UNIT OUTLINE

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

BEA140
Quantitative Methods

Semester 2, 2015

THIS UNIT IS BEING OFFERED IN:

HOBART, LAUNCESTON, CRADLE COAST, DISTANCE

Taught by:

Steve Thollar,
Maria Yanotti,
Mark Sullivan,
Andrew Kruup

CRICOS Provider Code: 00586B
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Unit Description

BEA140 Quantitative Methods is a foundation unit in business statistics and the mathematics of finance, and is a core unit in the Bachelor of Economics (BEc) and Bachelor of Business (BBus) degrees. It is also a nominated elective in a wide range of other programs throughout the University of Tasmania.

This unit is intended to provide a background capacity in mathematics of finance and statistical description and analysis, appropriate for a business student. The focus of the unit is on the practical use of data in business and economic decision environments, especially in an environment of risk and uncertainty. The unit is an introduction to the exciting world of applying mathematics and statistics to business problems.

By studying a variety of examples based on real world problems, the unit highlights the application of quantitative methodologies to assist managers, and decision makers, in dimensioning and communicating risks and opportunities.

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

BEA140 Quantitative Methods has a formal pre-requisite of either;

- TCE MTM215114 Mathematics Methods Foundation 2 (or equivalent), or
- Either TCE MTA315114 Mathematics Applied 3, OR a higher level Mathematics subject OR equivalent studies as accepted by the School of Economics and Finance and/or by the Faculty of Business OR a bridging mathematics unit (Either UPP090 or BEA109)

A basic proficiency in English language skills and basic calculator skills are assumed.

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 13 July 2015.

University of Tasmania Graduate Quality Statement

The units in your course, including this unit, have been designed to cumulatively develop the graduate qualities outlined in the University’s Graduate Quality Statement:

Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. Graduates acquire subject and multidisciplinary knowledge and skills and develop critical and creative literacies and skills of inquiry. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability.
## Intended Learning Outcomes for BEA140

<table>
<thead>
<tr>
<th>INTENDED LEARNING OUTCOMES</th>
<th>Related Assessment Criteria or Module Level Learning Objectives</th>
<th>ASSESSMENT METHODS</th>
<th>COURSE LEVEL LEARNING OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Outcome 1</strong></td>
<td>A knowledge of the basic concepts of the time valuation of money, and be able to apply these concepts to common situations in business/personal finance.</td>
<td>Identify and evaluate a variety of simple annuity (and simpler) problem scenarios.</td>
<td>Major assignment, final exam, online test 1.</td>
</tr>
<tr>
<td></td>
<td>Deal with common complications such as changes of interest rate, missed payments and partial payments.</td>
<td>Construct sinking fund and amortization tables.</td>
<td>Major assignment, final exam, online test 1.</td>
</tr>
<tr>
<td><strong>Learning Outcome 2</strong></td>
<td>To demonstrate sound practices in sampling, data description and presentation in a business environment.</td>
<td>Correctly use terminology.</td>
<td>Major assignment and final exam.</td>
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<td></td>
<td>Construct appropriate and well labeled charts.</td>
<td>Evaluate and interpret summary measures.</td>
<td>Major assignment and final exam.</td>
</tr>
<tr>
<td></td>
<td>Identify and describe deficiencies in sampling schemes.</td>
<td></td>
<td>Major assignment and final exam.</td>
</tr>
<tr>
<td><strong>Learning Outcome 3</strong></td>
<td>To apply basic probability concepts and probability distributions as an aid to business decision making.</td>
<td>Identify and evaluate marginal, joint and conditional probabilities.</td>
<td>Major assignment, final exam, online test 2.</td>
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<td></td>
<td>Determine and interpret expectations.</td>
<td>Identify the probability distribution appropriate to a problem and evaluate probabilities.</td>
<td>Major assignment, final exam, online test 2.</td>
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<tr>
<td><strong>Learning Outcome 4</strong></td>
<td>To use sample information to draw conclusions about properties of populations from which samples are drawn.</td>
<td>Determine and interpret p-values.</td>
<td>Final exam and online test 2.</td>
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<td></td>
<td>Construct and interpret confidence intervals.</td>
<td>Perform and interpret appropriate hypothesis tests.</td>
<td>Final exam and questions on make-up assignment.</td>
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<td></td>
<td>Determine required sample sizes.</td>
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<td>Final exam.</td>
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<tr>
<td>INTENDED LEARNING OUTCOMES</td>
<td>Related Assessment Criteria or Module Level Learning Objectives</td>
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<td><strong>Learning Outcome 5</strong></td>
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<td>Determine and interpret Pearson and Spearman correlation coefficients.</td>
<td>Major assignment and final exam.</td>
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<td></td>
<td>Perform OLS regression, and interpret key statistics.</td>
<td>Major assignment and final exam.</td>
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<td>Interpret an Excel regression printout.</td>
<td>Major assignment and final exam.</td>
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<td>Identify and describe common errors in bi-variate methods including extrapolation, and ascribing causation.</td>
<td>Major assignment and final exam.</td>
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<td><strong>Learning Outcome 6</strong></td>
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<td>Extract key information from a problem scenario.</td>
<td>Major assignment, final exam, make-up assignment.</td>
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<td>Select appropriate methodology, stating any assumptions required, and using a logical and structured approach.</td>
<td>Major assignment, final exam, make-up assignment.</td>
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<td></td>
<td>Select, populate, and evaluate appropriate formulae.</td>
<td>Major assignment, final exam, make-up assignment.</td>
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<tr>
<td></td>
<td>Present and interpret answers and apply ‘sanity tests’.</td>
<td>Major assignment, final exam, make-up assignment.</td>
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</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.

