UNIT OUTLINE
Read this document to learn essential details about your unit. It will also help you to get started with your studies.

BEA109
Introduction to Quantitative Methods

Semester 1, 2016

THIS UNIT IS BEING OFFERED IN:
HOBART/LAUNCESTON/BURNIE/DISTANCE

Taught by:

Professor John Tisdell (Unit Coordinator)
Ms Jane Stratton (Lecturer)
## Contact Details

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BEA109, Introduction to Quantitative Methods

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Unit Description

BEA109 Introduction to Quantitative Methods covers essential foundation skills and knowledge in mathematics and statistics, as a preparation for University degree subjects with numeracy components including: Business, Economics, Finance, Geography, Health Science, ICT, Psychology and general Science. This unit provides the opportunity to review fundamental mathematical operations and apply them to solve mathematical problems in various contexts.

Topics include applications of algebra, graphical methods, quadratic factorising, indices, logarithms, interest, series, interpreting data and probability.

Prior Knowledge &/or Skills OR Pre-Requisite Unit(s)

Proficiency in English reading and writing skills equivalent to Reading Level 3.04 and Writing Level 3.05 on the Australian Core Skills Framework as per the UTAS Pre-degree Framework. This means an ability to read and comprehend a piece of writing as found in a textbook, and the ability to write a paragraph of connecting sentences. Students may be asked to complete a skills assessment if they are below required standards.

Enrolment in the Unit

Unless there are exceptional circumstances, students should not enrol in this unit after the end of week two of semester, as the Tasmanian School of Business and Economics (TSBE) cannot guarantee that:

- any extra assistance will be provided by the teaching team in respect of work covered in the period prior to enrolment; and
- penalties will not be applied for late submission of any piece or pieces of assessment that were due during this period.

When does the unit commence?

The unit’s teaching schedule commences in the week beginning 23 February, 2015.
# Intended Learning Outcomes and Generic Graduate Attributes for BEA109

<table>
<thead>
<tr>
<th>INTENDED LEARNING OUTCOMES</th>
<th>ASSESSMENT METHODS</th>
<th>GRADUATE ATTRIBUTE OUTCOMES</th>
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</thead>
<tbody>
<tr>
<td><strong>In this unit you will learn:</strong></td>
<td><strong>In assessing this unit I will be looking at your ability to:</strong></td>
<td><strong>Knowledge:</strong></td>
</tr>
<tr>
<td>Learning Outcome 1 Communicate mathematical ideas and information</td>
<td>Identify and evaluate a variety of simple problem scenarios.</td>
<td>Ability to apply specific mathematical techniques to various problems.</td>
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<tr>
<td></td>
<td>Construct tables of information that are used to sketch graphs and describe relationships between variables.</td>
<td>Ability to apply knowledge to simple business situations.</td>
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<td></td>
<td>Correctly use mathematical terminology and conventions.</td>
<td>Ability to develop a framework for understanding quantitative relationships.</td>
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<tr>
<td></td>
<td>Identify the properties of linear, quadratic and logarithmic functions and graphs.</td>
<td>Ability to recognise complex situations that are beyond the scope of your practice.</td>
</tr>
<tr>
<td></td>
<td><strong>MyLO Quizzes Assignments 1, 2, &amp; 3, and the final exam.</strong></td>
<td><strong>Communication:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>MyLO Quizzes Assignments 1, 2, &amp; 3, and the final exam.</strong></td>
<td>Written communication skills at a sufficient level to clearly articulate quantitative information, explanations and interpretations to peers/managers/academics.</td>
</tr>
<tr>
<td><strong>Learning Outcome 2 Demonstrate sound practices using numerical, graphical, and algebraic information to solve real-world problems.</strong></td>
<td>Construct a variety of appropriate and well labelled graphs that are used to interpret data collected from a number of contexts, including finance.</td>
<td>Ability to use appropriate summary and graphical devices as an aid to communication.</td>
</tr>
<tr>
<td></td>
<td>Evaluate and interpret summary measures.</td>
<td><strong>Problem-solving:</strong></td>
</tr>
<tr>
<td></td>
<td>Transpose algebraic expressions and equations.</td>
<td>Ability to think logically and use models and methods to analyse and quantify simple problems.</td>
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<tr>
<td></td>
<td>Determine equations of linear functions from graphs.</td>
<td>Ability to identify and use needed information.</td>
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<tr>
<td></td>
<td>Use the properties of quadratic equations to solve problems.</td>
<td>Ability to work effectively with others.</td>
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<tr>
<td></td>
<td>Apply the index and logarithm laws to solve simple equations.</td>
<td><strong>Global perspective:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>MyLO Quizzes Assignments 1, 2, &amp; 3, and the final exam.</strong></td>
<td>Familiarity with globally accepted nomenclature and methodologies.</td>
</tr>
<tr>
<td><strong>Learning Outcome 3 Apply appropriate mathematical formulas to solve real-world problems.</strong></td>
<td>Use linear functions of best fit to make predictions (interpolation and extrapolation) in a number of contexts, including finance.</td>
<td><strong>Social responsibility:</strong></td>
</tr>
<tr>
<td></td>
<td>Identify the probability distribution appropriate to a problem and evaluate probabilities.</td>
<td>Meeting the ethical requirements of University study.</td>
</tr>
<tr>
<td></td>
<td>Apply financial formulas to solve problems.</td>
<td><strong>MyLO Quizzes Assignments 1, 2, &amp; 3, and the final exam.</strong></td>
</tr>
</tbody>
</table>
Learning Expectations and Teaching Strategies/Approach

