

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: ACE Core Workplace Mathematics
CODE NO. : MTH 94 **SEMESTER:** n/a
PROGRAM: Academic Upgrading
AUTHOR: Doug Cressman
DATE: May, 2006 **PREVIOUS OUTLINE DATED:** n/a
APPROVED:

	_____	_____
	DEAN	DATE

TOTAL CREDITS: n/a
PREREQUISITE(S): LBS 5 Mathematics or permission of Instructor
HOURS/WEEK: 5

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I. COURSE DESCRIPTION: The intent of this course is to enable the learner to apply mathematical principles to day-to-day living, facing problems associated with earning money, paying taxes and making purchases. It covers simple and compound interest as it relates to investing, saving or borrowing money. Calculating cost of travel and transportation will also be covered. The course is offered in a self-directed format under the direct supervision of a professor. Although not assumed, it is entirely possible to complete the requirements of this course in one semester.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply mathematical skills in determining various types of remuneration and taxation, as well as making financially wise purchase decisions.
Potential Elements of the Performance:
 - Describe various forms of taxation
 - Solve problems involving the purchasing of items
 - Solve problems involving various types of remuneration
2. Relate mathematical principles to the banking and retail industries.
Potential Elements of the Performance:
 - Calculate simple and compound interest
 - Calculate sales taxes, after-tax costs and rates of discount
 - Identify and evaluate purchase incentives to determine the best deal
 - Manipulate currency exchange rates to calculate costs in Canadian funds
 - Make informed decisions related to interactions with banks.
3. Apply mathematical principles to investment and loans.
Potential Elements of the Performance:
 - Identify characteristics of various types of investments
 - Identify risk and risk tolerance as it is applied to investments
 - Explain benefits and disadvantages of borrowing
 - Describe features of credit cards
 - Explain amortization, total interest paid and payment periods
4. Make financially sound decisions related to travel and accommodation.
Potential Elements of the Performance:
 - Determine real costs of driving
 - Consider time budget as well as cost budget related to travel
 - Pre-plan business or vacation travel costs

III. TOPICS:

1. Remuneration for work done
2. Taxation
3. Retail sales
4. Simple and compound interest
5. Investments
6. Credit and loans
7. Costs of travel and accommodations

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Everyday Life Mathematics. MEL3E-A Units 1-4. 2004, Independent Learning Centre, Ontario Educational Communications Authority

V. EVALUATION PROCESS/GRADING SYSTEM:

A unit test will be given following the completion of each unit. Each test must be passed by a mark of 66% or greater. The final mark will be based on the average of these four tests. ACE-level courses require an average of 66% or greater for a passing grade. The following semester grades will be assigned to students upon course completion:

As modified from the post-secondary programs.

Grade	<u>Definition</u>
A+	90 – 100%
A	80 – 89%
B	70 - 79%
C	60 - 66%
F	65% and below
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:**Special Needs:**

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon demonstrating proof of same and at the discretion of the professor.