Math 34 Business Calculus
Course Information Sheet

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COURSE MATERIALS
- **Software (Optional):** MyMathLab™
  - When purchased new, the textbook comes bundled with a MyMathLab™ access code.
  - Instructors adopting MyMathLab™ may make purchase of the textbook optional.
  - The online system includes homework, the eBook, PowerPoint slides, and various student learning resources.
- **Calculators:** A TI 83 or higher graphing calculator is required.
  - Use of a scientific (non-graphing) calculator for routine calculations is encouraged.
  - Exams should include significant "non-graphing calculator" portions to ensure that students can graph basic functions, take derivatives, and integrate by hand.

COURSE CONTENT
- **Chapter R(eview):** Most students strongly need this algebra review. (Requirement for Math 34 is only Math 55.)
  - R.6: Modeling provides a little exposure to what real world data may look like. The Appendix also contains a Review of Basic Algebra.
- **Ch 1:** All
- **Ch 2:** May omit Sec 2.3
- **Ch 3:** All
- **Ch 4:** May omit Sec 4.6, 4.7
- **Ch 5:** May omit Sec 5.3 – 5.6
- **Ch 6:** May omit Sec 6.6

COURSE OUTLINE OF RECORD
- All course outlines can be found on the LPC website under Programs/Courses: [http://www.laspositascollege.edu/courseOutlines/MATH/index.php](http://www.laspositascollege.edu/courseOutlines/MATH/index.php)
- Your teaching contract requires that you cover all of the material listed in the Course Outline of Record.
- The course outline is our contract with our transfer institutions, with each other, and with our students about what the course will include.
- Any instructor who does not carefully follow the course outline risks the possibility of not being allowed to teach that course again at LPC.

COURSE SYLLABUS
Your syllabus for this course should include the following information:
- Textbook and software requirements
- Student Learning Outcomes (see below)
- Course Objectives (see Course Outline of Record)
STUDENT LEARNING OUTCOMES

- Student Learning Outcomes, SLOs, are learning proficiencies the Mathematics Department has determined students should be able to demonstrate at the end of the course. Course-level SLOs for Math 1 connect with our program-level SLOs of communication, multiple representations, problem-solving, and modeling.
- Although assessment of SLOs is voluntary for adjunct faculty, we encourage all instructors to participate in the SLO assessment process as collection of SLO data is essential for program review and compliance with accreditation standards.
- **SLO assessment process:**
  - All SLO’s should be assessed on the final exam, except for the one labeled Lab, one question per SLO (each instructor writes their own assessment).
  - Assessments should reflect the appropriate level of rigor for the course and must specifically address the SLO being assessed.
  - The scoring rubric is 3 for correct understanding of the concept, 2 for partial understanding of the concept, 1 for little or no understanding of the concept, and 0 for a non-attempt.
  - Results should be entered into eLumen, the SLO data base, either aggregated for the class, or by individual student. For help with eLumen, contact the coordinator for this course.
- The following course-level SLOs should be listed in your course syllabus.

<table>
<thead>
<tr>
<th>Program-Level SLO</th>
<th>Course-Level SLO</th>
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<tbody>
<tr>
<td>Communication</td>
<td>Discuss marginal cost, profit, revenue.</td>
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<tr>
<td>Modeling</td>
<td>Solve an optimization problem.</td>
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<tr>
<td>Multiple Representation</td>
<td>Graph an elementary function by using the 1st and 2nd derivatives.</td>
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**TBA LAB HOUR**

- There is a required TBA (to be arranged) lab hour attached to this course. This is an *instructional* (50 minute) hour.
- Compliance with all TBA lab hour requirements and policies is essential, as audits by the State Chancellor’s office are conducted on a regular basis and schools found not to be in compliance face stiff monetary penalties.
- **Policies and Requirements:**
  - Students complete their lab hour requirement by logging one hour in the Open Math Lab (Integrated Learning Center) each week and working on TBA lab hour assignments.
  - Students must log eighteen (50 minute) lab hours (one per week for the 17-1/2 week semester). This is equivalent to fifteen 60-minute hours.
Students must log at least one lab hour prior to the census date (check the academic calendar for the census date).

- **IMPORTANT:** students who do not log at least one hour prior to the census date cannot be claimed for apportionment by the college. For this reason, any student who does not meet this requirement must be dropped NGR.

- **Each student must complete a TBA Lab Hour contract.** The contract will be available for download from the Mathematics Department website.
  - Contracts should be completed by the end of the first week of instruction.
  - Instructors keep the contracts until the end of the semester, at which time they should be given to the Division office for archiving.

- Lab assignments cannot be homework
- Lab assignments must constitute a portion of the students’ grade for the course.

- Encourage your students to use the Open Math Lab as a resource for studying and getting help.

**REPEATABILITY**

There is a new state-mandated Repetition Policy for the Chabot-Las Positas District that is retroactive to the date a student first started taking courses within the district (at either Chabot or Las Positas).

What does this mean for students?

- Within the district, a student is allowed to attempt a course (or courses equivalent to it) a total of THREE TIMES. If the first attempt is unsuccessful (W, D, F, or NC (No Credit)), a student has two additional attempts to complete the course with a passing grade (C, B, A or Cr (Credit)).
- After three attempts to pass a course (or equivalent course), students will be blocked from registering for that course (or its equivalents) again at either Las Positas or Chabot College unless a special circumstance petition is approved, as described in the Administrative Rules and Procedures.
- More information can be found at the following link: http://www.laspositascollege.edu/math/documents/repeatingpolicy_spr2013.pdf