The University is committed to a high standard of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The University’s Code of Conduct for Teaching and Learning states:

*Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

Work, Health and Safety (WH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit, you should refer to the University’s policy at: [www.utas.edu.au/work-health-safety](http://www.utas.edu.au/work-health-safety).

Learning Resources

**Prescribed Text**

*A prescribed text is a resource that you must have access to for the purposes of studying this unit.*

There are **no required readings** for this unit. You will be provided with printable resources throughout the semester in tutorials and/or on MyLO.

**Recommended Texts**

*A recommended text is a resource that you can use to broaden your understanding of the topics covered in this unit. You may also find a recommended text helpful when conducting research for assignments.*

![Recommended Text Picture]

Any Grade 10/11 maths textbook should cover a majority of the topics covered in this course, however, the equivalent content can be accessed at no cost to students (other than internet access charges) from the following open-source websites:

Khan Academy – Maths: [https://www.khanacademy.org/math](https://www.khanacademy.org/math)

Maths is Fun: [https://www.mathsisfun.com](https://www.mathsisfun.com)

Some students may find it useful to consult alternative references as part of their study program. You are encouraged to take advantage of one of other sources accessed from the library or online. Students should note that notation may vary between references, and that in some cases even different formulae may be used. Students should not concern themselves with any extra material covered in other references that is beyond what is covered by the lecture notes. In all cases, the lecture notes should be considered the primary reference for any topic.
Other Recommended Resources

It is essential to have a calculator with minimal abilities to take square roots, raise to powers and with a memory. It is advantageous, but not necessary, to have a calculator with basic inbuilt statistical functions. It is possible to obtain a machine for less than $30 that will suffice. If in doubt, check with a tutor. It is essential that students are competent in basic calculator operation.

Recommended calculator models include:

- Casio fx-82AU plus
- Canon F-717SGA
- Any other “natural display” scientific calculator
My Learning Online (MyLO)

Access to the MyLO online learning environment unit is required for this unit. The unit has its own MyLO site.

To log into MyLO and access this unit, go to: http://www.utas.edu.au/mylo. To access the unit, select BEA109. These instructions will help you to log in for the first time.


