INSTRUCTOR’S INFORMATION
(Instructor reserves the right to amend this information as necessary.)

<table>
<thead>
<tr>
<th>Semester and Year:</th>
<th>Fall 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Dates:</td>
<td>8/26-12/12</td>
</tr>
<tr>
<td>Section:</td>
<td>81410</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Mr. Michael Puente</td>
</tr>
<tr>
<td>Contact Info:</td>
<td><a href="mailto:michaelpuente@dccc.edu">michaelpuente@dccc.edu</a></td>
</tr>
<tr>
<td></td>
<td>972-238-6049</td>
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<tr>
<td></td>
<td>Office: Medina 139</td>
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<tr>
<td></td>
<td>Student Hours</td>
</tr>
<tr>
<td></td>
<td>M 1:00pm-2:00pm (M139), T 8:00am-9:00am (M139),</td>
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<tr>
<td></td>
<td>W 1:00pm-2:00pm (M125), R 8:00am-9:00am (M139)</td>
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<tr>
<td></td>
<td>F 8:00am-9:00am (M139)</td>
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<td></td>
<td>Virtual Student Hours in eCampus</td>
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<tr>
<td></td>
<td>Mondays 1:00pm-2:00pm</td>
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<tr>
<td></td>
<td>Thursdays 5:00pm-6:00pm</td>
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<tr>
<td>Last date to withdraw:</td>
<td>11/14</td>
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<tr>
<td>Final Exam Day and time:</td>
<td>The final exam will be available online from 12:01am</td>
</tr>
<tr>
<td></td>
<td>Wednesday 12/11 until 11:59pm Thursday 12/12</td>
</tr>
<tr>
<td>MyLab Math Course ID:</td>
<td>puente34079</td>
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</tbody>
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Evaluation Procedures: The grade is computed by
15%  MyLab Math Assignments
53%  4 Exams
20%  Final Exam
8%   4 Written Assignments
1%   Information Sheet
1%   Office Hours/Virtual Office Hours Participation
2%   2 Discussion Boards

Grades are assigned according to the following scale:
A: [90, 100], B: [80, 90), C: [70, 80), D: [60, 70), F: [0, 60)

Attendance Policy: In order to be successful, students must be present online and participate in enrolled courses. Because online courses move quickly and require self-discipline, it is important to efficiently manage your time. This would include not waiting until the last minute to turn in assignments or tests. Technology is not fail proof, so allow time for unforeseen circumstances.

Email Policy: Students are expected to check their email regularly. To make sure you receive all announcements and important updates, verify that the email address in eCampus (ecampus.dcccd.edu) is accurate by going to Personal Information. When sending an email, please include your name and section number. I check email regularly and will respond to your email within 24 hours.
Required Materials:
2. A graphing calculator is required. A calculator in the TI-83 family or TI-84 family is recommended. However, it should be one without a computer algebra system or algebraic manipulation ability.

A 14-day temporary access to MyLab Math is available so that you may get started on the course. Your access must be updated with a valid, purchased code prior to the end of the 14 days or your access will be closed. Follow the instructions in the emails you receive regarding updating your account.

Class Calendar (Tentative):
*(All due times are 11:59 pm Central Time. In the event of inclement weather, students should continue to follow this calendar and submit assignments at the scheduled times.)*

