

MATH ANALYSIS FOR BUSINESS I

MATH 1324 SECTION 607

LECTURE CLASS

Instructor: Lynnette Schillo

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www.odessa.edu/dept/math/lschillo

Text: *Mathematics, An Applied Approach* by Sullivan and Mizrahi, 8th edition. Purchase of the text is required for the course.

Attendance: If you have a perfect attendance record, five points will be added to your final average at the end of the course. For each class missed, one less point will be added. After five, one point will be subtracted from your average for each class missed. There is no such thing as an excused absence. To be counted present, you must arrive on time and stay the entire class period. If you do miss a class, you can find the assignments on the website listed above. The first day of class is Wednesday, January 12.

Exams: There will be four exams and a comprehensive final. Of the four exams (not the final), I will drop the lowest grade prior to calculating your average. Therefore, there are **NO MAKE UP EXAMS**. The final exam is scheduled for Wednesday, May 12 at 11:00 a.m. **NO EARLY FINALS WILL BE GIVEN.**

Homework: Homework will be assigned at the end of each class and should be completed by the next class. I will not collect homework. However, every Wednesday, at the end of class, there will be a quiz. The quiz questions will come directly from the homework assigned since the last quiz. You cannot use your homework to take the quiz, but if you have done your homework, you should do very well on the quiz. Before averaging your quiz grades, I will drop your two lowest quiz grades, therefore there are **NO MAKEUP QUIZZES.**

Math Lab: Hours in math lab are not required in this course. However, if you are having difficulty with an assignment, this is a good place to find help. It is located in ET 120 and is open from 8:30 a.m. to 8:30 p.m. Monday through Thursday and 8:30 a.m. to 1 p.m. on Friday.

Final Grade: Your final grade will be calculated by averaging your 3 highest test scores, your final and your quiz average.

90.0-100 % A

80.0-89.9 B

70.0-79.9 C

60.0-69.9 D

Below 60 F

Dropping the Course: If for any reason you decide that you cannot complete the course, please visit with me to see if I can help the situation. If not, YOU must go to the registrar and officially drop the course to receive a “W” grade. The last day to drop is Friday, April 9 by 1 pm.

Office Hours: My office is ET 117 and my official office hours are Monday and Wednesday from 1:30 to 5 pm and Tuesday from 1:30 to 4:30 pm Please do not hesitate to stop by. If you are not free during scheduled office hours, feel free to make an appointment with me for another time as needed.

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 (journals and magazine articles). Research guides covering specific subject areas, tutorials, and the “Ask a Librarian” service provide additional help.

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.

Student Email: 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/>. All assignments or correspondence will be submitted using your Odessa College email.