositions.
- 2.3 evaluate mutual fund portfolio risk, return, and expenses.
- 2.4 explain short-term money market instruments.
- 2.5 understand exchange traded funds.
- 2.6 comprehend the taxation of mutual funds in qualified and unqualified plans.
- 2.7 conduct mutual fund research.
- 2.8 utilize mutual funds in financial planning.

3. METHODS OF INSTRUCTION

- 3.1 Resource reading material
- 3.2 Researching mutual fund data through online sources
- 3.3 Creating excel charts and graphs
- 3.4 Utilizing brokerage account tools, research, and news

4. LEARNING ACTIVITIES

- 4.1 Assigned reading
- 4.2 Discussion board activities
- 4.3 Portfolio analysis
- 4.4 Researching techniques
- 4.5 Buy and sell mutual funds for profit

## 5. EVALUATION

- 5.1 Written assignments
- 5.2 Exams
- 5.3 Portfolio assessments

## 6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or looseleaf book, pens, pencils, dictionaries, and purchase textbook required for class.
- 6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
  - Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course