<table>
<thead>
<tr>
<th>Content</th>
<th>Assignments and Due Dates</th>
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<tbody>
<tr>
<td>Week 1 8/26</td>
<td>7.3 Getting Started &amp; Section 7.3 due Wednesday 8/28</td>
</tr>
<tr>
<td></td>
<td>7.4 Discussion Board 1 &amp; Section 7.4 due Friday 8/30</td>
</tr>
<tr>
<td>Week 2 9/2</td>
<td>7.5 (Labor Day – Campus is closed 9/3) Information Sheet &amp; Section 7.5 due Wednesday 9/4</td>
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<td></td>
<td>8.1 Section 8.1 due Friday 9/6</td>
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<tr>
<td>Week 3 9/9</td>
<td>8.2 Section 8.2 due Monday 9/9</td>
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<td>8.3 Section 8.3 due Wednesday 9/11</td>
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<td>8.4 Written Assignment 1 &amp; Section 8.4 due Friday 9/13</td>
</tr>
<tr>
<td>Week 4 9/16</td>
<td>8.5 Section 8.5 due Monday 9/16</td>
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| | Review Exam 1 Review due Wednesday 9/18  
**Exam 1 will be available on Thursday 9/19 at 12:01am until Friday 9/20 at 11:59pm** |
<p>| Week 5 9/23 | R.4A Section R.4A due Monday 9/23 |
| | R.5 Section R.5 due Wednesday 9/25 |
| | 1.1 Section 1.1 due Friday 9/27 |</p>
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<thead>
<tr>
<th>Week 6 9/30</th>
<th>1.2</th>
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<tr>
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<td>R.7, R.4B</td>
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<td>Week 7 10/7</td>
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<td>Section 10.1 due Monday 10/7</td>
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<td>10.2</td>
<td>Section 10.2 &amp; Written Assignment 2 due Wednesday 10/9</td>
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<td>Section 2.5 due Friday 10/25</td>
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<td>Week 10 10/28</td>
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<td>Section 2.6 due Monday 10/28</td>
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<td>Discussion Board 2 &amp; Section 3.1 due Wednesday 10/30</td>
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<td>Written Assignment 3 &amp; Section 3.3 due Monday 11/4</td>
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<td>Exam 3 Review due Friday 11/8</td>
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<td>Week 12 11/11</td>
<td>Exam 3 will be available at 12:01am Monday 11/14 until 11:59pm Tuesday 11/15</td>
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<td>10.5</td>
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<td>Week 15</td>
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<td>Week 16</td>
<td>12/9</td>
<td>Review</td>
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**MyLab Math Assignments:** To register for MyLab Math, you must click any MyLab Math assignment in eCampus. Clicking a MyLab Math assignment in eCampus will direct you to our MyLab Math course registration page and allow grades to sync. The due time for MyLab Math assignments is 11:59pm on the due date. However, you will have the opportunity to continue working on a given week’s past due MyLab Math assignments for a maximum grade of 80% by 11:59pm on the following Sunday. For example, Section 7.3 is due on 8/28, but you will still be able to continue working until the following Sunday 9/1 for a maximum grade of 80% for any work submitted past the due date.

Each problem has 4 similar problems available. Use “Help Me Solve It” wisely; if you click on it before grading a problem, it uses up one similar problem. However, it is a very useful tool and is still accessible on a problem after it has been graded. You will also want to make use of the “View an Example” feature. This is an example that will also guide you through the working of a problem.

Allow time for computer/internet problems -- do not wait until the last minute to submit work. This is an online class. You are expected to have a computer and internet access available to you. There are computers on campus, however, it is your responsibility to know the computer lab hours if you choose to only work on campus. Wifi is turned off when the campus is closed. NOTE: The website being down or your computer or internet access not working at the last minute is not an extenuating circumstance. It is something you should expect. Work ahead.
**Written Assignments:** There are 4 Written Assignments (found under each unit in eCampus) that require you to show your work. Submit work in eCampus by 11:59pm on the due date. No late work is accepted. (See Instructions for Submitting Written Work below).

**Information Sheet:** This is a survey posted in eCampus. You need to complete this survey and submit it in eCampus (under the “Unit 1 – Start Here!” tab) by the due date in the calendar above. (See Instructions for Submitting Written Work below).

**Discussion Boards:** There will be 2 graded discussion board assignments in eCampus. The due dates are listed in the calendar above. Each discussion board assignment requires you to respond to others in the board. If you wait till the last minute, then no one has the opportunity to respond to your post. **Any posts made after the due date will not be considered for grading purposes.**

**Office Hours/Virtual Office Hours Participation:** I will be available by live chat via Blackboard Collaborate Mondays 1:00pm-2:00pm and Thursdays from 5:00pm-6:00pm. In addition to live chat, there is an interactive, digital whiteboard and audio/video features. You are invited to participate and ask questions. You may need to download the Bb Student app to join on your mobile device. To encourage active participation in Virtual Student Hours (via eCampus), students will be **required to attend at least one session for a minimum of 10 minutes and will be graded based on the schedule below.** If you have a conflict with the scheduled times, please email your instructor to set up.

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>8/16, 8/29, 9/2, 9/5, 9/9, 9/12, 9/16, 9/19</td>
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<tr>
<td>9/23, 9/26, 9/30, 10/3, 10/7, 10/10, 10/14</td>
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<td>10/17, 10/21, 10/24, 10/28, 10/31, 11/4, 11/7</td>
<td>80%</td>
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<tr>
<td>11/11, 11/14, 11/18, 11/21, 11/25, 12/2, 12/5, 12/9, 12/12</td>
<td>70%</td>
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</table>

**Exams 1–4 and the Final:**
- Exams 1-4: These 80 minute online exams are in MyLab Math. You must show work on all of the problems and submit it according to the instructions above (Instructions for Submitting Written Work). All solutions to problems must be supported by work that clearly shows a progression to the answer given in MyLab Math. If the work cannot be read, is unorganized, is not correct, or is missing, then the problem will receive little or no credit, regardless of whether the solution is correct. Follow all directions carefully. Simplify all answers completely to receive full credit and use correct mathematical notation including proper use of equal signs. The exam must be completed all at once and will immediately submit if you go to any other website or try to access the book or homework problems within MyLab Math. The exam will not be reopened if this happens. If your exam, MyLab Math, the internet or anything else fails during the exam, submit your work within 30 minutes of that happening. The exam is not reopened for any reason. If you are unsure of your internet connection, be sure to take it in a lab at Richland. After you take the exam, you need to submit your written work **within 30 minutes.** There are time stamps on both, so this will be considered. If the written work is late, up to 2 points will be deducted for each minute over the 30 minute window. The best way to study for the exams is to use the homework assignments and the Review
Assignment for the Exam. If you do not take the exam, you will receive the grade of zero. There are no make-ups or retakes for any reason.

- Final Exam: This 110 minute online exam is comprehensive. You must show work on all of the problems and submit it according to the instructions above (Instructions for Submitting Written Work). All solutions to problems must be supported by work that clearly shows a progression to the answer given in MyLab Math. If the work cannot be read, is unorganized, is not correct, or is missing, then the problem will receive little or no credit, regardless of whether the solution is correct. Follow all directions carefully. Simplify all answers completely to receive full credit and use correct mathematical notation including proper use of equal signs. The exam must be completed all at once and will immediately submit if you go to any other website or try to access the book or homework problems within MyLab Math. The exam will not be reopened if this happens. If your exam, MyLab Math, the internet or anything else fails during the exam, submit your work within 30 minutes of that happening. The exam is not reopened for any reason. If you are unsure of your internet connection, be sure to take it in a lab at Richland. After you take the exam, you need to submit your written work within 30 minutes by uploading your work in eCampus (under the “Upload Written Work” tab). There are time stamps on both, so this will be considered. If the written work is late, up to 2 points will be deducted for each minute over the 30 minute window. The best way to study for the exam is to use the homework assignments and the Review Assignment for the Exam. If you do not take the exam, you will receive the grade of zero. There are no make-ups or retakes for any reason. The Final Exam grade will replace the lowest grade of Exams 1-4, if the Final Exam grade is higher.

### Instructions for Submitting Written Work

When you do your work for submission, it should have your name on it and the problems worked out in order. Write out your work, do not type. You may scan your work or take pictures of it with your phone or camera. Once completed, only one PDF document should be uploaded in eCampus. If you have multiple images, open a Word document and drag the pictures over to that file (only 1 picture per page, resize images, if necessary, to fill as much of the page as possible) then go to “File” > “Export” > “Create a PDF.” Once you have done this, open the document and check that it is readable, in order, and that each piece of paper that you used is full size on a separate page in the document. Name your file with your Last Name first. For example, “LastNameExam1.pdf"

- As a DCCCD student, Microsoft Word is included free with Office 365. Click here for more information.
- You can also use an app like Office Lens or CamScanner. Both are available for Apple and Android devices. These apps will use your phone or tablet as a scanner and allow you to put all of the pages of your work into one pdf.

### Instructor Suggestions for Student Success:

- DO use The Learning Center M216 for free homework and tutoring assistance. The Learning Center is a distraction free environment with computers readily available for you to complete MyLab Math assignments. Also, tutors are available if you need help. A schedule is posted outside The Learning Center M216.
• DO practice writing out your work and showing each step. If you are unsure if you have everything written correctly, please ask your instructor by email or someone in The Learning Center.
• DO pay attention to the learning outcomes listed in each module. The learning outcomes tell you exactly what you need to learn or do succeed. They are cues to help you focus your time and attention.
• DO read the eText and watch the posted videos to get full explanation of the content before working the exercises. The exercises should be done at the end of the reading to check your understanding of the information covered.
• DO all assignments before the due date and manage your time. If you wait until the last minute you may not have enough time to learn the material or to ask questions before the assignment is due.
• DO use my feedback to improve your work. I will provide feedback on Written Assignments and Exams to help you improve the quality of your work. We can both take advantage of this feedback to strengthen your learning and performance in this course.
• DO respond to me when I offer to help. I will be monitoring your performance, and from time to time I may reach out to you personally to offer help or encouragement. When you respond, we can work together to improve your understanding.
• DO reach out to me when you need help. I am a resource for you in this course. Do not hesitate to reach out if you’re struggling with the subject matter or course requirements. When you reach out, we can work together to keep you on track for success.
• DO be respectful of others. As in any educational setting, I expect everyone in the course to be respectful of other people as well as their academic work. This applies in all interactions, online and/or in person.

