

UCIRVINE | EXTENSION

**Investment Management
Specialized Studies Program**



University of California, Irvine | P.O. Box 6050, Irvine, CA 92616-6050
www.extension.uci.edu

PROGRAM DESCRIPTION

According to the CFA (Chartered Financial Analyst) Institute “candidates need to commit to a minimum of 250 hours reading and reviewing the curriculum and taking online sample exams to master the material. This recommendation, however, may substantially underestimate the hours needed for appropriate exam preparation depending on individual circumstances and academic background”

UC Irvine Specialized Studies in Investment Management will provide you the academic core content needed prior to taking a CFA® review course. In this series, you will obtain the knowledge to develop a framework for equity valuation; to create a broader perspective for understanding fundamental bond valuation and bond portfolio management; and to develop a framework for managing investment portfolios.

PROGRAM OBJECTIVES

This program is designed to:

- Provide students with an understanding of
 - Key valuation issues and techniques
 - Serve as foundational curricula for the Chartered Financial Analyst (CFA®) program
 - Apply valuation principles to stocks, bonds, enterprises and projects
 - Calculate ratios and analyze financial statements
 - Apply time value of money concepts

SPECIALIZED STUDIES REQUIREMENTS

A specialized studies certificate is awarded upon completion of five (5) required courses (totaling 12 units) with a grade of “C” or better.

All requirements must be completed within five (5) years after the student enrolls in his/her first course. Although interested persons who are not specialized studies candidates may enroll in any or all of the courses, specialized studies candidates should apply for the Specialized Studies Program before completing the third class in which he/she enrolls. Please see **Application for Candidacy**.

After you have completed all requirements, you must request to receive your official specialized studies certificate by completing a [Request for Certificate Form](#) and returning it to our offices as noted on the form. The form can be accessed on our website at www.unex.uci.edu.

For more information about the program, please contact Francine Berg at (949) 824-4661 or fberg@uci.edu.

PROGRAM FEES

The total cost of the program (5 required) is listed below. Actual fees may differ from the estimate below. Fees are subject to change without prior notice.

Course Fees (both online and classroom formats):	
3-units	\$675 per course
2.5-units	\$625 per course
2-units	\$595 per course
Textbooks	\$100 per course
Candidacy Fee	\$35
Parking	\$34 per quarter

LIST OF COURSES

Course #	Suggested Prerequisite Courses	Units	W	SP	SU	F
Mgmt X419.31	Pre-MBA Statistics Part 1: Descriptive Statistics	2.5	O	O	O	O
Mgmt X419.32	Pre-MBA Statistics Part 2: Inferential Statistics	2.5	O	O	O	O
REQUIRED COURSES (choose 5)						
Mgmt X428.11	Basic Corporate Finance	3	O	C	O	C
Mgmt X428.12	Intermediate Corporate Finance	3		O		O
Mgmt X428.18	Equity Analysis Primer	2	O		O	
Mgmt X428.19	Fixed Income Analysis Primer	2		O		O
Mgmt X428.20	Portfolio Management Primer	2		O		O
Mgmt X428.24	Treasury and Financial Risk Management	3	O		O	

Note: Schedules are subject to change. Check catalog or website www.unex.uci.edu for most current schedule.

W=Winter, SP=Spring, SU=Summer, F=Fall C = Classroom O = Online

For the online course, please visit <http://learn.uci.edu> for more information on how our online courses work.

SUGGESTED PREREQUISITE COURSES

Pre-MBA Statistics Part 1: Descriptive Statistics Mgmt X419.31 (2.5 units)

Learn to apply and effectively use statistical concepts and computation in a business environment. Determine the need for descriptive or inferential statistics in a given situation. Study probability methods from a practical and applied perspective. The emphasis in this course is on data analysis and interpretation of the results, not on computation and implementation of formulas. The course assumes only basic knowledge of algebra; calculus is not required. Learn how to efficiently collect the data needed to answer statistical questions properly, and how to address the question in a rational way once the data are collected.