Technical requirements for MyLO

For help and information about setting up your own computer and web browser for MyLO, see: http://uconnect.utas.edu.au/

While on campus, you can access the University network and MyLO via a laptop computer or other mobile device. See: http://www.utas.edu.au/service-desk/uconnect/uconnect-on-campus

MyLO can be accessed via Library computers and in computer labs on campus. See: http://www.utas.edu.au/it/computing-distributed-systems/computer-labs-facilities-and-locations

For further technical information and help, contact the UTAS Service Desk on 6226 1818 or at http://www.utas.edu.au/service-desk during business hours.

Learning to use MyLO

When you log into MyLO, you will see a unit called Getting Started with MyLO. Enter this unit to learn more about MyLO, and to practise using its features.

MyLO Expectations

1. Students are expected to maintain the highest standards of conduct across all modes of communication, either with staff or with other students. Penalties may be imposed if the Unit Coordinator believes that, in any instance or mode of communication, your language or content is inappropriate or offensive. MyLO is a public forum. Due levels of respect, professionalism and high ethical standards are expected of students at all times.

2. Submission of assessment tasks via MyLO presumes that students have read, understood and abide by the requirements relating to academic conduct, and in particular, those requirements relating to plagiarism. All work submitted electronically is presumed to be “signed-off” by the student submitting as their own work. Any breach of this requirement will lead to student misconduct processes.

3. MyLO is an Internet service for teaching and learning provided by the University. It is expected that you check your units in MyLO for updates at least once a day.
Using MyLO for BEA109

**IMPORTANT!**: Before you are provided with access to your unit’s MyLO resources, you must complete the Student Agreement form. To do this:

1. Access the unit’s MyLO site.
2. Locate the Begin Here folder and click on it to open it. You can find the Begin Here folder by scrolling down until you see Content Browser OR by clicking on the Content button.

3. Once you have opened the Begin Here folder, click on the Student Agreement file.

4. Read the terms, then check the I agree box. You should now be able to access all available unit content on MyLO. You only need to do this once in each MyLO unit.

**Other important resources on MyLO**

Students are expected to regularly check on MyLO for any updates in relation to the unit. Essentially, MyLO has been incorporated into the delivery of this unit to enhance students’ learning experience, by providing access to up-to-date course materials, and allowing for online discussion. In addition to the lecture slides which are uploaded on MyLO on a weekly basis, other unit-related materials such as supplementary readings and assessment guides can also be accessed on MyLO. Further, students are also expected to engage in an active discussion about issues related to the unit through the discussion forums or chat rooms that are available on MyLO: this is particularly helpful for distance students who may utilise the facilities available on MyLO to contact their fellow distance students and form groups to complete any group assessment tasks for this unit. In this regard, MyLO should be treated as the unit’s critical platform for learning and communication.

**Student Feedback via eVALUate**

At the conclusion of each unit, students will be asked to provide online responses to a number of matters relating to the learning and teaching within that unit. All students are asked to respond honestly to these questions, as all information received is used to enhance the delivery of future offerings.

**Changes to this Unit Based on Previous Student Feedback**

The Unit schedule has been reviewed and revised.
Details of Teaching Arrangements

Lectures

There will be 13 one-hour lectures and 13 two-hour lectures during the semester commencing weekly in Week 1. Check your timetable for room numbers.

Lectures will cover the core examinable material in the unit. Developing lecture notes is your own responsibility in this unit. If you miss a lecture ask a friend or acquaintance for notes.

Detailed lecture outlines are available on the New MyLO prior to each lecture. These on their own are not an adequate substitute for attending lectures and taking your own lecture notes. It is recommended that you take a copy of the lecture outlines with you to class and use these as a basis for your own note-taking or annotation. Distance students will have access to detailed PowerPoint presentations and some recordings via New MyLO.

Tutorials

You will attend one tutorial per week; you may have a choice of tutorial times depending on which campus you are studying at. Where a choice of tutorial times is available, you will need to sign up for a tutorial time in Week 1 of semester, times and locations will be confirmed then.

The topic of the lecture/workshop in week 1 will be covered in the tutorial in the following week. For example, the week 1 lecture topic will be explored further in the week 2 tutorial; the week 2 lecture topic will be explored further in the week 3 tutorial and so on. This gives you the opportunity to research topics for yourself and be well prepared for tutorials.

