

**WASHTENAW COMMUNITY COLLEGE  
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

BMG 100

For help screens, select a field and press F1

**SECTION I. COURSE SUBMISSION INFORMATION**

1. **Course:** (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give old number or title in box 4 below.)  
**Discipline/No:** BMG 100      **Title:** Investments

Division Code: BUS      Department Code: BUSD      Effective Term: Fall 2000       Do not publish in Time Schedule  
 Do not publish in College Catalog

2. **Type of Approval:** (applies to both new courses and changes)  
 Full Approval  
 Conditional Approval  
  
 This proposal previously received conditional approval for the Term: \_\_\_\_\_

3. **Reason for Submission:** This Course is being submitted for: (check all that apply)  
 New Course Approval (Skip the rest of Section I and go directly to Section II.)  
 Five-year Syllabus Review       No changes to course  
 Major Change(s)  
 Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.)  
 Reactivation of Inactive Course  
 Inactivation (Submit Sections I and II only.)

4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

<p><b>Minor Changes</b></p> <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Capacity (was: _____) <input type="checkbox"/> Pre or Corequisites <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) <input type="checkbox"/> Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) <input type="checkbox"/> Other _____	<p><b>Major Changes</b> (Major changes will be reviewed by Curriculum Committee.)</p> <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Core Elements: (Elements to be added: _____ (Elements to be removed: _____) <input type="checkbox"/> Grading <input type="checkbox"/> Course Objectives affecting core elements <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Honors (Attach Honors Section Approval Form.) <input type="checkbox"/> Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) <input type="checkbox"/> Other _____
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5. **Rationale for changes:**  
 Low enrollments and non-transferability, as direct credit, to a four-year institution's business program.

**SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES**

1. **Department Review** (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.)

Will significant new resources be required?     yes     no (If yes, explain \_\_\_\_\_)  
 Have departments that may be affected by this course been consulted?     yes     no (Explain \_\_\_\_\_)  
 Does the department support approval of this course?     yes     no

Print: Granville Lee      Faculty/Preparer      Signature: [Signature]      Date: 5/2/00  
 Print: Granville Lee      Department Chair      Signature: [Signature]      Date: 5/2/00

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return with rationale attached.)

Will significant new resources be required?     yes     no (If yes, have they been secured?     yes     no)  
 Is this a curricular priority for your division?     yes     no (Comment \_\_\_\_\_)  
 What is your estimate of projected enrollment? \_\_\_\_\_

Recommendation     Yes     No      [Signature]      5/1/2000  
 Division Dean's Signature      Date

3. **Curriculum Committee Review** (Attach additional comments if necessary.)

Recommendation     Yes     No      \_\_\_\_\_      \_\_\_\_\_  
 Curriculum Committee Chair's Signature      Date

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)

Approval     Yes     No      [Signature]      5/9/00  
 Vice President's Signature      Date

Log File \_\_\_\_\_      ACS Code \_\_\_\_\_      Catalog File Date 5/10/00      Access Date 5/12/00  
 Core Elements Approved \_\_\_\_\_      New Syllabus Date \_\_\_\_\_

# Memorandum

To: Larry Whitworth, President, Washtenaw Community College  
CC: G. Lee, B. Parker, G. Altieri, P. Cygnar, D. Bila, BMG Faculty  
From: Joseph L. Flack Jr., Faculty BMG (Business)  
Date: May 23, 2000  
Re: BMG Curriculum and BMG Courses for Investments

- (a) Introduction to Investments, BMG 100 (1) Credit Hour
- (b) Investments Strategies, BMG 130 (3) Credit Hours

*Flack*

*Not a copy*  
*Investment*  
*BMG Curriculum*

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Per our meeting in your office on May 23, 2000, concerning the BMG Program, as published and, the retention of the two Investment classes in the class schedule and the College catalog, this memo confirms your affirmation, that the said courses, as noted, and discussed, will remain in the BMG Curriculum, College catalog and any other publications thereof. Thank you for your time as it was greatly appreciated, as we were able to walk through the contents and objectives of the courses and BMG Program.

sah

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**SECTION I. COURSE SUBMISSION INFORMATION**

1. **Course:** (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give old number or title in box 4 below.)  
**Discipline/No:** BMG 100      **Title:** Investments

Division Code: BUS      Department Code: BUSD      Effective Term: Winter 2000       Do not publish in Time Schedule  
 Do not publish in College Catalog

2. **Type of Approval:** (applies to both new courses and changes)  
 Full Approval  
 Conditional Approval  
 This proposal previously received conditional approval for the Term: \_\_\_\_\_

3. **Reason for Submission:** This Course is being submitted for: (check all that apply)  
 New Course Approval (Skip the rest of Section I and go directly to Section II.)  
 Five-year Syllabus Review       No changes to course  
 Major Change(s)  
 Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.)  
 Reactivation of Inactive Course  
 Inactivation (Submit Sections I and II only.)

