SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: MATHEMATICS

CODE NO.: MTH 117-2   SEMESTER:

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: W. O. MAKI

DATE: JULY 1992   PREVIOUS OUTLINE DATED: JUNE 1991
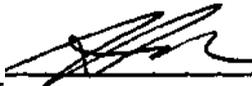
APPROVED: _____   _____
           DESN   DATE

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COURSE NAME   CODE NO.

TOTAL CREDIT HOURS: 32   '.

PREREQUISITE(S): NONE

I. PHILOSOPHY/GOALS:

Understanding fractions, decimals, percents and application of these in business problems. Using metric system efficiently. Understanding ratio and proportion and its applications. Constructing graphs and interpretation of them.

II. STUDENT PERFORMANCE OBJECTIVES:

The basic objectives are that the student develop an understanding of the methods studied, demonstrate a knowledge of the facts presented and show an ability to use these in the solution of problems. To accomplish these objectives, exercises are assigned. Test questions will be of near equal difficulty to questions assigned in the exercises. 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 below.

III. TOPICS TO BE COVERED: TIME FRAME:

1. Whole Numbers and Fractions	5 hrs.
2. Decimals and Basic Operations	5 hrs.
3. Percentages - Conversion to and from fractions & applications	5 hrs.
4. Ratio and Proportion	5 hrs.
5. Metric Conversions	5 hrs.
6. Graphs and Tables	5 hrs.

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IV. LEARNING ACTIVITIES: REQUIRED RESOURCES:

1.0 <u>WHOLE NUMBERS and</u>   TEXT: Questions
     <u>FRACTIONS</u>

1.1 Reading and writing large   pp. 3-24
     numbers   pp. 31-49
     Place value   pp. 50-65

1.2 Rounding off numbers

1.3 Adding and subtracting
     fractions

1.4 Multiply and divide
     fractions and mixed
     fractions

2.0 <u>DECIMALS</u>

2.1 Decimal fractions   pp. 71-74
                                                 pp. 74-94
2.2 Operations with decimals

3.0 <u>PERCENTAGES</u>

3.1 Percent to decimal   pp. 161-167
                                                 pp. 168-183
3.2 Decimal to percent

3.3 Application

4.0 <u>PAYROLL</u>

4.1 Calculating gross pay   pp. 195-202
                                                 pp. 202-215
4.2 Payroll deduction

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IV.   LEARNING ACTIVITIES: **REQUIRED RESOURCES:**

5.0   <u>METRIC</u>   Handout

5.1   Changing metric to metric
      units
5.2   Changing metric to
      English units
5.3   Application of metric and
      English conversions

6.0   <u>GRAPHS AND TABLES</u>   TEXT: Questions

6.1   Reading and constructing
      graphs : bar graph, line   pp. 571-577
      graph and pie chart   pp. 578-584

6.2   Statistics

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V.   EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS ETC.)

    three tests of equal value
    attendance expected
    grading as follows:

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

VI. REQUIRED STUDENT RESOURCES:

"BUSINESS MATH - PRACTICAL APPLICATIONS", Second Edition, Cleaves et al., Prentice Hall.

VII. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.