



**Syllabus:** Math for Business and Social Sciences-Online

**Course Number:** MATH 1324

**Semester & Year:**

**Instructor Information**

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Office Hours:

**Textbook/Supply Information**

MyMathLab (MML) by Pearson (this is an access code that can be purchased in the TC bookstore(ask for it at the front counter) or online through the MyMathLab website) Cost \$85-\$100 depending where it is purchased. The textbook, through MyMathLab, "College Mathematics for Business, Economics, Life Science, and Social Science", 13<sup>th</sup> Edition, by Barnett, Ziegler, Byleen.

The textbook and all assignments are in MyMathLab.

You will also need a **graphing calculator** (preferably a TI-84).

**Student Learning Outcomes for the Course**

Upon successful completion of this course, student will:

1. Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic, and exponential functions to solving real-world problems. Graph polynomial, logarithmic, and exponential functions.
2. Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.
3. Apply basic matrix operations, including linear programming methods, to solve application problems.
4. Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.
5. Apply matrix skills and probability analyses to model applications to solve real world problems.

**Student Requirements for Completion of the Course and Due Dates**

**Homework:** Homework assignments are to be completed using MyMathLab (MML). You will receive full credit for assignments turned in by the due date @ 11:59pm. Assignments after the due date will be recorded as a zero. At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average.

**Tests** – All chapter tests will be taken online in the TC Testing Center or a proctored setting(see **Proctors**), There will be a total of 4 chapter tests as follows:

Test 1: Chapter 2

Test 2: Chapter 3

Test 3: Chapters 4,6

Test 4: Chapters 7,8

**Final Exam:** A final exam will be administered. It will cover the last chapter of the course, Chapter 9. The final exam must be taken online at the TC testing center or your proctored setting by the final exam due date.

**All major tests and the comprehensive final will be taken in the TC testing center or your proctored setting(if you live out of town) unless instructed otherwise by the professor**

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\*NOTE: Calculators are allowed on all work unless otherwise instructed.

### Student Assessment

You have opportunity to earn points in the following 3 areas. Your final grade will be determined by the corresponding percentages.

(1) Homework	15%
(2) Chapter Tests	68%
(3) Final Exam	17%

Final Grade =  $0.15 \times \text{homework average} + 0.68 \times \text{chapter test average} + 0.17 \times \text{final exam average}$

### Grading Scale

<b>A</b> 90-100	<b>B</b> 80-89	<b>C</b> 70-79	<b>D</b> 60-69	<b>F</b> 59-below
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### Class Schedule

See your course on MML for due dates and assignments.

### Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

### Online/Hybrid Course Absences

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12<sup>th</sup> Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

### **Excused Absences**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

### **Maximum Allowable Absences**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. For a three hour Online Academic class, an instructor may withdraw a student from a course if they exceed 2 absences.

### **Make-up Policy**

There will be no make-up exams for major tests. Any test missed will be recorded as a zero. Any student missing 3 major tests may be dropped from the course. If your final exam grade is higher than one of your chapter test grades, the final exam grade will replace the lower test score. Students may have the homework due date extended for excused absences (See excused absences above).

### **Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at

<https://texarkanacollege.edu>.

### **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

### **Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

### **Assessment and Testing Center Information:**

The Assessment and Testing Center is located in the Texarkana College Library.

***Exams must be started a minimum of 1 hour before closing time and must be completed by closing time. In order to take a test you will need the following:***

1. Your CURRENT STUDENT PICTURE ID or valid Driver's License.
2. The name of your instructor.
3. The name and section of the course.
4. The name of the test or exam you wish to take.

\*Students must abide by all Testing Center rules and regulations.

[Link to Testing Center Rules and Regulations](#)

### **Important Class Information READ THIS!!!!**

Homework assignments must be completed by the due date @ 11:59pm of each week they are assigned for credit. Assignments turned in after the due date will be recorded as a zero. Students have **unlimited** attempts to complete each assignment before each due date. Assignments are located under the “Homework” button on your MML dashboard. After 3 attempts, select “similar exercise” for a new question. You can keep doing this as long as you would like until the due date or the desired grade is achieved.

Chapter tests are password protected and will not be accessible unless the student is in the Testing Center. You may take a chapter test as soon as you see it posted in MML. You do not have to wait until the due date to take your test. Tests are located under the “Quizzes & Tests” button on your MML dashboard. Reviews for each test can be also found on MML under the “Quizzes & Tests” button. Reviews are for practice only and don’t affect your grade but are HIGHLY recommended.

\*All due dates are final so please don’t ask for extra time. It is your responsibility to make sure your work is completed and tests are taken by the due date.

The links you will need to use for this course on your MML dashboard are “Course Home”, “Homework”, “Quizzes & Tests”, “Important Info/Documents” and “Gradebook”. All other items on MML are optional for you to use, but use all of it that you need to be successful.

**Calculators** will be allowed on any course work. All work on tests taken at the testing center will need to be shown on scratch paper numbered in appropriate sequence and legible and turned in with your test. Scratch paper and a graphing calculator are available in the testing center if needed, you just have to ask.

**Correspondence** and announcements will be posted on MML and will also be sent to the email account you register with MyMathLab.

A student may be **dropped** from this course for any of the following reasons:

- (1) Missing **3** major tests
- (2) Missing **3** or more weeks of homework
- (3) Any breach of conduct (see Student Handbook)

Cheating is prohibited. Anyone caught cheating on an assignment or test will have earned an ‘F’ for the semester OR you may be dropped from the course.

### **Proctors:**

If you live within a 50 mile radius of Texarkana College, you must take your chapter tests and final exam in the Texarkana College Testing Center located in Room 11 of the Business and Computer Technology Building,

located on campus. Testing Center hours of operation and other testing information can be found at <https://www.texarkanacollege.edu/pages/297.asp>.

Students living outside the 50 mile radius of Texarkana College, and do not wish to drive to the TC campus to take their tests, must find their own proctor.

An acceptable proctor must be one of the following:

- Educational administrator or librarian at a community college, university, or high school
- Librarian at a public library
- Learning Center, ESO, or an officer of higher rank than the student, if in the military
- College, university, or private testing center

The National College Testing Association has a web site that lists approved sites for proctoring tests. Their web address is <http://www.ncta-testing.org/cctc/find.php>

**Note: Any cost for either the proctor or proctoring site is the full responsibility of the student. (This applies only if you are not taking tests at TC)**

Free Tutoring @ Texarkana College:

-TC Math Lab- located in the TC Library, 2<sup>nd</sup> floor

The instructor reserves the right to amend the syllabus as needed.