Pre-MBA Statistics Part 1: Inferential Statistics Mgmt X419.32 (2.5 units)

This is an advanced course in inferential statistics with emphasis on practical application of statistical analysis. Examination of role of statistics in research, understanding statistical terminology, use of appropriate statistical techniques, and interpretation of findings in fields of Economics, Business, Nursing, and Medical Research will be studied. More specifically, topics in this course include Graphing and tabulation of data, Chi-Square, Regression, Correlation, Decision Making under Uncertainty, and Hypothesis testing.

REQUIRED COURSE DESCRIPTIONS

Basic Corporate Finance Mgmt X428.11 (3 units)

This course serves as a prerequisite for most of the other required courses.

This course introduces students to the concepts, methods, and tools used by financial managers in their attempts to make effective investing and financing decisions. It examines the corporate financial management context and the manner in which corporations are governed, and begins an exploration of the ways in which value is created and measured.

Specific attention is devoted to the financial management context; time value of money; risk and return, the cost of capital, and the valuation of stocks and bonds; capital budgeting decision analysis tools; the impact of financial leverage on cost of capital and valuation; dividend policy; and an overview of financial statement analysis.

Intermediate Corporate Finance Mgmt X428.12 (3 units)

This course, a continuation of Basic Corporate Finance, is intended to round out the student's comprehensive overview of corporate finance topics, examines the concepts, techniques, and tools used by financial managers in their attempts to make effective investing, financing, and working capital management decisions.

Specific attention is devoted to advanced capital budgeting topics (estimating future operating cash flows and analyzing real options), financing decisions (capital structure theory and practice, long-term financing, hybrid securities and capital leases, initial public offerings, and corporate restructuring), working capital management, and multinational finance.

Equity Analysis Primer Mgmt X428.18 (2 units)

This course introduces students to the concepts, methods, and tools used by financial managers and financial analysts to develop a framework for equity valuation. This course integrates finance and accounting concepts, blending conceptual valuation theory to useful practical applications.

Specific attention is devoted to the investment management context: equity valuation process; discount dividend valuation; free cash flow valuation; market-based valuation – including price multiples; and residual income valuation.

This course is well-suited for general-interest students who want to acquire a fundamental understanding of equity asset valuation and financial and investment analysts and managers who want to supplement their skills in developing equity asset valuation principles. Students also seeking additional course help for CFA are encouraged to take this class – the textbook is from the CFA Institute Investment Series.

**Fixed Income Analysis Primer
Mgmt X428.19 (2 units)**

This course introduces students to the concepts, methods, and tools used by financial managers and financial analysts to develop a framework for fixed income analysis. This course is intended to create a broader perspective for understanding fundamental bond valuation and bond portfolio management.

Specific attention is devoted to the investment management context: features of debt securities; bond risks; bond sectors and instruments; yield spreads; bond valuation; yield measures, spot rates and forward rates; interest rate risk measurement; term structure and interest rate volatility; valuing bonds with embedded options; credit analysis; and bond portfolio management.

This course is well-suited for general-interest students who want to acquire a fundamental understanding of fixed income analysis and financial and investment analysts and managers who want to supplement their skills in developing bond management principles. Students also seeking additional course help for CFA are encouraged to take this class – the textbook is from the CFA Institute Investment Series.

**Portfolio Management Primer
Mgmt X428.20 (2 units)**

This course introduces students to the concepts, methods, and tools used by financial managers and financial analysts to develop a framework for managing investment portfolios. This course is intended to develop a broad perspective on modern portfolio management – a dynamic process.

Specific attention is devoted to the investment management context: portfolio management process and investment policy statement; managing individual investor and institutional investor portfolios; capital market expectations; asset allocation; risk management, portfolio decisions; monitoring and rebalancing; and evaluating portfolio performance.

This course is well-suited for general-interest students who want to acquire a fundamental understanding of portfolio management and financial and investment analysts and managers who want to supplement their skills in developing portfolio management principles. Students also seeking additional course help for CFA are encouraged to take this class – the textbook is from the CFA Institute Investment Series.

