

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

MATHEMATICS

COURSE TITLE:

MTH 117-2

CODE NO.:

SEMESTER:

OFFICE ADMINISTRATION

PROGRAM:

W. O. MAKI

AUTHOR:

JUNE 1991

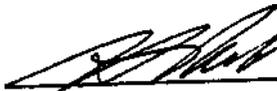
JUNE 1988

DATE:

PREVIOUS OUTLINE DATED:

APPROVED:

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**^pHEMATICS**

**MIH 117-2**

**COURSE NAME**

**CODE NO.**

**TOTAL CREDIT HOURS: 2**

**PREREQUISITES): 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:**

1. Whole Numbers and Fractions

Decimals and Basic Operations

Percentages - Conversion to and from fractions & applications

Ratio and Proportion

Graphs and Tables

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**IV. LEARNING ACTIVITIES:**

**REQUIRED RESOURCES:**

1.0	<u>WHOLE NUMBERS and FRACTIONS</u>	TEXT: Questions
1.1	Reading and writing large numbers Place value	pp. 1-2 pp. 3-4 pp. 15-16
1.2	Rounding off numbers	pp. 39-56
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. 73
3.0	<u>PERCENTAGES</u>	
3.1	Percent to decimal	pp. 73-74
3.2	Decimal to percent	pp. 75-78
3.3	Application	
4.0	<u>RATIO AND PROPORTION</u>	
4.1	Definition of ratio and proportion	pp. 85-86
4.2	Applications	

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**IV. LEARNING ACTIVITIES:**

**REQUIRED RESOURCES**

5.0 METRIC

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 GRAPHS AND TABLES

TEXT: Questions

6.1 Reading and constructing graphs : bar graph, line graph and pie chart

pp. 69-70  
pp. 65-66

6.2 Reading tables

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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:**

"ESSENTIAL OF BUSINESS MATH", 4th edition. Alvey. McGraw Hill.

**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.