

**Business Mathematics MATH 129**  
**Section 01**  
**Syllabus Fall 2021**

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**Phone:** 618-468-4844

**Website:** [www.stlmath.com](http://www.stlmath.com)

**Office hours (CM 217):** 8:15 – 9:30 am & 10:45 am – 12:00 pm Mondays and Wednesdays; 8:45 – 10:00 am & 11:45 am – 12:30 pm Tuesdays and Thursdays

**Virtual Office Hours (email me):** 1:45 – 2:00 pm Monday - Thursday

**Tutors Available:** Online tutoring with Brandy from the Math Resource Center, email [bkribs@lc.edu](mailto:bkribs@lc.edu) for more information & in-person hours to be discussed later

We will cover the material with a mix of lectures, worksheets, and questions. You will be expected to watch online videos with each homework assignment. Please feel free to ask questions and pose comments in class. My lessons contain lots of examples similar to the homework problems. You will save yourself much stress by studying the notes before you start your homework. Do the homework promptly and thoroughly. Practice will help you immensely.

You will do all of your homework assignments and exams through MyMathLab (MML). Homework counts for a good deal of your grade so it is crucial that you keep up with the assignments. You can work your homework assignments and exams at any computer with internet access.

You may want a three-ring binder notebook to keep your notes. I have available Class Notes which we will complete during class. You will have a MML (MyMathLab) assignment to complete for each section. You should keep a dedicated spiral notebook for your organized, labeled (online) homework. Do *not* just use scraps of paper as you need it. Keep all work in one place to make it easier to study and ask questions.

**Website ([www.stlmath.com](http://www.stlmath.com)):**

My Website has many resources for you. You will use it when you miss class or when you need clarification of an announcement or policy. If I refer to “the Website”, I am referring to [www.stlmath.com](http://www.stlmath.com). You can access everything you need from here including the following.

- Class Notes (incl. videos) which work you through definitions and examples
- Daily Log, a listing of what we did each day in class
- Tentative exam schedule, a listing of the sections each covers and dates
- Syllabus, handouts, worksheets, and solutions to some of the worksheets
- Archived worksheets that may help you review or extend certain topics
- Link to the publisher-provided MyMathLab Website

## **Textbook, MyMathLab, and Calculator:**

· *Business Mathematics*, Stanley A. Salzman, & Gary Clendenen, 2018, fourteenth edition. (ISBN # 0-13-469332-9) We will cover chapters 5 through 10 and 12 through 14. The book is available through MyMathLab (MML, described later) in electronic form. It is possible to just have access to MyMathLab and use the electronic book instead of purchasing a paper copy.

· Your college fees paid for access to MyMathLab (MML). The MyMathLab Website (<http://www.mymathlab.com>) provides practice problems and tutorials. There will be graded homework assignments from MML. If you used MML for a previous class, you can use your previous login (username and password) information. If you do, be sure you have given them your current email address.

· Previously, each student purchased an access code to MML. Now, the access code for the entire class (as well as other Math 129 students this semester) is WMCSBE-FUSIL-LEECH-PSEUD-TRAWL-SWORD (all are capital letters). You need to immediately sign in to MML (register if you are new to MML) and enroll in the course. **You must be enrolled by September 3 or you will be locked out and should drop the course.**

· You will need the course ID to enroll. **You are in section 01 (12:30 TTh class) and so your course ID is o'leary-johnson99585. You must enroll in the correct section. It is a real pain to correct it if you enroll in the wrong section.** The spelling of my name, including punctuation, is important. You may also need the zip code of the school, 62035.

· **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 may also want to bring the manual to class.

· If you do *not* have an actual calculator, it is okay to use an app on your phone or calculator emulator program on your computer.

## MyMathLab (Quick Tutorial):

Below you will find a sample homework assignment in MML. You can select any problem in the set to work on. This is particularly useful when you are returning to a set to correct mistakes. Notice a check mark or an X indicates if you got it right or wrong. Once you click in the answer space, an appropriate palette that allows you to enter fractions, radicals, exponents, etc. exactly as you would write them will appear. You are often expected to use the palette to enter your answers in the correct form. On the upper right-hand side, you will notice Question Help that includes videos, completed examples, and other resources at your disposal. There is a help button (“?”) in the lower right if you have trouble with the interface as opposed to the math.

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. After you complete a problem, you must click “Check Answer”. Make sure you Save your work before exiting.

Use the Ask My Instructor option (under Question Help) to report problems with grading or to ask specific questions about a problem. It is easy to get frustrated with an online tool like MML. Be sure to reach out with questions when they first occur.

The screenshot shows the MyMathLab interface for a homework assignment. The browser title is "Do Homework - Stefanie O'Leary-Johnson - Google Chrome". The URL is "https://www.mathxl.com/Student/PlayerHomework.aspx?homeworkId=...". The page title is "Homework: Section 3.2 Homework". The score is "0 of 1 pt" and the HW Score is "0%, 0 of 19 pts". The problem number is "3.2.27". The instructions are "Solve. First multiply to remove parentheses." and the equation is  $-2(-4 - 3z) = 7z$ . The answer box contains "z =".

