

FIN 3403
Principles of Finance
3 Credit Hours
Section 004, CRN 11497
Muma College of Business
Kate Tiedemann School of Business & Finance

COURSE SYLLABUS
(Subject to change with notice.)

Semester: Spring 2025
Class Meeting Days & Time: TR 2:00 p.m. – 3:15 p.m.
Class Meeting Location: BSN 115
Instructor: Scott Besley
Office Location: BSN 3405
Office Hours: T 10:30 a.m. – Noon & R 5:00 p.m. – 6:15 p.m.
Phone Number: 813-974-6341
E-mail: sbesley@usf.edu
Course webpage: <http://sbesley.myweb.usf.edu/FIN3403/home.html>

Course Description

Study of the processes, decision structures, and institutional arrangements concerned with the use and acquisition of funds by a firm. Includes the management of the asset and liability structure of the firm under certain and risky situations. The financial decision process will include and recognize the international as well as domestic aspects of financial management.

Course Prerequisites

Each of the following courses must be completed with a grade of C– or better before taking FIN 3403: Principles of Managerial Accounting (ACG 2071), Economic Principles—Microeconomics (ECO 2023), and Economic Principles—Macroeconomics (ECO 2013).

Course Purpose

This is an introductory course in managerial finance in which you should attain a clear, basic understanding of the essentials of financial decision making. Emphasis is given to the underlying principles of corporate finance and their effects on the decision-making framework faced by managers who are charged with maximizing shareholders' wealth. In general terms, the course covers topics related to financing and investment decisions—that is, how to raise funds and where to invest funds. The focus of the course is to provide an understanding of the basic tools and techniques required to make informed decisions about which assets a firm should purchase and how such purchases should be financed. You will find much of the information provided in this class is required to make informed decisions about your personal finances during your life.

Course Topics

The general topics/concepts covered in this course include:

- Time Value of Money
- Valuation of Real Assets—Capital Budgeting Decisions
- Valuation of Financial Assets—Stocks and Bonds
- Risk and Rates of Return
- Financial Statement Analysis—Annual Reports, Ratio Analysis, etc.
- Cost of Capital

Student Learning Outcomes (SLOs)

When you finish this course, you should:

- Understand and be able to apply time value of money (TVM) concepts.
- Be able to describe the characteristics and determine the values and returns of both financial assets, such as stocks and bonds, and real assets, such as machines and equipment.
- Be able to conduct financial analyses of companies using key financial statements.
- Understand and be able to determine the cost of the funds (capital) used by a firm to finance its assets.
- Understand risk as it applies to investing and be able to determine the appropriate return associated with a risky investment.
- Apply general financial concepts to formulate solutions to various business issues.
- Recognize actions that maximize the value of a firm.
- Explain how external factors, such as financial markets, affect financial decisions made by the firm.

Required Textbooks and Course Materials

Required Text: Besley/Brigham, *CFIN*⁷, 7th Edition (United States: Cengage Learning, 2022)

An electronic version of the textbook is included with a subscription to MindTap. ***You are required to subscribe to MindTap for this course.***

MindTap: MindTap is an online tool that helps students stay current with course work. A subscription to MindTap includes both an electronic version of the required textbook and interactive tools that include assignments, quizzes, flash cards, and other learning aids. You are required to (1) read the assigned chapters, (2) complete graded assignments on MindTap; the scores you earn on these assignments are included in the computation of your overall course average, and (3) solve problems assigned from the textbook chapters covered in class. The MindTap assignments and the assigned problems from the book are described in detail later in the syllabus.

You must subscribe to MindTap for this course. You are ***not*** required to purchase a paper copy of the textbook for this course; you are only required to subscribe to MindTap so you can complete the required graded assignments and to access the textbook electronically to complete both the reading assignments and the problems assigned from the book. You can subscribe to MindTap using one of the following methods.

1. **Cengage.com**. You can purchase a subscription directly from Cengage.com, which is the publisher of the textbook. This option, which costs \$80, includes access to an electronic version of the textbook (***not*** a paper/physical copy), the graded assignments, and all the online tools associated with the textbook.
2. **USF Bookstore/Follett ACCESS**. This option provides the same access as subscribing directly through Cengage.com. The cost is \$80; this amount is billed through Student Self-Service (formerly Oasis) under tuition and fees, which means any financial aid you have can be applied to pay for the subscription. To select this option, you must “opt-in” to the required material using this link: <https://accessportal.follett.com/OptIn/UnivofSouthFlorida>. After “opting-in,” you will be sent an e-mail with instructions that describe how to complete sign-up process.

You should subscribe to MindTap ***NOW***. You can subscribe now and delay payment for the subscription until January 27, 2025 by selecting the “Temporary Access” option when you are asked to pay. If you select this option, you can access all the content on MindTap, including the book and the graded assignments, without paying for the subscription until January 27 at 11:59 p.m. EST. Make sure you pay for your subscription (either with a credit card or with an access code) before 11:59 p.m. EST on January 27; otherwise, you will not be able to access material on MindTap or complete the required assignments after January 27th.

Regardless of which payment option you choose, signing up for MindTap is easy. Simply go to the Modules section on Canvas named “Start Here to Access MindTap.” First, you should watch the video

named “Registration and Login Video.” After watching the video, click on “ACTIVATE MINDTAP NOW,” which will direct you to the website to subscribe to the appropriate FIN 3403 section of MindTap.

