

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: MATHEMATICS
Code No.: MTH 117
Program: SECRETARIAL SCIENCE
Semester:
Date: JULY 1983
Author: W. O. MAKI

New: Revision:

APPROVED:

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Chairperson

Date

MATHEMATICS _____
"CbTTFse Name

MTH 117-2 ____
Course Number

PHILOSOPHY/GOALS:

To develop the ability to solve mathematical problems common to most businesses quickly and accurately. To provide background material essential to the important principles underlying a business activity. To review and reinforce algebraic methods used to solve everyday business problems.

METHOD OF ASSESSMENT (GRADING METHOD):

Periodic tests covering two or three weeks material plus any unannounced surprise tests on drill and procedures. A final exam would be optional. Depending on department policy, a comprehensive supplemental exam may be given at the end of the semester.

TEXTBOOK(S):

CONSUMER AND BUSINESS ARITHMETIC; Olson, Olson, Haber - Pitman.

OBJECTIVES:

The basic objective is for the student to develop an understanding of the methods studied, knowledge of the facts presented and an ability to use these in the solution of problems. For this purpose, exercises are assigned. Tests will reflect the sort of work contained in other assignments. The level of competency demanded is the level required to obtain an overall passing average on the tests. The material to be covered is listed on the following page.

SECRETARIAL MATHEMATICS - MH 117-2

<u>UNIT NO.</u>	<u>PERIODS</u>	<u>TOPICS</u>	<u>REFERENCES</u>
1	1	Survey test	p. 7, 8
2	4-6	Basic operations with fractions and decimal fractions	p. 41-74
3	3	Percentage of a number and applications	p. 77-89
4	2	Arithmetic of metric measurement	p. 100-105
5	3	Ratio and proportion	p. 107-115
6	4-6	Simple and compound interest - use of tables, business applications	p. 117-137
7	6	Profit and loss, mark-up, equivalent margins, inventories	p. 279-290
8	5-6	Trade discounts and cash discount, finding list price, truth in lending	p. 311-320
9	1-2	Graphs - bar graph, circle graph and line graph	p. 373-379