These are some of the expectations we have of you as a student enrolled in this unit:

- Students are expected to devote at least eight hours a week to BEA140 study. Typically this might involve three hours of attending classes, an hour of reviewing lecture notes, and four hours preparing for workshop and/or assignment tasks.
- Students requiring additional assistance are expected to take advantage of the additional support provided by the voluntary tutorial program and the PASS program.

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.

Learning Resources

Prescribed Text/Software

A prescribed text is a resource that you must have access to for the purposes of studying this unit. Information regarding how these may be purchased is attached.

There are no prescribed texts for this unit. Detailed lecture overviews for Modules 1 to 4 are available via MyLO. Additional material will also be available on MyLO.

Recommended Texts/Software

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.

Some students may find it useful to consult alternative references as part of their study program. Students may wish to take advantage of one of these as an additional source of worked examples, and for an alternate presentation of the material.

The study schedule refers to readings from the following five references:


NB – Other editions of these references are also acceptable. 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 material covered in these 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/Software**

**CALCULATORS**
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 calculator 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. It is probably wise to avoid buying a second hand calculator if the original owner has lost the instruction manual. Any handheld battery powered calculator may be used in the end of year exam, providing it does not have communications capability. i.e. calculators with Wi-Fi, GSM, Bluetooth or NFC are not permitted. You may not use a smart phone as a calculator in the examination.

**MICROSOFT EXCEL**
Students will be provided learning resources on how to use Excel, as a computational tool, in several parts of the unit. The ability to interpret a standard Excel regression output is examinable, but beyond this, the acquisition of Excel skills is not examinable. However, many students may find Excel a quick and convenient way to check their calculations in assignments and practice problems. Spreadsheet skills are very transferable, both to other subjects and to the workplace.

**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](http://www.utas.edu.au/mylo). To access the unit, select BEA140.


**Technical requirements for MyLO**

For further technical information and help, contact the UTAS Service Desk on 6226 1818 or at [http://www.utas.edu.au/service-desk](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 BEA140

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**

As part of a continuous improvement paradigm, feedback from students is used to help fine tune the content, delivery and assessment of BEA140 Quantitative Methods. As a direct result of student feedback, we have increased the marks allocated to the major assignment from 20 to 30 percent, removed the mid-semester test, and introduced a mid semester “forum” session. We also recently introduced an optional ‘make-up’ assignment which may be used to replace the worst 5% of a student's internal assessment and we have also increased the flexibility of test sitting times for the online tests.

**Details of Teaching Arrangements**

**Attendance Mode**

**Lectures**

To see the lecture timetable, go to [http://student.admin.utas.edu.au/coursesenrolment/timetable/](http://student.admin.utas.edu.au/coursesenrolment/timetable/)

There will be 13 two-hour lectures weekly during the semester commencing in Week 1. Lectures will cover the core examinable material in the unit. Detailed lecture outlines are available on MyLO. These on their own are not a complete 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.

Lectures will be recorded and will be available on MyLO.