Other Course Materials:

- **Pedagogical (Helpful) Materials**—useful materials for this course are available on the course webpage, which is located at <http://sbesley.myweb.usf.edu/FIN3403/home.html>. Everything contained on the course webpage ***can be downloaded at no charge***. Some (not all) of the items posted on the course webpage include:
 - *Comprehensive notes*—short, concise explanations and examples of the topics covered in the course. (Link: <http://sbesley.myweb.usf.edu/FIN3403/notes.html>)*
 - *PowerPoint presentations*—slides used in class presentations and in the pre-recorded online lectures that are available on the course webpage. (Link: <http://sbesley.myweb.usf.edu/FIN3403/ppt.html>)* Although the pre-recorded lectures were created many years ago, the material covered is the same as the material we will cover in class this semester. (Link: <http://sbesley.myweb.usf.edu/FIN3403/onlineindex.html>)
 - *Exam information*—information about the exams, including the dates and the chapters covered as well as sample questions from exams given in previous semesters. (Link: <http://sbesley.myweb.usf.edu/FIN3403/exam.html>)
 - *Equations/Review sheets*—copies of the equation/formula sheets you will be given to use when taking exams and the review sheets you should use to study for the exams. (Link: <http://sbesley.myweb.usf.edu/FIN3403/eqn.html>)
 - *Calculator help*—shows how to set up a financial calculator and gives examples of how to solve various problems using a financial calculator. (Link: <http://sbesley.myweb.usf.edu/FIN3403/calc.html>)

* Paper copies of the Comprehensive Notes and the PowerPoint slides used in class are available for purchase at Pro Copy, which is located in the Terrace Ridge Plaza at 5219 E. Fowler Avenue.

- **Recommended supplemental reading:** As a student in the Muma College of Business, you should keep current with business and economic information by reading business publications, such as *The Wall Street Journal*, *BusinessWeek*, *Fortune*, and *Forbes*, by accessing business news on such websites as Bloomberg.com (<http://bloomberg.com>), CNNMoney.com (<http://money.cnn.com/index.html?Cnn=yes>), and msnbc BUSINESS (<https://www.cnbc.com/>), or by using a combination of these resources. Clearly you do not have time to read all the articles from each source every day. But, you should keep informed about current business/economic conditions. Subscriptions for the print media generally are available at discounted student rates.

Course Format: The presentation of this course is in-person only, unless the university changes the current COVID protocols. The format of the class is primarily lecture/discussion. Each week, ***PRIOR to coming to class*** on Tuesday, you are required to (1) read the chapter(s) assigned in the textbook for the week, (2) prepare written responses for between four and seven questions that pertain to each chapter you are assigned to read (named Chapter Questions; posted on Canvas), and (3) complete the problems assigned from the textbook (listed on the outline on the last page of this syllabus). Much of the class time will be spent discussing the Chapter Questions and solving the assigned problems from the textbook.

Student Responsibilities: Your primary responsibility is to ***be prepared for each class meeting***. To get the most out of this course, you should be present at ***every*** class meeting. Much of the understanding of the material contained in the text will be presented in the class meetings and any difficulties you have understanding the concepts or solving the assigned problems will be addressed in the class meetings as well.

Therefore, it is important you make every effort to attend all class meetings and to *pay careful attention* to the material presented in class.

The chapters that will be covered and the end-of-chapter problems for which you are responsible each week are listed on the course outline included on the last page of this syllabus. It is expected you have read the assigned chapter(s) and *completed to the best of your ability* all the assigned problems from the textbook **PRIOR** to Tuesday’s class meeting. In addition, you are expected to prepare answers to the questions posted on Canvas (named Chapter Questions) that relate to the material contained in the chapters you are assigned to read. Conscientious attention to these assignments is essential for satisfactory performance in this course. Discussions of both these assignments are included later in the syllabus.

Class meetings will be used to clarify, support, and enhance the material presented in the textbook. In each class meeting, we will discuss the concepts described in the text and we will work problems. Exercises completed in class will help prepare you for the exams; often the problems covered in class are examples of problems taken from exams administered in previous semesters. If you miss a class meeting, it is your responsibility to get the information covered during your absence. ***Class meetings will not be recorded*** (unless the USF COVID protocol is changed). Both information given in class and material from the assigned readings and problems will be included on exams.

Attendance: Attendance will not be taken in class unless the university alters its COVID protocol to require contact tracking. However, you must be present in class (1) to participate in class discussions and (2) to submit any assignments collected in class (discussed later in the syllabus).

Student Evaluation: You will be evaluated based on your performance on three exams and the scores earned on assignments and quizzes you are required to complete. The computation of your average numerical score for the course will be based on the following weighting scheme:

	<u>Percent of grade</u>
Exam 1—Chapters 1 – 4	23%
Exam 2—Chapters 5 – 8	23
Final Exam	
Part 1—Chapters 9 – 11 & 14	21
Part 2—Chapters 1 – 8	17
Assignment grade	<u>16</u>
	100%

The course outline indicates the dates the exams will be given.

The plus/minus grading system will be used in this course. Course grades will be based on the overall weighted average score you receive for the term using the following grading scale:

95% ≤ A+	85% ≤ B+ < 87%	75% ≤ C+ < 77%	65% ≤ D+ < 67%	F < 57%
90% ≤ A < 95%	80% ≤ B < 85%	70% ≤ C < 75%	60% ≤ D < 65%	
87% ≤ A– < 90%	77% ≤ B– < 80%	67% ≤ C– < 70%	57% ≤ D– < 60%	

- **Exam Format:** All exams will be administered in the classroom (i.e., in person). Exams will not be administered online/remotely unless the university changes the COVID protocol such that the course must be presented remotely. If the exams must be administered remotely, proctoring software will be used. Details about the proctoring software will be provided if, and when, it is necessary to pivot to an online presentation of the course material.

The exams will be comprised of a combination of multiple-choice definition/concept questions and multiple-choice problems. The questions and problems are designed to test your understanding of both fundamental and more complex topics covered in class and contained in the textbook. ***Most of the***

questions on the exams are structured to test your understanding of the concepts rather than how well you can solve problems or memorize definitions and other material. As a result, try to *understand* rather than memorize the concepts presented in class. If you understand the concepts, you will perform much better on the exams than if you memorize the material. Class discussions of the Chapter Questions assigned each week will help you better understand the concepts presented in the book.

