



**Division of Mathematics  
Mathematics Department**

<https://learning.hccs.edu/programs/mathematics>

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**Math 1324: Math for Business and Social Sciences | Lecture | CRN 16712**

Spring Mini Term 2020 | 12/16/2019-1/13/2020

Online | 3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Houssam Kalajo

HCC Email: [houssam.kalajo@hccs.edu](mailto:houssam.kalajo@hccs.edu)

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

If you need to contact me, email me at my school email: [houssam.kalajo@hccs.edu](mailto:houssam.kalajo@hccs.edu). I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What's Exciting About This Course**

Overall, math is a subject which requires practice, and, in math, logic is a much-needed thing. This makes math a very interesting subject. The joy of seeing what math can do, not just how it is done.

**My Personal Welcome**

Welcome to Math 1324. I'm delighted that you have chosen this course! I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

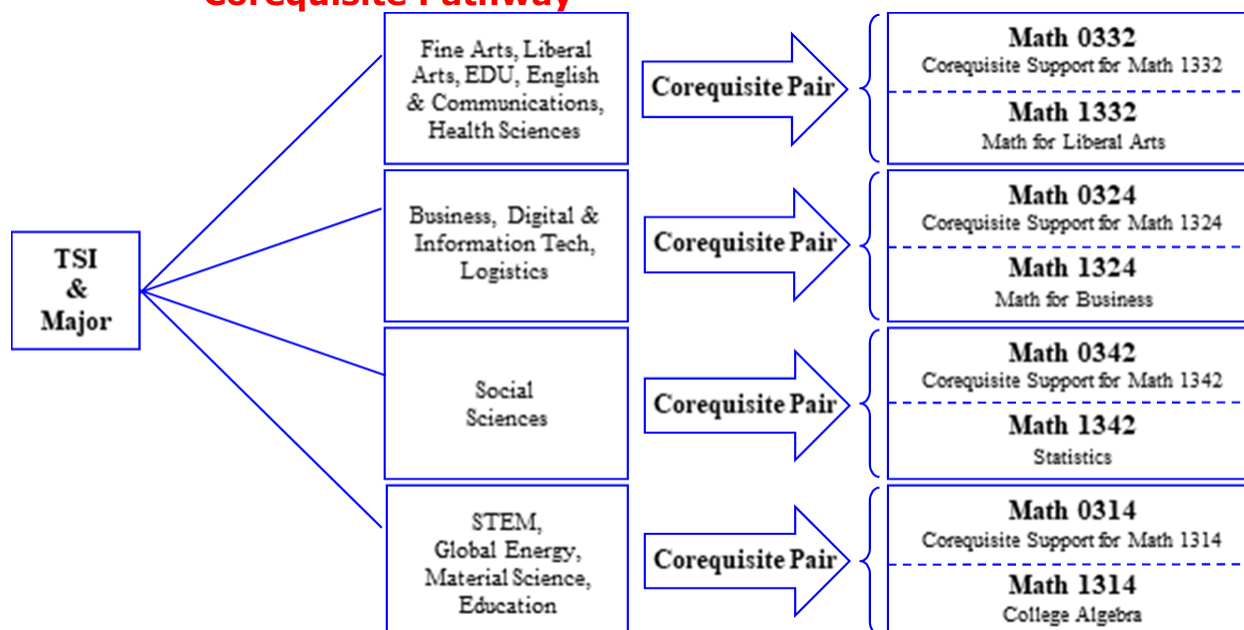
**Prerequisites and/or Co-Requisites**

Prerequisites: A grade of C or better in Math 0310 or its equivalent or an acceptable placement score. A grade of C or better in Math 0314 its equivalent or an acceptable placement score.