**Tutorials**

Voluntary (non-compulsory) tutorial sessions will be held for one hour per week commencing in Week 4. These are primarily for students in need of additional assistance. Typically, students will come to tutorials with specific topics or problems that are causing them difficulty, and the tutor will work through a selection of these problems with the students during the tutorial session. Time and venue for this will be advised when demand has been assessed.
Workshops

Students are required to attend 12 workshop sessions. These will be held weekly, commencing in Week 2. Workshops 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 via MyLO. The weekly study schedule will nominate which of these are to be considered in workshop sessions. To benefit most you should prepare rough answers and come prepared to ask your workshop instructor to explain parts of the subject that you have not fully understood. Workshop sessions may also be used to provide students with an overview of assignment and test practice exercise questions.

Distance Mode

This unit will also be delivered via flexible delivery. Apart from accessing teaching materials, you will need to use the MyLO site regularly to check for announcements by the Unit Coordinator, to ask questions on the discussion forum and to participate in any other learning activities.

Distance students will share the BEA140 MyLO site with students enrolled in the on-campus version.

There are multiple reasons for this, including:

* Sharing of learning opportunities: Distance students will have the opportunity to listen to recordings of live lectures. It is expected that these will be a lot more "realistic" than purpose-recorded videos or narrated presentations.
* Sharing of resources: e.g. optional study activities, web links, etc. may be posted to the topic folders. All students, regardless of mode of enrolment, will be exposed to the same information, materials and optional activities.
* Sharing of study information: All students, regardless of enrolment mode, will have opportunity to interact with each other via discussion boards and email. This is most important, as it very much increases your class size, and therefore the range of interaction opportunities available to you. It will help you all help each other (explaining to others is an excellent learning/consolidation activity), and you can even form virtual study groups.

Lectures

There will be 13 two-hour lectures during the semester commencing weekly in Week 1. Lectures will cover the core examinable material in the unit. Detailed lecture outlines are available on MyLO for review prior to each week’s lecture.

Lectures will be recorded and will be available on MyLO as a shared resource for both flexible and on-campus students.

Online Workshops

Students are required to attend 12 workshop sessions. For distance students, these will be held live online weekly, commencing in Week 2:

* The online workshops will be held through Elluminate Live! online learning platform.
* A workshop session web link can be found on our BEA 140 flexible site on MyLO.
* To join the session, simply click on the link and follow suggested instruction before the weekly scheduled workshop time.
* The workshop schedule will be advised during week 1.

Workshops 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 via
MyLO. The weekly study schedule will nominate which of these are to be considered in workshop sessions. To benefit most, you should prepare rough answers, and come prepared to ask your workshop instructor to explain parts of the subject that you have not fully understood. Workshop sessions may also be used to provide students with an overview of assignment and test practice exercise questions.

**Online Tutorials**

Voluntary (non-compulsory) tutorial sessions will be held one hour per week commencing in Week 4. These are primarily for students in need of additional assistance. Typically, students will log-in specific topics or problems that are causing them difficulty, and the tutor will work through a selection of these problems with the students during the tutorial session. These sessions will be held online, and time and weblink for this will be advised when demand has been assessed.

**Online Activities (Online details)**

There are two online tests (in week 4 and week 12) which students are required to sit.

**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.

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.

**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/.

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.
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 (BEA140)
- Questions
- If your question is about an assessment task, please include the assessment task number or name.

**Assessment**

**How Your Final Result Is Determined**

In order to pass this unit you must achieve an overall mark of at least 50% of the total available marks. Details of each assessment item are outlined below.

**Assessment Schedule**

<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>Assessment 1</td>
<td>Online test 1</td>
<td>During week 4</td>
<td>5%</td>
</tr>
<tr>
<td>Assessment 2</td>
<td>Major assignment</td>
<td>End of week 10</td>
<td>30%</td>
</tr>
<tr>
<td>Assessment 3</td>
<td>Online test 2</td>
<td>During week 12</td>
<td>5%</td>
</tr>
<tr>
<td>Assessment 4</td>
<td>Make-up assignment</td>
<td>End of week 13</td>
<td>5%</td>
</tr>
<tr>
<td>Assessment 5</td>
<td>Examination</td>
<td>During examination period</td>
<td>60%</td>
</tr>
</tbody>
</table>

**Assessment Item 1 – Online test 1**

**Task Description:** Online Test 1 will be sat online by students in their own time during a window of availability in week 4. The test will be randomised (i.e., all students will be tested on the same topics but each student will receive a unique set of questions).

