

**MATH 2103 Business Calculus  
HONORS ADD-ON**

**Oklahoma State University  
Fall 2015**

**Instructor: Dr. Melissa Mills**

**517 Math Sciences**

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**744-1689**

**Office Hours:** Monday 2:00-3:00 in MLSC  
Thursday 3:00-4:00 in MLSC  
Other times by appointment

**Required Materials:**

- Laptop with Microsoft Excel (You can check one out from the Library for free)

**Class Format**

Fridays at 9:30pm in HSCI 004 A

- Bring a laptop. We will be exploring the concepts of Business Calculus using Microsoft Excel.

**Examination/Project**

The final will either be an examination or project presentations.

**Homework**

You will also have Excel homework every week. It will either be on paper or you will turn in spreadsheets to the dropbox on D2L on Friday by 5:00pm.

**Course Grading**

Homework Percentage	75% of grade
Final Project	25% of grade

Semester grades will be assigned based solely on the total points as following:  
90%-100% A, 80%-89% B, 70%-79% C, 60%-69% D, below 59% F

**Course Website**

We will use the OSU Online Classroom system - Desire2Learn (D2L) at <https://oc.okstate.edu> for our course website.

- The "Content" section of the website will contain the following important documents: Syllabus, Calendar, Lecture Notes, Homework Problems, and other course documents
- The "Grades" section of the website can be used to access your grades. It will be updated approximately every two weeks

**Typing up Your Solutions**

When submitting the homework, you should always include a textbox displaying the problem, and a textbox displaying your answers. You should present your work as though you were giving it to your boss at a job. It should look clean, professional, and everything should be clearly explained using textboxes or color coding.

**University Policies / Academic Integrity**

All university policies will be followed in this course. It is your responsibility to know and comply with all university policies and deadlines. The university has prepared a syllabus attachment document which contains important information. A link to this document can be found on the course website. An addendum to this syllabus entitled **Academic Integrity for this Course** can be found on the course website.

**Special Accommodations for Students**

If you have a need for special accommodations of any nature, I will work with you and Student Disability Services to provide reasonable accommodations to ensure that you have a fair opportunity to perform in the class. Please advise me of your situation and the desired accommodations as soon as possible during the first week of class.

**Addenda to this Syllabus**

Several addenda to this syllabus are posted on the website. These documents provide more details and expand on class policies. The information in each addendum is to be considered an integral part of the course. Read them.

**Any changes in this syllabus or class schedule will be communicated to you in class and posted on the website.**