

INTRODUCTION TO MA0105

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

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 mark will be averaged.

A 50-minute midterm, which will cover the first five modules, must be written by **Wednesday October 27**. 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 10, 2004.**

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	40%
Midterm	20%
Final Exam	40%

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 -Fall 2004

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 and applications	8 days Sept. 16		
2	Measurement - metric units of length, weight, volume, time and temperature	5 days Sept. 23		
3	Integers -four basic operations, exponents -order of operations	11 days Oct. 8		
4	Introduction to Algebra - basic algebraic concepts; order of operations; - evaluating expressions	5 days Oct. 18		
5	Equations - solving simple linear equations	5 days Oct. 25		
	MIDTERM - must be written on or before	Wednesday Oct. 27		
6	Ratio and Proportion - ratio, rate, proportion; applications	6 days Nov. 4		
7	Percent - changing fractions and decimals to percent and vice versa; percent proportions; depreciation	6 days Nov. 16		
8	Interest - calculating simple interest, rate & time; - compound interest	5 days Nov. 23		
9	Payroll and Banking - paychecks, hourly wage; salary; commission; piecework; overtime, deductions; banking records	7 days Dec. 2		
10	Geometry - plane geometry	6 days Dec. 10		
	FINAL EXAM - 3 HOURS	TBA (Dec. 13 –21)		

√ In Math 0105, a calculator **WILL NOT BE USED** until after the midterm