- Exam 1 and Exam 2—Each of these exams will consist of 35 or 36 multiple-choice questions and problems that pertain to the material covered in the chapters and in the lectures. The chapters included on each exam are given in the above table, in the course outline (on the last page of this syllabus), and on the course webpage. These two exams are not cumulative. You must take the exams on the dates provided on the course outline shown on the last page of this syllabus.
- Final Exam—The final exam is cumulative in the sense that it includes questions regarding material from all the chapters covered during the semester. However, the final exam is divided into two parts: Part 1 covers material included in the four chapters discussed at the end of the semester (Chapters 9 – 11 and 14). Because you have not been tested previously on this material, the format of the questions and problems that pertain to these chapters is similar to the format of the questions and problems included on the first two exams; that is, they are somewhat detailed. Part 2 covers material included on the first two exams (Chapters 1 – 8); that is, this portion of the exam is cumulative. The questions on this part of the exam are more general than the questions included on the first two exams and on Part 1 of the final exam. *Each part* of the final exam will contain 26 or 27 multiple-choice questions (i.e., a combined total of 52 – 54 questions). As you can see from the grading scheme given earlier, the final exam has a total weight of 38 percent of the overall course grade, but the two parts of the exam are weighted differently—Part 1 has a weight of 21 percent and Part 2 has a weight of 17 percent.

If you earn a score on Part 2 of the final exam that is higher than the score you earn on either Exam 1 or Exam 2, the score you earn on Part 2 of the final exam will replace whichever score on the first two exams (Exam 1 or Exam 2) is lower. In other words, the score you earn on Part 2 of the comprehensive final exam will count 40 percent of your overall grade in the course (17 percent for Part 2 of the final exam plus 23 percent for the exam that is replaced) if it is higher than one of the scores earned on the first two exams; the original score you earn on the other non-cumulative exam will still count 23 percent. The score on Part 2 of the final will not replace either score earned on the first two exams if it is lower than both scores earned on those exams. In this case, the score on Part 2 of the final exam will be weighted 17 percent of your overall average in the course.

The final exam is scheduled to be administered during final exam week (the day and time are provided on the course outline on the last page of this syllabus). The final exam will not be given at any other time, so make your end-of-semester plans accordingly. The final exam is mandatory. *If you do not take the final exam on the day and at the time it is scheduled, you will receive an F in this course.*

IMPORTANT NOTES: You must take the comprehensive final exam; otherwise, you will receive a failing grade in the course (an F), regardless of the scores you earn on the two noncumulative exams and the assignment grade. In other words, you must take the comprehensive final exam to pass this course.

DO NOT make plans to leave the Tampa area until after the date and time the Final Exam is scheduled, which is provided on the course outline on the last page of this syllabus. If you are not in the classroom when the Final Exam is administered and your absence is not excusable according to the USF policy described below, you will receive a grade of F in the course.

You can get an idea as to the types of questions that will be included on the exams by reviewing the sample exam questions posted on the course webpage at <http://sbesley.myweb.usf.edu/FIN3403/exam.html>.

- ***Excused Absences—Make-Up Exams:*** According to USF policy, “(t)here are two categories of excused absences for which accommodations will be made:
 - *Scheduled absences* involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and University-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences.
 - *Unscheduled absences* involve unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.” (<https://catalog.usf.edu/index.php?catoid=21>)

Most excused absences are known in advance of the particular event. As a result, if you know you will be absent for an exam due to an ***excused absence***, you must notify the instructor as soon as possible and provide appropriate documentation ***prior to the exam*** (if possible). The instructor will make arrangements for students to take make-up exams if they provide appropriate documentation for approved (excused) absences. Students who miss exams due to unexcused absences are not eligible to take make-up exams.

Assignments/Quizzes: The individual scores you earn on the assignments/quizzes described below will be used to determine the overall average score for the Assignment grade that is included in the computation of your overall grade in the course at the end of the semester. The maximum possible score for each assignment/quiz is 10 points.

- ***Spreadsheet Assignments:*** You will be required to solve problems related to material covered in class using a spreadsheet. The requirements/instructions for the Spreadsheet assignments will be posted on Canvas. For each spreadsheet assignment, a video that describes how to apply the appropriate spreadsheet functions and/or set up the mathematical relationships necessary to solve the problems will be posted with the assignment’s requirements/instructions. The due dates for the spreadsheet assignments are shown on Canvas in the Assignments section under the tab named Spreadsheet Assignments and on the course outline provided on the last page of this syllabus. The Spreadsheet assignments must be submitted on Canvas.
- ***In-Class Problems/Assignments:*** At times, a problem might be given in class that must be completed and turned in for a grade. The In-Class Assignment will be similar to one of the problems assigned from the textbook, and it will be representative of a problem you might see on the exam. You are permitted to use your notes, the book, or other materials you have with you to complete the assignments. You will have 10 minutes to complete each In-Class Assignment. ***You should bring paper to class*** to write the solutions to the problems that are administered in class.
- ***Aplia (MindTap) Assignments:*** You will be required to complete graded Aplia assignments posted on the MindTap platform. The Aplia assignments are comprised of questions and problems with various formats; that is, they are formatted as multiple-choice questions, fill-in-the-blank questions, and true-false questions. Each assignment will be evaluated based on the number of questions you answer correctly. Other than the due date, there is no time limitation for completing each Aplia assignment; that is, you can spend as much time as you need on any question or any particular assignment. The due dates for the

Aplia assignments are shown on (1) Canvas in the Assignments section under the tab named Aplia (MindTap) Graded Assignments, (2) the course outline provided on the last page of this syllabus, and (3) the MindTap platform located on Cengage.com.