**Treasury and Financial Risk Management
Mgmt X428.24 (3 units)**

This course, a continuation of Basic Corporate Finance and Intermediate Corporate Finance, is intended to provide in-depth coverage of the principles and tools of treasury and financial risk management. In particular, the course will provide a thorough introduction to a range of treasury and risk management tools, techniques, systems and processes for managing organizational risk. The course will also outline how a risk management program can be developed to manage the implementation of financial risk responses within an organizational setting.

Online Format FAQ's

What is an online course?

An online course utilizes the Internet and a web browser as a means of creating a learning environment outside of the traditional classroom. The lectures and discussions will take place on a Distance Learning Center Web site. You will be able to access your course lectures (text based) and communicate with your classmates and instructors through the use of a discussion forum (message board). The online courses follow a classroom structure of covering a lesson a week. You can access your course Web site anytime of the day and place where you have access to the Internet.

Who can take online courses?

Anyone can take an online course as long as they have access to a computer with Internet capabilities, have an active email account and have a basic understanding of how a computer works. An online student also has to be motivated to participate in discussion forums and regularly check the Web site and keep up with the course work.

What happens if I fall behind or complete the course early?

It is okay to be a week ahead or behind. You must remember that participation is a very important aspect of your final evaluated grade for the course. Active participation requires you to post and respond to your instructor and fellow classmates' comments on the discussion forum. If you are too far behind, posting to an old topic will be revisiting something that the majority of your classmates might have discussed.

Are there specific dates that I need to log on to the Web site?

There is a set beginning and end date for your online course. It is suggested that you log on at least 3 times a week to check the discussion forums, to read over assignments and lectures. This is the "asynchronous" aspect of the course.

There might be occasion when the instructor will set a chat time ("synchronous") where he/she assigns a specific date and time for all the students to try to meet in the chat room to ask questions.

All assignments, quizzes, exams, and projects must be completed within the time frame of the course. The instructor will set individual due dates for your assignments, projects and tests.

How many hours a week do I have to devote to my online course?

Just like a classroom course, to get the most out of any type of learning you must commit a certain amount of time to complete the course. You will most likely spend approximately 10 hours a week going over class lectures, doing assignments and spending time on the discussion forum. Time required for each course will vary.

Will I be able to see my online instructor or communicate with him/her via telephone?

Unless there is an extreme instance, all communications with your instructor will be done either through email, the discussion forums or the chat sessions. Please do not expect your instructor to telephone you.

How do I communicate with my instructor?

You communicate with your instructor by either email, discussion forums, or chat sessions. Students are highly encouraged to use these modes of communications, as faxed or mailed assignments are not accepted.

What happens if I have trouble accessing the URL with my login and password?

Contact the Distance Learning Center (DLC) office at unex-online@uci.edu or 949-824-7613 and we will assess and work to fix any problems in the most expeditious manner. In order to better serve you, please note the problem as it occurred.

Will having a firewall at home or at work prevent me from working on my online course?

Although, this very seldom occurs, your firewall may prevent you from posting to the discussion forum while allowing you to read the lectures and other resources.

Do I need to have cookies enabled?

Yes, it is necessary to have your cookies enabled. To best protect your computer it is suggested that you vary your cookie options to ensure the most secure level.

Can I access my course from anywhere?

You can access the course anywhere that you have Internet access. Some companies have firewalls that prevent you from participating in the chat sessions. Please check with your company before you attempt to access the course.

I have enrolled and I entered my key, but it still won't let me in.

Many of you will have enrolled prior to the course start date. Courses will not appear until the course start date. Please note that the first week is considered an orientation week where you can become familiar with the course tools. Always make sure to enter a category for the current quarter that you are signed up for. Many times, previous quarters will be available for past students.

When is the last day to drop the course?

The last day to drop a course follows the standard provided in the UCI Extension catalog. There will be an administrative fee accessed for any withdrawals within the allowable period. Please refer to the Extension website at <http://unex.uci.edu/services/registration/drops> for more information.

What happens if I can't finish a course?

We understand that certain situations can occur. Please refer to the UCI Extension catalog for procedures, etc.

How do I know which online courses can take the place of classroom courses?

Please visit our website at <http://unex.uci.edu> for more information about our certificate programs and course offerings.

How do online courses work?

