

COURSE SYLLABUS

Math 1324: Math Analysis for Business I – Face to Face

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Professor: Dr. Paul Oeser
Office: ET 117
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Office Hours:

Mondays: 11am – 1pm

Tuesday and Thursday: 11am – 12pm; 3:15 – 5:15pm

Course Number: Math 1324.12

Class Meetings: Tuesday and Thursday, 9:30 – 10:50am, ET 213

Course Description

Math 1324: Math Analysis for Business I (3 hours)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.

Prerequisite

MATH 0375 passed with a “C” or better, high school Algebra II passed with a “C” or better, or equivalent competency.

ICOs

1, 3

Learning Outcomes

After completing this course, the student should be able to demonstrate competency in:

- 1.0 Linear equations
- 2.0 Matrices
- 3.0 Linear programming
- 4.0 Finance

Required Materials

Textbook: Mathematics: An Applied Approach, 8th edition by Mizrahi & Sullivan

Supplies: Pencil, Paper, Scientific Calculator

Attendance

Although attendance is not factored into your term grade, attendance will be taken at the beginning of each class period. **In order to do well in the class you must attend regularly.**

Homework

Homework problems will be assigned each class period. Homework will be done in pencil and paper, to be turned in in class. **In order to do well in the class you must complete all of the homework!**

Homework assignments will be posted on the website (Blackboard) for the class. It is your responsibility to get the assignment if you are absent. Your homework average will be 15% of your grade.

Tests

There will be 4 tests and a comprehensive final exam. No make-up tests will be given. You **MUST** take the final exam. Test dates will be announced in class and will be posted on the homework assignment web page.

Tentative test dates

Test 1: Sept. 13th, Ch 1-2

Test 2: Oct 9th, Ch 3-4

Test 3: Oct 30th, Ch 5

Test 4: Nov 29th, Ch 6 (maybe Ch 7.1-7.3)

Course Grade

Homework: 15%

Test Average: 60%

Final Exam: 25%

Percentage (%)	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

Help

If you have trouble with any of the material in this course, do not hesitate to ask for assistance. It will get worse if you wait. You may ask questions in class, come to my office during office hours, or go to the Math Lab in ET 120. Online tutoring is available through Smarthinking.

Student Success Coaches

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Course Requirements (Lectures, Assignments and Assessments)

The course will consist of homework, chapter tests, and a comprehensive final exam.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#) " service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

SEI

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.