

South Plains College Fall 2026
Common Course Syllabus: MATH 1324 Business Algebra

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 1324 **Section:** 151/451 **1324 Course Title:** Mathematics for Business and Social Sciences

Available Formats: conventional, hybrid, and internet. This section is administered online through Blackboard.

Campuses: Levelland, Downtown Center, and Dual Credit. This section is administered online through Blackboard.

Course Description: The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

Prerequisite: Minimum score of 350 on the TSIA1, minimum score of 950 on the TSIA2, a diagnostic score of 6 on the TSIA2, TSI-exempt status, a successful completion with a grade of 'C' or better in MATH 0320, or successful completion of NCBM-0114.

Credit: 3 **Lecture:** 3 **Lab:** 1

Instructor: Jennifer Bartlett

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Email Policy: All students at South Plains College are assigned a standardized SPC e-mail account. Although personal email addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, log in to portal.office.com. (Copied from SPC Student Guide) Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient. Please allow 24 regular business hours to receive a reply.

Blackboard Messages: I do not use or check messages in Blackboard, so please email me any questions.

Office Hours:

- Mondays & Wednesdays: 8:00-9:00am
- Tuesdays & Thursdays: 9:00-11:00am
- Fridays: 8:30-10:30am
- And by appointment, as needed. (The appointments can be scheduled in Blackboard.)
- Virtual office hours may also be scheduled in Blackboard.

Textbook: A textbook is not required for this course; however, a recommended textbook for this course may be: Mathematics with Applications in Business and Social Sciences, 2022, Hawkes Learning

Supplies:

- Calculator: You may use a graphing calculator on most homework, quizzes, and exams. TI-83, TI-83+, TI-84+ are preferred, but many others are also acceptable. Cell phones and similar devices may NOT be used as calculators and no sharing of calculators is allowed. If you have any questions about your calculator check with the instructor immediately.
- Paper, maybe a small amount of graph paper, pencils, and erasers
- Access to a reliable internet service, a way to print and scan documents, a device with the capability to participate in Zoom/Collaborate meetings with video and audio
- You may want 3-ring binder (about 2 inch) and dividers to keep track of all the course materials

Blackboard: Blackboard is the online course management system that will be utilized for this course. This course is supplemented online, so all access to course information and your instructor is through the Internet. This course syllabus, as well as all course materials can be accessed through Blackboard. Login at <https://southplainscollege.blackboard.com/>. The user name and password should be the same as the MySPC and SPC email.

User name: first initial, last name, and last 4 digits of the Student ID

Password: Original Campus Connect Pin No. (found on SPC acceptance letter)

Questions regarding Blackboard support may be emailed to blackboard@southplainscollege.edu or by telephone to 806-716-2962.

This course partially satisfies a Core Curriculum Requirement: Mathematics Foundational Component Area (020)

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

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

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: Your final average in the course will determine the letter grade posted on your transcript. Grades will be updated on Blackboard during the semester. Your grade is determined by the following scale: A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (0-59%).

- Daily Work (Assignments, Quizzes, Labs, etc.) = 16%
- Unit Exams (4 total) = 64% (16% for each exam)
- Final Exam = 20%

Assignment Format and Policy: Assignments are given after each lesson and are collected according to the tentative course schedule below. For each question on each assignment:

- Write the question number.
- In solving the problem, show all necessary work.
- Do not copy others work, including AI tools.
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly.
- Write your name at the top of your work.
- Submit the assignment work with your notes for the section in Gradescope as a single pdf file, preferably using the Gradescope app. (Pdf files can also be generated easily using a scanner or many freely available phone apps, like CamScanner, Scannable, or OneDrive.)

Make certain to complete and submit assignments on time (or early). Early submissions are welcomed!

Late Assignments: Late assignments will be accepted on Gradescope for a 20% reduction in the grade, up until the unit exam. Assignments not submitted before the Unit exam will be counted as a grade of a 0.

Unit Exam Format and Policy: There will be four-unit exams in this course. Exams must be taken at the days and times listed on the tentative course schedule. The exams will be taken on Honorlock and will be open for a 24-hour period. All exams must be taken in pencil. Students may not leave the examination room for any reason without turning in their exam for grading.

Honorlock: Students will take exams online that will be monitored virtually via the Honorlock software. Please see the Honor Lock Policies posted on Blackboard. Enrollment in the course is an agreement to abide by and accept all terms for online testing. If for any reason a student is unable to meet the Honor Lock Policies and terms for online testing, that student will be required to test in-person at the convenience of the instructor and will otherwise be award a grade of a 0.

Make-up Unit Exams: No make-up unit exams are given without prior notification AND proper documentation of the absence. The make-up time will be at the discretion of the instructor. Students who do not take exams at the normal time, early or late, forfeit the right to attempt any extra credit on that quiz or exam.

Final Exam: The comprehensive final will be given on Monday, December 7th, will open at 8:00am. No make-up final will be given.

To maximize your potential for successfully completing this course:

- login to Blackboard daily
- watch the lecture videos and take notes on them (be mentally present and active)
- thoroughly complete and submit the assignments on time (or early)
- practice the exercises repeatedly until you have full mastery of them
- ask questions when you have them

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the total class meetings and submit at least eighty percent (80%) of the total class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor may remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student cannot receive an X, the instructor will assign an F.

SPC Tutors (before 8pm)

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Brainfuse (after 8pm and weekends)

You also have 180 free minutes online tutoring with Brainfuse each week. Log into Blackboard, click on the "Assist" or "Tools" option from the left-hand menu bar. Click on the Brainfuse Live Tutoring link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Academic Integrity (Plagiarism and Cheating Policy): "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers" (*SPC General Catalog*).

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, AI, Meta glasses, smart watches, apps, etc) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;

8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (*SPC General Catalog*) Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course.

COVID Response: South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu/covid-response).

Diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, Campus Concealed Carry: South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/syllabus-statements).

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester. Any changes would be announced in Blackboard and sent via SPC email.

Honorlock Policies

Before you take the Exam:

- Tests will be monitored virtually via the Honorlock software. For Honorlock to work correctly, you need to be using the most up-to-date Chrome internet browser and add the Honorlock plug in/extension. This extension can be added at <https://app.honorlock.com/install/extension>. (Note: If you have used another exam monitoring software, such as Proctorio in the past, that software's extension must be removed from chrome for Honorlock to work properly.)
- Enrollment in the course is an agreement to abide by and accept all terms for online testing. Online exams within this course will require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam as well as the Chrome internet browser. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.
- You should find a private place to test where you will not be interrupted. You should be the only person in the room where you are testing. If I see or hear other people in the room with you, then you will get a zero on the exam. Testing in bed is not allowed.
- Tests must be completed in the time window given. Once you begin your exam, you must finish it and submit it during that sitting. You are not allowed to stop and come back to it later. You are not allowed to take breaks during the exam so plan accordingly. Therefore, you will pick an examination time window out of the 24-hour window that the exam is posted to complete your exam AND get it submitted in Gradescope.

Exam Folder in Blackboard:

There will be a folder for each exam with the following:

- How to Take an Online Exam Video: This video will be in the Practice Exam folder, and then not in the exam folders thereafter. There is lots of information that you will need to know about our online testing, so please be sure to watch it. There is also a copy of this video in the Course Resources Tab in BB if you ever need to see it again.
- Honorlock Policies: This is the document that you are reading right now. Again, I will only put this in the Practice Exam folder, in the Course Resources Tab, and on the syllabus.
- Exam Directions: I will give directions for every exam.
- Exam Paper Format: You will print these pages off (that don't contain the problems) in order to show your work and write on during the exams. If you do not have a printer, please let me know and we can discuss your options.
- Honorlock Exam Link: This is where you will see the exam I have written and that will launch in the Honorlock software. To begin an exam, click on that "Launch Exam and Honorlock Here" link/page, go through the Honorlock prechecks, then the exam PDF will open.
- click on Start Attempt and a PDF will open. You are not allowed to download this PDF to your computer or print the PDF.