The Aplia assignments you should complete are the ones labeled “Counts Towards Grade” that are contained in the section named Aplia Graded Assignments on the MindTap platform. They are not the assignments labeled “Practice.” You can access the Aplia assignments through (1) the links provided on Canvas in the Assignment section under the tab named Aplia (MindTap) Graded Assignments (clicking on a particular assignment will take you directly to that Aplia assignment) or (2) through the Cengage.com website.

When completing the Aplia assignments, in most cases, you will be asked to choose one of the following options after answering *each* question:

1. *Grade It Now*—If you select this option, your answers will be graded immediately, you will be shown which parts of the question you answered correctly and which parts you answered incorrectly, you will be provided feedback that relates to the correct answers, and you will receive a score (grade) for the question. After reviewing the feedback for the question, if you want to improve your score, you can choose to “Try Another Version” of the question. If you make this selection, a different question related to the same topic (subject) will be generated for you. You can then provide answers to the new question, have the answers graded immediately, and receive feedback for the new question. You can repeat this process one additional time; that is, you can use the “Grade It Now” option a total of three times. If you use this option, the scores you earn for *each* attempt will be *averaged* to determine your final score for the question in the assignment. For example, if you use the “Grade It Now” option three times for a particular question and earn scores of 0.0, 0.7, and 1.1, the final grade you receive for that question will be $0.6 = (0.0 + 0.7 + 1.1)/3$
2. *Save & Continue*—If you select this option, your answers for the question will be saved by Aplia (MindTap) and the next question in the assignment will appear (i.e., you will “continue” to the next question). The saved answers will not be graded until either you select the “Grade it Now” option at a later time or the assignment’s due date and time have been reached. With the “Save & Continue” option, you can go back to the *same question* and change your answers whenever you want and as many times as you want prior to the due date and time. Once you select the “Grade It Now” option described earlier, however, you can no longer change your answers for the question because your answers are graded immediately when you use this option.

To perform well on each Aplia assignment, it is *recommended* you: (1) start the assignment after reading the appropriate chapter, but before the material is covered in class and select the “Save & Continue” option when you finish each question; (2) review your answers for the graded assignment after attending class, because similar problems and questions will be covered in class before the due date of the assignment; and (3) change your answers for the assignment questions as needed. Once you are satisfied your answers are correct, you can either select the “Grade It Now” option and repeat this process two more times if necessary, or save any changes you make using the “Save and Continue” option. If you do not select the “Grade It Now” option, any answers you have saved will be graded once the assignment’s due date (and time) has passed.

IMPORTANT NOTES: (1) All the Aplia assignments are *not* due on the same day of the week; so, make sure you know which day of the week each assignment is due. See the course outline for a list of the due dates for all the Aplia assignments. Due dates are also posted on Canvas and on MindTap. (2) A few assignments include questions that provide both the “Grade It Now” option as well as questions that permit only one attempt rather than three attempts. Questions that include only one attempt are graded only after the due date or after you submit the entire assignment for grading by clicking on “I’m Done,

Grade Assignment Now.” (3) **DO NOT** click on the button labeled “I’m Done, Grade Assignment Now,” which is located at the top right of the page that lists all the Aplia questions for the chapter, ***unless you are completely finished with the assignment*** and do not want to go back to any question to try another version or change any answers. If you click this button, you are indicating that you are finished with the entire assignment; therefore, you will no longer be able to access the assignment to change answers or try another version for any question in the assignment.

- ***Canvas Quizzes:*** Quizzes that cover assigned reading material will be administered on Canvas. Each quiz will include 10 multiple-choice questions. The questions will include definitions and simple concepts covered in the material presented in the chapters you are assigned to read that particular week. Clearly, you should read the assigned chapter before starting the quiz. You are required to complete each quiz ***before*** the chapter is covered in class. But, if you have read the appropriate chapter, you should be able to easily answer all the questions on the quiz. The purpose of the Canvas quizzes is to “urge” you to read the chapter before the class in which it is covered so you can ask questions about material you might not understand.

The Canvas quizzes are timed. Once you start a quiz, you will have 30 consecutive minutes to complete it—that is, if you start the quiz at 4 p.m., your time expires at 4:30 p.m., even if you log off Canvas before 4:30 p.m. Therefore, it is important you read the appropriate chapter(s)/material ***BEFORE*** starting each quiz. You only have one attempt to answer the quiz questions, and all quizzes are graded after 11:59 p.m. on the due date (in a batch). The dates the quizzes are due are shown on the course outline at the end of this syllabus and on Canvas in the section named Quizzes.

IMPORTANT NOTE: The questions given on the quizzes are ***not representative*** of the questions you will see on the exams. The questions on the quizzes are not intended to test your understanding of the concepts; rather they are intended to “urge” you to keep current with the reading assignments. As a result, the quizzes have questions mostly oriented toward definitions, whereas ***most of the questions on the exams are designed to test your understanding of important financial concepts presented in class.*** You can get an idea as to the types of questions that will be included on the exams by reviewing the sample exam questions posted on the course webpage at <http://sbesley.myweb.usf.edu/FIN3403/exam.html>.

- ***Overall Assignment Grade:*** Each of the graded assignments and quizzes will be scored using a 10-point scale. At the end of the semester, the assignment grade you receive for the course will be based on the ***highest 85 percent*** of all the scores you receive for the combination of the graded MindTap assignments, Canvas quizzes, Spreadsheet assignments, and any In-Class assignments that are administered during the semester. In other words, the lowest 15 percent of your scores on the required graded assignments and quizzes for the entire course will be dropped before determining the overall average score you receive for the assignment portion of the course. For example, if a total of 40 MindTap assignments, Canvas quizzes, Spreadsheet assignments, and In-Class Assignments are assigned during the semester, the highest 34 scores ($= 0.85 \times 40$) will be used to compute your overall assignment grade. You will receive a score of zero (0) for any graded assignment/quiz you do not submit.