Tutorials will consist primarily of guided problem solving and are intended to reinforce and extend material covered in lectures. A wide selection of practice problems and answers are available in the MyLO Content Folder. The weekly study schedule will nominate which of these are to be considered in tutorial sessions. To benefit, most you should prepare rough answers and come prepared to ask your tutor to explain parts of the subject that you have not fully understood.

For distance students

Detailed instructions and resources for each week’s work are available in the Content Folder on MyLO. Completion of three online MyLO activites each week will be the equivalent of tutorial participation. See the Assessment Folder on MyLO for further information.

Drop-in UPP Supported Studies for Maths sessions

All students (on campus AND distance) are invited to join the weekly “UPP Supported Studies” sessions held on the Hobart, Launceston and Cradle Coast campuses. To participate effectively in these sessions, please bring along any questions/tasks that you require assistance with. The “UPP Supported Studies” session times and venues are as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cradle Coast</td>
<td>Thursday 12pm - 1pm</td>
<td>B125 PC Computer Lab</td>
</tr>
<tr>
<td>Hobart</td>
<td>Monday 1pm – 1:50pm</td>
<td>Social Science 379</td>
</tr>
<tr>
<td></td>
<td>Tuesday 11am – 11:50am</td>
<td>Social Science 309</td>
</tr>
</tbody>
</table>
Communication, Consultation and Appointments

TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT
Check the MyLO News tool at least once every two days. The unit News will appear when you first enter our unit’s MyLO site. Alternatively, click on the News button (towards the top of the MyLO screen) at any time.

WHEN YOU HAVE A QUESTION
Other students may have the same question that you have. Please go to the Q&A Forum on our course’s MyLO site. Check the posts that are already there – someone may have answered your question already. Otherwise, add your question as a new topic. Students are encouraged to support each other using this forum – if you can answer someone’s question, please do. We will attempt to respond to questions within 48 business hours. If your question is related to a personal issue or your performance in the unit, please contact the appropriate teaching staff member by email instead.

WHEN YOU HAVE AN ISSUE THAT WILL IMPACT ON YOUR STUDIES OR THE SUBMISSION OF AN ASSESSMENT TASK
If you have a personal question related to your studies or your grades, please contact teaching staff by email.

A NOTE ABOUT EMAIL CORRESPONDENCE
You are expected to check your UTAS email (WebMail) on a regular basis – at least three times per week. To access your WebMail account, login using your UTAS username and password at [https://webmail.utas.edu.au/](https://webmail.utas.edu.au/).

You are strongly advised not to forward your UTAS emails to an external email service (such as gmail or Hotmail). In the past, there have been significant issues where this has occurred, resulting in UTAS being blacklisted by these email providers for a period of up to one month. To keep informed, please use your UTAS email as often as possible.

*IMPORTANT* Please email teaching staff when you have a question or issue of a personal nature, for example, you have a family issue that is affecting your studies. For general questions about the unit, please add them to the Q&A forum on our unit’s MyLO site. This way, other students can also benefit from the answers.

We receive a lot of emails. Be realistic about how long it might take for us to respond. Allow at least two (2) business days to reply. Staff are not required to respond to emails where students do not directly identify themselves, are threatening or offensive, or come from external (non-UTAS) email accounts.

When you write an email, you must include the following information. This helps teaching staff to determine who you are and which unit you are talking about.

- Family name;
- Preferred name;
- Student ID;
- Unit code (i.e., BEA109)
- Questions
• If your question is about an assessment task, please include the assessment task number or name.

### Assessment

#### Assessment Schedule

To be eligible to pass this unit you will need to attain an overall mark of 50% and satisfactorily pass each of the intended learning outcomes for the unit. Details of each assessment item are outlined below.

<table>
<thead>
<tr>
<th>Assessment Items</th>
<th>Due Date</th>
<th>Value/Weighting</th>
<th>Link to Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyLO Quizzes</td>
<td>Weekly (see MyLo)</td>
<td>10%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 3</td>
</tr>
<tr>
<td>Tutorial Participation (on-campus)</td>
<td>Weekly</td>
<td>10%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td>Online Participation (distance)</td>
<td></td>
<td></td>
<td>Learning Outcome 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 3</td>
</tr>
<tr>
<td>Written Assignments 1, 2, 3 &amp; 4</td>
<td>Wednesday 9 March, 4pm</td>
<td>5%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td></td>
<td>Wednesday 6 April, 4pm</td>
<td></td>
<td>Learning Outcome 2</td>
</tr>
<tr>
<td></td>
<td>Wednesday 27 April, 4pm</td>
<td></td>
<td>Learning Outcome 3</td>
</tr>
<tr>
<td></td>
<td>Wednesday 18 May, 4pm</td>
<td></td>
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</tr>
<tr>
<td>Final Exam</td>
<td>During the exam period</td>
<td>60%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 2</td>
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<td></td>
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<td></td>
<td>Learning Outcome 3</td>
</tr>
</tbody>
</table>

#### Assessment Item 1 – MyLO Quizzes

**Task Description:**

Multiple choice quizzes accessed through MyLO by following the relevant link in the weekly materials or using the Quizzes tab.

These quizzes are designed to encourage you to work on the topics covered in lectures on a regular basis. You may have multiple attempts at each quiz throughout the *limited* time period in which a particular quiz is available (see MyLO for quiz availability).

Your final mark for this assessment task will reflect your overall performance in the quizzes throughout the semester.

**Task Length**

5 questions per week
Assessment Criteria: Assessment criteria will be available on MyLO at the time of assessment.

Link to Unit’s Learning Outcomes:
Learning Outcome 1
Learning Outcome 2
Learning Outcome 3

Due Date: Weekly (see MyLo)

Value: 10%

Assessment Item 2 – Tutorial Participation (on-campus)/Online Participation (distance)

Task Description: On-Campus:
Participation in tutorial activities designed to help you prepare for the end of unit Final Assessment. You will be required to demonstrate the following in each tutorial:
- Produce a Weekly Summary of the topics covered in lectures (a weekly guide is provided)
- Complete a self-evaluation of your progress each week based on your independent study
- Be punctual and organised (i.e have access to any relevant Independent Study Materials supplied on MyLO)
- Demonstrate your understanding of the topics by completing tutorial activities

Distance:
Participation in online activities designed to help you prepare for the end of unit Final Assessment. You will be required to:
- Upload a Weekly Summary of the topics covered in lectures (a weekly guide is provided) to the MyLO Drop-box
- To provide feedback to your tutor regarding your progress by completing a short weekly MyLO survey
- To complete a Self-Assessment MyLO Quiz consisting of 5 short-answer questions (you have 1 hour to complete each quiz)
- Demonstrate your understanding of the topics based on your Self-Assessment Quiz marks

You are required to participate in these activities so that you can demonstrate good study habits.

Assessment Criteria: Assessment criteria will be available on MyLO at the time of assessment.

Link to Unit’s Learning Outcomes:
Learning Outcome 1
Learning Outcome 2
Learning Outcome 3

Due Date: Weekly

Value: 10%
Assessment Item 3 – Assignments 1, 2, 3 and 4

Task Description: Answers should be handwritten on a hardcopy of the assignment which should be submitted for assessment (This allows your tutor to assess your mathematical communication skills and mathematical thinking)

Task Length: Short answer questions to be completed on assignment sheet

Assessment Criteria: Assessment criteria will be available on MyLO at the time of assessment.

Link to Unit’s Learning Outcomes:
- Learning Outcome 1
- Learning Outcome 2
- Learning Outcome 3

Due Date:
- Assignment 1 - Wednesday 9 March, 4pm
- Assignment 2 - Wednesday 6 April, 4pm
- Assignment 3 - Wednesday 27 April, 4pm
- Assignment 4 – Wednesday 18 May, 4pm

Value:
- Assignment 1 - 5%
- Assignment 2 – 5%
- Assignment 3 – 5%
- Assignment 4 – 5%

Assessment Item 4 – Final exam

Task Description: The final exam cover all the topics studied in the unit.

