For some students, this is the first half of a two-semester finite mathematics/business calculus sequence. For example, TSU in San Marcos and Tx A&M require this course and one semester of calculus for business majors. This is also a preparation course prior to taking two semesters of business calculus, although the preferred preparation for two semesters of business calculus is MATH 1314. Finally, some students take this course as their mathematics core class or as an elective equivalent (for example, M303D at UT Austin).

All students who enroll in this course must have current knowledge of two full years of high school algebra or MATD 0390 at ACC. Most entering ACC students are required to take the ACC Assessment Test and should only enroll in this course if they score high enough to indicate that they remember high school Algebra II. We encourage you to give the prerequisite review sheet to your students as a homework assignment. Students who are able to do it without help, or are motivated and resourceful enough to get adequate help, should be able to succeed in this course. Appendix A offers a basic algebra review for self-review by students. This review material should not be part of the course syllabus. Walk-in tutoring is available in the Learning Labs. Some lab classes are available. Encourage students who need regular tutoring to use these if they are available.

This is NOT an algebra course. The topics covered are: elementary functions, mathematics of finance, matrices, linear programming, probability and statistics. Whenever possible applied problems should be emphasized. Many instructors have expressed concerns about the difficulty the students experience in the beginning of the course with the abstract function material. We are therefore, suggesting two possible syllabi for the course, one in order of the textbook and the other beginning with matrices and probability.

The syllabus for this course includes enough time on the function topics in Chapters 1 and 2 to cover them thoroughly. Some students move from MATH 1324 to Business Calculus I and need mastery of these topics. It is recommended, as part of an emphasis on this material, that the last test be at least partially comprehensive and include problems from Chapters 1 and 2.

One needs to be efficient in covering the required material. Notice that much of the material in Section 1.2 and Chapter 2 is related to Sections 5.1, 5.2, 5.3. Similarly, the exponential growth ideas in Chapter 2 relate directly to Section 3.2. In Chapter 4, most students have not dealt with matrices before but have fun doing so. It is an interesting and not overly difficult topic. All the material on systems of equations leads up to finding corner points in geometric linear programming. Require students to do numerous word problems on the material in Section 3.

The First day Handout is designed so that the instructor chooses which calendar page to use.
Mathematics for Business and Economics
First Day Handout for Students

MATH 1324- [section number]
Synonym: [insert]
[Time], [Campus] [Room]

Instructor Name
Instructor ACC Phone
Instructor email
Instructor web page, if applicable
Instructor Office
Office Hours: [day, time]
Other hours by appointment

COURSE DESCRIPTION
MATH 1324 MATHEMATICS FOR BUSINESS AND ECONOMICS (3-3-0) A course in
finite mathematics for business students including sets, basic algebraic properties, linear
equations and inequalities, functions and graphs, the exponential and logarithmic functions, the
mathematics of finance, systems of linear equations and matrices, linear inequalities and linear
programming, the simplex method, and an introduction to probability. Prerequisites: MATD 0390
or satisfactory score on the ACC Assessment Test. Credit can be earned for only one of MATH
1324 or BUA 2103. (MTH 1643)

REQUIRED TEXTS/MATERIALS
The required textbook for this course is:

Other materials include:
- Scientific Calculator that handles exponents, logarithms and simple probability and
  statistics. Most ACC faculty are familiar with the TI family of graphing calculators. Hence,
  TI calculators are highly recommended for student use. Other calculator brands can also be
  used. Your instructor will determine the extent of calculator use in your class section.

INSTRUCTIONAL METHODOLOGY
This course is taught in the classroom primarily as a lecture/discussion course.

COURSE RATIONALE
This course is required in certain degree plans, such as Accounting, Computer Information
Systems and Economics. For some students, this is the first half of a two-semester finite
mathematics/business calculus sequence. This is also a preparation course prior to taking two
semesters of business calculus, although the preferred preparation for two semesters of business
calculus is MATH 1314. Finally, some students take this course as a general mathematics
elective.

