

Math 267 - Calculus for Business, Economics, and Accountancy I

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REQUIRED MATERIALS: Essential Calculus with Applications (Second Edition) by Wright, Hurd, New, with Hawke's Learning Systems Essential Calculus Software. ISBN: 0-918091-93-4

COURSE DESCRIPTION:

The purpose of the first Business Calculus class (Math 267) is to master derivatives and their applications, particularly with respect to business, economics and accountancy. Students should be able to take derivatives, and use the first and second derivative tests for optimization problems. Students should also have a firm understanding of profit, cost, revenue, and price functions and how they relate.

The book starts with Chapter 1 consisting of a review of *College Algebra* and *precalculus*. I will not go back over this material. However, I strongly suggest that you carefully review this chapter. If you feel comfortable with the content of this chapter, you should not have any major difficulties.

GENERAL PRINCIPLES OF THIS CLASS

Learning online is a very different from traditional learning. You will have more freedom concerning time spent on a particular topic and more possibilities to go back and forth. For this reason, some people may be tempted to procrastinate or to jump too quickly from one section to another. Therefore, it is important that you follow the guidelines and time indications that I provide (check the calendar regularly and follow the week by week schedule). It is also for this reason that there are deadlines for online homework sets.

As a general warning, you have to keep in mind that more personal work is expected in an online course because of the fact that you have less direct interaction with your instructor and other students. Again, it is important to follow the guidelines posted each week. In a regular class, you would spend 3 hours per week in class. To perform well, you would have to spend additional time on homework. Therefore, you should be prepared to spend at least 2 hours a day on this online course, preferably more. Also, because we will not have direct interaction, communication by e-mail must play a crucial role. Moreover, there are discussion forums on each section of the book that we cover so that discussions can take place, as in a classroom, except that they will not be in real time. You are required to make 1 substantive post each week (excluding test weeks). A substantive post is not a reply that just says "yes," "I agree," etc. A substantive post can be a question, or explaining a solution to someone else's question. Or, it could be something that you noted might be significant in the text.

TESTS:

1. There will be four tests during the semester. Each test will count 50 points. The tests will be taken on the Hawkes Learning Systems software itself. So, your test questions will be in the same format as your homework questions. These tests may be taken at home.
2. Homework will count as a 100-point grade. All homework will be done using Hawkes Learning Systems software.
3. There will be a 100-point grade for discussion posts. (You must make 1 substantive post each week)
4. There will be a **proctored** midterm examination worth 80 pts and final examination worth 120 pts.

Syllabus Statement for Proctored Testing

This course has at least one proctored assessment. It is the student's responsibility to schedule the appointment(s) for any proctored assessment(s). Please note that your instructor has limited the date and time that the assessment(s) is available. Please check the course schedule for specific information about the proctored assessment(s).

To schedule an appointment go to <http://omo.outreach.olemiss.edu/testschedule>

If you do not see your course listed on the appointment schedule for the Oxford, Tupelo or Desoto campuses, please check the online appointment system at a later time or contact the proctor.

It is important that the student report promptly at the appointed day and time. **ARRIVE AT LEAST 5 MINUTES BEFORE YOUR APPOINTMENT.** If you have to reschedule your exam appointment, contact your proctor directly.

PROCTORED ASSESSMENTS POLICY:

If an Ole Miss Online instructor requires their students to take an assessment in a proctored environment, then it is the students' responsibility to make all required arrangements for those proctored assessments. More information about the Proctored Assessments Policy, including a list of approved proctors, is available at http://www.online.olemiss.edu/testing_information.html.

If the student is located off-campus and is unable to take the assessment at a UM location, the student will make arrangements thru [Proctor U](#) for the assessments required by the online instructors. We recommend that the request be made as soon as possible, but no later than 2 days prior, otherwise you might be charged a late registration fee.

We reserve the right to require any student to come to the Oxford campus to write an examination if there is any doubt about the originality of the student's work.

