

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, 1987
Author: W. O. MAKI

New:

Revision:

X

APPROVED:


Chairperson

Date

MATHEMATICS

MTH 117-2

Course Name

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PHILOSOPHY/GOALS:

The objectives of this course are to increase the students speed, accuracy and skill in performing basic arithmetic 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

<u>UNIT NO.</u>	<u>PERIODS</u>	<u>TOPICS</u>	
1	8	Whole numbers and common fractions - basic operations	Ch. 1
2	6 or 8	Decimals - basic operations	Ch. 2 p. 52
3	6	Percentages - conversion to and from fractions, applications	Ch. 4 p. 13
4	4	Ratio and Proportion and applications	Ch. 3 p. 11
5	2	Graphs - bar graph, line graph, pie chart	