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This course syllabus is intended as a set of guidelines for MATH 1325. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

**Instructor Information**

**Instructor:** Karen Sargent  
**Email:** ksargent@dcccd.edu

**Course Information**

**Course Title:** Business Calculus MATH 1325 - 78711  
**Credit Hours:** 3 credit hours  
**Class Meeting Time:** TR 5:45 pm – 8:35 pm  
**Class Location:** C212

**Course description:** This course includes limits, differential calculus, integral calculus, and appropriate applications. This course is cross-listed as Math 1425. The student may register for either Math 1425 or Math 1325, but may only receive credit for one.

**Course prerequisites:** Math 1324, Math 1314 or Math 1414

**Required or Recommended Textbooks and Materials**


2) The MyLabsPlus access kit.
3) Calculators

You will be allowed to use calculators on all tests. Graphing calculators (such as the TI-83 or TI-84 Plus) are recommended. **Calculators such as the TI 89 & TI 92, which perform algebraic operations, are not allowed.** You may check out a TI-84 calculator for the tests in the testing center.

**Technical Support**

Connect support website: https://support.pearson.com/getsupport/s/
Technical support for eCampus: 972-669-6402
Technical support for Connect: 1-949-390-2095

**Core Curriculum Intellectual Competencies**

As developed by the Texas Higher Education Coordinating Board

**Program-Level Outcome 1: Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication

1. Written: Process and produce effective written communication adapted to audience, purpose, and time constraints.
2. Visual: Effectively interpret visual images or produce effective visual images.

**Program-Level Outcome 2: Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

**Program-Level Outcome 3: Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

**Specific Course Learning Outcomes**

Upon successful completion of this course, students will:

1. Apply calculus to solve business, economics, and social sciences problems.
2. Apply appropriate differentiation techniques to obtain derivatives of various functions, including logarithmic and exponential functions.
3. Solve application problems involving implicit differentiation and related rates.
4. Solve optimization problems with emphasis on business and social sciences applications.
5. Determine appropriate technique(s) of integration.
6. Integrate functions using the method of integration by parts or substitution, as appropriate.
7. Solve business, economics, and social sciences applications problems using integration techniques. Students will use the definition to calculate the derivative for simple continuous

**Course Outline (Calendar)**

Please see **Appendix A** attached to the end of this syllabus for a complete and detailed Course Outline (Calendar). Pay careful attention to the listed dates.

**Means of Assessment of Course Learning Outcomes**

Course Learning Outcomes will be assessed by a variety of means.
1. Online and proctored written exams will be given to assess each Learning Outcome.
2. Homework will be assigned and assessed either using the software component or by the instructor.
3. Observation of student’s collaboration will be used to assess all outcomes.
4. Students will complete projects and learning activities that will address specific course learning outcomes.

**Evaluation Procedures**

**Tests**
Chapter Tests will be administered in the classroom. The final exam will be comprehensive and taken in the classroom at the scheduled time (see Final Exam schedule). Calculators are allowed on all exams.

TI-83/84 or similar calculators and all scientific calculators are permitted on all exams. Calculators with computer algebra systems (CAS) such as the TI-93 or TI N-spire are not permitted on any exam. Bathroom breaks will not be allowed during any exam. If you have a medical condition that merits exemption from this policy, contact North Lake College’s Disability Services Office.

If you unable to take a test, you will be given a zero. **The final exam may be used to replace a low test score, including a zero due to an exam not taken.** If you are absent for more than one exam, you should contact your instructor as soon as possible to discuss your situation.

The dates for all tests will be given in class and/or posted in eCampus throughout the semester.

**Quizzes**
Quizzes will be given in the first five minutes of class and/or the last five minutes of class. These quizzes cannot be “made-up” if the student is absent or late for any reason (excused or unexcused). At the end of the semester, one or two of the lowest quiz grades will be dropped.

