Syllabus: MA 103

Instructor: John Croze
Instructor Office Phone: 227- 2558
Email: jocroze@nmu.edu (Notify me before test absence by e-mail)
Office Number: NSF 1009

Text: authors – Finite Mathematics – Berresford & Rockett
(We will cover most of chapters 1 – 7) The material includes linear equations and inequalities and their solutions. The theory of linear programming, functions, matrices, permutations, combinations, and probability are also covered. The course covers the mathematics of finance.

Classtime: M,T,W,R at 9:00 a.m. in West Science Room 3805

Additional supplies:
TI graphing software and calculator will be available on your ThinkPad.
A "graphing" calculator is helpful if you have access to one; but it is not required.

Attendance:
Attendance will be taken at the beginning of class. Late arrival may constitute an absence.
You are expected to show up for class promptly. Show any documented scheduling time problems immediately.
You are expected to be courteous in the classroom at all times.
You are expected to stay the entire period.

Homework:
There will be a daily homework assignment. You are expected to do all the problems in a notebook. Page number each assignment.
Show all work along with the answer. Plan on spending up to 2 hours
per class on assignments. Quizzes will be given on your home work.
(Home work quizzes are quizzes in which you can use your notebook to help solve the problems.)

Make-up test:
First, if you cannot make it to class the day of a test—due to a good reason--you must notify me by *phone voice mail message 227 -(2558) or email jocroze@nmu.edu before* the test occurs-- to be eligible to make up the test.
Further written verification of your absence may be requested. It will be recorded—not counted—until such notification.
Secondly, you must contact me the day of your return to class and we will promptly schedule a time & place for the make-up of the test. You will be given a test over the same content in the math department's make-up lab .
Sports students will present me with an absentee form before leaving for the sporting event.

Extra Credit Types:
Approximate Attendance extra credit:
0 or 1 absence= 3%; 2 absences= 2%; 3 absences= 1%
"Absence" means "not in class that day".
The percent is based on the pre-exam total points.
For extra credit homework or class work assignments or quizzes, you must be present in order to receive credit for these assignments.
No makeups for the class work and/or quizzes.

Grading: Approximate grading scale:
90-100 A's; 80-89 B's; 70-79 C's; 60-69 D's; below F.

-There will be tests covering up to 2 chapters of material at a time.
-There will be quizzes. You may use your notes and home work..
-There will be the bonus attendance credit.
-You have to be present to do quizzes.

-There will be a cumulative final exam.

Illness/Emergency: You are responsible for keeping up with assignments.
Email or call me if you have questions.
Extenuating circumstances: Please contact me privately. Do so quickly.
Other options may be available. These will be evaluated on an individual basis.

Extra help:
See me during my offices hours (room 1009 NS) from 8:00 to 9:00 & 1:00 to 3:00 on Mondays , Tuesdays & Wednesdays, and 8:00 to 9:00 & 10 to 11:00 Thursdays or as agreed upon special arrangements.

- Math Lab (8 am to 4 pm M-R; 8am to 3pm F; West Science Room 3810.)
- All Campus Tutoring (Available days and evenings for math, etc.)
- Other campus help services--HUB , Academic, or Counseling.
- Get help promptly. Do not wait until the night before the test.

Final Exam – Tuesday of Exam Week -8:00 AM – West Science Room 3805
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This course satisfies the Foundation of Natural Science/Mathematics requirement.

Students who complete this course should be able to demonstrate a basic understanding of mathematical logic; use mathematics to solve scientific or mathematical problems in college classes; express relationships in the symbolic language of mathematics; and appreciate the role of mathematics in analyzing natural phenomena.

Disability Services
If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office by: coming into the office at 2001 C. B. Hedgcock; calling 227-1700; or e-mailing disserv@nmu.edu. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines