



The University of Southern Queensland

## Course specification

### Description: Essential Mathematics for Business

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
FDN	7430	58014	3, 2006	ONC	0.50	Toowoomba

<b>Academic group:</b>	INTOF
<b>Academic org:</b>	INT002
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	010199

### STAFFING

Examiner: Robyn Pigozzo

Moderator: Lyndal Wood

### 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, and demonstrate competence of these topics in a business context. 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 (All assessment items);
2. interpret and solve a range of problems involving mathematical concepts relevant to this course (All assessment items);
3. communicate mathematical ideas especially in the business context (All assessment items)

### 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, *Applied Communications level A book 1*, University of Southern Queensland, Toowoomba.

2001, *Applied Communications level A/B book 2*, University of Southern Queensland, Toowoomba.

Scientific Calculator (bi-variate model preferred)

FDN7430 Study package available from USQ Bookshop.

George, L & Galligan, L 2005, *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.

LTSU 2004 Success in Maths for Economics and LTSU 2002 Success in Maths for Statistics  
SPSS

De Veau, RD & Velleman, PF 2004, *Introductory statistics*, 2nd edn, Pearson Addison, Wesley.

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

### **STUDENT WORKLOAD REQUIREMENTS**

ACTIVITY	HOURS
Directed Study	45.00
Private Study	26.00
Test	2.00

### **ASSESSMENT DETAILS**

Description	Marks out of	Wtg(%)	Due date
WORKSHEETS	80.00	40.00	16 Feb 2007 (see note 1)
FINAL TEST	60.00	60.00	23 Feb 2007

#### **NOTES**

1. Six worksheets to be completed after each module studied.

## **IMPORTANT ASSESSMENT INFORMATION**

- 1 Attendance requirements:  
Students are required to attend at least 80% of the scheduled class sessions and ensure their attendance is registered with the staff member in charge of the activity. It is the students' responsibility to access information regarding course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an assessment item a student must achieve at least 50% of the marks. Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to statement 4 below for the requirements to receive a passing grade in this course. All assignment items must be received prior to the start of the test period for the semester in which the course is offered. Students may be required to re-submit an assessment piece that is unsatisfactory.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without an approved extension of time then a penalty of 5% of the total marks available for the assignments will apply for each day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve at least 50% in the final test and at least 50% overall for the worksheets. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students have gained at least 40% of the total weighted marks available for the course
- 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 obtained for each of the summative assessment items in the course.
- 6 Examination information:  
Final Test information: The final test in the course is a Restricted Test.. 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 test; English translation dictionaries (but not technical dictionaries)
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary tests for this course will be held within four weeks following the test period by arrangement with the examiner. The examiner will advise students involved in writing of the date time and location of any such test.
- 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 predominatly 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.
-