



Math Analysis for Business
Math 1203-X20 Spring 2021

Course Essential Information

Professor: Marina Lynn Jones

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Phone: N/A – do not call office phone to leave voicemail

Online Office Hours: Monday/Wednesday 3:00 – 4:00pm and Tuesday/Thursday 2:30 – 4:00 pm CDT/CST.

These times are subject to change after surveying the class and any change will be promptly communicated via D2L. Other times may be available by request. In general, I endeavor to reply to all emails received in a timely manner and within 24 hours. Please note that emails sent after 5:00pm on weekdays or over the weekend should not expect a reply before my next scheduled office hours.

Course Description: This course is designed to offer a review of algebra including linear and quadratic equations and graphs, the mathematics of finance, and matrix solutions to systems of linear equations and inequalities.

Textbook & Instructional Materials: MyLab or MyMathLab (MML), an online program from Pearson Publishing, is required. Textbook: Finite Mathematics for Business, Economics, Life Sciences, and Social Sciences (14th ed) by Barnett et al. An e-copy of the textbook is included with MML, so it is not necessary to purchase a hardcopy of the textbook. Since MML is a required digital material for this course, its cost is part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office so that access is not delayed. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to 01/27/21. Opt-out instructions will be sent to each student's my.msutexas.edu email address after the first day of class. Please contact the MSU Bookstore if you have any questions about the opt-out process. If you opt-out of this program, then you will need to purchase MML, either from the campus bookstore or directly online from the publisher.

Additional Required Materials/Expenses: A laptop or desktop computer with a webcam and internet access is required. Chromebooks, tablets, and mobile devices will not satisfy the technical specifications for the proctored assessments that will be required. A calculator that has exponential and logarithmic function keys as well as a Matrix Editor is required. Not all scientific calculators will have a Matrix Editor but all graphing calculators will have all these features; the instructor will utilize a TI 84 model. Important: An additional financial requirement will be incurred when taking exams that require the fee-per-use online proctoring service ProctorU. At least three exams, including the required comprehensive final exam, this semester will involve ProctorU.

Online Course Requirements

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with D2L as it provides a primary source of communication regarding assignments, examination materials, and general course information including content. Log into [D2L](#) through the MSU homepage then select this course from your list of classes. Daily weekday login to the D2L course homepage is required at the start of the semester in order to facilitate communication and lay the groundwork for a successful semester. The News announcements posted on the course's D2L homepage serve as a fundamental and primary source of information from the instructor to the class. You are responsible for all information posted under News announcements on the course homepage.

My Math Lab (MML)

**** MyMathLab is a REQUIRED portion of this course.****

This online course management program from Pearson Publishing is used for most of the assignments and assessments in the course. A specific MML course has been created for your class and is linked from the D2L course homepage. You will not need to purchase MML separately as its cost is included on your MSU statement. Check the course homepage on D2L for how to register into the linked MML class. When using MML for the first time in this course, you will need to run a browser check and download necessary plug-ins including the Pearson LockDown Browser.

Computer Requirements

Taking an online class requires you to have access to a computer with reliable internet access to complete assignments and assessments including all quizzes and tests. Each assignment and/or assessment is due by a published due date. Personal computer or internet technical difficulties will not be considered sufficient reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. This is an entirely online course and, as such, it is your responsibility to have access to a working computer and internet access in order to complete the course work in this class. If you have technical difficulties, first check your computer security settings, your pop-up settings, and/or try a different browser. Browser issues are by far the most common cause of technical difficulties. If you continue to have technical difficulties, then you will need to contact either MSU's D2L help page or Pearson's MML customer technical support.

Course Structure and Schedule

This online course covers the full scope and material of the traditional and well-established Math 1203 course. This is not an open-ended unstructured online course. The course work is designed to be completed in a sequential manner. As such, there are many required due dates throughout the duration of the semester and thus the work cannot be completed in one intense short interval.

The course content consists of three units. Each unit must be completed within a specific time frame with a deadline for completion; however, each individual student's pace through the unit can vary. The preliminary schedule for completion of each unit follows, but be aware that these dates are subject to change and will be clearly communicated via the course D2L homepage. Unit 1, Review of Algebra, must be completed by February 11; Unit 2, The Mathematics of Finance, by March 11; and Unit 3, Systems and Linear Programming, by April 15. Each unit will consist of assignments, quizzes, and a unit test, and the schedule of due dates will be communicated via D2L and MML. The comprehensive final exam is scheduled for Wednesday, April 21, at this time.

There is a pronounced structure of prerequisites as you progress through MML in each unit: homework > quiz > homework > quiz > unit test. Each forward progression requires meeting a minimum grade standard: 70% on homework assignments and 60% on quizzes. Each unit must be completed in order to gain access to the next unit. Contact the instructor if there is an urgent need to accelerate this schedule.

Withdrawal Date

Last Day to drop with a grade of “W” is April 23, 2021.