Taking the Exam:

- You will need to print out the Exam Paper Format to write all of your work and answers for each exam problem. This is what you will scan in and submit on Gradescope.
- Please dress appropriately, as you would if you were testing in a classroom in-person. Hats/caps/hoods are not allowed.
- The exam itself will be posted on Blackboard and you should be able to have it open on your computer screen during the exam. That is all that should be on your computer screen until you are finished with the exam. Surfing the internet during the exam is prohibited and will result in a zero.
- All electronic communication devices (phones, smart watches, ear buds, headphones, Meta glasses, AI, another computer or tablet, etc.) must be put away during exams. Failure to do so will result in a grade of zero on the exam.
- Audio, video, and your computer screen are being recorded during testing. Please make sure your computer's audio and video are turned on. There is no talking during the exam.
- The webcam/video must show both you, your hands, and your workspace at all times during the exam. Your exam workspace should include a writing utensils, the Exam Paper Format pages on which to complete the exam, and your approved graphing calculator. If I can't see both you and your workspace throughout the exam, you will receive a zero. See the posted Blackboard video for an example of what I should see when you are testing.
- You are not allowed to move materials (papers, calculator, etc.) in and out of that visible workspace during testing. I should be able to see all those things in your visible workspace the entire time you are testing.
- After you start your exam attempt, Honorlock will do some prechecks: an audio/video test, take a picture of your face, get you to show your ID and then ask for you to share your screen.
- After you share your screen, you should hold the following up to your webcam for a period of five seconds each:
 - i. Your approved graphing calculator (if allowed on the exam)
 - ii. Both sides of each sheet of paper that you printed from the Exam Paper Format
- If there is anything else in your workspace, you will receive a zero on the exam. You should not have out any electronic devices (phones, smart watches, ear buds, headphones, Meta glasses, AI, another computer or tablet, etc.) or notes during the exam.
- You are not allowed to print off the actual exam with the questions. You should do all your work for the exam on the printed Exam Paper Format. A PDF of the Exam Paper format pages, where you have written all of your work and answers, will be what you submit in Gradescope.
- The exam is timed. You should not waste any of that time writing out word problems on your paper. Just do the work for each question on your blank paper.

Submitting your Exam:

- When you are done writing your work and answers on your printed paper format in front of you, you will type something (Done, or your name) in the box below the exam document in Blackboard and click Submit and you can close the testing window. You should not put any of your work/answers (just your name or Done) in the text box below the exam document.
- Your single PDF of all of your work/answers on your printed Exam Paper Format must be submitted on Gradescope by the due date and time for that exam.
- You will have 10 minutes after submitting the Honorlock exam link in Blackboard (which marks the end of your ability to view the exam) to submit your single work PDF in Gradescope. If I don't get your PDF in those 10 minutes, you will receive a zero on the exam.

Other Policies:

- If there is anything questionable that happens during the exam or if you do not follow all Honorlock Policies, you may be subject to the following actions
 - i. Removal from the course
 - ii. Failure of the course
 - iii. A zero on the exam
 - iv. In person testing for all future exams at a location and time of the instructor's choosing
 - v. A 360-degree room scan requirement at the start and end of all future exams
 - vi. Submission of the work PDF on video during your Honorlock session
- If you are unable to access the exam or have issues with the exam, please contact Honorlock via the live chat feature at: <https://honorlock.com/support/>. These agents are available 24/7 to help you.
- If you get removed from your exam due to connectivity issues, please:
 - i. Submit a PDF of what you have done up to that point in Gradescope.
 - ii. Go to the test again and click on the exam.
 - iii. Go through all of the Honorlock prechecks again.
 - iv. Once you are let into the exam, hold up all of the required materials (graphing calculator and paper) to the webcam again.
 - v. Begin working starting with the question on which you were removed.
 - vi. When you are done, do a resubmission in Gradescope of all of your pages and I will be able to see both submissions

Please know that the time is still running even if you are removed, so it is important that you do these things immediately.