1. Ole Miss Online students must comply with the Proctored Testing Policy for web-based or online courses.
2. If an online or web-based course requires proctored assessments, then it is the responsibility of the individual taking the course (hereinafter "student") to schedule proctored assessments.
3. All proctored assessments must be taken under the supervision of an approved test site official (hereinafter "proctor").
4. All students must use a proctor who has been approved by the Department of Online Learning and Independent Study.
5. The Department of Online Learning and Independent Study reserves the right to reject any proctor and to require the student to come to a campus of the University of Mississippi to take the proctored assessment.
6. Students requesting special testing accommodations must provide copies of the appropriate documentation from the University of Mississippi's Office of Student Disability Services to the Department of Online Learning and Independent Study no later than seven (7) working days prior to the student's first proctored assessment each semester.
7. Students who are unable to sit for a proctored assessment at the main campus or one of the regional campuses of the University of Mississippi must submit an "Off-Campus Exam Request Form" in a timely manner as outlined below.
8. The Department of Online Learning and Independent Study should receive a student's completed "Off-Campus Exam Request Form" as early as possible, but no later than seven (7) working days prior to the opening of the testing window for each proctored assessment.
9. If an "Off-Campus Exam Request Form" is received after the stated deadline, it is possible that the exam will be received by the proctor after the appropriate testing date, thereby affecting the student's grade. Additionally, the processing fee for late submissions of the "Off-Campus Exam Request Form" will be \$40 per exam if in the U.S. and \$60 per exam if outside the U.S. These fees will be charged to the student's Bursar account.

10. The Department of Online Learning and Independent Study can not accommodate an “Off-Campus Exam Request Form” received less than forty-eight (48) hours before the scheduled exam date and time.
11. If an exam must be sent via express mail to meet a testing deadline as a result of a student’s delay in submitting the completed “Off-Campus Exam Request Form” or of inaccuracies on the application, the express mail charges will be charged to the student’s Bursar account.
12. It is the responsibility of the student to pay the proctor fees required by some testing centers.

VERY IMPORTANT:

1. If a test is missed for ANY reason, a grade of 0 will be given. There will be absolutely NO make up tests given for ANY reason.
2. Any person who must miss a scheduled exam because of an official University function must reschedule and take this exam at a time BEFORE the exam is scheduled to be given. NO OTHER rescheduling will be allowed.
3. An "I" grade will not be given without the permission of the Department of Mathematics.
4. If a student wishes to discuss the grading policy, the testing policy, or wishes to have any conversation regarding the instructor of the course, please make an appointment with the course supervisor in the Department of Mathematics.

FINAL GRADE: The cumulative point total for the tests, homework, and final examination is 600 points: 200 tests, 100 homework, 100 discussion board posts, 80 midterm exam, and 120 final exam. The following point scale will be used to determine your final grade.

Grade	Points Necessary for Grade
A	552 = 92% of 600
A-	534 = 89% of 600
B+	516 = 86% of 600
B	492 = 82% of 600
B-	474 = 79% of 600
C+	456 = 76% of 600
C	420 = 70% of 600
D	360 = 60% of 600
F	Below 360

CALCULATORS: You will need a scientific calculator (like the TI-30 or TI-34) for the class. Please note, however, that Graphing Calculators are not allowed during tests. This includes, but is not limited to, the TI-82, TI-83, TI-84, TI-89, TI-92, TI-NSPIRE, and the Casio Algebra FX 2.0. Further note that cell phone calculators cannot be used during the test.

ELECTRONIC DEVICES: All cellular phones, pagers, and other electronic equipment should be turned off during the class period.

Cheating: The following statement is the policy of the Department of Mathematics in Math 267 regarding cheating:

Offenses: Cheating on any exam or quiz, theft or attempted theft of exam questions, possession of exam questions prior to the time for examination, or the use of an illegal calculator on tests or quizzes shall all be offenses subject to appropriate penalties. Furthermore, the presence of any mathematics (review tests, etc.) during tests shall be subject to the appropriate penalty.

Penalties: The penalty for commission of any offense set out above is failure in the course and, subject to the approval of the Chancellor, dismissal or suspension from the University.

WITHDRAWAL DEADLINE: Please see the academic calendar at <http://www.olemiss.edu/depts/registrar/acal.html>. After the Course Withdrawal Deadline, courses dropped will be recorded on University records and the W grade will be recorded if the student is not failing the course at the time of withdrawal; otherwise the grade recorded will be F. After the course withdrawal deadline, a student may drop a course only in cases of extreme and unavoidable emergency as determined by the academic dean; dropping a course after deadline will not be permitted because of dissatisfaction over an expected grade or because the student is changing his or her major.

