

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**Mathematics for Business and Social Sciences  
MATH 1324.L92**

**Matt Shelton**

**NOTE: This is a 16-week course**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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## **Course Description:**

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.

(The content level of MATH 1324 is expected to be at or above the level of MATH 1314 College Algebra.) Demonstrates the application of mathematical concepts to the solution of various business, economics, and other real-world problems.

## **Prerequisites and/or Corequisites:**

MATH 0311 or consent of division chair.

## **Instructor Information:**

Instructor Name: Matt Shelton

MCC E-mail: mshelton@mclennan.edu

Office Phone Number: (254)299-8834

Office Location: MATH 209

Office/Teacher Conference Hours: Monday, Wednesday 1:00p – 2:00p (in office)

Tuesday, Thursday 1:00p – 3:00p (on Zoom)

## **Required Text & Materials:**

All textbook materials provided to students through IA. Students will need a graphing calculator. We recommend the TI-83 or 84 graphing calculator.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

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## **Methods of Teaching and Learning:**

MyMathLab is the online component that will house the course information. Homework will be done online in this environment. Lecture notes, reference materials and videos are available there as well

- **Communications:** Students participate in assignments involving topics related to finite math or other mathematics with an emphasis on business and social science application problems. They then share their results with their instructor and/or colleagues in class via written, oral, and visual methods.
- **Critical Thinking:** Critical thinking is the essence of all mathematical studies. Through inductive and deductive reasoning, students explore problems using the logical process of inquiry, analysis, evaluation, and synthesis.
- **Empirical and Quantitative Skills:** Students work on various mathematical problem solving skills throughout the course. The course focuses on the manipulation and analysis of numerical data or observable facts as presented in application problems and /or problem skill sets in which students demonstrate their ability to reach informed conclusions using mathematical processes.

## **Course Objectives and/or Competencies:**

- Apply elementary functions, including linear, quadratic, polynomial, rational, logarithmic, and exponential functions to solving real-world problems.
- Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.
- Apply basic matrix operations, including linear programming methods, to solve application problems.
- Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.
- Apply matrix skills and probability analyses to model applications to solve real-world problems.

## **Course Outline or Schedule:**

This is only a suggested schedule to keep you on pace. See below regarding due dates for assignments.

Dates	Lecture/Work	Tests/Objectives
Week 1 - 8	MATH 0311 Material	
Week 9	2.1 Solution of Linear Systems by the Echelon Method 2.2 Solution of Linear Systems by the Gauss-Jordan Method 2.3 Addition and Subtraction of Matrices	

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	2.4 Multiplication of Matrices 2.5 Matrix Inverses	
Week 10	2.6 Input-Output Models 3.1 Graphing Linear Inequalities 3.2 Solving Linear Programming Problems Graphically 3.3 Applications of Linear Programming	Ch. 2 Quiz (OBJ 1,3,5)
Week 11	7.3 Introduction to Probability 7.4 Basic Concepts of Probability 8.1 The Multiplication Principle; Permutations 8.2 Combinations	
Week 12	8.3 Probability Applications of Counting Principles 8.4 Binomial Probability 8.5 Probability Distributions; Expected Value	Ch. 7 & 8 Quiz (OBJ 4,5)
Week 13	10.1 Properties of Functions 10.2 Quadratic Functions; Translation and Reflection 10.3 Polynomial and Rational Functions	
Week 14	10.4 Exponential Functions 10.5 Logarithmic Functions 10.6 Applications: Mathematics of Finance	Ch. 10 Quiz (OBJ 1,2)
Week 15	11.1 Limits 11.2 Continuity 11.3 Rates of Change 11.4 Definition of the Derivative	
Week 16		Final Exam (OBJ 1-7)

This course will use a variety of internal and external assessments. A faculty developed comprehensive final exam will assess the core objectives of critical thinking and empirical/quantitative analysis. These core objectives will also be assessed using parts of a standardized test (CAAP). A faculty designed rubric will be used to assess communication skills as well. Review of such items such as GPA, retention levels, and success in following course may be used to evaluate the effectiveness of student learning.

