



**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – FALL 2011**

**INTRODUCTION TO MATH 0105**

**INSTRUCTOR:** Christine Frattini      **PHONE:** (780) 539-2810  
**OFFICE:** Math Lab A210      **E-MAIL:** cfrattini@gprc.ab.ca

**OFFICE HOURS:** Daily, 9:45-10:30 am and 3:00-3:30 pm in the Math Lab

**PREREQUISITE(S)/COREQUISITE:**

MA0080, or equivalent math placement test score

**REQUIRED TEXT/RESOURCE MATERIALS:**

Modules will be provided. An auxiliary fee has been charged for the use of these modules. Scientific calculator

**Note:** A calculator is not to be used until after the midterm.

**CALENDAR DESCRIPTION:**

This course includes the review of basic computational skills in whole numbers, fractions and decimals, an introduction to basic algebra and geometry, ratio, proportion, percent, depreciation, interest, payroll and banking.

**CREDIT/CONTACT HOURS:**

MA 0105 High School Preparatory Business Mathematics 5 (5-0-0)

Time: 75 Hours

## **DELIVERY MODE:**

MA0105 is a modularized math course 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 **Wednesday, October 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 back of 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, December 9.**

### **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.

## **OBJECTIVES:**

This course is designed for students considering a one or two year program in office or business administration; it consists of basic mathematics and business topics.

**SUCCESS STANDARD:**

Although 50% is considered a pass for this course, if you wish to be successful at the next level, we strongly recommend that you achieve a mark of 60% or better.

**GRADING CRITERIA:**

Your final mark is determined by:

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

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

**MA0105 FALL 2011  
OBJECTIVES / TESTS / EXAMS**

<b>Module</b>	<b>TOPIC/DESCRIPTION</b>	<b>Recommended Time &amp; Test Date</b>	<b>Date written</b>	<b>Your mark</b>
1	Basic Arithmetic -four basic operations with whole numbers, decimals & fractions; place value; complex fractions	8 days Monday Sept. 19		
2	Measurement - metric units of length, weight, volume, time and temperature	5 days Monday Sept. 26		
3	Integers -four basic operations, exponents -order of operations	9 days Friday Oct. 7		
4	Introduction to Algebra - basic algebraic concepts; order of operations; - evaluating expressions	5 days Monday Oct. 17		
5	Equations - solving simple linear equations	5 days Monday Oct. 24		
	<b>MIDTERM - must be written on or before</b>	<b>Wednesday Oct. 26</b>		
6	Ratio and Proportion - ratio, rate, proportion; applications	6 days Thursday Nov.3		
7	Percent - changing fractions and decimals to percent and vice versa; percent proportions; depreciation	6 days Monday Nov. 14		
8	Interest - calculating simple interest, rate & time; - compound interest	5 days Monday Nov. 21		
9	Payroll and Banking - pay checks, hourly wage; salary; commission; piecework; overtime, deductions; banking records	7 days Wednesday Nov. 30		
10	Geometry - plane geometry	6 days Thursday Dec. 8		
	<b>FINAL EXAM - 3 HOURS</b>	<b>TBA (Dec. 12– Dec. 21)</b>		

## MA0105 FALL 2011 HOMEWORK SCHEDULE

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|--|------------------------------|
| <b>1. Basic Arithmetic</b><br>1&2    3&4    5&6    7    8    9&10    Review<br><b>Sept. 8    9    12    13    14    15    16</b> | <b>Test: Monday Sept. 19</b> |
| <b>2. Measurement</b><br>1&2    3-5    6-8    Review<br><b>Sept.20    21    22    23</b>   | <b>Test: Monday Sept. 26</b> |
| <b>3. Integers</b><br>1    2    3    4    5&6    7    8    Review<br><b>Sept.27    28    29    30    Oct.3    4    5    6</b>    | <b>Test: Friday Oct. 7</b>   |
| <b>4. Introduction to Algebra</b><br>1    2    3    Review<br><b>Oct.11    12    13    14</b>                                    | <b>Test: Monday Oct. 17</b>  |
| <b>5. Equations</b><br>1&2    3    4    Review<br><b>Oct.18    19    20    21</b>  | <b>Test: Monday Oct. 24</b>  |
| <b>Midterm on Wednesday, Oct. 26</b>   |                              |
| <b>6. Ratio and Proportion</b><br>1    2    3    4    Review<br><b>Oct.27    28    31    Nov.1    2</b>                          | <b>Test: Thursday Nov. 3</b> |
| <b>7. Percent</b><br>1&2    3    4A    4B    Review<br><b>Nov.4    7    8    9    10</b>   | <b>Test: Monday Nov. 14</b>  |
| <b>8. Interest</b><br>1    2    3    Review<br><b>Nov.15    16    17    18</b>   | <b>Test: Monday Nov. 21</b>  |
| <b>9. Payroll and Banking</b><br>1&2    3    4&5    6&7    8    Review<br><b>Nov.22    23    24    25    28    29</b>            | <b>Test: Wed. Nov. 30</b>    |
| <b>10. Geometry</b><br>1&2    3    4    5    Review<br><b>Dec.1    2    5    6    7</b>  | <b>Test: Thursday Dec. 8</b> |

**Final Exam: (Dec. 12– 21) to be announced**

**STUDENT RESPONSIBILITIES:**

In addition to the *Student Rights and Responsibilities* as set out in the college website, the following guidelines will maintain an effective learning environment for everyone:

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

**ELECTRONIC DEVICES:**

Students are expected to turn off cell phones during class time or in labs. No unspecified electronic devices will be allowed in exams.

**STATEMENT OF PLAGIARISM:**

Please refer to the College Website for policies regarding plagiarism and cheating as well as the resultant penalties. These are serious issues and will be dealt with severely.