

Business Math MATH 129
Online Section 80
Syllabus Spring 2009

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Office hours: 9 – 10:20 am Monday – Thursday
11 – 12:20 am Tuesday & Thursday
1:30 – 2:30 pm Monday & Wednesday

You are expected to read each assigned section of the book and complete assignments and any necessary tutorials through MyMathLab, the online learning resource that comes with your book. As they are developed, additional resources will be placed on the Website www.stlmath.com.

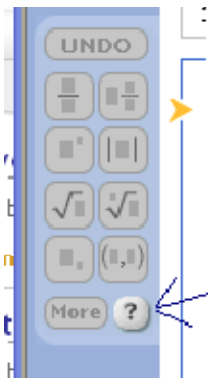
Online resources (Website www.stlmath.com, WebCT <http://blackboard.lc.edu>, and MyMathLab www.coursecompass.com):

· There is a WebCT area for the course. There you will find a discussion board, email, a calendar of course events and assignment dates, links to MyMathLab and www.stlmath.com, and various other resources. You should familiarize yourself with the WebCT area. If you are new to online courses, you are expected to attend one of the WebCT orientation classes. I will be building and adding to the resources throughout the semester.

· My Website www.stlmath.com has many resources for you. You can access various resources including the following. I will be building and adding to the resources throughout the semester.

- Assignments, suggested exercises in the book, including those that are not duplicated by MyMathLab
- Tentative exam schedule, a list of the exams, the sections they cover, and the dates they are available
- Syllabus
- Handouts and worksheets
- Solutions to some of the worksheets
- Link to the book's Web resources including MyMathLab
- Link to "My WebCT" on the Lewis and Clark server

- You are required to buy MyMathLab with your textbook. They should be bundled together at the bookstore. MyMathLab provides many resources including practice problems and tutorials. There will be graded assignments from it. You will need the course ID to log-in to MyMathLab. If you are in section 129-80, your course ID is o'leary-johnson73973. The spelling of my name, including punctuation, is important. You will also need the zip code of the school, 62035.
- You will do all of your homework assignments and quizzes through MyMathLab. They count for a good deal of your grade so it is crucial that you keep up with the assignments and quizzes.
- There will be absolutely no extensions for the homework assignments, quizzes, or exams. It will be your responsibility to make sure you have completed and submitted the work on time. If you wait until the last minute and then have problems with your computer, you will not be allowed to make up the work. Homework will take some time to complete, so make sure you give yourself plenty of time. Plan on doing homework every day! You may print homework assignments to work on offline. Keep in mind you do not need to do an assignment in one shot. You can start it one day and finish it another. In fact, you can go back and redo problems you missed (up to the due date) to get full credit. Remember that you can always ask questions about homework problems you do not understand! Post questions on the discussion board on WebCT. MyMathLab also has lots of ways to get help on the problems.
- Most of the assigned book homework problems overlap those offered through MyMathLab. However, there are some assigned problems that do not have equivalent problems in MyMathLab. They are denoted on the Assignments page on my Website. Be sure to do those from your book.
- MyMathLab includes a palette that allows you to enter fractions, radicals, exponents, etc. exactly as you would write them. A picture of this palette is on the next page. You are expected to use the palette for both homework assignments and quizzes to enter your answers in the correct form. There is a help button ('?') with the palette if you have trouble using it. Be sure to check your results after each quiz. Rounding errors are possible if you do too much rounding early in a problem so do not round your answer until the very end. Be careful to follow the instructions on how to enter your answers. Specifically they will denote how to round and what form your answer should be in. The instructions may vary from problem to problem. If your answer is marked wrong but you think it is correct, let me know and I will take a look at the problem. Usually you can get the credit but there is no guarantee.



Click the question mark for help with using the online homework/quiz system.

Textbook and Calculator:

· *Business Mathematics*, Charles D. Miller, Stanley A. Salzman, & Gary Clendenen, 2009, eleventh edition. (ISBN # 0321500121) We will cover chapters 4 through 9 and 11 through 13.

