



Grande Prairie Regional College
Department: Academic Upgrading

COURSE OUTLINE—WINTER 2008

INTRODUCTION TO MA 0105

Instructor's name: _____ Phone number: _____

Instructor's office: _____ Email: _____

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: [MA0090](#) 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 the 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 **Tuesday, February 26**. 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 Friday April 11, 2008.**

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	<i>Fail</i>

MA0105 –Winter 2008

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 January 14 Monday		
2	Measurement - metric units of length, weight, volume, time and temperature	5 days January 21 Monday		
3	Integers -four basic operations, exponents -order of operations	9 days February 1 Friday		
4	Introduction to Algebra - basic algebraic concepts; order of operations; - evaluating expressions	5 days February 8 Friday		
5	Equations - solving simple linear equations	5 days February 15 Friday		
	MIDTERM - must be written on or before	Tuesday February 26		
6	Ratio and Proportion - ratio, rate, proportion; applications	6 days March 5 Wednesday		
7	Percent - changing fractions and decimals to percent and vice versa; percent proportions; depreciation	6 days March 13 Thursday		
8	Interest - calculating simple interest, rate & time; - compound interest	5 days March 20 Thursday		
9	Payroll and Banking - paychecks, hourly wage; salary; commission; piecework; overtime, deductions; banking records	7 days Apr. 1 Tuesday		
10	Geometry - plane geometry	7 days April 10 Thursday		
	FINAL EXAM - 3 HOURS	TBA (April 14-24)		