ACADEMIC NEEDS: It is the responsibility of any student with a disability who requests a reasonable accommodation to contact the Office of Student Disability Services (915-7128). Contact will then be made by that office through the student to the instructor of this class. The instructor will then be happy to work with the student so that a reasonable accommodation of any disability can be made.

COMPUTERS: This course will be taught with the use of computers.

- Any questions regarding problems such as internet access in the dorms should be directed to the IT Helpdesk at 662-915-5222.
- Problems involving the Hawkes software should be directed to their technical support department.
 - Frequently asked questions about the software are listed and answered at the following link: hawkeslearning.com/PC_Support.htm
 - Students may submit a request for technical assistance by visiting the above site.
 - The technical support office is open Monday – Friday from 7:30am til 4:30pm (central time)
 - Students may call (843) 571-2825 to receive assistance with the software.
 - Students may also email their office: support@hawkeslearning.com

SUGGESTED PROBLEMS:

TEST ONE:

Section Number	Problems
2.1	20-78
2.2	1-23; 31; 34-35; 45
2.3	1-50
2.5	1-66

TEST TWO:

Section Number	Problems
2.4	4-6; 9-22
3.1	1-54; 57-59
3.2	1-55; 57-62
3.3	1-30

TEST THREE:

Section Number	Problems
3.4	1-67
3.5	1-42
4.1	6-29; 38-63; 71
4.4	1-14
4.5	1-11; 13-15

TEST FOUR:

Section Number	Problems
5.1	All
5.2	All
5.3	1-48; 55-60
5.4	1-18; 25-38

ESSENTIAL CALCULUS STUDENT DIRECTIONS

TO INSTALL THE SOFTWARE AT HOME:

1. Place CD #1 – Installation Disc in the CD-ROM drive.
2. The installation will begin automatically. Follow the on-screen instructions.
3. You will be prompted to enter a **HLS Course ID**.
-If you have internet access, select “Yes, the Course ID is:” and enter [UMissESC](#).
-If you do not have internet access, select “No, I will not be accessing an online gradebook from this computer.”

TO GET YOUR ACCESS CODE:

1. Either go to www.hawkeslearning.com and click on “[get your access code](#)” or click on the “[I need an access code link...](#)” from the software.
2. Fill out the form (including your 15-digit license number from the yellow sticker on the CD sleeve). Click on the submit button and your personalized Access Code will appear on the screen. You will also receive an e-mail with the Access Code as an attachment called “access.cod” which you should save to a floppy disk or another device.

TO ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE:

1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your Access Code when prompted. You may type it, paste it, or load it from a disk by clicking the “Load From Disk” option. If you type or paste your Access Code, you will be prompted to save it. Save your Access Code to avoid typing it each time.

TO ENROLL IN YOUR INSTRUCTOR’S GRADEBOOK:

1. **If you have internet access** and have entered your HLS Course ID (which is [UMissESC](#)), you will be asked to enroll in your instructor’s gradebook. Choose your instructor’s name and the correct section.
2. **If you do not have internet access**, you will need to enroll in your instructor’s gradebook by going to www.hawkeslearning.com/UMissESC. After entering your Access Code, you will be prompted to choose your instructor’s name and the correct section.

TO CERTIFY (DO YOUR ASSIGNMENT IN THE SOFTWARE):

1. The **Certify** option is where you will complete your assignment.
2. After certifying, you will be given a certification code (this verifies that you completed your assignment). It is recommended that you save and/or print your certification code.
3. **a. If you have internet access**, you should receive a message that says your certificate for the lesson has been registered successfully. If you do not receive this message, follow the directions under “**b.**”
b. If you do not have internet access, you will need to manually submit your certification code on the internet to get credit for your assignment in your instructor’s gradebook. To do this,
 - Go to www.hawkeslearning.com/UMissESC and log in using your Access Code.
 - Click the [Submit Certificate\(s\)](#) tab option.
 - If you saved your certification code to a file, click “Browse” to find your code and click “Submit Certificate”. If you have a paper copy of your certificate, click the “Type or Paste” tab, select the lesson you have certified in, type in your code and click “Submit Certificate”.