The reason some of the assignments/quizzes scores are dropped is to mitigate those situations in which you do not submit an assignment or quiz, ***no matter the circumstance*** (i.e., even if the reason is excusable). You should be able to easily complete the Spreadsheet assignments, which must be submitted via Canvas, because you will have more than sufficient time from the date the instructions/requirements are posted on Canvas until the due date. Also, you should not miss completion of any of the MindTap assignments or Canvas quizzes, because they are administered electronically and you have multiple days (in most cases weeks) to complete these assignments and quizzes. You should start each Spreadsheet assignment, MindTap assignment, and Canvas quiz as soon as possible—do not wait until the last minute to start these assignments. ***It is your responsibility both to know the dates the Spreadsheet assignments, Aplia assignments, and Canvas quizzes are due and to ensure you complete them by their due dates (see***

the course outline on the last page of this syllabus). If you are unable to complete an online assignment/quiz or submit a Spreadsheet assignment because you start it at the last minute or you have connectivity issues due to a computer problem, electrical outage, or any other reasons, ***the assignment or quiz will not be restarted for you***. The due date for an electronic assignment will be adjusted only if Cengage Learning, Canvas, or USF experiences an extended problem (outage). You will be notified via e-mail if the due date for an assignment is changed.

If you keep up with the assignments, you should receive a fairly high score for this portion of your overall course grade (the class average normally is 91 – 93). However, if you do not complete any of the Spreadsheet assignments, Aplia assignments, Canvas quizzes, and In-Class assignments, you will receive a score of zero (0) for 16 percent of your overall grade in the course. To illustrate how this can affect the grade you receive in this course, suppose the average score you receive on all the exams is 78, but you do not complete any of the required quizzes/assignments. Even though the 78 average on the exams is a B– according to the grading scheme given earlier, you will receive a D+ in the course. Why? Because the grades on the exams, which average 78, represent only 84 percent of all the course requirements; the grade you receive for the required assignments/quizzes represents the remaining 16 percent of your grade. As result, in this case, you will receive a grade of 78 for 84 percent of your overall grade in the course and a grade of zero (0) for the remaining 16 percent of your overall grade, which means your overall average for the entire course is $65.52 = 78(0.84) + 0(0.16)$, which is a D+. As a result, you would be required to retake FIN 3403, because the minimum grade that must be earned to pass this course and other business core courses is a C-.

Extra Credit (Optional): You have the opportunity to earn extra credit (EC) points by submitting various assignments throughout the semester. You can earn a maximum of 12 EC points, which will be added to the higher score you earn on Exam 1 or Exam 2 (even if adding the EC points results in a total score that exceeds 100).

A total of 12 assignments (one from each chapter covered in the course) will be collected in class throughout the semester. Each EC assignment will be graded on a 10-point scale. From each chapter, either the Chapter Questions or some of the Assigned Textbook Problems will be collected, both of which should be completed ***prior*** to Tuesday’s class. Following are descriptions of these assignments.

- ***Chapter Questions—Posted on Canvas:*** Every week, four to seven questions that relate to each chapter assigned for that particular week will be posted on Canvas (named Chapter Questions). The Chapter Questions can be accessed by clicking on “Chapter Questions” on the Canvas homepage, which will take you to a list that provides links to the questions for each chapter. For the most part, these questions require fairly short answers (i.e., three or four sentences at the most). You are required to write the answers to the questions in your own words (i.e., do not copy from the book, from the PowerPoint slides, or from online sources). You should have the written answers to the posted questions completed ***PRIOR to Tuesday’s class***. To earn full credit for Chapter Questions that are collected in class, ***your discussions must be complete, coherent (logical), and use proper grammar, spelling, and sentence structure***. Your discussions must be typed and double-spaced. If your discussions are not typed, the score you earn will be automatically ***reduced by two (2) points***; if your discussions are typed but not double spaced, your score will be ***reduced by one (1) point***.
- ***Assigned Textbook Problems:*** The course outline provided at the end of this syllabus indicates the problems from the textbook you are required to complete each week. You should complete all the assigned problems ***PRIOR to coming to the class meeting*** on Tuesday. ***COMPLETE each problem (i.e., finish the steps required to find the final solution to the problem) to the best of your ability. Write or type the solutions on paper.*** Any textbook problem that is collected will be graded (on a 10-point scale) based on the effort and the work you show rather than whether you arrive at the correct answer. Although

accuracy does not count, the solutions you submit will be *graded based on the process you show* to solve the problem accurately. **You must show AND label all your work**, including intermediate computations, **to receive full credit** for any problem you submit. It is better to show more work rather than less work when solving problems. The final correct answer is worth only one (1) point, which means you will receive only one point if you simply write down a correct answer without any supporting computations. You will not know which problem is going to be collected in class until you are told to turn in a specific problem you should have completed for that week.

Do the best you can to solve each problem correctly. Some of the problems are similar to the examples contained in the body of the chapter, examples included in the comprehensive notes posted on the course webpage (link: <http://sbesley.myweb.usf.edu/FIN3403/notes.html>), and/or the problems in the Practice Problems section included at the end of the chapter, the solutions to which are shown in Appendix B in the book. You can use these resources to help you complete the assigned problems.

You must be present in class to submit any Extra Credit (EC) assignments collected in class. E-mail submissions of EC assignments will not be accepted, which means you must have the answers to the appropriate Chapter Questions and the solutions to the problems assigned from the textbook written on paper PRIOR to coming to class.