Honorlock Syllabus Statement:

"Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the Honorlock Chrome Extension found at <https://app.honorlock.com/install/extension>.

When you are ready to complete your assessment, log into Blackboard, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. During the authentication steps, you may be prompted to complete a room scan. This is a test taker authentication step in which you will be asked to perform a 360-degree scan of your environment with the computer or webcam to confirm the integrity of the testing environment. Honorlock will be recording your exam session through your webcam and microphone and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page or within the exam itself. Some guides you should review are [Honor Lock Minimum System Requirements](#), [Honorlock FAQs for Test Takers](#), [Honorlock Knowledge Base](#), and [How to Use Honorlock](#). Good luck!"

Math 1324 Online Tentative Calendar Fall 2026

Date	Topics	Assignments Assignments are due by <u>11:00am</u> on Fridays in Gradescope
Week 1: Aug 24 - 28	Course Introduction 1.1: Slope, Intercepts, & Linear Equations 1.2: Linear Business Applications	1.1, 1.2
Week 2: Aug 31 – Sept 4	1.3: Supply & Demand, Interval Notation, & Linear Inequalities 1.4: Functions & Their Graphs Practice Exam (Wed, Sept 2 nd , opens at 8am)	1.3, 1.4
Week 3: Sept 8 – 11 (Mon, Sept 7 th is a holiday)	1.5: Quadratic Functions 1.6: Polynomial Functions	1.5, 1.6
Week 4: Sept 14 - 18	1.7: Rational Functions Review for Unit 1 Exam	1.7
Week 5: Sept 21 - 25	Unit 1 Exam (Mon, Sept 21 st , opens at 8am) 2.1: Exponential & Logarithmic Functions	2.1
Week 6: Sept 28 – Oct 2	2.2: Log Properties & Solving Logarithmic Equations 2.3: Solving Exponential Equations	2.2, 2.3
Week 7: Oct 5 - 9	2.4: Simple & Compound Interest 2.5: Future Value & Present Value	2.4, 2.5
Week 8: Oct 12 – 15 (Fri, Oct 16 th is Fall Break)	Review for Unit 2 Exam Unit 2 Exam (Wed, Oct 14 th , opens at 8am)	
Week 9: Oct 19 - 23	3.1: Systems of Linear Equations (GJE) 3.2: System Applications	3.1, 3.2
Week 10: Oct 26 - 30	3.3: Matrix Operations 3.4: Leontief Input-Output Models Review for Unit 3 Exam	3.3, 3.4
Week 11: Nov 2 - 6	Unit 3 Exam (Mon, Nov 2 nd , opens at 8am) 4.1: Linear Programming: A Graphical Approach	4.1
Week 12: Nov 9 - 13	4.2: Linear Programming: The Simplex Method 4.3: Simplex Method Applications	4.2, 4.3
Week 13: Nov 16 - 20	4.4: Nonstandard Simplex Problems 4.5: Intro to Probability & Expected Value	4.4, 4.5
Week 14: Nov 23 - 24	Review for Unit 4 Exam	
Nov 25 - 27	Thanksgiving Break	
Week 15: Nov 30 – Dec 4	Unit 4 Exam (Mon, Nov 30 th , opens at 8am) Review for Final Exam Last Day to Drop a Course (Thurs, April 30 th)	
Week 16: Dec 7-11 (Commencement is on Fri, Dec 11 th)	Final Exam (Mon, December 7 th , opens at 8am)	