COURSE SPECIFIC INFORMATION

Catalog 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.

Prerequisites
College level ready in Mathematics

Course Objectives and Learning Outcomes
1. Develop elementary functions, including linear, quadratic, polynomial, rational, logarithmic, and exponential functions to be used in business, economics, and social sciences applications
   a. Be able to solve equations and inequalities involving the elementary functions.
   b. Be able to graph the elementary functions.
   c. Be able to apply elementary functions to solving real-world problems.
2. Develop concepts and formulas from the mathematics of finance.
a. Be able to solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.

3. Develop matrix methods for solving systems of linear equations
   a. Be able to solve systems of linear equations using matrix methods.
   b. Be able to apply basic matrix operations to solve real-world problems.

   a. Be able to solve a linear programming problem graphically.
   b. Be able to apply basic matrix operations to solve a linear programming problem

5. Develop elementary probability techniques.
   a. Be able to demonstrate fundamental probability techniques to solve problems
   b. Be able to demonstrate the application of those techniques, including expected value, to solve problems.
   c. Be able to apply probability analyses to model application to solve real-world problems.

6. Develop and review certain algebraic topics in preparation for Business Calculus.

Core Statement
Math 1324 is a core course for Core 2015. It is in the Foundational Component Area of Mathematics. 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.
The following core objectives will be addressed and assessed through the content covered in this course:

- Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and syntheses of information
- Communication Skills: to include effective development, interpretation and expression ideas through written, oral and visual communication
- Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Specific Content Coverage

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Objectives covered</th>
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<tbody>
<tr>
<td>R.4</td>
<td>Equations</td>
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<tr>
<td>R.5</td>
<td>Inequalities</td>
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<td>R.6</td>
<td>Exponents</td>
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<td>R.7</td>
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<td>1.1</td>
<td>Slopes and Equations of Lines</td>
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<tr>
<td>1.2</td>
<td>Linear Functions and Applications</td>
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<td>The Least Squares Line</td>
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<td>Solution of Linear Systems by the Echelon Method</td>
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<td>2.2</td>
<td>Solutions of Linear Systems by the Gauss-Jordan Method</td>
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<td>Addition and Subtraction of Matrices</td>
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<tr>
<td>2.4</td>
<td>Multiplication of Matrices</td>
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<tr>
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<td>Matrix Inverses</td>
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<td>Input-Output Models</td>
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<td>3.2</td>
<td>Solving Linear Programming Problems Graphically</td>
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<td>3.3</td>
<td>Applications of Linear Programming</td>
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<td>Slack Variables and the Pivot</td>
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<td>Binomial Probability</td>
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<td>Properties of Functions</td>
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<td>Quadratic Functions; Translation and Reflection</td>
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<td>Polynomial and Rational Functions</td>
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<td>Logarithmic functions</td>
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<tr>
<td>10.6</td>
<td>Applications: Growth and Decay; Mathematics of Finance</td>
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</table>

**Academic Dishonesty in Math Classes**

Academically dishonest behavior is, in general, the representation of another’s work as one’s own. This includes unauthorized collaboration between students, and on exams it includes using books, notes, or other unauthorized materials or websites or apps during the exam. Students who behave in academically dishonest ways may have their grade penalized, or be subject to disciplinary action by the Dean of Students. Students who collaborate during exams or use unauthorized materials or websites or apps on exams may, at the instructor’s discretion, have the exam grade lowered or be given a grade of zero. In the instance that a student is given the grade of zero on a unit exam, the right of having any unit exam grade replaced with the Final Exam grade is forfeited. Students who are academically dishonest on the Final Exam may, at the instructor’s discretion, have the grade lowered, be given a grade of zero on the final, or be given the grade of F in the course.

**RICHLAND COLLEGE INSTITUTIONAL POLICIES**

Institutional Policies relating to this course can be accessed from the following link: [www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)