Evaluation/Grading Policies

D2L Assignments/Assessments

There are various graded activities that are only accessed through D2L; examples include all required discussions, content checklists, and a possible midterm project. Individual D2L log-in activity, including reading News posts and accessing available instructor-created supplemental material, is required and will be closely monitored. Additionally, some quizzes and tests may be administered through D2L utilizing the Respondus Lockdown Browser and Respondus Monitor.

MML Homework

A MML online homework assignment has been created for each textbook section included in the course. At the end of the semester, the lowest three homework scores will be dropped; the remaining scores will be averaged to determine your homework grade for the semester. MML assignments are set up to allow you multiple opportunities to get credit for each problem and thus attain a very good homework grade. There are numerous and varied supplemental media resources provided as part of MML. Even though these items are not always specifically required for completion of an assignment, be aware that these types of resources are available to you as additional tools to aid in your understanding of the material.

Forward progress requirement: You must make at least a 70% on each homework assignment in order to continue to the next assignment or quiz and maintain forward progress in the course.

Homework Due Dates: Each MML assignment will have a specified due date – both date and time of day. The assignment will be available to work on for several days before its due date and must be completed before this specified time in order to receive full credit. After the due date, the assignment will still be accessible but will incur a late penalty and a 25% deduction in the grade. The late penalty will only apply to those problems completed after the due date. If the assignment was not started before the due date, it will show as “past due”. The assignment will remain available in late “past due” mode until the day of the unit test over the included material; after the unit test, the assignment can no longer be completed and all “past due” assignments will automatically be updated to zeroes in the MML gradebook.

Quizzes

Short quizzes are also included as part of the course work grade generated in both MML and on D2L. A MML quiz cannot be opened and attempted until after the pertinent homework assignments are completed successfully. Unlike the homework assignments, you only get one opportunity to answer each question correctly. You will be allowed two attempts at each quiz. A missed quiz due date will result in a grade of “0”. At the end of the semester, the lowest quiz score will be dropped before computing the final course grade.

Forward progress requirement: You must make a minimum grade of 60% on a quiz in order to continue to the next assignment listed on MML and maintain forward progress in the course.

Tests

There are four unit tests in addition to the final exam. Test #1 covers Unit 1, Review of Algebra, and Test #3 covers Unit 3, Systems and Linear Programming. The financial material in Unit 2 is critical in a business analysis math class and will be covered by two tests: Test #2A and Test #2B. All tests may be set up as proctored exams. Be aware that online options for proctoring an exam can result in an additional expense for the student and require a strong steady internet signal as well as the use of a webcam. We will utilize Pearson's internal Lockdown Browser, D2L's available Respondus Monitor, and the independent service ProctorU for the purposes of ensuring assessment integrity. Specific information will be provided as the time of each test approaches and will be posted on the D2L homepage.

Final Exam

The final exam is comprehensive and worth 200 points. It is required by all students in order to complete the course and it must be proctored. We will use the fee-per-use service ProctorU to ensure the integrity of the final exam.

Grading

There will be four tests, a comprehensive final exam, and a coursework grade which will be generated from all required assignments and quizzes on both D2L and MML. This semester the maximum number of total points possible is 700 points, and the point breakdown is as follows:

- Test #1 - 100 points
- Test #2 – 200 points (100 points for part A and 100 points for part B)
- Test #3 – 100 points
- Final exam - 200 points
- Assignments, including MML homework and D2L required participation items – 50 points
- Quizzes, including MML and designated D2L items – 50 points

The final course grade will be determined by the earned percentage of possible points. The point range for each letter grade is as follows: 630-700 points earns an A, 560-629 points earns a B, 490-559 points earns a C, 420-489 points earns a D, and below 420 points earns an F.

Important exception: Your course grade will be adjusted if your comprehensive final exam grade is significantly lower than your grade average before taking the final exam. In general, your course grade cannot be more than one letter grade higher than your final exam grade. This policy is necessary to help ensure the integrity of the course.

MML Gradebook

Be aware that the overall average shown in the MML gradebook is a running average of completed work and can change dramatically as quiz and test scores are added into the gradebook. The full D2L gradebook is not utilized in this class. Any D2L-generated grades will be added into the MML gradebook as off-line entries so that all course grades will be located in one place.

Make-up Policy

Make-up tests are generally not allowed, so a missed test will result in a grade of "0". Per the instructor's discretion, a make-up test may be considered only in exceptional situations and only with timely, preferably pre-test, communication from the student. Make-up quizzes will not be given; a missed due date for a quiz will result in an automatic grade of "0" on the quiz. There is no make-up option for the final exam.

Important Note

Changes in the course syllabus, policies and procedures, assignments, tests, schedule, and proctoring requirements may be made at the discretion of the instructor.

University Policies

Academic Misconduct Policy & Procedures

Academic Dishonesty : Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. Students should refer to the current MSU Student Handbook and Activities Calendar and the MSU Undergraduate Bulletin for university policies on academic dishonesty, class attendance, student rights & activities.

[Student Handbook 2017-18](#)

Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

MSU Texas Return to Campus Plan

A comprehensive plan that includes new procedures designed to help protect you and those you love.

<https://msutexas.edu/return-to-campus/msu-texas-commitment.php>