## **Course Grading Information:**

Homework: There is an online homework assignment for each section that is covered during the semester. All of the homework assignments need to be completed by 11:59pm on Dec. 4th. They will be your main source of practice for the quizzes. You can work on a homework assignment as many times as you want to improve your grade up until the due date. Your homework average will count 20% of your final grade.

Chapter Quizzes: There will be online quizzes over the chapters covered in this course. Unlike the homework, the quizzes can only be attempted once (see make-up section below), and they

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are timed. You will have 120 minutes (the same amount of time you would get in a face-to-face course) to complete each quiz once you start. There is no way to save your progress and return at a later time to finish. You must make sure that when you start a quiz you have enough time to complete it. Also make sure that when you are done you hit the “Submit Test” button or else it may not record your grade, and you may not be permitted to access it again. Also if you accidentally close the quiz window or click a link that takes you away from the quiz, you will be locked out of the quiz and may not be permitted to access it again. The quizzes will look exactly like the homework problems for the sections covered. The quizzes must be completed by 11:59pm on Dec. 4<sup>th</sup>. Each quiz will count 20% of your final grade.

Final Exam: There will be a comprehensive final exam. It will be done online and will also be timed. You will have 120 minutes to complete the final exam. The problems on the test will look like the homework or quiz problems from the previous units. The final exam will be due by 11:59pm on Dec. 6<sup>th</sup>. It will count as 20% of your final grade.

You can check your grades using the “Gradebook” button on the left side of the MathLab component. The standard grading scale applies:

90 – 100 = A    80 – 89 = B    70 – 79 = C    60 – 69 = D    59 and lower = F

Communication Assignments Rubric (not for a grade)

Course name/number/section: Student name/number:
Type of Communication Event:
___ Boardwork
___ Classtime explanation
___ Personal interview
___ Case study presentation    ___ Poster board project presentation
___ Small group presentation    ___ Online presentation

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IN WRITTEN LANGUAGE	4 Student demonstrates <b>full knowledge with no mistakes</b> and <b>elaborates</b> on mathematical concepts.	3 Student demonstrates <b>good knowledge</b> but does <b>not elaborate</b> .	2 Student demonstrates <b>limited knowledge</b> but makes <b>several mistakes</b> .	1 Student does <b>not have a grasp</b> of the mathematical information.
IN ORAL LANGUAGE	4 Student uses <b>fluent and accurate</b> words to describe mathematical concepts and processes.	3 Student uses <b>somewhat appropriate</b> words to describe mathematical concepts and processes.	2 Student uses <b>vague words</b> to describe mathematical concepts and processes.	1 Student uses <b>incorrect and confusing words</b> to describe mathematical concepts and processes.
IN VISUAL PRESENTATION	4 Student uses <b>appropriate and accurate</b> visual representation of mathematical concepts and processes.	3 Student uses <b>somewhat appropriate</b> visual representation of mathematical concepts and processes.	2 Student uses <b>some inaccuracy in</b> visual representation of mathematical concepts and processes.	1 Student uses <b>total inaccuracy in</b> visual representation of mathematical concepts and processes.

## Late Work, Attendance, and Make Up Work Policies:

Due dates are set for all homework, quizzes, and tests. If students do not make the deadlines, those grades become zero. I plan on dropping a couple of the lowest homework grades at the end of the semester. Each student will be allowed one make-up quiz for the semester in case you accidentally get locked out or you just make a low score. Your make-up assignment will need to be completed by 11:59pm on Dec. 5<sup>th</sup>. It is your responsibility to contact me when you've decided which quiz you would like to make up.

Attendance will be monitored during each week of the semester. If a student is counted absent 4 times before Oct. 25<sup>th</sup> you will be automatically dropped from the course, or if you already have 6 drops on your record you will have to stay enrolled and earn a grade at the end of the semester. To be counted as present during any given week (a week begins on Monday and ends Sunday night at 11:59pm) you must submit work (can be as little as one problem) on at least one assignment in MyMathLab. Since this course is linked to a 0311 course, work in either course counts as attendance for both courses.

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## **Student Behavioral Expectations or Conduct Policy:**

Cheating will not be tolerated in class. Having someone else do your online homework assignment and tests are both violations of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action. At any time you may be asked to prove that the submitted work on your account is actually yours.

## **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.



**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.