

Department of Mathematics
University of Arizona

MATH 115a, All Sections
Business Mathematics I

COURSE INFORMATION

Spring Semester, 2008

Course Homepage. Information on course policies, course sections, homework solutions, and current announcements is available on the *Course Homepage* at

<http://business.math.arizona.edu/~busmath>.

Visit the Homepage frequently to keep in touch with what is happening in your section and in *Business Mathematics I*.

Kick-Off. The *Eller College of Management* is holding a Kick-off for this course on *Thursday, January 24*, with a make-up session on Saturday, January 26. Additional information will be posted with the current course *Announcements* on the Course Homepage.

Presentation Competition. The *Eller College of Management* is also organizing a presentation competition. All teams will give their oral reports on *Project 1* as shown in the *Syllabus*. The winner in each section will advance to the final round, which will be held on *Saturday, April 5, 2008*. The final round will be judged by a panel, which will include members of the local business community, and the overall winners will receive prizes. For course grade purposes, the score for your presentation will be determined by your instructor.

Prerequisites. Successful completion of *Introduction to Computing (MIS 111)* and either successful completion of *College Algebra with Data Analysis (Math 109)*, *College Algebra (Math 110)* or *College Algebra Accelerated (Math 112)* or an acceptable score on the Mathematics Readiness Test.

Textbook. *Mathematics for Business Decisions, Part 1a*, Release 1.53a, 2007, Thompson, Lamoureux, and Slaten, Mathematical Association of America. The material consists of a set of *PowerPoint*, *Excel* and *Word* files, along with many links to streaming video and internet sites.

To obtain the e-text, go to the D2L site for your section of the course and click on MBD Part 1a in the blue navigation bar. Then follow the on-screen directions for downloading and unzipping the files.

Course Materials Needed. (i) Textbook. (ii) Math 115a Files. (iii) A USB mass storage device or blank CD-R's or CD-RW's; as needed for reports and homework.

Running Or Copying The Math 115a Files. In addition to the e-text you will use a set of files that apply specifically to **Math 115a** at the University of Arizona. Your individual instructor may also create files for you to download or copy. These will contain information that applies only to your section of the course.

To download the **Math 115a** files, go to the **Course Homepage** and click on **Business Mathematics I** in "Business Mathematics I: COURSE INFORMATION", then click on **FILES** in "Download FILES for **Math 115a** at the University of Arizona." The download will be a self-extracting zipped file, **M115a.exe**. Save this in a folder or on the Desktop and then double click on the file to extract the full set of **Math 115a** files.

The **Math 115a** files and other course material can also be viewed or copied onto a USB mass storage device or CD from a computer in the **Information Commons** in the Integrated Learning Center (**ILC**).

To run or copy files, follow these steps.

1. Select any Information Commons computer and use the **default logon**.

User Name: icpub_computer number

Password: _____

Log onto: ICLIBRARY

2. Double click on the desktop icon **File Transfer**, then on the icon **Secure File Transfer Client**.

3. In the **WinSCP** window, fill in the following information.

Host Name: **files.oscr.arizona.edu**

Port Number: **22** (This will appear, as a default.)

User Name: **class account username***

Password: **class account password***

File Protocol: **SFTP** (This will appear, as a default.)

Click on **Login** and then click on **Yes**.

*Your instructor will provide you with the **class account username** and **password** for your **section** of **Business Mathematics I**.

4. Click on the folder **Math115** in the right pane of the **WinSCP** window and then click on the folder **Math115 Files**. For the Math 115a files, select **Math 115a** from the following list.

Basic Tutorial

Exploring MBD

Math 115a

Math 115b

Project Introductions

Videos are contained in **Project Introductions**. **Exploring MBD** contains a video introduction and an interactive guided tour of your electronic text **Mathematics for Business Decisions Part 1**. The **Basic Tutorial** is a very low level, basic guide to using the text.

5. **Drag** the desired folder onto the **Desktop** from the **WinSCP** window. At this point, files are being transferred from the **ILC** server to the local computer. Now exit **WinSCP**. Click on **Session** and then click on **Disconnect**. Finally, click on **Close**.

All files in the selected folder may now be accessed from its desktop icon.