· As mentioned, MyMathLab should be purchased with the textbook or can be purchased separately through the bookstore or their Website www.coursecompass.com.

· A student solution manual is available. This book has fully worked solutions to the odd numbered exercises.

· **You must have a scientific calculator for this course.** Regardless of calculator type, I am willing to help you with it, but there are no guarantees. **You need to get your calculator as soon as possible.** It is not acceptable to attempt this class without a scientific calculator.

· You will find worksheets that show you how to use the calculator on the Website and tutorials on WebCT. It is your responsibility to learn to use your calculator. It should be a great resource for you to help you with the class material. Please visit me or email me with questions. The Math Resource Center (described later) is also a great place to go for help.

Evaluation/Point Breakdown:

MyMathLab Assignments	30% of total
MyMathLab Quizzes	20% of total
Average of Four Exam Grades	50% of total

· The grade scale is A – 90%, B – 80%, C – 70%, D – 60%. Your grade information will be available through MyMathLab.

- We will have four chapter exams. The exam component of your grade will be the average of these exams. Exams will be done in the Assessment Center, described later. To receive your graded exams, you must provide self-addressed stamped envelopes for each exam, or come by my office to pick up the exams. Be sure you have affixed sufficient postage to your envelopes.

- The breakdown of book material on each exam is below. This may change slightly. Any changes will be announced in WebCT well in advance of an exam.

Exam	Sections covered	Tentative schedule
1	4.1-4.3, 5.1-5.4, 6.1-6.4	Available Feb. 16 – Feb. 20
2	7.1-7.4, 8.1-8.4	Dates will be posted on WebCT calendar in the next few weeks.
3	9.1-9.3, 11.1-11.5	
4	12.1-12.5, 13.1-13.5	

- MyMathLab assignments will be assigned every week and must be completed. Failure to buy the MyMathLab packet will impact your grade badly.

- You will take paper-and-pencil exams in the **Assessment Center** which is located in **Haskell Hall HK B-25**. (It is located in the basement of Haskell Hall on the main campus in Godfrey.) Please contact me at least one week in advance of the exam start date if an alternative location must be used. The Assessment Center's **hours of operation** are noon – 7:45 pm Monday through Thursday, and 8:00 am – 4:30 pm Friday. Simply stop by with enough time (50 minutes) to finish your exam during their hours. Their phone number is 468-5230 or 468-5231 in case you want to call. You must show a **photo ID** to take your exam. Make sure you take your calculator.

Miscellaneous details:

- The optional worksheets on the Website and necessary documents on WebCT are in PDF format; you will need the Adobe Acrobat Reader to read these. The Reader is available online at www.adobe.com -- just follow the links to download the latest Acrobat Reader. It is free of charge. There are optional worksheets listed at the bottom of the “Assorted Handouts in PDF Form” portion of the Website. Use them for extra practice. I will be creating resources throughout the semester.

- If you need to contact me, phone, email me, or stop by my office. Email is inherently insecure; meaning if someone wanted to, they could read our emails. You can come personally to my office and I will be happy to discuss anything with you.

· The **Math Resource Center** (MRC) is available for individual tutoring. It is located in CM 233. It is free of charge and first come, first serve. Their Website www.lc.edu/mrc has lots of resources ranging from worksheets to multimedia tutorials to links to educational Websites. The hours of operation for the Godfrey campus MRC will be distributed as soon as possible. There is an alternative N.O. Nelson campus location with limited hours (building N3, room 108) in Edwardsville as well. The location here may change from semester to semester; see their Website for the current location.

· If you have a health condition or disability which may require accommodations (in order to effectively participate in this class), please meet with Barbara Cadle, Division Assistant, of the **Student Development and Counseling Services located at Caldwell Hall, Room 2320, at 618-468-4211**. Information about your disability will be treated confidentially.