4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

<p><b>Minor Changes</b></p> <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Capacity (was: _____) <input type="checkbox"/> Pre or Corequisites <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) <input type="checkbox"/> Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) <input type="checkbox"/> Other _____	<p><b>Major Changes</b> (Major changes will be reviewed by Curriculum Committee.)</p> <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Core Elements: (Elements to be added: _____) (Elements to be removed: _____) <input type="checkbox"/> Grading <input type="checkbox"/> Course Objectives affecting core elements <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Honors (Attach Honors Section Approval Form.) <input type="checkbox"/> Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) <input type="checkbox"/> Other _____
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5. **Rationale for changes:**

**SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES**

1. **Department Review** (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.)  
Will significant new resources be required?     yes     no (If yes, explain \_\_\_\_\_)  
Have departments that may be affected by this course been consulted?     yes     no (Explain N/A \_\_\_\_\_)  
Does the department support approval of this course?     yes     no

Print: Joseph Flack      Faculty/Preparer      Signature: \_\_\_\_\_      Date: 10/14/99  
Print: Granville Lee      Department Chair      Signature: \_\_\_\_\_      Date: 10/14/99

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return with rationale attached.)  
Will significant new resources be required?     yes     no (If yes, have they been secured?     yes     no)  
Is this a curricular priority for your division?     yes     no (Comment \_\_\_\_\_)  
What is your estimate of projected enrollment? 30/section +

Recommendation     Yes     No      \_\_\_\_\_  
Division Dean's Signature      Date

3. **Curriculum Committee Review** (Attach additional comments if necessary.)  
Recommendation     Yes     No      \_\_\_\_\_  
Curriculum Committee Chair's Signature      Date

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)  
Approval     Yes     No      \_\_\_\_\_  
Vice President's Signature      Date: 11/10/99

Data File 11/11/99      ACS Code 121      Catalog File Date 11/21/99      CIF File Date 11/9/99 OK  
Core Elements Approved X      New Syllabus Date 10/14/99

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**SECTION III. COURSE SYLLABUS**

For help screens, select a field and press F1.

**A. COURSE DETAILS** (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing)

1. Course Discipline & No.: <u>BMG 100</u>		2. Course Title: <u>Investments</u>	
3. Course Description:			
4. Credit Hours: <u>01</u> If Variable credit, Give Range: <u>    </u> to <u>    </u> If repeatable for credit, how many times? <u>    </u>		5. Class Capacity: <u>30</u> (If nonstandard, attach Class Capacity Exception form.)	
7. Contact Hours per Semester in: Lecture: <u>15</u> Lab: <u>    </u> Clinical: <u>    </u> Experiential: <u>    </u> Total Contact Hrs: <u>15</u>		8. Prerequisite(s): <u>None</u>	
10. a. Course Purpose: <input type="checkbox"/> Program Specialty <input type="checkbox"/> Program Support <input type="checkbox"/> Nonprogram Specialty <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Enrichment <input checked="" type="checkbox"/> Basic Skills		b. Is this course a requirement for a program? <input type="checkbox"/> Yes (specify the program(s) below) <u>    </u> <u>    </u> <input checked="" type="checkbox"/> No	
		6. Course Options: <input type="checkbox"/> Distance learning (Attach preliminary distance approval form and Section Handout.) <input type="checkbox"/> Honors (Complete Part G.) <input type="checkbox"/> P/NP Grading (Attach rationale.)	
		9. Corequisite(s): (limit to 2) <u>    </u> <u>    </u>	
		c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.) <input type="checkbox"/> EMU <input type="checkbox"/> UM <input type="checkbox"/> Other <u>    </u>	

**B. MAJOR INSTRUCTIONAL UNITS** A major instructional unit is a grouping of topics that naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

1. What investment means to you
2. What you should know about common stocks
3. How and why new stock is sold
4. What you should know about preferred stocks
5. What you should know about bonds and investment banking
6. How new issues are regulated
7. What you should know about government and municipal bonds
8. How stocks are bought and sold
9. What it costs to buy stocks
10. How the stock exchange works
11. How a market is made
12. How large blocks of stock are handled
13. How small orders are handled
14. Monthly and other accumulation plans
15. Other exchanges-Here and in Canada
16. How the over-the-counter market works
17. Investing or Whats a Broker for?
18. How you do business with a Broker
19. How you open an account
20. What it means to speculate

