Course Number: FIN 3403

Class Time: 5:30-9:20 p.m. Tuesday

Course Name: Principles of Finance

Instructor: Dr. Thomas Pencek

Office: SMC C219
Phone: 941-359-4631
Fax: 941-359-4367

E-Mail: pencek@sar.usf.edu

Office Hours: 3-5 p.m. Tuesday and by appointment.


A Texas Instruments Business Calculator.

Course Goals: This course will provide the student with an introduction to Finance and Finance concepts. It should provide a basic knowledge of Finance for the Business major.

Course Objectives: The objectives of the course are as follows:
- To introduce the student to various financial concepts and the various functions of Finance.
- To introduce the student to various financial instruments
- To understand the functions and operations of various financial institutions
- To gain an understanding of the time value of money and its applications.
- To introduce the workings of the Federal Reserve
- To introduce the student to capital budgeting
- To introduce the student to the determination of interest rates and cost of capital

Please be aware that when you registered for this class that you are expected to commit at least 10 hours per week towards this class.

Exams and Quizzes: Exams in this class will be problems and essay with some multiple choice. I will give you information about the exam in advance. In
addition, an optional extra credit problem will be assigned before each exam. This will be the “curve” for the exam. If correct, a minimum of 10 points will be added to your grade. It could be worth more depending on the average for the exam. No other extra credit is given. Quizzes will be given almost every week to judge your progress. It is an opportunity for you to see the type of questions that I ask. Approximately 6 quizzes will be given based on a topic of that week. The highest four quiz grades will count. No makeup of quizzes or exams are given.

Class Participation: The class participation grade is based on the number of times you answer questions when we go over the homework assignments. I reward effort. Therefore, I expect all of you to have the homework completed when due. Some turn in assignments will also form part of your class grade. The turn-in Exercises are to be turned in by e-mail by 11:59 p.m. on Monday before the assignments for chapters are due. Most of the participation grade will be in the form of turn-in assignments by e-mail. If you cannot make it class when the homework is due, please turn in the homework before class to receive some credit. Some assignments will be due by e-mail only. I respond to any messages sent. With the exception of weekends, if you do not hear from me within 24 hours, there might be a problem. Please check your participation score regularly on Canvas and compare it to the average. If you are well below average, it means you have not been participating relative to the rest of the class. The participation grades are updated weekly.

Submission of Assignments: Each and every assignment has a due date, generally one of the scheduled class meetings. All assignments MUST be submitted on their respective due dates, unless PRIOR arrangements have been made. No late assignments can be accepted. Please note that the schedule provided later is subject to change. Please check Canvas regularly for the updated assignments.

Missed Classes: If you miss class, please get the notes from your fellow students related to the missed classes. If you have any questions about the topics presented in class, please call or see me in person as I have found that e-mail is not the best medium to get your questions answered.
Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 exams @ 250 Points</td>
<td>500</td>
</tr>
<tr>
<td>4 Quizzes @ 25 Points</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

Grade

- 630 or more points: A
- 560-629 points: B
- 490-559 points: C
- 420-489 points: D
- Below 420: F

USFSM AND USF SYSTEM POLICIES

A. **Academic Dishonesty**: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog: [USFSM Undergraduate Catalog](#) or [USFSM Graduate Catalog](#), the USF System Academic Integrity of Students, and the [USF System Student Code of Conduct](#).

B. **Academic Disruption**: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: [USFSM Undergraduate Catalog](#) or [USFSM Graduate Catalog](#), USF System Academic Integrity of Students, and the [USF System Student Code of Conduct](#).

C. **Contingency Plans**: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and [MoBull](#) messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the [Safety Preparedness Website](#) for further information.

D. **Disabilities Accommodation**: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability
Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://www.usfsm.edu/students/disability/

E. **Fire Alarm Instructions**: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See [Emergency Evacuation Procedures](#).

F. **Religious Observances**: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. **Web Portal Information**: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.
## Schedule  
(Subject to change. Please check Canvas every week for updates.) Canvas is the official schedule.

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topics</th>
<th>Homework</th>
<th>Turn-In Assignment</th>
</tr>
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<tbody>
<tr>
<td>May 13</td>
<td>1 and 2</td>
<td>Overview and Financial Ratios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 20</td>
<td>3 and 4</td>
<td>Financial Markets and Time Value of Money</td>
<td>Ch. 1--1,2,3,4,5,6,7,8,9,11,12,13,14,15; Ch. 2—1,2,4,5,6,7,8,10,11,12,13,15,16,17,18,19</td>
<td>Ch. 2--9</td>
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<tr>
<td>May 27</td>
<td>4 and 5</td>
<td>Time Value of Money and Cost of Money</td>
<td>Ch. 3—1,2,4,5,7,9,10,13,17</td>
<td>Ch. 3—19</td>
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<tr>
<td>June 3</td>
<td>6</td>
<td>Catchup and Bonds</td>
<td>Ch. 4—1,2,3,4,5,6,7,8,9,12,13,18; Ch. 5—1,2,4,6,7,8,10,12,13,14</td>
<td>Ch. 4—23; Ch. 5—20</td>
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<tr>
<td>June 10</td>
<td>MIDTERM Exam</td>
<td>5:30 to 8:30</td>
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<tr>
<td>June 17</td>
<td>7 and 8</td>
<td>Stocks, Risk and Return</td>
<td>Ch. 6—1,3,4,7,10,11,13,15</td>
<td>Ch. 6—19</td>
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<tr>
<td>June 24</td>
<td>9 and 11</td>
<td>Capital Budgeting Techniques, Cost of Capital</td>
<td>Ch. 7—2,3,5,6,8,9,10,12,16; Ch. 8—2,3,5,6,10,12,13,19</td>
<td>Ch. 7—20; Ch. 8—18</td>
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<tr>
<td>July 1</td>
<td>10 and 12</td>
<td>Capital Structure and Project Cash Flows</td>
<td>Ch. 9—1,2,5,6,7,8,10; Ch. 11—2,8,12,14,15</td>
<td>Ch. 9—18; Ch. 11—19</td>
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<tr>
<td>July 8</td>
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<td>Catchup</td>
<td>Ch. 10—1,2,4,8,9,10,11; Ch. 12—1,2,6,11,15,16</td>
<td>Ch. 10—19; Ch. 12—18</td>
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<tr>
<td>July 15</td>
<td>Final Exam</td>
<td>5:30-8:30</td>
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