* **Be sure you submit your Certification Code ON or BEFORE the due date to get full credit for the assignment.**

There is a Mac version of the software in Beta.
See <http://www.hawkeslearning.com/mac> to download the Mac version.

THE HAWKES SOFTWARE IS INSTALLED AT THE WEIR HALL COMPUTER LAB.

Business Calculus students are also welcome to use Weir Hall during their extensive operating hours.
The schedule is posted at <http://www.olemiss.edu/itlabs/>

HAWKES SOFTWARE: ONLINE versus OFFLINE USAGE (HOME COMPUTERS)

Students can choose to work OFFLINE or ONLINE to complete their HW assignments.

- To work OFFLINE, open your Hawkes program, enter your access code, and choose to work offline.
- Offline usage for doing the HW is fine, but a student must be online when submitting his certificate of completion to the instructor's grade book – see the next page for submitting directions.

- To work ONLINE, open your Hawke's program and enter your access code.
(Students using a phone line connection need to first connect to the internet before opening the program.)

If a student notices that the HLS courseware is experiencing difficulties in connecting to the internet, please see page 4 of the syllabus.

HAWKES SOFTWARE: THE PRACTICE MODE VERSUS THE CERTIFY MODE

Practice mode	Certify mode
Practice problems are similar to the ones that you will encounter during certify mode.	Certify problems are the HW assignment problems.
During the process of practicing problems, you are allowed to incorrectly answer an unlimited number of questions. If you make a common error, the software will tell you which specific error you are making.	You will be allowed to incorrectly answer a select number of questions. If you exceed the allowable number of strikes, the certification lesson will end and you will be required to start over.
There is a tutor feature ... that will either guide you through the steps to working a problem or will present a complete solution to the problem.	If you miss a problem, you will receive a strike and then may request to see a detailed solution of the problem.
After practicing the problems, you should be prepared to enter the certify mode.	After successfully certifying in a lesson, you will be presented with a certificate of completion that contains a code ... this code must be electronically submitted to the instructors' grade book.

STEPS TO FOLLOW AFTER RECEIVING A CERTIFICATION CODE:

- Save the certification code (to at least a temporary location).
- After saving the lesson, select the quit option ... it is not necessary to print the certificate.
- If you do not have internet access, you will have to submit the certification code later ... directions given below.
- If you do have internet access, you should receive a message that the certificate has been successfully submitted to the instructor's grade book. Check your progress report (www.hawkeslearning.com/umissesc) to ensure that the earned points have been entered in the grade book.
- If the earned points fail to appear in the progress report, you need to resubmit the saved certification code before the due date to get full credit.

If you do not have internet access and Certify offline, you will need to electronically submit your certification codes to the instructor's grade book:

- Go to www.hawkeslearning.com/UMissESC and log in using your access code.
- Choose the Submit Certificate(s) tab at the top of the page.
- Browse to find the saved certificate if you saved it and click Submit Certificate.

Please read the following in case it happens to you!

Q: [I didn't save my certificate to a file and my instructor won't allow me to type the certificate from the Progress Report. How can I get credit for my work?](#)

A: Backup copies of all completed certificates are located in the "Hawkes Learning Systems" folder in the folder "My Documents" on the computer used for the work. Open your Progress Report, click Submit Certificates, and click the Load from File tab. Browse to the folder mentioned above and choose the lesson to be submitted. Click the Submit Certificate button to register the appropriate certificates.

Other common questions and solutions can be viewed at the link: www.hawkeslearning.com/PC_Support.htm

- Students may submit a request for technical assistance by visiting the above link.
- The technical support office is open Monday – Friday from 7:30am til 4:30pm (central time)
- Students may call (843) 571-2825 to receive assistance with the software.
- Students may also email their office: support@hawkeslearning.com

HAWKES HW ... MORE IMPORTANT INFORMATION!

- Submit certificates ON or BEFORE the due date to get full credit for each assignment.
- It is the student's responsibility to make sure that the earned points from doing the HW lessons are recorded in their Hawke's progress report (and therefore in the instructor's grade book).
- Instructors will only accept certificates that are electronically submitted to their grade books; they will NOT accept printed certificates or handwritten codes.