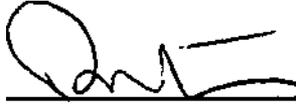SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: MATHEMATICS

Code No.:   MTH 117-2

Program: OFFICE ADMINISTRATION/OFFICE PROCEDURES

Semester:

Date: JUNE, 1988

Author: W. O. MAKI

New: Revision: **X**

APPROVED: i K ^ v ^ ～～～ **J^/j/ w/db**
          Chairperson   Date

MATHEMATICS   MTH 117-2

Course Name   Course Number

PHILOSOPHY/GOALS:

The objectives of this course are to increase the students speed, accur
and skill in performing basic arithematic calculations and operations.
Some emphasis is placed on solving practical business problems.

GRADING SYSTEM

Periodic tests and some assignments will be given during the semester,
final exam could be written at the discretion of the instructor.

Grades - A+ = 90 - 100%
         A = 80 - 89%
         B = 65 - 79%
         C = 55 - 64%

An overall final grade of "C" is required to complete the course.

TEXTBOOK;

Sellers, Bright, et al, "An Introduction to Business Mathematics".

SECRETARIAL MATHEMATICS - MTH 117-2

UNIT NO.	PERIODS	TOPICS	REFERE
1	8	Whole numbers and common fractions - basic operations	Ch. 1
2	6 or 8	Decimals - basic operations	Ch.. 2 P- 5 2-
3	6	Percentages - converstion to and from fractions, applications	Ch., 4 P- 131
4	4	Ratio and Proportion and applications	Ch,, 3 P- 111
5	2	Graphs - bar graph, line graph, pie chart	Refere Materi