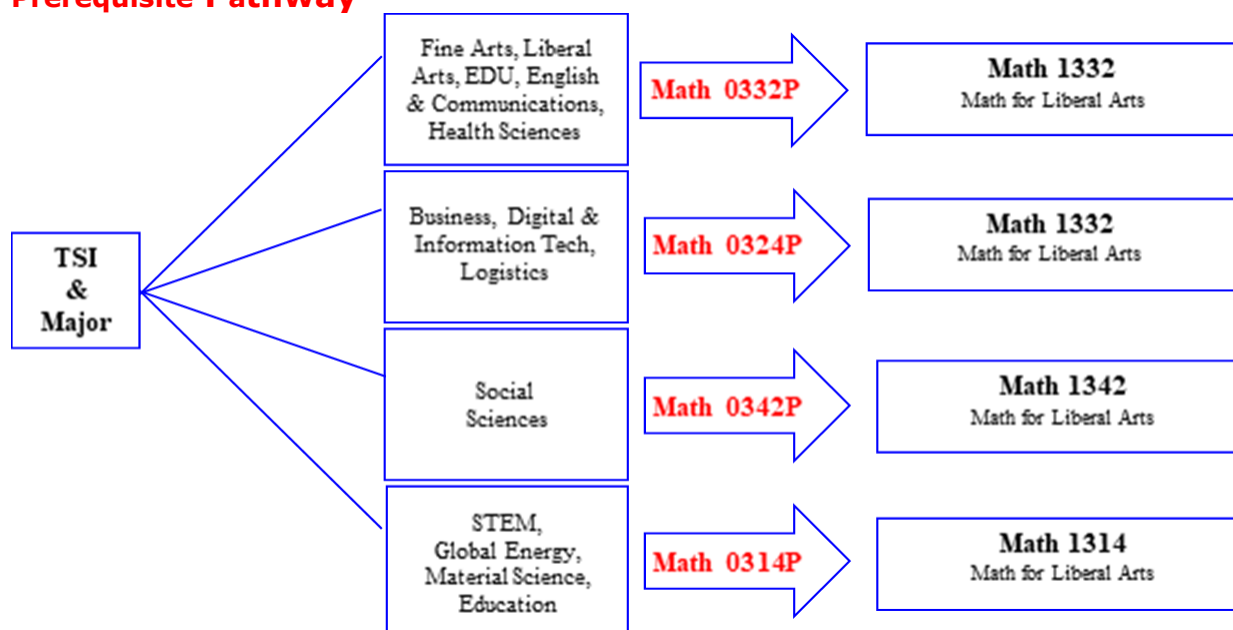
Co-Requisites: MATH 0324 is a co-requisite to MATH 1324. Since MATH 0324 is co-requisite with MATH 1324, withdrawing from either MATH 0324 or Math 1324 will necessitate withdrawal from the other as well. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## HCC MATH PATHWAYS

### Corequisite Pathway



### Prerequisite Pathway



**Course Intent:** This course is intended for students majoring in liberal arts and secondary education.

**Audience:** Students who are enrolled in the business area may take this course as an elective in order to obtain a broader background in the technique of linear programming and to further expand their mathematical knowledge.

### Canvas Learning Management System

This section of MATH 1324 will use [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

**Eagle Online Canvas:** Your grades and some documents for the class will be available in Eagle Online Canvas. You should check the site a few times each week.

- The Eagle Online Canvas site is <http://eagleonline.hccs.edu>
- Your login is your HCC email user name including @hccs.edu
- Your password is your HCC email password
- For problems using or accessing Canvas, visit the Technical Support Webpage at <https://www.hccs.edu/online/technical-support/>, call at [713.718.5275](tel:713.718.5275) or email [hcc.online@hccs.edu](mailto:hcc.online@hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

### HCC Online Information and Policies

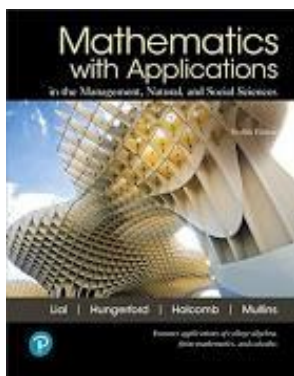
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



The textbook listed below is **required** for this course.

**Mathematics with Applications In the Management, Natural, and Social Sciences; 12th ed.;** By Margaret Lial, Thomas Hungerford, John Holcomb, Jr., Bernadette Mullins. Pearson. ISBN-13: 978-0135335215

It is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book or the e-book through Connect Math.