The total EC points you can earn, which can equal 0, 8, 10, or 12, are based on the sum of the scores you earn on all the assignments you submit. The maximum overall combined score you can earn for all the EC assignments is 120, because 12 assignments, each worth 10 points, will be collected during the semester. Following is the breakdown of the EC points you can earn with this opportunity:

<u>Sum of Scores Earned on All Submitted Assignments</u>	<u>EC Points Awarded</u>
108 – 120	12
93 – 107	10
78 – 92	8
Below 78	0

Note from the table that you must earn a cumulative total score of 78 on all assignments to receive the minimum number of EC points awarded (i.e., 8 points). As a result, at a minimum, you must complete at least eight (8) of the 12 assignments and earn an average score equal to 9.75 for each of those assignments to earn the required minimum total points; if you submit all 12 EC assignments, you must earn an average score of 6.5 for each assignment to be awarded the minimum number of EC points. The rubrics used to grade the EC assignments are posted on the course webpage at: <http://sbesley.myweb.usf.edu/FIN3403/ECrubrics.html>

This extra credit opportunity is *optional*; it is the *only opportunity* available to you to earn extra credit in this course.

Other Course Information:

- Try to *understand* rather than memorize the material presented in this course. Understanding the concepts is more important than being able to work problems—that is, understanding the meaning of the results generated by a computation is more important than the computation itself. For this reason, **most of the questions on the exams are concept questions that test your understanding of the material rather than problems that test your ability to complete computations or questions that test your ability to memorize (e.g., definitions or terms).**
- If you have difficulty grasping the material in this course, **do not** wait until just before an exam to seek help; by then it generally is too late. Questions are encouraged in this course; so ask as many as you

want! Please get help when you have questions about the material presented in the course. Understanding the material covered in this course will benefit you in other business courses as well. Free tutoring is available through Knack and in the USF Library. The link to the Knack platform is posted in the Modules section of Canvas under Other Course Material.

- Solutions to assigned textbook problems will be provided in the class meetings. The solutions will **NOT** be posted online (either on Canvas or on the course webpage). If you miss the class in which solutions are provided, it is your responsibility to get the solutions you missed from a fellow student.
- You are not required to memorize equations given in class or included in the text. For each exam you will be provided a formula sheet that contains all the equations you need to solve the problems on the exam. The equation sheets are posted on the course website so you can review them prior to the exams. The link to the equation sheets is: <http://sbesley.myweb.usf.edu/FIN3403/eqn.html>
- If you don't already have one, you should consider purchasing a financial calculator to use in this course. It is not mandatory to have a financial calculator; but having one will help you tremendously when solving the assigned textbook problems as well as the problems contained on the exams. Although the illustrative problems contained in the text are solved using a Texas Instruments BAI PLUS calculator, any financial calculator will suffice. *You are NOT permitted to use a programmable calculator, a graphing calculator, the calculator function on your cell phone, or interest tables when taking the exams.*
- All assignments, quizzes, exams, and other work you submit should be completed by you individually. There are no group projects in this course. The work you submit should be your own. Use of websites that enable cheating, which include CourseHero.com, Chegg.com, generative AI tools, such as (but not limited to) ChatGPT, Bard, and Bing, and so forth, is **NOT** permitted for any course-related submissions (i.e., all graded assignments, either online or collected in class, Canvas quizzes, exams, and other assigned assessments, including the extra credit assignments). Any use of these websites constitutes a violation of the academic integrity policy. Neither plagiarism nor cheating will be tolerated! See <https://catalog.usf.edu/content.php?catoid=21&navoid=3364#academic-integrity> for the ramifications of academic dishonesty. (Source: *University of South Florida Undergraduate Catalog, Academic Year 2024-2025, Academic Policies and Procedures*)
- **Late work is not accepted in this class.** You have many weeks to complete most of the assignments and quizzes. Do not wait until the last minute to start them. Because you have plenty of time to complete the assignments and quizzes, you will not be given extra time if you start an assignment or quiz at the last minute and have issues such as computer problems, power outages, and so forth.
- Classroom Etiquette: Per university policy and classroom etiquette, mobile phones, iPods, etc. *must be silenced* during all classroom activities. In addition, unless you are using them to access course material, you should put away all electronic devices during class. Those not heeding this rule will be asked to leave the classroom immediately so as to not disrupt the learning environment. Please **arrive on time for all class meetings**. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final course grade.
- The specific dates the exams will be administered are shown on the course outline on the last page of this syllabus. **You must take the exams on the dates given in the course outline.** Each exam starts at the beginning of the period and ends at the same time for all students. If you arrive late for an exam, you reduce the time available for you to complete it.
- All the scores earned on the exams, Aplia assignments, Spreadsheet Assignments, and Canvas quizzes will be posted on Canvas. But, because each EC assignment you submit will be returned the class meeting after

it is collected, to reduce clutter on Canvas, only the **combined total of the scores** you have earned on all the EC assignments collected up to the current week will be posted.