NOTE TO STUDENTS
A steady pace must be maintained throughout the semester in order to complete all required
topics in a thorough manner. Students experiencing a great deal of difficulty in Sections 1.2and
2.1 through 2.3 should review (on their own) Appendices A or should consider taking MATD
0390 (Intermediate Algebra) before returning to this course. Students who discover difficulty
during the first class of the semester should consider changing their registration during late
registration to MATD 0390. Students who remain in the course but need additional assistance
should consider registering for the supplemental lab course (MATH 0161). Students also have
access to walk-in tutoring at the Learning Lab.
COMMON COURSE OBJECTIVES
Common course objectives need to be printed out and included in the first day handout. They are found at: http://www.austincc.edu/mthdept2/tfcourses/obj1324.htm

COURSE EVALUATION/GRADING SCHEME
Grading criteria must be clearly explained in the syllabus. The criteria should specify the number of exams and other graded material (homework, assignments, projects, etc.). Guidelines for other graded materials, such as homework or projects, should also be included.

COURSE POLICIES
The syllabus should contain the following policies of the instructor:
- missed exam policy
- policy about late work (if applicable)
- class participation expectations
- reinstatement policy (if applicable)

Attendance Policy (if no attendance policy, students must be told that). Math Dept's attendance policy follows. Instructors who have a different policy are required to state it. "Attendance is required in this course. Students who miss more than 4 classes may be withdrawn."

Withdrawal Policy (including the withdrawal deadline for the semester)
It is the student's responsibility to initiate all withdrawals in this course. The instructor may withdraw students for excessive absences (4) but makes no commitment to do this for the student. After the withdrawal date, neither the student nor the instructor may initiate a withdrawal.

Incomplete Grade Policy
Incomplete grades (I) will be given only in very rare circumstances. Generally, to receive a grade of "I", a student must have taken all examinations, be passing, and after the last date to withdraw, have a personal tragedy occur which prevents course completion.

Course-Specific Support Services
Sometimes sections of MATH 0161 MATH FOR BUS & ECO LAB (1-0-2) are offered. The lab is designed for students currently registered in Math for Business and Economics, MATH 1324. It offers individualized and group setting to provide additional practice and explanation. This course is not for college-level credit. Repeatable up to two credit hours. Students should check the course schedule for possible offerings of the lab class.

ACC main campuses have Learning Labs that offer free first-come first-serve tutoring in mathematics courses. The locations, contact information and hours of availability of the Learning Labs are posted at: http://www.austincc.edu/tutor

The following policies are listed in First Day Handout section in front part of the Math Manual www.austincc.edu/mthdept5/mman07/statements.htm Insert the full statement for each of the following in your syllabus:
Statement on Scholastic Dishonesty
Recommended Statement on Scholastic Dishonesty Penalty
Recommended Statement on Student Discipline
Statement on Students with Disabilities
Statement on Academic Freedom
<table>
<thead>
<tr>
<th>COURSE OUTLINE/CALENDAR</th>
<th>16-Week Semester</th>
<th>11-Week Semester</th>
<th>12 - Week Semester</th>
<th>6 - week Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.1-2.2</td>
<td>2.1,2.2,1.2,2.3</td>
<td>2.1,2.2,1.2,2.3</td>
<td>2.1,2.2,1.2,2.3-2.5</td>
</tr>
<tr>
<td>2</td>
<td>1.2,2.3</td>
<td>2.3,2.4,2.5</td>
<td>2.3,2.4,2.5</td>
<td>Test, 3.1-3.4, 4.1-4.2</td>
</tr>
<tr>
<td>3</td>
<td>2.3,2.4</td>
<td>Test, 3.1-3.3</td>
<td>Test, 3.1-3.3</td>
<td>4.3-4.7, Test, 5.1-5.3</td>
</tr>
<tr>
<td>4</td>
<td>2.5, Test</td>
<td>3.4, 4.1-4.2</td>
<td>3.4, 4.1-4.2</td>
<td>6.1,7.3-7.4,8.1-8.3</td>
</tr>
<tr>
<td>5</td>
<td>3.1-3.2</td>
<td>4.3-4.5, Test</td>
<td>4.3-4.5, Test</td>
<td>Test</td>
</tr>
<tr>
<td>6</td>
<td>3.3-3.4</td>
<td>4.6-4.7, 5.1-5.3</td>
<td>4.6-4.7, 5.1-5.3</td>
<td>8.3,8.5,11.2-11.4</td>
</tr>
<tr>
<td>7</td>
<td>4.1-4.3</td>
<td>6.1,7.3-7.4</td>
<td>6.1,7.3-7.4</td>
<td>11.5, Final Test</td>
</tr>
<tr>
<td>8</td>
<td>4.4, Test</td>
<td>Test, 8.1-8.3</td>
<td>Test, 8.1-8.2</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>4.5-4.7</td>
<td>8.3,8.5</td>
<td>8.3,8.5</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>5.1-5.3</td>
<td>11.2-11.4</td>
<td>8.5,11.2-11.3</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>6.1,7.3-7.4</td>
<td>Final Test, 11.5</td>
<td>11.4-11.5</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Test,8.1-8.2</td>
<td>Final Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>8.2-8.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>8.5,11.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>11.3,11.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>11.5, Final Test</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Please note: schedule changes may occur during the semester. Any changes will be announced in class.”

Sections 6.2,8.4, and 11.1 are optional and may be added to the above syllabus by your instructor. Your instructor may give a different testing sequence and will give you a separate handout describing how the final grade will be calculated, including how homework will be handled.

**Additional information about ACC’s mathematics curriculum and faculty is available on the Internet at [http://www.austinecc.edu/math/](http://www.austinecc.edu/math/)

**TESTING CENTER POLICY:** ACC Testing Center policies can be found at: [http://www.austinecc.edu/testctr/](http://www.austinecc.edu/testctr/) Instructor will add any personal policy on the use of the testing center.

**STUDENT SERVICES:** The web address for student services is: [http://www.austinecc.edu/support](http://www.austinecc.edu/support).
The ACC student handbook can be found at: [http://www.austinecc.edu/handbook/](http://www.austinecc.edu/handbook/)
## COURSE OUTLINE/CALENDAR

<table>
<thead>
<tr>
<th>16-Week Semester</th>
<th>11-Week Semester</th>
<th>12-Week Semester</th>
<th>6-Week Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4.1-4.2</td>
<td>4.1-4.3</td>
<td>4.1-4.6</td>
</tr>
<tr>
<td>2</td>
<td>4.3-4.5</td>
<td>4.4-4.6</td>
<td>4.7, 5.1-5.3, 6.1 Test, 7.3-7.4</td>
</tr>
<tr>
<td>3</td>
<td>4.6-4.7</td>
<td>4.7, 5.1-5.3, Test</td>
<td>4.7, 5.1-5.3, Test</td>
</tr>
<tr>
<td>4</td>
<td>5.1, 5.2, Test</td>
<td>6.1, 7.3-7.4</td>
<td>6.1, 7.3-7.4</td>
</tr>
<tr>
<td>5</td>
<td>5.3, 6.1</td>
<td>8.1-8.3, Test</td>
<td>8.1-8.3 Test</td>
</tr>
<tr>
<td>6</td>
<td>7.3, 7.4</td>
<td>8.5, 11.2-11.3</td>
<td>8.5, 11.2-11.4</td>
</tr>
<tr>
<td>7</td>
<td>8.1, 8.2</td>
<td>11.4, 11.5, 2.1, 2.2</td>
<td>11.4, 11.5, 2.1, 2.2</td>
</tr>
<tr>
<td>8</td>
<td>8.3-8.5, Test</td>
<td>Test, 1.2, 2.3,</td>
<td>Test, 1.2, 2.3</td>
</tr>
<tr>
<td>9</td>
<td>11.2-11.3</td>
<td>2.3-2.5</td>
<td>2.3-2.5</td>
</tr>
<tr>
<td>10</td>
<td>11.4-11.5</td>
<td>3.1-3.3</td>
<td>3.1-3.2</td>
</tr>
<tr>
<td>11</td>
<td>2.1-2.2, 1.2</td>
<td>3.4, Final Test</td>
<td>3.3-3.4</td>
</tr>
<tr>
<td>12</td>
<td>2.3, Test</td>
<td>Final Test</td>
<td>Final Test</td>
</tr>
<tr>
<td>13</td>
<td>2.3-2.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>3.1-3.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>3.3, 3.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Final Test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sections 6.2, 8.4, and 11.1 are optional and may be added to the above syllabus by your instructor. Your instructor may give a different testing sequence and will give you a separate handout describing how the final grade will be calculated, including how homework will be handled.

**Additional information about ACC’s mathematics curriculum and faculty is available on the Internet at [http://www.austincc.edu/math/](http://www.austincc.edu/math/)**