

Mathematics for Business and Social Science
MATH 1324.F1C
MTWTh 11:00am-12:20pm, WOOD 105
01/14/2015 – 03/05/2015



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<i>Office Hours</i>	
Campus Office Hours:	MTWTh 9:00am–10:00am 12:30pm– 2:00pm

No appointment is necessary to see me during office hours. Please contact me if you need to see me at some other time.

About Your Instructor

I want you to succeed in this course! Do your best to earn a high grade. And if you start having difficulties please let me as soon as possible so that I can help you; don't give up!

Preferred Method of Communication:

The best way to contact me is by email. You can email me anytime; I usually check my email throughout the day and evening. I can also be contacted by phone during office hours. You may leave me a message if I am not in my office when you call.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to better communicate with my students, I

- have provided my contact information at the beginning of this syllabus;
- when possible, will respond to all messages no later than the next day if received Monday through Thursday, and by Monday if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (either for me or the chair of the department).

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

- have provided clear information about grading policies and assignment requirements in this syllabus, and
- will communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

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

- provide grades for assignments and exams within one week of submission, and
- post all grades on Blackboard within one week of each exam.

INFORMATION ABOUT THE COURSE

Course Description

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

Course Prerequisites

Meet TSI college-readiness standard for Mathematics; or equivalent.

REQUIRED MATERIALS

<u>WebAssign</u>	WebAssign access is required, and students can register for access at http://webassign.net . Computers are available at several places on campus including the Math Lab (WOOD 201) and the library. The Class Key for this section of MATH 1324 is odessa 5586 3258.
<u>Calculator</u>	A scientific calculator is required. The TI-30 is a relatively inexpensive calculator which is satisfactory for the course. Graphing calculators are not allowed on exams.
<u>Paper</u>	Standard-size loose-leaf notebook paper.
<u>Pencils</u>	Pencils for in-class assignments and exams.

OPTIONAL MATERIALS

<u>Textbook</u>	A hard copy of <i>Applied Mathematics for the Managerial, Life, and Social Sciences</i> (ISBN-13: 978-1-133-10894-8) by Soo T. Tan. Although WebAssign includes online access to the textbook, students may find a hard copy more convenient to access and easier to read.
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GRADING

At the end of the semester each student's weighted average is computed using the following percentages.

In-Class Assignments	10%
Homework	14%
Exam 1-3 (17% each)	51%
Final Exam	25%
Total	100%

Letter grades are assigned according to the student's weighted average.

Semester Grade	Weighted Average
A	90-100
B	80- 89
C	70- 79
D	60- 69
F	0- 59

In-Class Assignments (10%)

Assignments may be given during lecture or at the end of lecture for students to complete in class. Randomly selected assignments will be collected and graded.

Assignments collected for grading must be completed neatly in pencil on standard-size loose-leaf notebook paper. The lowest two in-class problem-solving scores are dropped before computing the semester average.

Homework (14%)

Homework assignments are contained in WebAssign. The lowest two homework scores are dropped before computing the semester average.

Exams (76%)

There are three exams and a final exam. One score from exams 1-3 (and no more than one) may be replaced by the final exam score.

All exams must be completed neatly in pencil.

The dates of the exams appear on the attached calendar.

Late Work and Make-Up Exams

Late work is accepted, and make-up exams are available, only for (1) required participation in an Odessa College athletic event, or (2) the observance of a religious holy day (as defined by Texas Education Code §51.911(2b)). Students are required to notify the instructor prior to any such absence and submit any requested documentation.

STUDENT COURSE PARTICIPATION

As a student, I understand that I am responsible for keeping up with the course. To help with this, I

- will identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and access to computer labs during regular campus hours to help me with in completing any online assignments; and,
- understand that late work will not be accepted due to technical issues that may arise due to unreliable equipment or service.

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

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don’t understand; and
- access my course regularly to keep up with assignments, and
- for online courses, check my email frequently so that I am aware of any important announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

COURSE POLICIES

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual performance, but students are encouraged to collaborate with other students in this course.

Digital Protocol

Inside the classroom, cell phones should be placed on either *vibrate* or *silent* mode and students are not allowed to speak on their phone. During lecture phones should be accessed in emergency cases only.

Attendance Policy

Regular attendance is essential in order to succeed in the course. Although not factored into the semester average, attendance will be taken at each class meeting.

Grade Inquiry Policy

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.

- Submit assignments on time. See “Late Work & Make-Up Exams” policy shown above under GRADING.

Incomplete Policy

An ‘Incomplete’ grade may be given only if:

- The student has passed all completed work
- If he/she has completed a minimum of 75% of the required coursework. A grade of an “I” will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
- An Incomplete form is submitted.

COURSE CALENDAR

Date	Section
1/14	Introduction
1/15	2.1
1/20	2.2
1/21	2.3
1/22	2.5
1/26	2.6
1/27	Exam 1 (2.1-2.3, 2.5-2.6)
1/28	3.1
1/29	3.2
2/02	4.1
2/03	4.2
2/04	4.3
2/05	Exam 2 (3.1-3.2, 4.1-4.3)
2/09	5.1
2/10	5.2
2/11	6.1
2/12	6.2
2/16	6.3
2/17	7.1
2/18	7.2
2/19	Exam 3 (5.1-5.2, 6.1-6.3, 7.1-7.2)
2/23	7.3
2/24	7.4
2/25	7.5
2/26	7.6

3/02	7.7
3/03	8.1
3/04	8.5
3/05	Final Exam (all sections)

CORE OBJECTIVES (COs)

Description of Core Objectives (COs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (COs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses*)




Odessa College's Core Objectives (COs):

1. *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making

DISCIPLINE CORE STATEMENT

Mathematics

This course focuses on algebraic topics that rely on the use of logic and quantitative tools. The course studies mathematical relationships through the use of functions and linear programming, and the students are required to solve to business application problems.

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Mathematics	3						
<p>Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.</p>							

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to:

1. Demonstrate and apply knowledge of functions.
2. Apply techniques for graphing inequalities.
3. Apply matrices to business applications.
4. Demonstrate and apply knowledge of financial formulas.

LEARNING OUTCOMES

Student Learning Outcome(s)	Core Objectives (CO's)
1,2,3,4	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
3,4	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
1,2,3,4	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making

ODESSA COLLEGE POLICIES

Tuition Discounts

The ***“First Course is Free”*** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The ***“Academic Progress Discount”*** provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook; Student Rights & Responsibilities*
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook*)

Special Populations/Disability Services/Learning Assistance

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.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

STUDENT SUPPORT SERVICES AND TECHNICAL SUPPORT

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account? Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)
How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find...?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus

Quiet study areas	For course work	On Campus
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Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will	On Campus

	be. SIS presentation	
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm