

Math 1324  
Mathematics for Business and Social Sciences  
(3:3:0)

**MATHEMATICS DEPARTMENT**

Division of Arts & Science  
**SOUTH PLAINS COLLEGE**

Fall 2017  
Sheyleah Harris-Plant, PhD

## South Plains College

### Mathematics 1324 – Mathematics for Business and Social Sciences

Section: 451

Room: Online

“Intelligence plus character – that is the goal of true education.” – Dr. Martin Luther King, Jr.

“Hard work is required, but must also produce value.” – Norman Chaffee

“True knowledge exists in knowing that you know nothing.” – Socrates

“There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning.” – Jiddu Krishnamurti

“In the United States, we experience many freedoms. Two of these freedoms include: the freedom to succeed and the freedom to fail. Which one will you choose?” – Alan Worley

#### Online Disclaimer

This is to notify you that materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution’s rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information, or opinions expressed in these forums.

**Instructor:** Sheyleah V. Harris-Plant, PhD

**Room:** Levelland Math Building 104

**Email:** [sharris@southplainscollege.edu](mailto:sharris@southplainscollege.edu)

#### Office Hours: (on the Levelland Campus)

Monday	Tuesday	Wednesday	Thursday	Friday
1300-1415	1300-1415	1300-1415	1300-1415	0900-1200
<i>Or by appointment</i>				

**Note about Office Hours:** Any student is more than welcome to visit during office hours, however, for the student’s visit to be most efficient it is best to make an appointment. Students from other classes are often visiting during office hours and other college responsibilities often prevent office hours without notice.

**Textbook:** *College Mathematics for Business, Economics, Life Sciences, and Social Sciences*, 13<sup>th</sup> Edition, Barnett, Ziegler, and Byleen, Prentice Hall.

#### Supplies

MyMathLab Student Access Kit: This kit is available at either SPC Bookstore (Levelland campus or Reese Center) or online at: <http://pearsonmylabandmastering.com>

Do not use the Pearson publishing link to purchase MyMathLab if you plan to purchase a hard-copy of the textbook. Before you purchase a hard-copy textbook, please know that the entire textbook (including answers to the odd-numbered exercises, a student solutions manual, a graphing calculator manual, and a set of worksheets) is available via MyMathLab. This means that you can opt NOT to purchase an actual textbook and purchase only the Student Access Kit. Many of you prefer a textbook "in hand," so please read the textbook information before you purchase. The access kit online sells for around \$126. The textbook alone is around \$186 (used) to \$248 (new). The textbook/MyMathLab bundle will sell for around \$280. These are SPC bookstore prices.

Your homework, quizzes, and exams will be completed and submitted using MyMathLab. The instructor encourages you to purchase your Student Access Kit (either with or without the hard copy textbook) ***immediately*** to register for this class online. ***You have a 14 day free trial to set up your MyMathLab account***, if you do not have your access code yet. The first MyMathLab account assignments will be due on the Friday of the second week of class. You must have your account set up and in working order by that time to complete your first assignments by the deadline. Failure to do so will result in a grade of zero for each incomplete assignment or quiz.

\* The submission of the syllabus receipt is required.

## Graphing Calculator: TI-83, TI-83 Plus, TI-84 Plus, or TI-84 Plus Silver Edition Graphing Calculator

You MUST have one of these 4 models of graphing calculators for this class. The instructor will have a program you can install on your calculator. This program is compatible with the above listed calculators only. If you own another brand or model of calculator, you may not be able to perform many of the calculator tasks presented in this course. You use these other calculators at your own risk. The instructor will provide neither tutoring nor alternate assignments for you due to the use of an alternate calculator. The TI-83 Plus and the TI-84 Plus models look and work identically. Other models and brands are quite different. There are calculator techniques described in both the notes and the videos for this course. You may use and are many times required to use these techniques on exams. You may not use your calculator for other techniques. All other work must be shown in detail.

### **Course Description**

Pre-requisite: Two units of high school algebra or MATH 0320. Topics include inequalities, progressions, relations, functions, systems of equations, matrices, linear programming, compound interest and annuities.

This course is a requirement for business majors. A survey of algebra topics is included, as well as business topics. It may or may not count as a math requirement for other majors. Check with the program advisor or accepting institution to be certain.

### **Course Purpose**

The purpose/rationale/goal of this course is to introduce students to the fundamental principles in business mathematics including functions, systems of equations, linear programming, and financial math and to prepare students to study Calculus for Business and Social Sciences.

### **Course Requirements**

This course is an online course, which means that you will access course information and respond to the instructor and/or other students using the Internet. The instructor will use Blackboard to deliver and manage this course. There is help available for you concerning Blackboard at the SPC Online Website. There is a link to this information on the home page of this course. Just click on the Technical Support link to access this information.

### **Warning**

You will not be allowed to make up any online work or quiz assignments once the deadline has passed. If you choose not to complete your work, you will not be given a chance to do so at the end of the semester once you realize you may not have a passing grade. If you do not think you will be able to manage your time in a satisfactory way, please reconsider your decision to take this course online.

You will not be allowed a time extension on your exams. You are expected to plan ahead and turn your work in early if your situation dictates that you must be away from a computer during the days that an exam is available.

### **Things You Need to Register on MyMathLab**

- Student Access Code (in the Student Access Kit )
- Course is linked in Blackboard
- South Plains College Zip Code: 79336
- Personal E-Mail Address - If you do not have a personal e-mail account, there are several free choices (your SPC e-mail account, yahoo, hotmail, gmail, msn, etc.) available on the internet. You should set up your personal e-mail account as soon as possible so that you can register and begin work in MyMathLab.

To Enroll in MyMathLab, go to Blackboard and click on the MyMathLab Enrollment link. There you will find all the information you need to get started.

## **To Log In and Access Your Course**

- Go to Blackboard and click on the MyMathLab link.
- Once you have logged in and accessed your course, it is very important to first run the Browser Check. This check will examine your computer and install the required plug-ins so that MyMathLab works properly on your computer. If you fail to do this, none of the assigned problems will appear on your computer. You must run the Browser Check on every computer on which you plan to use MyMathLab. The Browser Check is found on the homepage of MyMathLab. You will need to agree to let it download all plug-ins when prompted. Otherwise, the program will not work correctly.
- You may also find it helpful to go through the exercise titled How to Enter Answers Using the MathXL Player. One of the unfortunate things about using MyMathLab is that you must master the use of an equation editor. The equation editor is necessary in order to type in your answers that include exponents or radicals or any other mathematical symbol not accessible from the conventional keyboard. These answers have to be entered a certain way so that they are recognized as being correct. There is a learning curve here!! You must practice in order to learn how it works.

## **Logging into your Course**

Under no circumstances are you allowed to give your User IDs and/or passwords to anyone (for either Blackboard or MyMathLab). If someone other than you log into this course, the instructor will withdraw you immediately from the course with an "F"- regardless of the reason. If you are taking this course along with a roommate, brother or sister, spouse, or significant other, you must inform the instructor of this immediately. Failure to disclose this information could result in your being withdrawn from the course with an "F."

## **Student Learning Outcomes/Competencies**

Successful completion of this course should reflect mastery of the following objectives. The course objectives the student will be able to meet are:

1. Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic, and exponential functions to solving real-world problems.
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.

## **Core Objectives**

### ***Communication Skills***

Effective development, interpretation, and expression of ideas through written, oral, and visual communication.

- Develop, interpret, and express ideas through written communication
- Develop, interpret, and express ideas through oral communication
- Develop, interpret, and express ideas through visual communication

### ***Critical Thinking***

Creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.

- Generate and communicate ideas by combining, changing, and reapplying existing information
- Gather and assess information relevant to a question
- Analyze, evaluate, and synthesize information

### ***Empirical and Quantitative Competency Skills***

The manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

- Manipulate and analyze numerical data and arrive at an informed conclusion
- Manipulate and analyze observable facts and arrive at an informed conclusion

## **Disclaimer**

The instructor reserves the right to alter any class policies as deemed necessary by the instructor or South Plains College, and will announce any changes in class. If a student has any questions about a change in policy ask the instructor for clarification.

To successfully complete the course objectives, the students must already be prepared to factor algebraic expressions, reduce, add, subtract, multiply, divide, and simplify rational expressions, and simplify, add, subtract, multiply and divide exponential and radical expressions.

To participate in this online course, you need these skills:

- typing skills,
- know basic functionality of a computer,
- know how to connect to the internet,
- know how to and be willing to compose, reply to, and forward e-mail messages,
- know how to attach and open documents in an e-mail message,
- know how to print .pdf (Adobe Acrobat) documents,
- have algebra skills consistent with the successful completion of high school Algebra I and Algebra II.

Students that fail to do well in this course often do not have the adequate knowledge of algebra necessary for success.

## **Printer Access**

For some assignments in this course, you may be asked to print the assignment and either scan and email it to the instructor for grading. Therefore, you must have access to a printer which produces good, clearly - readable documents. Printer malfunction is not a valid excuse for late submission.

## **Computer Issues**

If your personal computer becomes "disabled," there are open computer labs on the Levelland and Reese campuses which you may use to access this course. Please use only these labs to access MyMathLab since special plug-ins are required and other labs (or places like Kinko's or public libraries) will not have these plug-ins installed. Please remember that it is your responsibility to have a back-up plan in case your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. All of the assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. The instructor cannot be constantly extending deadlines due to poor time management on the part of a student.

## **Software**

MyMathLab requires the following plug-ins:

- Math XL Player
- Adobe Acrobat Reader
- Quick Time Player
- Adobe Flash Player
- Lockdown Browser

Links for the above plug-ins as well as other information concerning computer requirements, browser requirements, and monitor resolution, are found in the Browser Check in MyMathLab. You should carefully work through this Browser Check as soon as you register and log into MyMathLab. You may need to take down your firewall while installing the plug-ins.

If you cannot log into MyMathLab for some reason, notify the instructor immediately and the instructor will try to login from the instructor's computer. If the instructor can login, the instructor will contact you to let you know that the problem is on your end instead of the server. For the record, the MyMathLab server is rarely down. If the MyMathLab entry site you normally access (through [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com)) does go down, you can usually still access your homework and quizzes by going through the "back door". The address for this is [www.mathxl.com](http://www.mathxl.com). Login from this site as a MyMathLab user. The window for MyMathLab user login is towards the bottom of the page on the left side. Homework and quiz deadlines will not be extended when they are both accessible through this "back

door." This "back door" entry will not allow you to gain access to all course materials. You may work on homework and quizzes only.

### **Attendance Policy**

Because this is an online class, you must access the course on a regular basis. Accessing this course on a regular basis is extremely important to master the objectives of the class. You will feel more at ease with the material if you stay in touch with what is going on. If you fail to log into the course on a regular basis, the instructor will drop you from the course. The instructor will alert you to this problem as necessary. The software for both Blackboard and MyMathLab tracks when and where you have been in the course.

The minimum attendance requirement to be successful in this course is at least three (3) days per week. This is a ***minimum!*** Most students find that doing some math every single day is the best way to maintain continuity and to stay caught up. The Class Calendar is designed to assist you in staying on track. Although the calendar shows coursework begin assigned only on weekdays, weekend days count for attendance as well. Most online students need and use weekends to stay caught up. You will not be able to complete this course by logging on simply on the weekends. If your schedule does not allow you to work on the course during the week, you will be dropped for failing to maintain the minimum attendance requirement. Some course resources will be posted for a limited period of time (3-4 days). If you fail to login and gain access to those resources when available, you will not have access to them later.

For the instructor to maintain a specific attendance record, you are required to send the instructor a message through Blackboard each week. Please message the instructor on Monday of each week. The instructor will expect to have received your "check-in" by 11:59 pm on Tuesday of each week at the latest. You must send the instructor the following information in your message:

1. What topics did you work on since you last checked in?
2. Which of those topics is giving you the most trouble and why?

The instructor will send you a reply to your message. Please check your messages frequently in case the instructor needs more information from you regarding your attendance check-in. If the instructor has not received your attendance check-in by 11:59 pm on Tuesday of each week, you will not get credit for attendance for that week. Students that fail to do an attendance check-in for two consecutive weeks may be administratively withdrawn from the course.

When sending your attendance check-in message, please put the following in the subject line: Attendance Check-in, 1/20/2017. Change the date accordingly.

