

Suggestions and Tips for Success in Business Calculus

“By failing to prepare,
you are preparing to fail.”
~ Benjamin Franklin.

Learning mathematics takes consistent practice. Much of the opportunities for practice are furnished by online homework, written assignments and online quizzes that you need to turn in regularly. In addition to homework and assignments, you should also honestly “test” yourself with extra problems in the textbook, and exam reviews. Your performance in these “self-tests” could give you a good gauge of your understanding of the material taught in class.

Aim to achieve ownership of mathematical knowledge.

By that we mean you could:

- (1) Identify the tools needed to solve a given problem.
- (2) Carry out the process of solution in a reasonable time frame without help from a tutor or peer.
- (3) Give a reason for each step in the solution of the problem.
- (4) Obtain insights from your computation besides giving a number.

Although we recognize that some individuals are more gifted in mathematics, **consistency in your learning is still required to improve your chance of success.** Mathematics is a hard subject; for many, much has to be done just to get by. However, the skills you gain and the opportunities opened to you from your training in the subject will make the challenges you face worthwhile. These skills are required in your future employment. For instance, see:

http://www.businessweek.com/magazine/content/06_04/b3968006.htm

http://news.bbc.co.uk/2/hi/uk_news/education/6954666.stm

Meet with your instructor whenever you feel that you are falling behind or have trouble understanding the material to the level listed above. In addition to your instructor, you could also get help from Math department tutoring, and the LRC. For details look up:

<http://www.nd.edu/~m10260/general/help.html>

Ultimately, students need to be able to solve the problems by themselves. But you will be helped by the guided experience provided by the course. Use the resources available to you to support your learning. These resources include your instructor, tutoring services, and practice problems.

Many students in the past have been successful in Business Calculus.

With that said, we wish to give advice on how you should manage your time, and tips for handling various learning activities of the course, including the examinations.

Getting the Most of Classroom Instruction

Be in class and be prepared to listen attentively and take notes. The handout for each class gives a good idea of the material you need to understand.

Work out all examples in the handouts. You should be able to work these out on your own in a reasonable time frame. Most problems should take no more than 20 minutes if you have grasped the material. You should be able to reason out and explain each step of your work.

Identify the material in the handout that you do not understand, and examples that you have a hard time working out or take a long time to complete.

Ask for help immediately. We highly encourage that you speak with your instructor about this material before the next class or at least on the same day as the next class. The point is to **promptly resolve any confusion as soon as possible**. You may still need to “test” yourself with a few similar problems after meeting with your instructor.

Completing Your Written Assignments

Although written assignments are due weekly in class, you should still start working on them early. The problems of an assignment you could work on at the end of each lesson are posted at the 10260 website. This helps to pace your progress in completing the assignment.

Start early to give a good margin of time for completing on your assignment.

Mark out those you have confidence doing and those you do not know how to start. Work on at least a couple of them to know how much help you need. Usually, you are expected to complete about 5 to 8 problems of your written assignment every day.

Attempt those problems that you are confident in completing first. Work on those that you are unsure of. Give yourself a full 20 minutes to seriously attempt these problems.

Ask for help promptly if you still cannot do your assignments. Bring along your scratch work.

File your assignment immediately when it is returned. You will need it for reviewing.

Taking the Online Homework and Quiz

Apply the same tips for completing your written assignments here.

Start working on your homework by the end of each lesson. At least have an idea of how much time and help you need to complete your homework. Homework is due online on CONCOURSE at the end of the next class day. Timing is crucial.

Know when the online quizzes are available. The schedule is posted at:

<http://www.nd.edu/~m10260/homework/concourse.html>

Print out a copy of the questions from CONCOURSE and work out the questions with paper and pencil as you would for your written assignments. **Keep your work for review later.**

Log in and get acquainted with Concourse. Do a browser check and Java check before you start your homework/quiz. We highly recommend that you use **Firefox** as your browser.

Taking the Online Homework & Quiz (continue...)

Save your work when you enter your answer.

Be aware that all online activities on Concourse are recorded and could be tracked. If you report any technical problems you faced on Concourse, your record will first be tracked and report verified before any actions are taken. You are expected to uphold the Honor Code.

Many students like to submit a blank problem set to get the numerical answers for each problem. They work on the submitted problems to ensure that their concepts and methods are correct, then start a new problem set for submission of their work. Please note however that you only have FIVE attempts for each problem set.

Do not wait till the last minute to complete and submit your work online.

Preparing for Exams

Give yourself a week to prepare for each midterm (or final) exam. Get all the material you need to go through:

Review sheet
Online quiz
Past year exams
Class handout
Homework

There is obviously a lot of material to be covered. However, **learning the course material should be a consistently on-going process** and should NOT take place merely the week before the exam.

Start with the review sheet. Mark out all the problems that you are confident of solving, those for which you need to refresh your memory, and those you totally do not know how to attack.

Attempt as many problems on the review sheet as possible before review sessions.

Ask for help promptly from tutors and instructors. Bring along your attempts and scratch work; they help us see how to best facilitate your learning.

Attend review sessions. Please note that going to reviews session alone does not mean that you are ready for the test.

Test yourself with an exam from a previous year and with the online quizzes. You need to be able to solve a problem by reasoning out each step of the solution.

Look for more practice problems in topics that you are still uncomfortable with. It is a good idea to work out those problems in the class handout for these topics. See your instructor.