- You are encouraged to take notes and are permitted to tape the lectures in this course for personal use only. You do not have permission to sell or profit in any manner from use of the notes or the recordings from the course. In addition, you are not allowed to post course material of any kind to social media platforms/sites without prior permission. The USF policy, including restrictions regarding the use of course notes and recordings as well as ramifications for violating the policy, can be found at <https://catalog.usf.edu/index.php?catoid=21>. (Source: *University of South Florida Undergraduate Catalog, Academic Year 2024-2025, Academic Policies and Procedures*)
- The **last day to withdraw** from this course without academic penalty is Saturday, March 29, 2025.
- If clicking on any links (URLs) provided in on Canvas does not work, try changing the web browser you are using (Microsoft Edge and Mozilla Firefox seem to work better than Google Chrome) or copy the link and paste it in the address line of the web browser you are using. Students should let their instructor know when links to course materials on either Canvas or the course webpage are not working properly. Do not assume someone else will report the problem(s).
- Incomplete grades are given only in situations where unexpected emergencies (considered excusable according to university policy) prevent a student from completing the course. “An incomplete may be awarded to an undergraduate student only when a small portion of the student’s work is missing and only when the student is otherwise earning a passing grade.” (Source: *University of South Florida Undergraduate Catalog, Academic Year 2024-2025, Academic Policies and Procedures*. Link: <https://catalog.usf.edu/content.php?catoid=21&navoid=3364#i-grade-policy>)
- You must take the Final Exam to pass this course. **DO NOT leave the Tampa area until AFTER the date and time the Final Exam is scheduled.** If you do not take the Final Exam at the scheduled time (see the outline on the last page of this syllabus), you will only be permitted to take a make-up exam if you missed the exam due to an excusable absence for which you provide documentation.
- You have a few chances to improve the grade you earn in this course before the final course grade is determined (assigned). (1) You can earn extra credit points. (2) If you earn a score on Part 2 of the Final Exam that is higher than either the score you earned on Exam 1 or the score you earned on Exam 2, the score on Part 2 of the Final Exam will count 40 percent of your overall grade in the course (see the explanation provided earlier in the section named “Student Evaluation”). And, (3) If you put the appropriate time and effort into completing the assignments and quizzes, you should earn an overall assignment grade of 90 or higher (out of 100). Take advantage of these opportunities.

After the course has been completed and your grade for the course has been computed at the end of the semester, there will be no additional opportunities to improve your grade, no matter how close you are to the next higher grade. In other words, once all course requirements have been completed, no additional work can be completed to improve your grade; so, please don’t ask.

Important University/College Policies: Information regarding most USF policies that affect undergraduate students can be found in the 2024-2025 Undergraduate Catalog, which can be accessed online at <https://catalog.usf.edu/index.php?catoid=21>. Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These policies can be accessed at: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>.

Following are some additional policies you should understand:

- Students who entered USF under the 2001 – 2002, or later, catalog are required to earn a grade of C-, or

better, in every core business class. Therefore, you must earn a C- or better in this course to pass.

- General attendance policy: *University of South Florida Undergraduate Catalog, Academic Year 2024-2025, Academic Policies and Procedures*. Link: <https://catalog.usf.edu/index.php?catoid=21>).
- Suspension of operations at USF should not affect your ability to complete the Spreadsheet assignments, the MindTap assignments, and the Canvas quizzes, because they must be submitted electronically. As a result, you should ensure the Spreadsheet assignments, MindTap assignments, and Canvas quizzes are completed by the due dates unless advised otherwise. If necessary, this course will be presented remotely, in which case presentation of the lectures and administration of the exams will be online; neither the material presented in the course nor the grading policy will change. For additional guidance on emergency protective actions and hazards that affect the University, please visit <https://www.usf.edu/administrative-services/emergency-management/>

Covid-19 Procedures

This class is designated to be delivered in person, which means the course content and other activities, including exams, will be presented in the classroom, not online. If the COVID situation changes such that the university requires remote delivery of all courses, we will transition to an online presentation of the course material until the COVID protocol is upgraded. You will be notified if the course delivery is changed from an in-person format to online. The notification will provide information about how to attend the remote lectures, how exams will be administered, as well as other relevant information needed to present the course material remotely.

If you have COVID symptoms, you should be tested immediately. See the [COVID protocols](#) to determine the steps you should take if you test positive for COVID or you have been exposed to COVID. If you expect to miss class due to isolation, quarantine, or other reasons associated with COVID-19, please **notify me immediately** for guidance on academic continuity and student learning.

Important Dates to Remember: Not all holidays listed affect the days this class meets.

- Spring semester classes begin Monday, January 13
- Martin Luther King Jr. Day holiday Monday, January 20
- Exam 1 Thursday, February 20
- Spring Break March 17 – March 23
- Withdrawal deadline Saturday, March 29
- Exam 2 Thursday, April 3
- Last day of classes Friday, May 2
- Final Exam Tuesday, May 6, **12:30 p.m. – 2:30 p.m.** You must take the final exam at this time on this day. **DO NOT make plans to leave the Tampa Bay area until after this day and time;** this is the only time the final exam for this class will be administered.

IMPORTANT NOTES:

- All times given for deadlines for assignments, quizzes, exams, and other course materials are stated as the Eastern time zone in the United States; that is, either EST or EDT, whichever is appropriate. All Spreadsheet assignments, Aplia Assignments, and Canvas Quizzes are due at 11:59 p.m. on their due dates.
- We must remain flexible regarding the presentation of the course. Circumstances might require the course to be offered remotely at any time during the semester. If this happens, nothing in this course will change other than that the course material will be presented remotely rather than face-to-face.

Steps to take to succeed in (be best prepared for) this course:

1. Read the chapter **PRIOR** to the date and time the chapter quiz is due.
 - a. As you read the material in the assigned chapter, write down questions you have.
 - b. Cross through questions on your list for which you find answers in later portions of the reading assignment(s).
2. Complete the appropriate chapter quiz posted on Canvas.
3. Before coming to class,
 - a. Answer the questions relating to the reading material that are posted on Canvas (named Chapter Questions). You should provide a brief, but complete answer for each question. Your answers should be stated in your own words; do not copy from the book, the PowerPoint slides, online sources, or any other sources. When writing your answers to the questions, you should **construct complete sentences using proper grammar, spelling, and structure**.
 - b. Work the problems assigned from the textbook.
 - i. **Do the best you can** to solve each problem correctly. Some of the problems are similar to the problems/examples contained in the body of the chapter, in the Practice Problems included at the end of the chapter, or in the comprehensive notes posted on the course webpage, which can be accessed at <http://sbesley.myweb.usf.edu/FIN3403/notes.html>. The solutions to the end-of-chapter Practice Problems are shown in Appendix B in the book.
 - ii. **FINISH (complete) each assigned problem**, even if you are not sure whether you are working it correctly. **Show all your work**; in fact, show more work than you think is necessary. Remember, if a problem assigned from the textbook is collected in class for extra credit, the correct answer is worth one (1) point only (out of a possible 10 points).
 - c. Start the MindTap Aplia assignment for the assigned chapter. At this point, you should **use the Save & Continue option after answering each question**.
4. **ATTEND CLASS.**
 - a. Be prepared to discuss your answers to the Chapter Questions posted on Canvas that relate to the assigned reading material.
 - b. Ask any questions from your list of questions you were not able to answer for yourself or for which you feel you need additional understanding.
 - c. As solutions to the assigned textbook problems and other problems are covered, make necessary corrections to your work. If you do not understand the solutions or the interpretations of the results, **ask questions**.
5. After attending the class meeting in which the material is covered from a particular chapter in the book, review the MindTap Aplia assignment you started earlier for that chapter. As long as you used the “Save & Continue” option when you started the Aplia assignment, you can change any of your previous answers you think is incorrect. When you believe you have provided correct answers to a question, you can use the “Grade It Now” option to see which answers are incorrect and to receive feedback for all your answers.
6. Because the material presented later in the course builds on material presented early in the course, it is important you ask questions about concepts you do not fully understand **as soon as you know** you have difficulty with the material. Do not wait until just before the exam to ask questions; at that point, it generally is too late to fully understand the concepts before taking the exam.

Principles of Finance
FIN 3403-004
Spring 2025
Course Outline
(Subject to Change/Adjustment)

Aplia Assignments, Spreadsheet Assignments, & Canvas Quizzes
 (Due dates are in the parentheses)^c

Week of: ^a	Subject/Topic	Chapter	Problems ^b	
Jan 14	An Overview of Managerial Finance	1	2,3,11,24	
Jan 21	Analysis of Financial Statements	2	2,10,19,23	Quiz 1 —Syllabus Material (T 1/21) Quiz 2 —Chapters 1 & 2 (R 1/23)
Jan 28	Financial Markets, Institutions, and the Investment Banking Process	3	3,20,25	Quiz 3 —Chapter 3 (M 1/27) Spreadsheet Assgn —Chapter 2 (T 1/28) Aplia assignment —Chapter 1 (R 1/30)
Feb 4	Time Value of Money	4	6,10	Quiz 4 —Chapter 4 (M 2/3) Aplia assignment —Chapter 2 (R 2/6) Spreadsheet Assgn —Chapter 3 (Su 2/9)
Feb 11	Time Value of Money	4	14,15,22,29	Aplia assignment —Chapter 3 (R 2/13) Spreadsheet Assgn —Chapter 4 (Sa 2/15)
Feb 18	EXAM 1 —Chapters 1 – 4; Thursday, February 20			Aplia assignment —Chapter 4 (T 2/18)
Feb 25	The Cost of Money (Interest Rates)	5	5,13,18,20	Quiz 5 —Chapter 5 (M 2/24)
Mar 4	Bonds—Characteristics & Valuation	6	8,12,15,21	Quiz 6 —Chapter 6 (M 3/3) Aplia assignment —Chapter 5 (R 3/6) Spreadsheet Assgn —Chapter 5 (Sa 3/8)
Mar 11	Stocks—Characteristics & Valuation	7	7,11,14	Quiz 7 —Chapter 7 (M 3/10) Aplia Assignment —Chapter 6 (F 3/14)
Mar 18	Spring break—NO CLASSES March 17 – 23			
Mar 25	Risk and Rates of Return	8	3,6,9,10,22	Quiz 8 —Chapter 8 (M 3/24) Spreadsheet Assgn —Chapter 6 (W 3/26) Aplia Assignment —Chapter 7 (F 3/28) Spreadsheet Assgn —Chapter 8 (Su 3/30)
Apr 1	EXAM 2 —Chapters 5 – 8; Thursday, April 3			Aplia Assignment —Chapter 8 (T 4/1)
Apr 8	Capital Budgeting Techniques	9	7,17,23,25	Quiz 9 —Chapter 9 (M 4/7)
Apr 15	Project Cash Flows and Risk	10	10,14,20,24	Quiz 10 —Chapter 10 (M 4/14) Aplia Assignment —Chapter 9 (R 4/17) Spreadsheet Assgn —Chapter 9 (Sa 4/19)
Apr 22	The Cost of Capital	11	4,11,19,23	Quiz 11 —Chapter 11 (M 4/21) Aplia Assingment —Chapter 10 (R 4/24) Spreadsheet Assgn —Chapter 11 (Sa 4/26)
Apr 29	Managing Short-Term Financing	14	4,10,15,22	Quiz 12 —Chapter 14 (M 4/28) Aplia Assignment —Chapter 11 (T 4/29) Aplia Assignment —Chapter 14 (R 5/1) Spreadsheet Assgn —Chapter 14 (F 5/2) Quiz 13 —Syllabus Material (Su 5/4)
May 6	FINAL EXAM ; Chapters 1 – 11 & 14; Tuesday, May 6; 12:30 p.m. – 2:30 p.m.			

^a The dates provided in this column indicate the first class meetings of each week, which is Tuesday. The list of topics given each week will be covered during the week in the Tuesday and Thursday class meetings.

^b Refer to the section at the end of the chapter named **Problems**.

^c The deadlines (stated as dates) for completing the assignments and quizzes are contained in the parentheses. **It is YOUR RESPONSIBILITY to keep a record of the due dates for the assignments and quizzes.**