**Mastery Tests**
Mastery Tests are available in MLP and are useful for determining if a student is ready for the written exam. Students will be given two attempts for each mastery test.

**Homework**
Homework is the most important learning tool in a course.
- It reinforces instruction.
- It provides an immediate and personal measure of your competence in the course.
- Always express the answers to stated problems (word problems) in a sentence which identifies what you have determined to be the answer.
  - An important part of mathematical literacy is good communication skills.
  - First, write the problem or the essential facts.
  - Second, present mathematical sentences showing the progression of your ideas.
  - Third, present a conclusion using a complete sentence.
- More details about what is expected on homework assignments and tests can be found in the eCampus classroom.

Each student is required to purchase the online component (called MyLabsPlus) that comes with a new book. The homework assignments must be completed in MyLabsPlus. The access code can be bought in a bundle (with the book) or as a stand-alone item. You can retrieve these resources from the bookstore on campus.
When completing a homework assignment in MyLabsPlus, you are given as many attempts as you need to respond to an item correctly. Once you have responded to an item correctly at least once, you are given credit for that item. Also, you get immediate feedback for your homework grades.

You may be required to periodically submit written work. When submitting written work, make sure to include your name, course and section number, and name of the assignment (e.g. Quiz #3 section 11.6) on all pages, front and back.

**Attendance**
Absences are generally detrimental to one’s performance in a course. You are expected to attend regularly in order that you may increase your chances for a successful semester in this course.

Tardies are strongly discouraged as they are disruptive to the class and thus to the students who are on time. However, it is better to come late than not at all, as long as tardiness does not become a habit. If you anticipate a particular problem, please discuss it with me before or after class.

**Attendance is necessary to pass this class.**
Roll will be taken every class period.

A total of 3 tardies of more than 20 minutes will be marked as one absence.
If a student must leave class early more than three times one absence will be recorded. Your instructor will not determine if an absence is excused or unexcused.

**Grading Scale**
The learning outcomes will be assessed through Individual and Group Work (activities/projects), Homework, and Exams. The final grade will be based on the following:
- Homework 15%
- Mastery Tests, PLO and SLO’s: 5%
- Written Tests & Projects: 60%
- Final Exam: 20%
  **Total: 100%**

Your course grade will be determined by the following:
A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 65 – 69%
F = 0 – 64%;

**Grade Alternatives**
I – Incomplete
Incomplete Details
- Only given in EXTREME CIRCUMSTANCES
- Requires instructor permission and consent by the Dean of the department.
Testing Center Information (Room L240)

Testing Policy for Mathematics & Science Division:

- If you need special accommodations you must talk to your instructor and submit a request to the Disability Services Office in person (A414) or by phone at 972-273-3165. Visit http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx for more information.
- You may not bring personal items into the Test Center. This includes bags, cell phones and pagers. Coin-reimbursable (quarter) lockers are available for student use. The testing center is not responsible for lost or stolen items. Please do not share lockers.
- Please show courteous and cooperative behavior while using the services provided by the Testing Center.
- Do not bring children to the testing center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.
- Do not take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test. To do so constitutes Academic Dishonesty.

Academic Dishonesty
The Dallas County Community District has established procedures and guidelines to protect the security and integrity of all exams. All incidents of academic dishonesty are documented and reported to the instructor, the Director of Testing and the Dean of Student Enrollment. Questions? Please visit the Testing Center (A425) or call 972-273-3160.

Testing Center Hours
The Testing Center normal hours are Mon – Thurs: 8:30 a.m. to 8 p.m. and Fri and Sat: 8:30 a.m. to 3:30 p.m. Important: hours and days may vary due to holidays or other events, please verify the Testing Center will be open before you arrive.

Testing Center Procedures
If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test.

- Instructor’s name
- Subject and course number (Math 1325)
- Exam number (1st, 2nd, 3rd, etc.)
- Exam deadline (Get this information from your instructor. The testing staff cannot “look up” this information on computers.)

You should also bring the following supplies.

- Pencil & Eraser
- A Test Request Form initialed by your instructor must be completed before entering the Testing center.
- Only battery operated 4-function calculator is allowed (if permitted by instructor).
- Money for coin-return lockers (quarter). Please do not share lockers.

Important: Government- or school-issued photo identification is required & enforced.
Availability of Course Materials
Access to coursework on MyLabsPlus is dependent upon the beginning and ending of the semester. Students may not be able to access their coursework except under instructor supervision and during their enrolled semester.

Discipline/ Course/ Department/Policies

**STEM Center – FREE tutors**
The STEM Center in L137 provides assistance and resources free to students enrolled in mathematics and developmental mathematics classes at North Lake College. The center is a great place to bring a study group, study quietly, get help with math classes, and use the center’s various resources.

Services offered:
- Tutorial services in all math courses taught at North Lake College
- Computers for use by students enrolled in math courses that have an Internet component such as homework systems (i.e., MyLabsPlus, ConnectMath)
- Graphing calculators, textbooks, and headphones for use in the center
- Graph stamps so students can make their own graph paper
- A quiet area to study (L139)
- Opportunity for students to make up class absences
- Whiteboards and table space for study groups
- Content workshops covering how to use graphing calculators, course topics, review sessions, and study skills

Contact the STEM Center Manager or Coordinator in L137 for questions regarding the services offered.

Hours of Operation (Fall/Spring)
Monday – Thursday: 9 a.m. – 8 p.m.
Friday & Saturday: 9 a.m. – 2 p.m.
Manager: Camrunn Beck

**Cell Phone Use**
The use of cell phones or other similar devices is prohibited during class time. You are expected to turn OFF and put away all such devices BEFORE entering the classroom. Students caught with a cell phone in their possession while taking a test will be given a zero (0) for that test and may face disciplinary action.

**Disruptive Behavior**
Distractive talking will not be tolerated. A warning will be given and if not heeded, the student will be asked to leave.

Institutional Policies - The link below has updated info on the items listed below:

North Lake College Syllabus Policy
- Student Success
o **Academic Advising and Degree Planning**

o **Tutoring**

o **Students With Disabilities**

o **Cheating, Plagiarism and Collusion**

o **Student Survey of Instruction**

o **Religious and Ethnic Holiday Observance**

o **Harassment, Discrimination and Sexual Misconduct**

- **Students Receiving Financial Aid**
  
  o **Attendance and Participation**
  
  o **Withdrawing From Classes**

- **Class Drop and Repeat Options**
  
  o **Withdrawal Policy**
  
  o **Six Drop Rule**
  
  o **Repeating a Course and Third Drop Rule**

- **In Case of a Campus Emergency**

- **Concealed Carry**
  
  o **Weapons**

- **Syllabus Change Disclaimer**

- **Other College-Specific Information**

**Academic Dishonesty**

- Cheating on a test includes:
  
  o Copying from another student’s test paper;
  
  o Using, during a test, materials not authorized by the person giving the test;
  
  o Collaborating with another student during a test without permission to do so;
  
  o Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;
  
  o Substituting for another student, or permitting another student to substitute for you to take a test;
  
  o Bribing another person to obtain an un-administered test or information about an administered test.
• “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
• “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

• **PENALTY for Academic Dishonesty** Academic dishonesty may result in the following sanctions, including, but not limited to:
  1. A grade of zero or a lowered grade on the assignment or course.
  2. A reprimand.
  3. Suspension from the college.

**Drop Policy**
• If you are unable to complete this course, you must officially withdraw by Thursday, **November 27, 2018**. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. See link within Institutional Policies p.11.
• **STOP BEFORE YOU DROP - DO NOT DROP UNTIL YOU SPEAK WITH YOUR INSTRUCTOR.**

**Counseling Services (A311)**
• Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311.

**Food and Drink in the Classroom**
The college policy restricts food and drink in the classroom.