### [Course Outline](#)

#### APPROXIMATE TIME

#### TEXT REFERENCE

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#### UNIT I Review (2 hours)

1 hour	2.1 Graphs
1 hour	2.2 Equations of Lines

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#### UNIT II Nonlinear Functions (12 hours)

2 hours	3.4 Quadratic Functions and Applications
2 hours	3.6 Rational Functions
2.5 hours	4.1 Exponential Functions
2.5 hours	4.3 Logarithmic Functions
3 hours	4.4 Logarithmic and Exponential Equations

<b>UNIT III</b>	<b>Systems of Linear Equations (8 hours)</b>	
1.5 hours		6.1 Systems of Two Linear Equations in Two Variables
2 hours		6.2 Larger Systems of Linear Equations
2 hours		6.3 Applications of Systems of Linear Equations
1 hour		6.4 Basic Matrix Operations
1.5 hours		6.5 Matrix Products and Inverses
<b>UNIT IV</b>	<b>Linear Programming (8.5 hours)</b>	
1 hour		7.1 Graphing Linear Inequalities in Two Variables
1.5 hours		7.2 Linear Programming: The Graphical Method
2 hours		7.3 Applications of Linear Programming
2 hours		7.4 The Simplex Method: Maximization
2 hours		7.5 Maximization Applications
<b>UNIT V</b>	<b>Sets and Probability (6 hours)</b>	
1 hour		8.1 Sets
		8.2 Applications of Venn Diagrams and Contingency Tables
1.5 hours		8.3 Introduction to Probability
1.5 hours		8.4 Basic Concepts of Probability
2 hours		8.5 Conditional Probability and Independent Events
<b>UNIT VI</b>	<b>Counting, Probability Distributions, and Further Topics in Probability (6 hours)</b>	
1.5 hours		9.1 Probability Distributions and Expected Value
1.5 hours		9.2 The Multiplication Principle, Permutations, and Combinations
1.5 hours		9.3 Applications of Counting
1.5 hours		9.4 Binomial Probability
<b>UNIT VII</b>	<b>Mathematics of Finance (5.5 hours)</b>	
1 hour		5.1 Simple Interest and Discount
1 hour		5.2 Compound Interest
1.5 hours		5.3 Annuities, Future Value, and Sinking Funds
2 hours		5.4 Annuities, Present Value, and Amortization

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

This course is intended for students majoring in liberal arts and secondary education. Topics included are: 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.

## Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Quantitative and Empirical Literacy:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

## Program Student Learning Outcomes (PSLOs)

Students in the Mathematics Program will:

1. Engage in problem solving strategies, such as organizing information, drawing diagrams and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Build the foundational mathematical skills that will enable a student to successfully complete a college level mathematics course.

## Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 1324, 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.

### **Learning Objectives**

Upon completion of MATH 1324, the student will be able to:

1. Be able to graph systems of linear equations in two variables.
2. Be able to solve systems of linear equations using Gauss-Jordan elimination.
3. Be able to add, subtract, and multiply matrices.
4. Be able to find the inverse of a square matrix.
5. Find simple and compound interest.
6. Find the future value of a given annuity.
7. Find the monthly payment and the total interest for a given simple interest amortized loan.
8. Be able to graph systems of linear inequalities in two variables.
9. Use the graphical method for solving a linear programming problem.
10. Use the simplex method for solving standard maximization and standard minimization problems.
11. Be able to perform the basic set operations.
12. Be able to use the multiplication principle, permutations and combinations in counting arguments.
13. Calculate basic probabilities using classical methods.
14. Calculate conditional probabilities.
15. Use expected values in real-world applications.
16. Use the binomial distribution to model and analyze probability experiments.

### **Student Success**

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

### **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques

- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Homework Assignments

This class uses *MyMathLab* for reviewing course-related materials and completing online exercises. This third-party Learning Management System (LMS) has been integrated into Eagle Online Canvas. The first time you attempt to log on to *MyMathLab*, you will be required to register. After you complete your registration, you will be able to log into the course homework system directly from Eagle Online Canvas. You will be able to see your homework (and quiz) grades from the Eagle Online Canvas Grade Book.

### Exams

There will be three major examinations plus the final exam. You will be allowed 2 hours to complete each exam. Exam 1, and Exam 3 are online and may be taken at home. Exam 2 is a paper exam and the final exam is online and both exams must be taken in person at the testing locations. If you are an out of town student, you can arrange for a proctor for Exam 2 and final exam at a college or university near you. You have to do that by getting in touch with Mr. Wayne Moten at [wayne.moten@hccs.edu](mailto:wayne.moten@hccs.edu) to make arrangements. *Your professor CANNOT help you make those out-of-town arrangements*, as soon as the class starts. You must take it at an HCC-approved institutional proctored testing center during the same days as the rest of the class. Please check Canvas for the proctor form. For additional questions, you may contact: [de@hccs.edu](mailto:de@hccs.edu)

### Final Exam

All students will be required to take a cumulative Final exam.