### **Withdrawal**

If you are administratively withdrawn from this class, the grade for the course will be either an "X", "F", or "U". Administrative withdrawal may occur if you have not logged into the course for five (5) consecutive days, if you consistently fail to meet homework and quiz deadlines, if you fail to complete your attendance check-in for two consecutive weeks or if you fail to turn in any exam. If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you need to email the registrar, Andrew Ruiz, and tell him you need to drop an online class. His email address is aruiz@southplainscollege.edu. Give him the course and section number and he will take care of it. You may also drop the class on campus. If that is your choice, you will need to go to the Admissions and Records Office either on the Levelland campus or the Reese Center campus, and fill out a drop notification form, and pay \$5. The drop form can be obtained online in MySPC, under the Student Forms and Tools link.

### **Messaging/Announcements**

We will be using Blackboard as our primary means of communication. Any questions or comments you have should be sent to the instructor through Blackboard messaging. Please check your messages daily for any communication from the instructor. The instructor will also post general announcements in Blackboard. If the instructor requests a reply from you (even just to check in with the instructor), please reply promptly. Blackboard is our only means of regular communication. *We will not be using email for communication.* If you need to contact the instructor, please use Blackboard.

### **Final Grading Policy**

All grades are rounded from the first decimal place. Upon the submission of grades at the end of the semester, **ALL GRADES ARE FINAL!**

### Grading Scale

90 or above	A
80 to 89	B
70 to 79	C
60 to 69	D
59 and Below	F

### Assignment Weights

<b>Practice Assessment</b>		<b>30 points</b>
<i>Daily Assignments</i>		30 points
<b>Aptitude Assessment</b>		<b>70 points</b>
<i>Exam 1</i>	1 @ 10 points	10 points
<i>Exam 2</i>	1 @ 15 points	15 points
<i>Exam 3</i>	1 @ 10 points	10 points
<i>Exam 4</i>	1 @ 15 points	15 points
<i>Final Exam</i>	1 @ 20 points	20 points
<b>Total Points</b>		<b>100 points</b>

You may access your daily grades in MyMathLab by clicking the Gradebook button. Periodically the instructor will transfer your MyMathLab grades to the gradebook in Blackboard and update your current average.

**IMPORTANT:** The average you see given in MyMathLab is NOT your overall average.

### Response Times

The instructor will do their best to respond to your messages within 24 hours for questions the instructor receives on Monday through Friday by noon. The instructor will try to check messages at least once over the weekend (for your convenience), but sometimes that is not possible. The instructor work days are Monday through Friday. Please do not wait until the last minute to do homework, quizzes, or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered by the quiz or exam deadline.

### Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (copied from current South Plains College Faculty Handbook)

### Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. (copied from current South Plains College Faculty Handbook)

### Academic Honesty, Equal Opportunity

You are expected to uphold the ideas of academic honesty. All work that is graded must be your own. This policy applies to all work attempted in this course. If this policy is violated the student will receive an **F** for the assignment and will be dropped with an **F**. For more details on what is considered cheating, see the South Plains College catalog.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability, or age.

## Sexual Misconduct

As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. If you come to me with other non-course-related concerns, I will do my best to help.

It is important for you to know that all faculty members are mandated reporters of any incidents of sexual misconduct. That means that I cannot keep information about sexual misconduct confidential if you share that information with me. Dr. Lynne Cleavinger, the Director of Health & Wellness, can advise you confidentially as can any counselor in the Health & Wellness Center. They can also help you access other resources on campus and in the local community. You can reach Dr. Cleavinger at 716-2563 or [lcleavinger@southplainscollege.edu](mailto:lcleavinger@southplainscollege.edu) or go by the Health and Wellness Center. You can schedule an appointment with a counselor by calling 716-2529.

## Campus Concealed Carry

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: ([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## Resources

- **The instructor.** Please do not be afraid to ask for help. Please send a message if you need help. We can arrange to meet if necessary.
- **MyMathLab** has several videos and examples to help you.
- **Free** tutoring at Levelland is available in room 116 of the Mathematics-Engineering Building, at the Reese Center campus in room RC 208, and at the Byron Martin ATC in Lubbock (34<sup>th</sup> and Avenue Q). Please remember to sign in when you seek the help of a tutor in each of these places.
- There are video tapes of the lectures available in room M116 (math building) on the Levelland campus. These tapes can be viewed in the lab, or checked out and taken home for viewing. The tapes can also be viewed on YouTube. These tapes do not replace class meetings, but can be used as supplemental material for students' use (List of Videos on Blackboard).
- The South Plains College Department of Mathematics and Engineering has put one copy of the textbook for this course on reserve in the *Levelland and Reese Campus* Libraries.

