DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2011

INTRODUCTION TO MATH 0135

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

OFFICE: Math Lab A210 or C310 **E-MAIL:** ssandhu@gprc.ab.ca

OFFICE HOURS: Daily 10:30 – 11:30 am

PREREQUISITE(S)/COREQUISITE:

MA0110 or equivalent, MA0125, 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; graphing paper

CALENDAR DESCRIPTION:

This course includes a review of fractions and decimals, measurements, ratio, proportion, percent, operations with polynomials, equations and inequalities, exponents and radicals, factoring, rational expressions, statistics and probability.

CREDIT/CONTACT HOURS:

MA 0135 Business Mathematics Grade 12 Equivalent 5 (5-0-0)

Time: 75 Hours

DELIVERY MODE

MA0135 is a modularized course. It is divided into 9 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 **Wednesday, February 16. I**f 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 front of the last 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 Tuesday, April 12.**

Bonus

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

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.

OBJECTIVES:

Students will develop problem solving skills and gain an appreciation of the mathematics of modern society.

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:

9 module tests	45%
Midterm	20%
Final Exam	35%

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
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**	**77 – 79**	
B	**3.0**	**73 – 76**	**GOOD**
B^-	**2.7**	**70 – 72**	
C^+	**2.3**	**67 – 69**	**SATISFACTORY**
C	**2.0**	**63 – 66**	
C^-	**1.7**	**60 – 62**	
D^+	**1.3**	**55 – 59**	**MINIMAL PASS**
D	**1.0**	**50 – 54**	
F	**0.0**	**0 – 49**	**FAIL**
WF	**0.0**	**0**	**FAIL, withdrawal after the deadline**

Objectives / Tests / Examinations

Module	TOPIC/DESCRIPTION	Recommended Time & Test Date	Date written	Your mark
1	Fractions / Decimals (burgundy) -review of fractions and decimals	4 days Monday January 10		
2	Measurement (orange)	5 days Monday January 17		
3	Ratio, Proportion, & Percent (burgundy)	6 days Tuesday January 25		
4	Factoring (burgundy) -common factors, trinomials, and difference of squares; solving equations by factoring	7 days Thursday February 3		
5	Review (burgundy) -signed numbers, order of operations, fractions, polynomials, equations, inequalities & number line graphs	7 days Monday February 14		
	MIDTERM - must be written on or before	**Wednesday February 16**		
6	Exponents & Radicals (burgundy) - rational exponents, four basic operations on exponents and radicals, solving radical equations	9 days Tuesday March 8		
7	Rational Expressions (burgundy) -non permissible values, simplifying four basic operations, equations	8 days Friday March 18		
8	Quadratic Equations (burgundy) -solving by factoring & quadratic formula -nature of roots, applications	7 days Tuesday March 29		
9	Statistics (yellow)	9 days Monday April 11		
	FINAL EXAM - 3 HOURS	**T.B.A.** **(April 14 - 27)**		

Home-Work Schedule for MA 0135

1. Fractions / Decimals (burgundy)

1&2	3-6	7, 8, &Review	**Test: Monday, Jan. 10**
Jan. 5	**6**	**7**	

2. Measurement (Orange)

1-4	5-7	8	Review	**Test: Monday, Jan. 17**
Jan. 11	**12**	**13**	**14**	

3. Ratio, Proportion, & Percent (burgundy)

1-4	5&6	7&8	9&10	11&Review	**Test: Tuesday, Jan. 25**
Jan. 18	**19**	**20**	**21**	**24**	

4. Factoring (burgundy)

1&2	3	4	5	6	Review	**Test: Thursday, Feb. 3**
Jan. 26	**27**	**28**	**31**	**Feb. 1**	**2**	

5. Review (burgundy)

1	2(1-30)	2(31-50)	3	4	Review	**Test: Monday, Feb. 14**
Feb. 4	**7**	**8**	**9**	**10**	**11**	

Midterm Exam on Wednesday, February 16

6. Exponents & Radicals (burgundy)

1&2	3&4	5-8	9&10	11&12	13&14	15&16	Review	**Test: Tuesday, Mar. 8**
Feb. 17	**18**	**28**	**Mar. 1**	**2**	**3**	**4**	**7**	

7. Rational Expression (burgundy)

1	2	3	4	5	6	7 & Review	**Test: Friday, Mar. 18**
Mar. 9	**10**	**11**	**14**	**15**	**16**	**17**	

8. Quadratic Equations (burgundy)

1-3	4	5	6	7	Review	**Test: Tuesday, Mar. 29**
Mar. 21	**22**	**23**	**24**	**25**	**28**	

9. Statistics (Yellow)

1	2	3&4	5	6	7	8	Review	**Test: Monday, Apr. 11**
Mar. 30	**31**	**Apr. 1**	**4**	**5**	**6**	**7**	**8**	

Final Exam: (April 14 - 27) to be announced

STUDENT RESPONSIBILITIES:

In addition to the ***Student Rights and Responsibilities*** as set out in the **College Calendar** (pages 47-50), 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 pages 48-49 of the College Calendar regarding plagiarism, cheating, and the resultant penalties. These are serious issues and will be dealt with severely.