Task Length: 3 hours

Assessment Criteria: Assessment criteria will be available on MyLO at the time of assessment.

Link to Unit’s Learning Outcomes:
- Learning Outcome 1
- Learning Outcome 2
- Learning Outcome 3

Due Date: Exam period

Value: 60%

Your final examination for this unit will be held during the scheduled examination period as indicated by Student Administration in correspondence to you.
Examinations will normally be scheduled Monday to Saturday inclusive. Examinations may be held during the day or evening and students should consult the university information which will be made available towards the end of semester.

You are advised to make any necessary arrangements with employers now for time off during the examination period to sit this examination. Your participation at the scheduled time is not negotiable unless there are exceptional circumstances. Note that you will be expected to sit the examination at your recorded study centre. To find out more go to the Exams Office website: http://www.utas.edu.au/exams/home.

**Submission of Assessment Items**

**Lodging Assessment Items**

Read the instructions in this unit outline for specific submission instructions for each assignment.

**All Students:**

- Weekly MyLO Quizzes should be completed and submitted online via MyLO.

- All written assignments must have a signed cover sheet (available on MyLO in the Assessment Folder) and be submitted in hard-copy form.

**On-Campus Students:**

- Hardcopies of written assignments should be placed in your local campus assignment submission box (located outside the Pre-degree Program office) by the due date and time.

- Participation assessment activities will be assessed during weekly tutorials.

**Distance Students:**

- Distance students can deliver hard copies of written assignments to the nearest on-campus assignment submission box (located outside the Pre-degree Program office) by the due date/time or send by mail, post marked on or before the due date to the address below:

  BEA109 Distance Tutor
  Private Bag 97
  HOBART 7001

Assignments **should not be emailed** unless advised otherwise.

- Online Participation activities should be submitted as follows:
  - Weekly Summaries should be uploaded to the appropriately dated MyLO Drop-box folder each week. Drop-box folders will be open for submissions for a limited period of time only, see the MyLO Drop-box for specific due dates. Please submit your weekly summaries in a commonly used file format, preferably as a Microsoft Word document or PDF. We can be flexible with file formats for this submission, so please seek advice from your Unit Coordinator or distance tutor if you wish to submit your file in another format.
Weekly Self-Assessment MyLO Quizzes should be completed and submitted online via MyLO.

Weekly Surveys should be completed and submitted online via MyLO.

Please remember that you are responsible for lodging your assessment items on or before the due date and time. We suggest you keep a copy. Even in ‘perfect’ systems, items sometimes go astray.

**Late Assessment and Extension Policy**

In this Policy
1. (a) ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays;
   (b) ‘late’ means after the due date and time; and
   (c) ‘assessment items’ includes all internal non-examination based forms of assessment
2. This Policy applies to all students enrolled in TSBE Units at whatever Campus or geographical location.
3. Students are expected to submit assessment items on or before the due date and time specified in the relevant Unit Outline. The onus is on the student to prove the date and time of submission.
4. Students who have a medical condition or special circumstances may apply for an extension. Requests for extensions should, where possible, be made in writing to the Unit Coordinator on or before the due date. Students will need to provide independent supporting documentation to substantiate their claims.
5. Late submission of assessment items will incur a penalty of 10% of the total marks possible for that piece of assessment for each day the assessment item is late unless an extension had been granted on or before the relevant due date.
6. Assessment items submitted more than five (5) days late will not be accepted.
7. Academic staff do NOT have the discretion to waive a late penalty, subject to clause 4 above.

**Academic Referencing and Style Guide**

Before starting their assignments, students are advised to familiarise themselves with the following electronic resources.