## Daily Assignments

Daily Assignments may consist of several things: quizzes, homework assignments, discussion, and other online activities that may be included in each lesson. These grades will be averaged together and will be considered your "Daily Assignments".

## Homework

Achieving success in this class will require giving regular effort outside of class, meaning doing homework. If you plan to be successful in this class, expect to spend a **minimum** of 6 to 9 hours outside class every week maintaining or increasing your math skills. Homework is planned practice for students to master the skills taught in class and needed in higher-level mathematics courses.

Homework assignments are in the Assignment link on MyMathLab. The homework assignments are not multiple choice. They must be worked out and the answers must be typed in. You must master how an equation editor works for your answers to be accepted. Homework assignments will be due approximately every week. You will need to stay on track with the course calendar for the problems to be completed on time. These problems can be worked as many times as necessary to achieve the grade you want and are chosen as representative of the basic concepts presented in the sections.

## Quizzes

The quizzes will be short answer and are chosen similarly to the homework. The problems are randomly chosen from a pool of questions, so it is likely that no two students will take the same quiz. The quizzes will cover the material on the calendar for that week. There is a slight variation here and there, but you must stay on track with the calendar in order to do well on the quizzes. These quizzes are in the Assignment link on MyMathLab. Online quizzes may be submitted twice and the instructor will record the higher of the two grades. It is not necessary to report your quiz scores to the instructor. MyMathLab automatically saves your scores in a gradebook for the instructor. After each session, click the Submit button to ensure that your score is saved correctly. Quizzes will be assigned weekly. The time limit for quizzes is 90 minutes. You *may not* begin the quiz, stop for a while, and begin again. You have 90 consecutive minutes and that is it. All quizzes will have the "Show Your Work" feature active on all questions. You can opt to take pictures of your work and upload them to MyMathLab or email me the work by the quiz due date. Keep in mind that Blackboard email will only allow one attachment per email. The deadline for all quiz assignments is Friday at 9:00 am on the week it is assigned. The quiz will be available on Tuesday of each week.

## Other

There may be other activities posted at various times during the semester to check your class participation. The instructor may occasionally email you and simply ask for a response within a certain time frame. The instructor will notify you by posting an announcement in Blackboard when these types of activities require a response from you. Students not signing in to the course on a regular basis may miss a chance to complete the assignment during the time allotted. Any missing assignments will be assigned a grade of zero.

## Exams

Exams are used to assess the amount of the course objectives that the student has mastered. The answer boxed will be the answer graded and only one answer will be graded, so the answer seen will be the one graded. Tentative exam dates are noted in the class calendar.

No make-up exams will be allowed for any reason. If you realize that you have a conflict on an exam deadline, arrange your schedule so that you are ready and can take your exam early. There is no retake of an exam due to poor results on the first attempt. Exams can always be scheduled to be taken earlier than the due date, but you will NOT be able to complete an exam after the due date has passed.

All exams are required. Even if you believe you can successfully complete the course with a grade of zero on one exam, this is not acceptable. Every exam must be completed and submitted. If you fail to submit an exam, you will be withdrawn from the course with an "X" regardless of your average at that time. All exams MUST be completed in pencil with work shown. Pen is not acceptable and will not be graded.

All exams are completed without a proctor, you are expected to work alone. Please do not ask anyone for help with any question on these exams. The instructor will not help you with any course content once the exam is released for you to begin. For this reason, if you need to ask the instructor questions, you must do so before the first day the exam is available to you. You may use your textbook, and Lecture Notes, for assistance on your exams. If you choose to cheat, you will be withdrawn immediately from this class with a grade of "F." Whether you copy someone else's work or you allow someone else to copy your work is immaterial. Cheating of any type is not tolerated and you will be subject to disciplinary measures.

