



The University of Southern Queensland

Course specification

Description: Essential Mathematics for Business						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
FDN	7430	40046	1, 2005	ONC	0.50	Toowoomba

Academic group:	OPACS
Academic org:	OPACSP
Student contribution band:	2
ASCED code:	010199

STAFFING

Examiner: Linda Galligan

Moderator: Janet Taylor

RATIONALE

Students considering entry into Bachelor of Business Commerce or Bachelor of Information Technology (Commercial or End User computing) require mathematical knowledge and skills if they are to be successful in their chosen field of study. These students need a level of numerical and communication competence in basic mathematics before proceeding to the Foundation Studies II mathematics course.

SYNOPSIS

Students will revise basic mathematics in English from the topics of arithmetic, algebra, graphing and statistics in a business context and will demonstrate mastery in these topics. Students will demonstrate competent use of a scientific calculator and show competence in communicating mathematics in English.

OBJECTIVES

On successful completion of this course students should be able to:

1. demonstrate the skills necessary to extend mathematical knowledge beyond everyday life and into further studies;
2. interpret and solve a range of problems involving mathematical concepts relevant to this course;
3. communicate mathematical ideas both in written and oral form especially in the business context.
4. communicate mathematical ideas in sentences and paragraphs both in written and oral form especially in the business context.

TOPICS

	Description	Weighting (%)
1.	Arithmetic (Modules 1A, 1B, 1C)	30.00
2.	Algebra (Modules 2A, 2B, 2C)	20.00
3.	Graphing (Module 3A)	30.00
4.	Basic statistics (Module 4A)	20.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

2001, *Mathematics communication level a book 1*, University of Southern Queensland, Toowoomba.

2001, *Mathematics communication level a/b book 2*, University of Southern Queensland, Toowoomba.

Scientific Calculator (bi-variate model preferred)

George, L 2002, *Essential mathematics for business study book*, University of Southern Queensland, Toowoomba.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

OPACS 2003 Success in Maths for Economics and OPACS 2002 Success in Maths for Statistics
SPSS

De Veaus, R D & Velleman, P F 2004, *Introductory Statistics*, th edn, Pearson Addison, Wesley.

Stonecash, R et al. 2003, *Principles of Macroeconomics*, 2nd edn, Thompson, Victoria.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	8.00
Directed Study	53.00
Private Study	25.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
COMPETENCY TEST 1A	22.00	5.00	28 Feb 2005 (see note 1)
COMPETENCY TEST 1B	32.00	5.00	28 Feb 2005
COMPETENCY TEST 1C	32.00	5.00	28 Feb 2005
COMPETENCY TEST 2A	20.00	5.00	28 Feb 2005
COMPETENCY TEST 2B	21.00	5.00	28 Feb 2005
COMPETENCY TEST 2C	11.00	5.00	28 Feb 2005
COMPETENCY TEST 3A	23.00	10.00	28 Feb 2005
COMPETENCY TEST 4A	20.00	10.00	28 Feb 2005
END OF SEMESTER TEST-2HRS	100.00	50.00	28 Feb 2005

NOTES

1. Students will be advised in class of assessment due dates.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:

It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration. International students must attend all activities scheduled for them and ensure that their attendance is registered with the staff member in charge of the activity.

2 Requirements for students to complete each assessment item satisfactorily:

To complete each of the assessment items satisfactorily, students must obtain at least 80% of the marks available for each competency test from the maths modules. Failing to achieve at least 80% means that students may have to complete another competency test until mastery of that maths module is attained. However marks from the students first attempt in each competency test will be used towards their final grade.

3 Penalties for late submission of required work:

N/A

4 Requirements for student to be awarded a passing grade in the course:

To be assured of receiving a passing grade a student must submit all of the summative assessment items (examination and competency tests) and achieve at least 50% of the available weighted marks for each of those items.

5 Method used to combine assessment results to attain final grade:

The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:

In a Restricted Examination, candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: calculators which cannot hold textual information (students must

indicate on their examination paper the make and model of any calculator(s) they use during the examination; English translation dictionaries (but not technical dictionaries); Formula sheets;.

- 7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held on a date nominated by the examiner. The examiner will advise students involved in writing of the date time and location of any such examination.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

ASSESSMENT NOTES

- 1 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.
- 2 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

- 1 Competency tests are predominately self-paced. Students work sequentially through the modules they are required to master at their own pace. Mastery of a module is to be demonstrated by the student taking a competency test before proceeding with study of another module. The revision test is based on the applications of mathematics in business.
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