Grande Prairie Regional College
Department: Academic Upgrading

Course Outline - Fall 2009

INTRODUCTION TO MA 0105

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Instructor's office: Math Lab A210 Email: cfrattini@gprc.ab.ca

Calendar Description:

MA 0105 High School Preparatory Business Mathematics 5 (5-0-0) Time: 75 Hours

Description: The course includes a review of basic computational skills in whole numbers, fractions and decimals, an introduction to basic algebra and geometry, ratio, proportion and percent, depreciation, interest, payroll and banking.
Prerequisite: MA0080 or equivalent math placement test score.

Resource requirements:

Scientific calculator
NOTE: In MA0105, a calculator is not to be used until after the midterm.
Modules will be provided. An auxiliary fee has been charged for the use of these modules.

Attendance:

Regular attendance is expected of all students in all mathematics courses. Your success in math is directly linked to your attendance. Attendance will be taken during class. Any student **missing more than 15 classes may be debarred from writing the final exam**.

Course Delivery and Evaluation:

This course is divided into 10 separate units called modules. The instructions for each topic are given in the modules, followed by several examples and exercises. Study the instructions and work through the examples before starting each exercise. The answers for each exercise are given at the end of the module. Check your work **often** to make sure you understand each new topic.

The key to success in working with modules is to **ask questions** whenever you have difficulty understanding the instructions, the examples, or the exercises. **Do not hesitate to ask for help.**

After each module you must write a test. When writing a test, be sure to show all of your work on the test paper. Marks are given for method as well as final answer. A passing mark of 60% is required on the test before continuing on to the next module. If you are unable to attain this mark, you must review the material and rewrite the test. The first and second test marks will be averaged.

A 50-minute midterm, which will cover the first five modules, must be written by **Thursday, October 22**. If you miss this date, you will receive a mark of 0% on your midterm. Upon completion of all the course modules, you will write a three hour final exam. Be sure to leave time to prepare for these important exams! They are worth a large percentage of your final grade.

The recommended test date for each module and the midterm is on the next page. Follow these dates as closely as you can. You are encouraged to write a test early if you are prepared. **Consult your instructor immediately if you find yourself falling behind schedule.** Your instructor may need to reassess your math skills to ensure that you are placed in a course where you can be successful. **All tests must be written by December 7, 2009.**

Bonus

When you write your module tests on or before the given date, you will be awarded an additional 2% on your score for each test.

Your final mark is determined by:

10 module tests	50%
Midterm	15%
Final Exam	35%

Final grades are given as follows:

Alpha Grade	4-Point Equivalent	Percentage Guidelines	Designation
A+	4.0	90 - 100	Excellent
A	4.0	85 - 89	
A-	3.7	80 - 84	First Class Standing
B+	3.3	76 - 79	
B	3.0	73 - 75	Good
B-	2.7	70 - 72	
C+	2.3	67 - 69	Satisfactory
C	2.0	64 - 66	
C-	1.7	60 - 63	
D+	1.3	55 - 59	Minimal Pass
D	1.0	50 - 54	
F	0.0	0 - 49	*Fail*

MA0105 – Fall 2009

Module	TOPIC/DESCRIPTION	Recommended Time & Test Date	Date written	Your mark
1	Basic Arithmetic -four basic operations with whole numbers, decimals & fractions; place value; complex fractions	8 days Tuesday Sept. 15		
2	Measurement - metric units of length, weight, volume, time and temperature	5 days Tuesday Sept. 22		
3	Integers -four basic operations, exponents -order of operations	9 days Monday Oct.5		
4	Introduction to Algebra - basic algebraic concepts; order of operations; - evaluating expressions	5 days Tuesday Oct. 13		
5	Equations - solving simple linear equations	5 days Tuesday Oct. 20		
	MIDTERM - must be written on or before	**Thursday Oct. 22**		
6	Ratio and Proportion - ratio, rate, proportion; applications	6 days Friday Oct. 30		
7	Percent - changing fractions and decimals to percent and vice versa; percent proportions; depreciation	6 days Monday Nov. 9		
8	Interest - calculating simple interest, rate & time; - compound interest	5 days Tuesday Nov. 17		
9	Payroll and Banking - paychecks, hourly wage; salary; commission; piecework; overtime, deductions; banking records	7 days Thursday Nov. 26		
10	Geometry - plane geometry	6 days Friday Dec. 4		
	FINAL EXAM - 3 HOURS	**TBA (Dec. 9– Dec. 18)**		

MA0105 Fall 2009 Homework Schedule

1. Basic Arithmetic

1&2	3&4	5&6	7	8	9&10	Review	**Test: Tuesday Sept. 15**
Sept. 3	**4**	**8**	**9**	**10**	**11**	**14**	

2. Measurement

1&2	3-5	6-8	Review	**Test: Tuesday Sept. 22**
Sept.16	**17**	**18**	**21**	

3. Integers

1	2	3	4	5&6	7	8	Review	**Test: Monday Oct. 5**
Sept.23	**24**	**25**	**28**	**29**	**30**	**Oct.1**	**2**	

4. Introduction to Algebra

1	2	3	Review	**Test: Tuesday Oct. 13**
Oct.6	**7**	**8**	**9**	

5. Equations

1&2	3	4	Review	**Test: Tuesday Oct. 20**
Oct.14	**15**	**16**	**19**	

Midterm on Thursday Oct. 22

6. Ratio and Proportion

1	2	3	4	Review	**Test: Friday Oct. 30**
Oct.23	**26**	**27**	**28**	**29**	

7. Percent

1&2	3	4A	4B	Review	**Test: Monday Nov. 9**
Nov.2	**Nov.3**	**4**	**5**	**6**	

8. Interest

1	2	3	Review	**Test: Tuesday Nov. 17**
Nov.10	**12**	**13**	**16**	

9. Payroll and Banking

1&2	3	4&5	6&7	8	Review	**Test: Thursday Nov.26**
Nov.18	**19**	**20**	**23**	**24**	**25**	

10. Geometry

1&2	3	4	5	Review	**Test: Friday Dec. 4**
Nov.27	**30**	**Dec.1**	**2**	**3**	

Final Exam: (Dec. 9 – 18) to be announced

AUD STUDENT CLASSROOM DEPORTMENT GUIDELINES DRAFT May 2008

The Academic Upgrading Department is an adult education environment. Students are expected to show respect for each other as well as faculty and staff. They are expected to participate fully in achieving their educational goals in a timely manner.

Certain activities are disruptive and not conducive to an atmosphere of learning. In addition to the ***Student Rights and Responsibilities*** as set out in the College calendar, the following guidelines will maintain an effective learning environment for everyone. We ask the cooperation of all students in the following areas of classroom deportment.

1. Students are expected to turn off cell phones during class time or in labs.
2. Refrain from disruptive talking or socializing during class time.
3. Be respectful of others regarding food or beverages in the classroom. Clean up your eating area and dispose of garbage.
4. Recycle paper, bottles and cans in the appropriate containers.
5. Students are expected to be punctual. Arrive on time for classes and remain for the duration of scheduled classes or related activities.
6. Children are not permitted in the classrooms.
7. Students are expected to notify the instructor of any extenuating circumstances.

Electronic Devices

No unspecified electronic devices will be allowed in exams.

Success Standard

Although 50% is considered a pass in most courses, if you wish to be successful at the next level, we strongly recommend that you have a mark of 60% or better in your pre-requisite courses.

Examinations:

The final exam will be 3 hours long and is scheduled by the Registrar's office during December 9– December 18.

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.