Note. **Computers in the Information Commons do not have speakers**. There are audio jacks on each computer, but the library does not provide headsets. **You will need to bring your own headset** in order to hear the audio tracks on the course streaming videos or project introductions.

6. To copy files onto a **USB mass storage device**, plug the device into the USB port, and open the directory for the device. Create a folder, if desired; select files from the desktop folder or the entire folder; right click on the file or folder; and then click on **Copy**. Right click on the appropriate device name and then click on **Paste**.

7. To copy files onto a **CD**, place an open **CD-R** or **CD-RW** disk in the CD drive. Be sure that there is adequate remaining space on the CD for the new files. Double click on the **DVD-CD Writing Software** icon on the desktop and then double click on **Nero Express**. Select **Data/Data Disc**. Select files from the desktop folder or the entire folder, drag the files or folder into the **Nero Express** layout, and then click on **Next**.

If you wish to do so, replace the default number with a name for your CD and then click on **Burn**.

When you are done working or copying, delete your folders from the desktop.

Turnitin. You will be required to have or create a **Turnitin** user profile and to join the **Turnitin** class created for your section of **Business Mathematics I**. Your instructor will provide you with the class ID and enrollment password.

Examinations. Two midterm examinations will be given as shown in the **Syllabus** section of the file **UA Bus Math I.ppt**. **Final examinations in all sections of Math 115a will be given at a common time, Tuesday, May 13, 2008, from 8 p.m. to 10 p.m.** Your instructor will notify you about the location of the examination. See the **Course Homepage**, for each instructor's policy on missed examinations.

Daily Homework. The **Syllabus** lists the topics that are to be studied during each class meeting. The text contains exercises which should be worked while studying the material.

Graded Homework. Exercise sets will be provided by your instructor and collected on a regular basis. The due dates for these assignments will be announced in class. **Your instructor will establish a policy on whether graded homework may be submitted by individuals or by teams.**

Reports. Teams will give both preliminary and final reports on the projects. Final reports will be presented in both written and oral forms. All written reports must be printout of either **Word** or **Excel** files. Any member of a team may be called upon to explain material during the oral report. Your instructor will inform you of the report grading policy in your section.

Computer Quiz. A computer quiz will be given during the second or third week of April. Your instructor will notify you about the specific date of the quiz.

Additional Work. Your instructor may give credit for announced or unannounced quizzes, and for various types of additional work, including *Excel* assignments.

Course Grades. Each midterm test will be worth 100 points, the final examination will be worth 200 points, the homework will be worth 100 points, the two team projects will be worth 150 points each, and the computer quiz will be worth 50 points. In some sections, other work may earn additional points. Your course grade will be based upon the fraction of the total possible points that you earn. If you earn at least 55% of the total points for individual work **and** at least 55% of the total points for team work, the following grading scale will be used.

- A: 90% of total points
- B: 80% of total points
- C: 70% of total points
- D: 60% of total points

Otherwise, you will receive a failing grade for the course. For course grade purposes, individual work is defined to include the midterm examinations, the final examination, the computer quiz, and other quizzes, if any. Team work is defined to include the preliminary and final reports on the projects and the homework.

Incomplete Grades. If you fail to complete the course due to circumstances unforeseen, then you may qualify for a grade of I, "incomplete" if all of the conditions are met:

1. You have completed all but a small portion of the required work.
2. You have scored at least 50% on all work completed.
3. You have a valid reason for not completing the course on time.
4. You agree to make up the material in a short period of time.
5. You ask for the incomplete before grades are due — 48 hours after the final exam.

Academic Integrity. You are expected to be familiar with and to abide by all University of Arizona policies and procedures, particularly the *Student Code of Conduct* and the *Code of Academic Integrity*. A discussion of these issues in the context of *Business Mathematics* is given in the *Business Mathematics Academic Integrity Policy*. Your instructor may provide additional information about the expectations for your section. Students found to be in violation of any of these policies will be appropriately sanctioned.

Students with Disabilities. If you anticipate issues related to the format or requirements of this course, please see your instructor during office hours or by appointment to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with the Disability Resource Center (621-3268; drc.arizona.edu) and that you provide your instructor with official notification of your eligibility for reasonable accommodations. You and your instructor can then plan how to best coordinate your accommodations.