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21. How you buy stocks of margin
22. What it means to sell short
23. How to tell what the market is doing
24. How to read the financial news
25. Financial advice-at a price
26. How your broker can help you
27. Can you "Beat the market"?
28. Should you buy a mutual Fund?
29. Why you should invest-if you can
30. How good are common stocks?
31. How you should invest-if you can
32. When is the time to sell?
33. Who owns stock?
34. Stock Ticker Tape Screens

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**C. CORE ELEMENT INFORMATION**

**1. Core Element Submission Information:** (Please check all that apply)

- This course has been previously approved for core elements. List **currently** approved core elements: 7
- Please review this course for core elements marked in part 2 below. (Mark only core elements being added or those needing review because of proposed major changes to the course.)
- This course does not meet any core elements. Explain \_\_\_\_\_

**2. Proposed Core Element(s):** (Mark the boxes of only the elements to be reviewed at this time. For detailed information on the criteria for determining whether a course meets a core element, refer to the Core Element Annotations in the Curriculum Manual.)

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner.</li> <li><input type="checkbox"/> 2. To use information sources and information gathering techniques; to cite sources when producing written communications.</li> <li><input type="checkbox"/> 3. To develop, organize, and express thoughts in writing using Standard English.</li> <li><input type="checkbox"/> 4. To apply basic mathematics through the level of elementary algebra.</li> <li><input type="checkbox"/> 5. To represent and solve problems using mathematical techniques.</li> <li><input type="checkbox"/> 6. To interpret elementary descriptive statistics.</li> <li><input type="checkbox"/> 7. To comprehend and use concepts and ideas.</li> <li><input type="checkbox"/> 8. To develop, express, test, and evaluate ideas.</li> <li><input type="checkbox"/> 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner.</li> <li><input type="checkbox"/> 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning.</li> <li><input type="checkbox"/> 11. To use computer systems to achieve professional, educational, and personal objectives.</li> <li><input type="checkbox"/> 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations.</li> <li><input type="checkbox"/> 13. To be aware of the artistic experience in personal and cultural enrichment, growth, and communication.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 14. To be aware of the nature and variety of the human experience through the methods and applications of the humanities</li> <li><input type="checkbox"/> 15. To understand the basic principles of scientific inquiry.</li> <li><input type="checkbox"/> 16. To have a knowledge of basic human biological principles, including those related to wellness.</li> <li><input type="checkbox"/> 17. To understand the basic principles of the natural sciences, and their relationship to the environment.</li> <li><input type="checkbox"/> 18. To understand the basic principles and applications of technology.</li> <li><input type="checkbox"/> 19. To understand the principle of integrating technological elements into systems.</li> <li><input type="checkbox"/> 20. To understand the relationship of technology to individuals, society, and the environment.</li> <li><input type="checkbox"/> 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior.</li> <li><input type="checkbox"/> 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society.</li> <li><input type="checkbox"/> 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions</li> <li><input type="checkbox"/> 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions.</li> </ul> |
|--|---|

**DIRECTIONS:** Each core element marked above must be included in the appropriate core element boxes next to the course objectives in SECTION D which directly support that core element.

**3. Courses That Partially Satisfy A Core Element In Combination With Other Courses:**

- If this course is part of a combination of courses that together meet a core element, mark this box. The courses must all be submitted and reviewed together for core element approval.
- Other course(s) required \_\_\_\_\_

**Dean's Comments:**

**Curriculum Committee's Comments:**

**Vice President's Comments:**

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**D. INSTRUCTIONAL OBJECTIVES AND CORE ELEMENTS SUPPORTED**

DIRECTIONS: (These Units should match those listed in Section B.) Use student outcome based language. (Example: The student will develop and support a thesis in an essay.) If the objective is being used to directly support a core element, write the core element number in the box to the right. If needed, additional information on how the core element is to be met and/or assessed for accomplishment can be included under the objective. If desired you may add a section of "overall course objectives" which are not associated with a specific unit. This may be particularly helpful for addressing core elements.