All exams are unproctored and will be completed on MyMathLab, you will be required to install the MML Lockdown Browser for use during your exam., but make sure to work the questions out with ALL WORK SHOWN neatly on paper, and scanned and emailed to the instructor. The exam will be available several days before its deadline. Make a good, readable photo-copy of your completed work. Because pencil is required (for neatness), you may need to photocopy your exam before scanning to insure a readable copy. Be sure to email your exam to yourself before submitting it to the instructor so that you can check if it is legible.

The exam, deadline for completion and emailing is firm and non-negotiable. Your work must be in the instructor's "Inbox" by noon on the day it is due. If it arrives at 12:01 pm, it is considered late. If your work is received on the day it is due, but after noon, the instructor will deduct 10 points from your exam grade for lateness. If the work is received between 8:00 pm and 9:00 am on the following day, the instructor will deduct 20 points for lateness. Any work not received by 9:00 am on the day following the due date will not be accepted, and you will receive a grade of "0" on the exam.

\* The submission of the syllabus receipt is required.

All exams will have the “Show Your Work” feature active on all questions. You can opt to take pictures of your work and upload them to MyMathLab or email me the work by the exam due date. Keep in mind that Blackboard email will only allow one attachment per email.

### **Final Exam\***

There will be a final exam at the end of the semester. Failure to attempt the final exam will result in a failing grade for the course. A student’s library records and all financial records must be clear before the student will be allowed to take final examinations in any course.

The Final Exam will be taken on MyMathLab. The exam will be in the Assignment link on MyMathLab. You will be required to install the MML Lockdown Browser for use during your exam, but make sure to work the questions out with ALL WORK SHOWN neatly on paper, and scanned and emailed to the instructor. The exam is timed. You will have four hours to complete the exam. The exam must be taken in one sitting. Plan ahead. Make sure you have four uninterrupted hours to complete the exam. You may not need all four hours, but you will want to schedule the full amount of time just in case you do need it. The exam is not printable. You must remain connected to the internet and logged into MyMathLab for the duration of the exam. It is absolutely critical that you use a reliable computer with a trustworthy internet connection to take the exam. All other applications should be closed as you complete the exam. If your computer tries to access email or if someone tries to chat with you at the same time you are taking an exam, a "glitch" may occur and you may lose your access to the exam entirely. If your computer tends to have connection problems or if your internet connection is not reliable, DO NOT USE IT TO TAKE THE EXAM! Make plans to use a computer in one of the SPC labs mentioned in the Computer Issues section of this syllabus if you do not trust either your computer or your internet connection.

When testing online, it is your responsibility to look over your exam after submitting it. If you feel you typed in an answer that is correct, but MyMathLab counted it wrong, please make a note of which problem it is and ask the instructor to take a look at it. The instructor has found in the past that many students feel that they entered a correct answer when that is not the case. If MML instructs you to enter your answers in a specific format, you are expected to do so.

\* The submission of the syllabus receipt is required.