### Grading Formula

Your course grade will be computed as follows:

Exam 1, Online	15%
Exam 2, Paper & Pencil	15% (Administered in the Testing Center)
Exam 3, Online	15%
Homework (MyMathLab)	20%
Final exam	35% (Administered in the Testing Center)



**Final Average Score = (Exam1 + Exam 2 + Exam3) / 3 X 0.45 + HWK (MyMathLab) X 0.20 + Final Exam X 0.35**

Your final course grade is based on the following standard HCC scale.

Final Average	90 ≤ Avg ≤ 100	80 ≤ Avg < 90	70 ≤ Avg < 80	60 ≤ Avg < 70	Avg < 60
Final Course Grade	A	B	C	D	F or FX

### Notes:

- ❖ Be sure that your name in MyMathLab exactly matches your name on Class Roster.
- ❖ No extra work is given for extra credit.
- ❖ No extra work is given to "bring up my grade" or because this is the "last class I need to graduate".

**HCC Grading Scale can be found on this site under Academic Information:**

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

**FINAL GRADE OF FX:** Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

## Course Calendar

### Exam Schedule:

Exam 1 - Online	12/19/2019 – 12/21/2019	Sections 2.1 - 2.2, 3.4, 3.6, 4.1, 4.3, 4.4, and 6.1 – 6.5
Exam 2 – Paper and Pencil Exam- Proctored	12/28/2019 -Saturday	Sections 7.1 – 7.5 and 8.1 – 8.5 (Administered in the Testing Center)
Exam 3 - Online	1/02/2020 – 1/04/2020	Sections 9.1 – 9.4 and 5.1 – 5.4
Final Exam - Proctored	1/13/2020 - Monday	Comprehensive – (Administered in the Testing Center)

See class Canvas page for more information on dates and testing locations/hours.

### Calculators:

A scientific calculator is allowed to be used **on any examinations, including the final exam.**

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Exams must be taken on the specified day. **No MAKE-UP** examinations will be given. The final examination grade will be substituted for one missed test only, **regardless of the reason**. If a second test is missed, the score for that test is zero.



## Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Canvas class (at least 3 times a week), or they will be counted as absent. Just like an on-campus class, your regular participation is required. The participation requirement is given below. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log into their Canvas class before the Official Day of Record will be AUTOMATICALLY dropped for nonattendance. Completing the DE online orientation does not count as attendance. Logging into a DE course without active participation is regarded as non-attending. ***Do not submit a request to discuss withdrawal options less than a day before the deadline. Neither you nor your instructor will be able to perform the drop after the final drop date.***

**The last day to withdraw from this course with a grade of W is January 2, 2020.**

**Participation Requirement:**

Students must complete the entire Syllabus & Orientation Section in the Canvas- Eagle Online course **by the Official Day of Record**. Evidence that the student has completed the participation requirement will be completion of the Introductory Quiz with a perfect score before the Official Day of Record.

**Student Conduct**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

**Electronic Devices**

All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, cameras, palmtop computers, lap tops, PDA's, radios, headsets, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk during examinations. Usage of such devices during exams is expressly prohibited during examinations and will be considered cheating.

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for the purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor.

**Mathematics Program Information**

- HCC Math Student Organizations: Mu Alpha Theta: Application:  
<https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/stem-clubs/mu-alpha-theta-application/>

**HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC

- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of

sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

### College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

### Developmental Math Courses

Chair of Dev. Math	Jack Hatton	SE Campus	713-718-2434	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Adnan Ulhaque	SW Campus	713-718-5463	Stafford, Learning Hub, Room 208
Technical Support Specialist	Douglas Bump	SE Campus	713-718-7317	Angela Morales Building, Rm 101

For issues related to your class, please first contact your instructor.  
If you need to contact departmental administration, then contact the appropriate Associate Chair.  
If further administrative contact is necessary, then contact the appropriate Department Chair.