#

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE
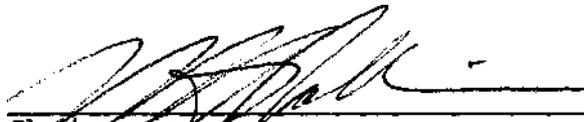
Course Title:
MATHEMATICS

Code No,
MTH 117-2

t Program:
SECRETARIAL SCIENCE

Semester:

Date:
OCTOBER 1985

Author:
W. O. MAKI

New: Revision: **X**

APPROVED: _____   _____ _Vfzr-_
Chairperson   Date

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MATHEMATICS   MTH 117-2

Course Name   Course Number

PHILOSOPHY/GOALS;

To develop the ability to solve mathematical problems common to most
business 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 - MTH 117-2

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