The first is the *Harvard Referencing System Style Guide*, which can be accessed from the UTAS library: [http://utas.libguides.com/content.php?pid=27520&sid=199808](http://utas.libguides.com/content.php?pid=27520&sid=199808). The *Harvard style* is the appropriate referencing style for this unit and the guide provides information on presentation of assignments, including referencing styles. In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The second is the Tasmanian School of Business and Economics’s *Writing Assignments: A Guide*, which can be accessed at: [http://www.utas.edu.au/business-and-economics/student-resources](http://www.utas.edu.au/business-and-economics/student-resources). This guide provides students with useful information about the structure and style of assignments in the TSBE.
Review of Assessment and Results

Review of Internal Assessment

It is expected that students will adhere to the following policy for a review of any piece of continuous/internal assessment. The term continuous/internal assessment includes any assessment task undertaken across the teaching phase of any unit (such as an assignment, a tutorial presentation, and online discussion, and the like), as well as any capstone assignment or take-home exam.

Within five (5) days of release of the assessment result a student may request a meeting with the assessor for the purpose of an informal review of the result (in accordance with Academic Assessment Rule No. 2 Clause 22 – www.utas.edu.au/university-council/university-governance/rules). During the meeting, the student should be prepared to discuss specifically the marks for the section(s) of the marking criteria they are disputing and why they consider their mark(s) is/are incorrect. The assessor will provide a response to the request for review within five (5) days of the meeting.

If the student is dissatisfied with the response they may request a formal review of internal assessment by the Head of School, with the request being lodged within five (5) days of the informal review being completed. A Review of Internal Assessment Form is available at the following link: http://www.utas.edu.au/business-and-economics/student-resources/forms. The form must be submitted to the TSBE Office.

Review of Final Exam/Result

In units with an invigilated exam students may request a review of their final exam result. You may request to see your exam script after results have been released by completing the Access to Exam Script Form, which is available from the TSBE Office, or at the following link – http://www.utas.edu.au/business-and-economics/student-resources/forms. Your unit coordinator will then contact you by email within five (5) working days of receipt of this form to go through your exam script.

Should you require a review of your final result a formal request must be made only after completing the review of exam script process list above. To comply with UTAS policy, this request must be made within ten (10) days from the release of the final results (in accordance with Academic Assessment Rule No. 2 Clause 22 – www.utas.edu.au/university-council/university-governance/rules). You will need to complete an Application for Review of Assessment Form, which can be accessed from http://www.utas.edu.au/exams/exam-and-results-forms. Note that if you have passed the unit you will be required to pay $50 for this review.

The TSBE reserves the right to refuse a student request to review final examination scripts should this process not be followed.

Further Support and Assistance

If you are experiencing difficulties with your studies or assessment items, have personal or life-planning issues, disability or illness that may affect your study, then you are advised to raise these with your lecturer or tutor in the first instance.
If you do not feel comfortable contacting one of these people, or you have had discussions with them and are not satisfied, then you are encouraged to contact:

**DIRECTOR OF UNDERGRADUATE PROGRAMS**
Name: Mr David Kronenberg
Room: 301, Centenary Building, Sandy Bay
Email: David.Kronenberg@utas.edu.au

Students are also encouraged to contact their Undergraduate Student Adviser who will be able to help in identifying the issues that need to be addressed, give general advice, assist by liaising with academic staff, as well as referring students to any relevant University-wide support services. Please refer to the Student Adviser listings at [www.utas.edu.au/first-year/student-advisers](http://www.utas.edu.au/first-year/student-advisers) for your adviser’s contact details.

There is also a range of University-wide support services available to students, including Student Centre Administration, Careers and Employment, Disability Services, International and Migrant Support, and Student Learning and Academic Support. Please refer to the Current Students website (available from [www.utas.edu.au/students](http://www.utas.edu.au/students)) for further information.

If you wish to pursue any matters further then a Student Advocate may be able to assist. Information about the advocates can be accessed from [www.utas.edu.au/governance-legal/student-complaints](http://www.utas.edu.au/governance-legal/student-complaints).

The University also has formal policies, and you can find out details about these policies from the following link – [http://www.utas.edu.au/registrar/student-complaints/](http://www.utas.edu.au/registrar/student-complaints/).
Academic Misconduct and Plagiarism

**Academic misconduct** includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

(a) seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or
(b) improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline. This can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see [http://www.utas.edu.au/university-council/university-governance/ordinances](http://www.utas.edu.au/university-council/university-governance/ordinances).

Plagiarism is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own, for example:

- using an author’s words without putting them in quotation marks and citing the source;
- using an author’s ideas without proper acknowledgment and citation; or
- copying another student’s work.

It also means using ones’ own work from previously submitted assessment items if repeating a unit.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at [http://www.academicintegrity.utas.edu.au/](http://www.academicintegrity.utas.edu.au/) The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course, or the University.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see [www.utas.edu.au/plagiarism/](http://www.utas.edu.au/plagiarism/) or follow the link under ‘Policy, Procedures and Feedback’ on the Current Students homepage.
## Study Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Start of Week</th>
<th>Topic/s and activities</th>
<th>Text Chapter/s</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday 22 February</td>
<td>Unit Introduction</td>
<td>See MyLO Content Folder</td>
<td>Weekly MyLO Quizzes begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review of the Basics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Monday 29 February</td>
<td>Directed Numbers and</td>
<td>See MyLO Content Folder</td>
<td>Weekly Participation activities begin</td>
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<tr>
<td></td>
<td></td>
<td>Introduction to algebra</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Monday 7 March</td>
<td>Linear Algebra</td>
<td>See MyLO Content Folder</td>
<td>Assignment 1</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Wednesday 9 March, 4pm</td>
</tr>
<tr>
<td>4</td>
<td>Monday 14 March</td>
<td>Public Holiday</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>Monday 21 March</td>
<td>Linear Graphs and Modelling</td>
<td>See MyLO Content Folder</td>
<td>Assignment 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wednesday 6 April, 4pm</td>
</tr>
<tr>
<td></td>
<td><strong>Mid- Semester Break:</strong> 24-31 March</td>
<td><strong>Mid- Semester Break:</strong> 24-31 March</td>
<td><strong>Mid- Semester Break:</strong> 24-31 March</td>
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</tr>
<tr>
<td>6</td>
<td>Monday 4 April</td>
<td>Quadratic Graphs</td>
<td>See MyLO Content Folder</td>
<td>Assignment 2</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Wednesday 6 April, 4pm</td>
</tr>
<tr>
<td>7</td>
<td>Monday 11 April</td>
<td>Solving Quadratic equations by Factorising</td>
<td>See MyLO Content Folder</td>
<td>Assignment 3</td>
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<tr>
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<td></td>
<td>Wednesday 27 April, 4pm</td>
</tr>
<tr>
<td>8</td>
<td>Monday 18 April</td>
<td>Indices and indicial Equations</td>
<td>See MyLO Content Folder</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Monday 25 April</td>
<td>Exponential Growth/Decay</td>
<td>See MyLO Content Folder</td>
<td>Assignment 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Logarithms</td>
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<td>Wednesday 27 April, 4pm</td>
</tr>
<tr>
<td>10</td>
<td>Monday 2 May</td>
<td>Interest and Depreciation</td>
<td>See MyLO Content Folder</td>
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<tr>
<td>11</td>
<td>Monday 9 May</td>
<td>Sets, Sequences and Series</td>
<td>See MyLO Content Folder</td>
<td>Assignment 4</td>
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<td>Wednesday 18 May, 4pm</td>
</tr>
<tr>
<td>12</td>
<td>Monday 15 May</td>
<td>Interpreting Data</td>
<td>See MyLO Content Folder</td>
<td>Assignment 4</td>
</tr>
<tr>
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<td>Wednesday 18 May, 4pm</td>
</tr>
<tr>
<td>13</td>
<td>Monday 23 May</td>
<td>Introduction to Probability</td>
<td>See MyLO Content Folder</td>
<td></td>
</tr>
</tbody>
</table>

**Examination Period:** 4-21 June 2016