**Unit Objectives**

**Core Elements**

**Unit #1**

- |     |  |                      |
|-----|--|----------------------|
| # 1 | The student will understand the basics of investing in stocks and mutual funds.                                    | <input type="text"/> |
| # 2 | The student will learn techniques of stock investment evaluation.  | <input type="text"/> |
| # 3 | The student will demonstrate the mechanics of purchasing and selling stocks.                                       | <input type="text"/> |
| # 4 | The student will understand the basics of financial statement information and use and purpose of the statements.   | <input type="text"/> |
| # 5 | The student will demonstrate ability to use Wall Street Journal.   | <input type="text"/> |
| # 6 | The student will learn how a stock broker assists in stock selection, research analysis, and portfolio management. | <input type="text"/> |
| # 7 | The student will demonstrate knowledge about investment information sources and use of same.                       | <input type="text"/> |

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**E. INSTRUCTIONAL METHODS AND EVALUATION**

**1. Instructional Methods:** (Check the appropriate boxes and describe as needed.)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Lecture/Discussion _____ | <input type="checkbox"/> Field Trips _____            |
| <input type="checkbox"/> Clinical Instruction _____          | <input type="checkbox"/> Team Assignments _____       |
| <input type="checkbox"/> Self-Paced Learning _____           | <input type="checkbox"/> Telecourse _____             |
| <input type="checkbox"/> Internet Instruction _____          | <input type="checkbox"/> Video Seminar _____          |
| <input type="checkbox"/> Computer Simulations _____          | <input type="checkbox"/> Laboratory Assignments _____ |
| <input type="checkbox"/> On-Site Work Experience _____       | <input type="checkbox"/> Interactive TV _____         |
| <input type="checkbox"/> Other _____                         |   |

**2. Evaluation Criteria:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Attendance _____       | <input checked="" type="checkbox"/> Quizzes _____       |
| <input checked="" type="checkbox"/> Class Discussion _____ | <input checked="" type="checkbox"/> Tests _____         |
| <input type="checkbox"/> Papers _____                      | <input type="checkbox"/> Midterm _____                  |
| <input type="checkbox"/> Portfolio _____                   | <input type="checkbox"/> Final Exam _____               |
| <input type="checkbox"/> Projects _____                    | <input type="checkbox"/> Home Work _____                |
| <input checked="" type="checkbox"/> Reports _____          | <input checked="" type="checkbox"/> Presentations _____ |
| <input type="checkbox"/> Clinical/Work _____               | <input type="checkbox"/> Performances _____             |
| <input type="checkbox"/> Other _____                       |   |

**3. Attendance Requirements:** (For Certification or nonevaluative purposes.)

At Will - Elective Specialty - Enhancement

**F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES**

**1. Special Equipment/Facilities :** (Check the appropriate boxes and describe as needed.)

- |  |  |
|--|--|
| <input type="checkbox"/> Lab equipment _____                     | <input checked="" type="checkbox"/> Testing Center _____   |
| <input checked="" type="checkbox"/> LRC Reserves _____           | <input type="checkbox"/> Student Competitions _____        |
| <input type="checkbox"/> Computers _____                         | <input type="checkbox"/> Off-Campus Sites _____            |
| <input type="checkbox"/> CD ROM _____                            | <input checked="" type="checkbox"/> Student Tutors _____   |
| <input type="checkbox"/> Field Trips _____                       | <input type="checkbox"/> Distance Learning Classroom _____ |
| <input type="checkbox"/> Other <u>Classroom - Fully Equipped</u> |  |

**2. Texts:** (Please indicate if no text is required.)



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Title: Basics of Investing  
 Author: Benton Gup  
 Publisher: Wiley Copyright Yr: \_\_\_\_\_  
 Est. Cost: ?

Title: \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Est. Cost: \_\_\_\_\_

Title: \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Est. Cost: \_\_\_\_\_

Title: \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Est. Cost: \_\_\_\_\_

Title: \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Est. Cost: \_\_\_\_\_

Other Texts: \_\_\_\_\_

**3. Supplies and/or Uniforms Student will have to Own or Acquire for Course:**  
 (e.g. calculators, uniforms, tools, and software, etc., excluding pen, pencil, paper, or textbooks.)

	Descriptions	Cost Estimates
n/a	_____	_____
	_____	_____
	_____	_____

**4. Reference Materials Students Will Use:**  
 (e.g. journals, books, manuals, maps, LRC reserves, etc.)

Wall Street Journal, Money Magazine, Business Week, Standard & Poors Directory, Moodys Directory, Investors Daily

**5. Audio/Visual and Computer Materials Students Will Use:**  
 (e.g. films, video tapes, slides, audio tapes, software, CDs, etc.)

	Title	Source
n/a	_____	_____
	_____	_____
	_____	_____
	_____	_____