



**DEPARTMENT OF ACADEMIC UPGRADING**

**COURSE OUTLINE – WINTER 2012**

**INTRODUCTION TO MATH 0125**

**INSTRUCTOR:** Sukhvir Sandhu      **PHONE:** (780) 539-2810 or 2234

**OFFICE:** Math Lab A210      **E-MAIL:** ssandhu@gprc.ab.ca

**OFFICE HOURS:** 10:30 -11:30 am daily in the Math Lab or by appointment

**PREREQUISITE(S)/COREQUISITE:**

MA0100 or equivalent, or MA0115, or equivalent math placement test score

**REQUIRED TEXT/RESOURCE MATERIALS:**

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

Scientific calculator; graphing paper

**CALENDAR DESCRIPTION:**

This course includes number systems, exponents, polynomials, equations and inequalities, systems of equations, graphing, ratio and variation, accounting and investments.

**CREDIT/CONTACT HOURS:**

MA 0125 Business Mathematics Grade 11 equivalent 5 (5-0-0)

Time: 75 Hours

## **DELIVERY MODE:**

MA0125 is a modularized math course. It 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 **Tuesday, March 6**. 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 Thursday, April 12.**

### **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>

## Objectives / Tests / Examinations

Module	Objectives / Topics	Recommended Time & Test Date	Date written	Your mark
1	Number Systems - sets, order of operations - fractions, decimals	8 days January 16 Monday		
2	Exponents - laws of exponents - scientific notation	6 days January 24 Tuesday		
3	Polynomials - evaluating polynomials - four basic operations	9 days February 6 Monday		
4	Equations and Inequalities	8 days February 16 Thursday		
5	Graphing	6 days March 2 Friday		
	<b>MIDTERM - must be written on or before</b>	<b>Tuesday March 6</b>		
6	Systems of Equations	6 days March 14 Wednesday		
7	Statistics	5 days March 21 Wednesday		
8	Accounting	3 days March 26 Monday		
9	Ratio and Variation	6 days April 3 Tuesday		
10	Investments	6 days April 12 Thursday		
	<b>FINAL EXAM - 3 HOURS</b>	<b>To be announced (April 16 - 26)</b>		

## Homework Schedule

1. Number Systems:  
1&2    3    4&5    6    7&8    9&10    Review    **Test: Monday Jan. 16**  
**Jan. 5    6    9    10    11    12    13**
2. Exponents:  
1&2            3    4    5    Review    **Test: Tuesday Jan. 24**  
**Jan. 17    18    19    20    23**
3. Polynomials:  
1    2    3    4    5    6&7    8    Review    **Test: Monday Feb. 6**  
**Jan. 25   26   27    30   31   Feb.1   2    3**
4. Equations and Inequalities:  
1&2    3&4    5    6    7    8    Worksheet    **Test: Thursday Feb. 16**  
**Feb. 7    8    9    10    13    14    15**
5. Graphing:  
1&2    3    4    5    Worksheet    **Test: Friday Mar. 2**  
**Feb. 17    27    28    29    Mar. 1**

## Midterm: Tuesday March 6

6. Systems of Equations  
1    2    3    4    Review    **Test: Wednesday Mar. 14**  
**Mar.7   8    9    12    13**
7. Statistics  
1-3            4-6    7&8    9&10    Review    **Test: Wednesday Mar. 21**  
**Mar. 14    15    16    19    20**
8. Accounting  
1&2            3&4            5&Worksheet    **Test: Monday Mar. 26**  
**Mar. 21    22            23**
9. Ratio and Variation  
1-4            5-7    8&9    10&11    Review    **Test: Tuesday Apr. 3**  
**Mar. 27    28    29    30    Apr. 2**
10. Investment  
1    2    3    4    5&Worksheet    **Test: Thursday Apr. 12**  
**Apr. 4    5    9    10    11**

**Final Exam: (April 16 - 26) to be announced.**

**STUDENT RESPONSIBILITIES:**

In addition to the *Student Rights and Responsibilities* as set out on 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 ON 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.