Month	Mon	Tue	Wed	Thu	Fri
<b>Aug 2017</b>	<b>28 Begin Unit 1</b> Section (§) 1.1	<b>29</b> §1.1/§1.2	<b>30</b> §1.2	<b>31</b> §2.1 and §2.2	<b>1</b> Homework Due (Syllabus Search) Quiz 1 Due (Syllabus Receipt) Catch up, if needed
<b>Sep 2017</b>	<b>4 Labor Day</b> Catch up, if needed	<b>5</b> §2.1 and §2.2	<b>6</b> §2.3	<b>7</b> §2.3	<b>8</b> Homework Due (§1.1-§1.2) Quiz 2 Due (§1.1-§1.2) Catch up, if needed
	<b>11 Patriot Day</b> §2.4	<b>12</b> §2.4	<b>13</b> <i>12<sup>th</sup> Class Day</i> Catch up, if needed	<b>14</b> Catch up, if needed	<b>15</b> Homework Due (§2.1-§2.3) Quiz 3 Due (§2.1-§2.3) Catch up, if needed
	<b>18 Begin Unit 2</b> §2.5	<b>19</b> §2.5	<b>20</b> §2.6	<b>21</b> §2.6 <i>Exam 1 Opens</i> (§1.1-§2.4)	<b>22 Fall begins</b> Homework Due (§2.4) Quiz 4 Due (§2.4) Catch up, if needed
	<b>25</b> §3.1 and §3.2	<b>26</b> <i>Exam 1 Due at Noon</i> §3.1 and §3.2	<b>27</b> §3.1 and §3.2	<b>28</b> §3.1 and §3.2	<b>29</b> Homework Due (§2.5-§2.6) Quiz 5 Due (§2.5-§2.6) Catch up, if needed
<b>Oct 2017</b>	<b>2</b> §3.3 and §3.4	<b>3</b> §3.3 and §3.4	<b>4</b> §3.3 and §3.4	<b>5</b> §3.3 and §3.4	<b>6</b> Homework Due (§3.1-§3.2) Quiz 6 Due (§3.1-§3.2) Catch up, if needed
	<b>9 Columbus Day</b> <b>Begin Unit 3</b> §4.1 and §4.2	<b>10</b> §4.1 and §4.2	<b>11</b> §4.1 and §4.2	<b>12</b> §4.1 and §4.2 <i>Exam 2 Opens</i> (§2.5-§3.4)	<b>13</b> Homework Due (§3.3-§3.4) Quiz 7 Due (§3.3-§3.4) Catch up, if needed
	<b>16</b> §4.3 and §4.4	<b>17</b> <i>Exam 2 Due at Noon</i> §4.3 and §4.4	<b>18</b> §4.3 and §4.4	<b>19</b> §4.3 and §4.4	<b>20</b> Homework Due (§4.1-§4.2) Quiz 8 Due (§4.1-§4.2) Catch up, if needed

Month	Mon	Tue	Wed	Thu	Fri
	<b>23</b> §4.5 and §4.6	<b>24</b> §4.5 and §4.6	<b>25</b> §4.5 and §4.6	<b>26</b> §4.5 and §4.6	<b>27</b> Homework Due (§4.3-§4.4) Quiz 9 Due (§4.3-§4.4) Catch up, if needed
	<b>30 Begin Unit 4</b> §5.1	<b>31 Halloween</b> §5.1	<b>1</b> §5.2	<b>2</b> §5.2 <i>Exam 3 Opens</i> (§4.1-§4.6)	<b>3</b> Homework Due (§4.5-§4.6) Quiz 10 Due (§4.5-§4.6) Catch up, if needed
<b>Nov 2017</b>	<b>6</b> §5.3	<b>7 Election Day</b> <i>Exam 3 Due at Noon</i> §5.3	<b>8</b> §6.1-§6.4	<b>9</b> <b>Registration Opens</b> §6.1-§6.4	<b>10</b> Homework Due (§5.1) Quiz 11 Due (§5.1) Catch up, if needed
	<b>13</b> §6.1-§6.4	<b>14</b> §6.1-§6.4	<b>15</b> §6.1-§6.4	<b>16 Great American Smokeout</b> <b>Last Day to Drop</b> Catch up, if needed <i>Exam 4 Opens</i> (§5.1-§6.4)	<b>17</b> Homework Due (§5.2-§5.3) Quiz 12 Due (§5.2-§5.3) Catch up, if needed
	<b>20 Begin Unit 5</b> §8.1 and §8.2	<b>21</b> <i>Exam 4 Due at Noon</i> Homework Due (§6.1-§6.4) Quiz 13 Due (§6.1-§6.4) §8.1 and §8.2	<b>22</b> Catch up, if needed	<b>23 Thanksgiving Day</b> Catch up, if needed	<b>24</b> Catch up, if needed
	<b>27</b> §8.3-§8.5	<b>28</b> §8.3-§8.5	<b>29</b> §8.3-§8.5	<b>30</b> §8.3-§8.5	<b>1</b> Homework Due (§8.1-§8.2) Quiz 14 Due (§8.1-§8.2) Catch up, if needed
<b>Dec 2017</b>	<b>4</b> Catch up, if needed	<b>5</b> Catch up, if needed	<b>6</b> Catch up, if needed	<b>7</b> Catch up, if needed <i>Final Exam Opens</i>	<b>8</b> Homework Due (§8.3-§8.5) Quiz 15 Due (§8.3-§8.5) Catch up, if needed
	<b>11</b>	<b>12</b> <i>Final Exam Due at Noon</i>	<b>13</b>	<b>14</b>	<b>15</b>