Annotations:

- Problem selection area
- Save before you quit.
- Various tools to help with the math
- Palette for inputting certain answers will appear below when needed.
- Click Check Answer or press ENTER key after inputting answer above. If you get it wrong three times, it changes the question slightly (Similar Question).
- Get help with the interface, not the math.

At the bottom, there is a "Check Answer" button and a "Clear All" button. The text "Enter your answer in the answer box and then click Check Answer." is displayed above the answer box.

## Evaluation/Point Breakdown:

MyMathLab (MML) Homework Assignments	30% of total
Average of Four Exam Grades (MML)	70% of total

· The grade scale is A – 90%, B – 80%, C – 70%, D – 60%. Your grade information will be available through MyMathLab (MML). Your overall grade shown in MML will be accurate if you keep up with the assignments.

· You will see worksheets mentioned in the Class Notes. They are available on [www.stlmath.com](http://www.stlmath.com) under Assorted Handouts and Tutorials on your class' page. They are carefully designed to help you tackle hard concepts but are *not* mandatory and will *not* be collected.

· We will have four exams. The exam component of your grade will be the average of these scores. You are required to take all exams. The exams will be in MML and available for one whole week. **You are allowed to use your book and notes on the exams. The only rule is please do not consult other people while taking an exam. You will be taking your exams at home; there is no need to come to campus.** You are required to get a score of at least 20% on all relevant homework before taking an exam. That way, you will not accidentally take a test without doing all of the homework first.

· The breakdown of book material on each exam and tentative dates are below. This may change slightly.

Exam	Sections covered	Dates of availability
1	Chapters 5 & 6	Thurs., Sep. 16 – Wed., Sep. 22
2	Chapters 7 & 8	Thurs., Oct. 7 – Wed., Oct. 13
3	Chapters 9 & 10	Thurs., Nov. 4 – Wed., Nov. 10
4	Chapters 12-14	Thurs., Dec. 9 – Wed., Dec. 15

\* We will do as much of Exam 4 material as time allows.

· The homework due dates are set for the first class session after the week we should be working on each section. You can work the homework as much as you want up through the final due date (technically, they are due at midnight of the due date). All homework assignments are available after the “due date”. However, a 50% deduction will apply for all problems done after the due date. You only want to take advantage of this occasionally to maintain a good grade but that leeway is there is case you fall behind. **There is a strict deadline for late work from chapters 5-8 discussed later.** There are no opening dates for homework, so you can try any homework as early as you want. **The last day you will be allowed to complete MML assignments is Thursday, December 16. This is the last day of class.**

· For each chapter covered, you will see a Review Homework Assignment. Those will be due on the last day the related exam is available. That will allow you to practice those review assignments up through when you take the exam.

- Homework will take some time to complete, so make sure you give yourself plenty of time. Plan on doing homework every day. 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 to get full credit. The MyMathLab (MML) Website offers tons of help on the problems including the **Ask My Instructor** button, which lets you email me a short message along with the exact problem you are working on. Use this to ask specific questions about a problem. My office hours are also available to you.
- Each homework assignment (except review assignments) will contain a book-provided video for that section. You will receive a point for watching it. You will find they fill in holes left by my Class Notes. The Class Notes focus on the material in the homework. Be sure to email me questions.
- Keep in mind that the “Overall grade” in the MML Gradebook does *not* include assignments that you have *not* started. The grade will look considerably higher than what you are actually earning if you have zeros on assignments. At the end of the semester, when I figure your course grade, your grade may drop significantly when it figures those zeros into your score. Do *not* let a high overall score (or worse, a low C) in MML fool you into not working hard to the end. To correct for this inaccuracy, there is a strict deadline in week 9. **After October 19, you will *not* be able to complete any late homework assignments from chapters 5-8.**
- **The final date of submission for MML homework is Thursday, December 16.** You will *not* be able to change your MML grade after that date. The MML site can be bogged down at the end of the semester which makes doing homework the last week of class very frustrating. Do *not* wait ‘til the last minute to do it.

### **Attendance and makeup policies:**

- Attendance is highly suggested. You are expected to come to class prepared. Poor attendance is a sure way to flunk.
- Alongside the Class Notes on [www.stlmath.com](http://www.stlmath.com), you will find videos where I go through the Notes as we will in class. When you miss class, be sure to watch the video while you complete the Notes on your own.
- We intend to hold in-person classes. It is possible that we will need to transition to virtual classes using Zoom. Be prepared to work virtually from your home or possibly campus.
- **When you miss class or come late, it is your responsibility to find out what you missed by going to the Daily Log on the Website [www.stlmath.com](http://www.stlmath.com).** Of course, make sure you understand the material covered that day. Get the Class Notes and work the problems that we did in class. Bring the notes and other handouts with you to the next class. It is your responsibility to print out the assignment or notes from the Website.

When this is possible, the item will be underlined. Click on it to open it, and then print it. Printers are available in select computer labs around campus. Use the extensive videos and other resources available on MyStatLab (MSL) and [www.stlmath.com](http://www.stlmath.com) to catch up.

· If you miss an exam, contact me and we will reschedule it for you. The last exam *cannot* be missed as the last day it is available is the last day of the semester.

### **Miscellaneous details:**

· I want you to feel comfortable with me and the class. If there is anything I can do to help you, please tell me. If I use the wrong pronoun (her versus him) in addressing you, please forgive me and tell me what you want to be called. If you are ever made to feel uncomfortable in the class or at school in general, please bring the issue to my attention.

· The handouts on the Website are in PDF format; you will need the Adobe Acrobat Reader to read these. The Reader is available online at [www.adobe.com](http://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 and Tutorials” portion of the Website. Use them for extra practice.

· If you need to contact me, phone, email me, or talk to me before or after class. I may send emails to either your LC email account or the email account you give to MML. If you do *not* use your LC email account frequently, please get in the habit or set it up to forward your mail to an account you do use. Email is inherently insecure; meaning if someone wanted to, they could read our emails. Be aware of this when you and I correspond.

· Do *not* email me just to tell me you are *not* coming to class; I do *not* need to know. Do *not* email me to ask what you missed in class; get that information from the Daily Log on the [www.stlmath.com](http://www.stlmath.com).

· The **Math Resource Center (MRC located in CM 233)** is available for in-person tutoring Monday through Thursday 8:00 am – 4:30 pm. In addition, there is online tutoring available Monday through Friday. Contact [bkribs@lc.edu](mailto:bkribs@lc.edu) to set that up for yourself. Their Website is [www.lc.edu/mrc](http://www.lc.edu/mrc) where you can find other information and a button to get immediate, online tutoring.

· The last day for a full refund is Friday, September 3. The last day to withdraw with a grade of W is Thursday, December 16 (to avoid a D or F).

· **Accommodations:** If you need an accommodation based on the impact of a disability, inform me as soon as possible, giving us time to discuss the course format, anticipate your needs and explore potential accommodations. I rely on the staff of Student Development and Counseling for assistance in verifying the need for accommodation and accommodation strategies. Contact Student Development and Counseling in Caldwell Hall 2320 (618-468-4211).

· **Counseling:** Counseling is by appointment or on an emergency, walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Student Development and Counseling in Caldwell Hall 2320 (618-468-4211).

· **Veteran Services:** We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618-468-5500).

· **Campus Emergencies:** In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in this course can be obtained by contacting my email address [soleary@lc.edu](mailto:soleary@lc.edu) or office phone 618-468-4844. Students are also encouraged to continue the readings and other assignments as outlined on this syllabus or subsequent syllabi.

· **LCCC Plagiarism statement:** Assignments that have been copied from another student or another source will not be scored. “Academic dishonesty including, but not limited to, cheating, plagiarism, and forgery, violates the STUDENT CONDUCT CODE and will lead to disciplinary action up to and including expulsion”. The following website will give you in-depth information on the definition of plagiarism and more: <http://www.plagiarism.org/article/what-is-plagiarism> Please visit this site if you need clarification.

· **Diversity Statement:** At Lewis and Clark Community College, we are seriously committed to supporting diversity and inclusion in our classrooms and community. We proactively strive to construct a safe and inclusive environment by respecting each other’s dignity and privacy. We treat one another fairly and honor each member’s experiences, beliefs, perspectives, abilities, and backgrounds, regardless of race, religion, language, immigration status, sexual orientation, gender identification, ability status, socio-economic status, national identity, or any other identity markers. Bullying, hateful ideas, violent language, belittling, racial slurs, and other disrespectful or “othering” language or behavior will not be tolerated. We behave and communicate respectfully toward one another, both directly and indirectly, both inside and outside the classroom. A diverse and inclusive campus is our strength, and we want all who are part of our campus community to feel safe and respected. If you ever have any concerns about the classroom

climate, please reach out to Sean Hill, Vice-President of Student engagement, WA 1108, 618-468-6000, [shill@lc.edu](mailto:shill@lc.edu).

· **LC Virtual Meeting Policy:** By participating in our live events, you are acknowledging awareness that, depending on your involvement, your name, voice, comments, and likeness may be recorded and shared with other L&C students and faculty. If you are uncomfortable participating with these acknowledgements, please contact your course instructor for alternate arrangements.

**Stef's additional comment:** In the case we go virtual, feel free to *not* allow Zoom to use your video camera and to use an alias. If you do use an alias, please tell me in a private chat or email so I know who you really are. I want you to be comfortable in my class. Tell me if you need anything.

### **Blackboard:**

We will *not* be using Blackboard. You will spend most of your time outside of class in MML.