Once you begin your course, you will find that with the use of the course tools, you will be able to navigate from the lecture to the discussion forums or to the weekly outline. You will be able to maneuver through the Web site to post/read assignments and to download/upload files from your instructor. Your instructor will primarily be contacting you by email or through the discussion forum. Once you begin your course, you will find that with your instructor's help, you will find the benefits of taking a course online.

Help files are found on the Distance Learning Center website with instructions on accessing your online course with information about tools use.

Do I need to purchase books or any additional items?

Some courses do require that you purchase books or software. Please contact the UCI Bookstore for more information about the books for your courses at (949) 824-7810.

What happens after I sign up for a course, how do I get started?

If you enroll through the Web site at <http://unex.uci.edu> you will receive a confirmation email from our Student Services office with information regarding the steps needed to create your login and password, URL to access your course, and the enrollment key to enter your course.

If you have faxed or telephoned your enrollment, you will receive by U.S. mail a confirmation of your course enrollment. On that confirmation you will find the information regarding access to your online course.

I signed up for this quarter's term and I can't find my online course!

Your online course will not be available until the actual course start date. The first week of the course is an orientation week, you will have this time to review the syllabus and become familiar with the course tools.

What is an enrollment key?

An enrollment key is required only for the first time that you enter your online course. Your enrollment key will be given at the same time as the information regarding your course access.

Will the platform for online courses be changing continually every quarter?

There will be changes periodically. Changes occur mainly as a result of student and instructor feedback to our Web site. This is done to maximize the tools.

Is my online course an instructor led course?

Like a traditional course, your online course has an instructor that will conduct the course by giving assignments, answering questions, leading discussions and assigning grades.

Can I get a degree online?

At this time, you can only receive a Master's Degree in Criminology, Law and Society.

Students intending to transfer UC Irvine Extension course credit for a degree at another college or university should verify acceptance of the course with that institution.

What kind of grade options do I have?

The grading options are exactly the same as that of classroom courses.

Who do I contact if I am having problems with the instructor?

Please contact the DLC office at (949) 824-7613 or unex-online@uci.edu. Your instructor should be very explicit on the course syllabus or welcome message as to their availability. If the instructor is going out of town or will be away from the computer for an extended period of time, he/she must notify the class.

Why do I get emails of the discussion forum postings?

If you are receiving emails from the discussion forums, you are subscribed to that particular forum. You can change this option by going to the forums sections on the left side of the course site under Activities. By selecting forum, you will be able to see all the forums created and to turn on/off the subscription function. There may be a forum that you will not be able to change. More than likely, that will be a place where the instructor will post announcements.

I like getting the forum subscribed emails, but the responses I made are not on the course Web site.

If you prefer to receive the subscribed emails from the forum, please do not reply to the email directly, but post your reply to the specific forum where the posting originated. This will ensure that others, including your instructor, will see your reply or comment.

I am confused and frustrated, I can't seem to find my way around the Web site. What can I do?

Call us at (949) 824-7613. We will be happy to walk you through the tools and show you everything you need to know.

**UNIVERSITY OF CALIFORNIA, IRVINE
UNIVERSITY EXTENSION**

APPLICATION FOR CANDIDACY

Specialized Studies in Investment Management

This form must be submitted, along with a filing fee of \$35, prior to completion of the third course in the Program.

NAME Mr. Mrs. Ms.

HOME ADDRESS

CITY

STATE

ZIP

PHONE: DAY

EVENING

EMAIL

SOCIAL SECURITY OR STUDENT ID NUMBER

JOB TITLE

EMPLOYER

EMPLOYER ADDRESS

Payment must be included with application.

MY CHECK FOR \$35 IS ENCLOSED (Payable to Regents of University of California).
CANDIDACY FEE IS NONREFUNDABLE AND NONTRANSFERABLE.

CHARGE TO: VISA MASTERCARD AMERICAN EXPRESS

ACCOUNT NUMBER

EXP DATE

AUTHORIZED SIGNATURE

Mail or Fax To:

University of California, Irvine
University Extension
PO Box 6050, Irvine, CA 92616-6050
FAX (949) 824-2090

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