

**Beacom School of Business**

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Date: September 2, 2009

To: Students registering for BADM 520

From: Diego Salazar, Ph.D.

Professor

Subject: Welcome Letter

Welcome to BADM 520—Foundations of Calculus and Statistics, an online foundation course for the MBA program offered by the University of South Dakota (USD) Beacom School of Business. The purpose of this welcome letter is to introduce myself and give you a rough idea about what to expect from this course.

My name is Diego Salazar, and I will be your instructor for this course. I am a professor of statistics at the Beacom School of Business at USD. I received my Bachelor of Science degree in mathematics from Macalester College in St. Paul, Minnesota; my masters in statistics from the University of Minnesota in Minneapolis, Minnesota; and my Ph.D. from Oklahoma State University in Stillwater, Oklahoma.

This course serves as a foundation for the MBA program and will cover topics from algebra, calculus, and statistics, which apply to business and economics. This is an accelerated course that will cover the following topics: 1) functions; 2) matrix algebra; 3) differential calculus; 4) descriptive statistics; 5) probability; 6) distributions; 7) hypothesis testing; and 8) linear regression.. The course will begin on September 2, 2008, and continue through the fall semester, which ends December 18, 2009.

Course materials will be made available via D2L, a proven and effective pedagogical tool utilized by many educational institutions worldwide and provided to you by USD. Other than the required textbook(s), you should be able to access, using an Internet connected computer, all materials necessary to complete the course requirements. No campus-specific activities are required or necessary to complete the course. When you registered for the course with USD, you became eligible for a **U. username and password** to access your University email account, D2L, and other USD services. Your username and password should be active the day after your registration is entered into the student system. Whether your username and password are *new* or *existing*, you can independently obtain your account information online, by going to <http://www.usd.edu/accounts/pickup>. You will need your **U. username and password** to gain access to the course. It is your responsibility to obtain this information before the first day of the course. Failure to do so will cause you to be unable to access the course and to potentially be dropped from the course.

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All students must log into the course by midnight CST of day three (3), which is September 3, 2009. Failing to do so will cause an *Instructor Initiated Drop* from the course. Attendance will be determined by work completed as indicated in the syllabus.

You may order your textbooks from *Barnes & Noble* at USD by email at [bn@usd.edu](mailto:bn@usd.edu) or by telephone at (605) 677-6291. We will be using the following two textbooks:

1. (Required) *Calculus for Business, Economics, Life Sciences, and Social Sciences*, Eleventh Edition, by Barnett, Ziegler, and Byleen, Prentice Hall, ISBN: 0-13-232818-6

2. (Required) *Business Statistics: A First Course*, Fourth Edition, by Levine Krehbiel, and Berenson, Prentice Hall, ISBN: 0-13-154714-3

My home page ([www.usd.edu/~diego](http://www.usd.edu/~diego)) will contain some of the work in this course. The syllabus for this course, which is accessible through D2L, will give you a clear picture of what is required. You may want to print this document and keep it handy. You should also read the Online Registration Packet from Continuing Education found at <http://www.usd.edu/ce/Orientation.pdf>. If you have technology questions and/or problems you should go to <http://www.usd.edu/technology>. There, you will find links to FAQs, and email and telephone contact information that you might need to get your questions/problems resolved. It is your responsibility to resolve any issues with access to the course, so that you can begin to participate in the course on the first day of the semester.

My recommendation to successfully complete this course is to finish weekly assignments and hand them in by the end of the week. This will make it easier for you to keep up with this class, to receive routine feedback on your progress, and to be better prepared for quizzes and tests. You must devote sufficient time to the course, and that time must be scheduled wisely.

It is my goal to help you succeed in this course, so that you will be prepared for future courses in your MBA program that depend on the mathematical concepts you will learn in this course. I will have office hours from **11:30 AM to 12:30 PM on Tuesday and Thursday and 1 to 2 PM on Monday and Wednesday each week**. You are encouraged to contact me by phone at (605) 677-5545 or email during these hours. I will also hold *virtual office hours* on **Friday 4 to 5 PM** at which time you can communicate with me via D2L. I understand that you will have questions at times other than these, but in order to keep my professional life in order, I must have a designated time to concentrate on answering your questions. If you have a question on homework problems or other material, you can communicate with me by telephone ((605) 677-5545) or email me ([diego@usd.edu](mailto:diego@usd.edu)). Regularly, I will look into my D2L account. It is my hope that the discussion board will serve as a forum for you and your classmates to learn from one another. Also, this is the way I can keep record of your understanding of the material. If your questions don't get answered from the discussion board or you are not able to contact me by phone during my office hours, you may email me.

Students are expected to conduct themselves in an honest, dignified, and professional manner. In particular, plagiarism and/or cheating on an assignment, either intentional or unintentional, will result in a grade of zero for the assignment. Suspected cheating on exams will result in being dropped from the course with a letter grade of "F." Students are expected to use good *netiquette* during online discussions. More detailed explanation of netiquette is provided on the university webpage.

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with *Disability Services* during the first week of class. Appropriate contact information is provided on the university webpage.

Once again, welcome to Foundations of Calculus and Statistics, and I look forward to working with you during the semester.