MATH 1324 – Business & Economic Mathematics   Instructor: David Katz
Syllabus   Lecture Class

Instructor Information: **Math Division Information:**
EMAIL: dkatz@dcccd.edu   **PHONE: 972-273-3500**
WEB: http://iws.ccccd.edu/dkatz/MATH1324/business_math.htm   **LOCATION: P330**

REQUIRED TEXT: *Mathematical Applications for the Management, Life and Social Sciences,* 8th edition by Harshbarger & Reynolds (ISBN 0-618-794-409)

>   **Optional:**   *Student Solutions Guide* (ISBN 0-618-67692-9); *Excel Guide for Finite Mathematics and Applied Calculus* by Narasimhan (ISBN 0-618-67691-0)

PREREQUISITE: Passing grade in Intermediate Algebra DMAT 0093 or equivalent

COURSE OBJECTIVE: To develop an understanding of relations and functions related to business including polynomial, rational, exponential, logarithmic, and special functions. Other topics include: mathematics of finance, matrices, systems of equations and inequalities, counting and probability theories as well as linear programming.

A detailed course calendar and list of assignments is available from the instructor, or log into the eCampus (http://ecampus.dcccd.edu/) system to get this course information. If you do not have a user ID and password for eCampus, I can create one for you.

SUPPLIES: TI-83 or TI-84 calculator is required. Microsoft Excel is optional.

COURSE CONTENT: Chapters 1-3, 5-7, and sections 4.1-4.2 be covered during the course of the semester. See the course calendar for the order of the assignments. Only students who have completed all chapter exams will be allowed to take the final exam.

COURSE AVERAGE: Course averages will be computed as follows:

Grade Values	Weighting of Grades		
90 -100 = A	Unit tests	->	70%
80 - 89 = B	Final Exam	->	15%
70 - 79 = C	In-Class Activities	->	8%
60 - 69 = D	Attendance	->	2%
0 - 59 = F	Discussion Board	->	2%
	Participation	->	2%

NOTE: An assignment or test completed late may be penalized 15 points for each week it is late. An incomplete grade ("I") is only given in extreme circumstances.

CONFIDENTIALITY OF STUDENT GRADES: Under the Family Educational Rights & Privacy Act (FERPA) of 1974, I am not allowed to give out grades by e-mail or telephone. Please talk to me in person or log into the eCampus system to view your grades.

ATTENDANCE: Class attendance is required. Students who are in class are successful. If you miss class for an excused absence, consult your homework sheet and course calendar to determine what work needs to be made up.

RE-TAKING THIS COURSE: Effective fall 2005, the Dallas County Community Colleges charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of credit courses require higher tuition. Developmental math courses are never charged at a higher tuition rate. Third attempts include courses taken with an A,B,C,D,F, or W grade at any of the Dallas County Community Colleges since the fall 2002 semester.

GROUPS: Students may work in groups for the in-class activities. The in-class activities are 8% of your grade. One of the recommendations of business leaders is that students have the opportunity to model the behavior that will be expected of them in their careers. This includes working with a group.

HOMEWORK: Please use a loose leaf notebook and filler paper for your class notes and homework. Bring this notebook to class with you. Homework is the most important part of a course. Plan to spend at least 6 hours a week on homework. Completing your homework on a daily basis will allow you to participate in class. Participation in class is 2% of your grade.

TESTS: All tests (except for the final exam) will be taken in the Testing Center. ***You will need a North Lake College ID, and pencil to take an exam. You must know the course name, course number, and my name*** to take a test at the Testing Center. Extra TI-83 calculators are available for student use at the Testing Center. If you use your own calculator at the Testing Center, the staff will clear the calculator's memory both before and after taking an exam.

All students must make an honest effort to complete all exams to the best of their ability. I do not allow students to skip exams.

Re-tests are allowed for every exam except the final and the last unit test. The highest grade possible on a re-test is a 70. You must have instructor approval to take a re-test. The final exam is held in the classroom. Consult the course calendar for the date of the final exam.

TESTING CENTER LOCATION: The Testing Center is located in **A425**. Lockers are available for students to store their belongings. The Testing Center can also make student IDs.

TESTING CENTER HOURS:
8:30 a.m. - 9:00 p.m. Monday - Thursday
8:30 a.m. - 3:30 p.m. Friday & Saturday
closed on Sunday.
Check in one hour prior to closing. Tests are removed promptly at closing.

MATH LAB: The Math Lab provides free math tutoring and is located in **C211**.

MATH LAB HOURS:
8:00 a.m. - 9:30 p.m. Monday through Thursday,
8:00 a.m. - 4:00 p.m. Friday
9:00 a.m. - 2:00 p.m. Saturday.

Extra calculators and textbooks are available for student use in the Math Lab.

Another way to earn your credit for your participation grade is to study in the Math Lab. Near the end of the semester if you make a copy of your lab sign-in sheet and bring it to me, I can give you credit toward your participation grade.

DROP PROCEDURE: If you are unable to complete this course, you must withdraw from it in a formal procedure which you must initiate in Admissions or Counseling by the drop date. Your instructor can not drop you. Please consult the course calendar for the drop date. If you do not withdraw, you will receive a performance grade, probably an "F". If you are considering dropping this class, please discuss it with me or with a counselor. Often there are other alternatives.

RELIGOUS HOLIDAYS: Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance.

CLASSROOM POLICIES: Please turn your cell phones off or to vibrate during class. You are welcome to use a laptop in class to help you take notes. Please be considerate of your classmates and do not eat, text message, e-mail, surf the web, take pictures, listen to music, or read outside materials during class.

AMERICANS WITH DISABILITIES ACT: Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), NLC is committed to ensuring that all qualified students with disabilities are afforded an equal opportunity to participated in and benefit from its programs and services. Any student who believes that he or she may need an accommodation based on the impact of a disability should contact the Disability Services Office at 972-273-3165 located in A413.

ACADEMIC HONESTY: The Student Code of Conduct prohibits activities and prescribes penalties for academic dishonesty. According to North Lake College Policy, adopted by the President's Cabinet and printed in NLC Operational Memoranda, students found guilty of any form of academic dishonesty, including (but not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion, may receive an F on the assignment and/or an F in their course(s) from the instructor and may be suspended from college by administrative action.

NOTICE TO STUDENTS RECEIVING FINANCIAL AID
If you are receiving financial aid grants or loans, you must attend class. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your class attendance, enrollment, or a failing grade may require that you repay financial aid funds.

The instructor reserves the right to make changes to the syllabus during the semester. All such changes will be announced in class before they become effective.

Si Ud. necesita ayuda en español con leer el libro o entender un asunto de nuestra clase, dígame, y puedo explicarle a Ud. en español después de la clase.

Supplement to Syllabus for the following MATH courses:
1314, 1324, 1332, 1333, 1414, 2342, 2412

Core Area Exemplary Educational Objectives

Core Area: Mathematics
The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.

2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.

3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.

4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.

5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.

6. To recognize the limitations of mathematical and statistical models.

7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understanding its connections to other disciplines.