The aim of Online Test 1 is to:

- Test core computational skills relating to key formulae in Module 1 of the unit.
- Provide rapid feedback with regard to these core computational skills.
- Contribute to non-collaborative internal assessment.
**Task Length**  
60 minutes in which to attempt ten to fifteen multi-choice questions.

**Assessment Criteria:** All questions require students to recognise the type of problem, and select, populate and evaluate the appropriate formula. Multiple choice test, one mark per correct answer, no penalty for incorrect answers.

**Link to Unit’s Learning Outcomes:** 1 & 6

**Due Date:** During week 4

**Value:** 5%

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**Assessment Item 2 – Major Assignment**

**Task Description:** The assignment will consist of preparing answers to a variety of problems, with workings and procedures shown, and for which part marks may be awarded for incorrect answers. The assignment is to be prepared and submitted by individual students, not teams. This assessment should be submitted through MyLO dropbox before the due date.

**Task Length**  
Six to ten multipart questions.

**Assessment Criteria:** An assessment rubric for the major assignment is provided as an attachment to the major assignment question sheet.

**Link to Unit’s Learning Outcomes:** 1, 2, 3, 5 & 6

**Due Date:** End of week 10

**Value:** 30%

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**Assessment Item 3 – Online test 2**

**Task Description:** Online Test 2 will be sat online by students in their own time during a window of availability in week 12. The test will be randomised (i.e., all students will be tested on the same topics but each student will receive a unique set of questions).

The aim of Online Test 2 is to:

- Test core computational skills relating to key formulae in Module 3 of the unit.
- Provide rapid feedback with regard to these core computational skills.
- Contribute to non-collaborative internal assessment.

**Task Length**  
60 minutes in which to attempt ten to fifteen multi-choice questions.

**Assessment Criteria:** All questions require students to recognise the type of problem, and select, populate and evaluate the appropriate formula. Multiple choice test, one mark per correct answer, no penalty for incorrect answers.

**Link to Unit’s Learning Outcomes:** 3, 4 & 6
**Assessment Item 4 - Make-up assignment**

**Task Description:** The assignment will consist of preparing answers to a variety of problems, with workings and procedures shown, and for which part marks may be awarded for incorrect answers. The make-up assignment is an individual assignment, and MAY NOT be submitted by teams.

The make-up assignment is an optional individual assignment which allows a student to replace the worst 5% of their internal assessment with the mark received for the make-up assignment. A detailed description of how marks for the make-up assignment contribute to internal assessment will appear as an attachment to the make-up assignment.

**Task Length**
Two multipart questions

**Assessment Criteria:** An assessment rubric for the major assignment is provided as an attachment to the assignment question sheet.

**Link to Unit’s Learning Outcomes:** 4, 5 & 6

**Due Date:** End of week 13

**Value:** 5%

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**Assessment Item 5 - Examination**

**Task Description:** A multiple choice section worth 20 marks. Students should attempt six out of ten multipart questions, worth a total of 160 marks.

**Task Length**
3 hours

**Exam Venue**
In the beginning of the semester, an email form UTAS will be sent to students explaining how we organise the exam. **Flexible students do need to sit exam in a physical location. Students need to nominate their nearest approved distance examination centre according to the instructions on the email sent by UTAS distant supervision.**

**Assessment Criteria:** Answers should contain students’ workings and procedures. Part marks may be awarded for incorrect answers. The standard of questions and answers can be gauged from copies of previous years’ exams and solutions which are available on MyLO. The key assessment criteria will be Assumptions, Methodology, Evaluation and Interpretation/Reflection, as described in the rubric attached to the major and make-up assignments.

**Link to Unit’s Learning Outcomes:** 1, 2, 3, 4, 5 & 6
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**

Assignments must be submitted electronically through the relevant assignment drop box in MyLO. **Students must ensure that their name, student ID, unit code, tutorial time and tutor’s name (if applicable) are clearly marked on the first page. If this information is missing, the assignment will not be accepted and, therefore, will not be marked.**

Where relevant, Unit Coordinators may also request students submit a paper version of their assignments. Students will be advised by the Unit Coordinator of the appropriate process relevant to each campus (Hobart, Launceston or Cradle Coast).

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. 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’ *Writing Assignments: A Guide*, which can be accessed at: 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/academic-governance/academic-senate/academic-senate-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/academic-governance/academic-senate/academic-senate-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:

ACADEMIC DIRECTOR – 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 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) 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. The University also has formal policies, and you can find out details about those from that link.
**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 one’s 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.utas.edu.au/academic-integrity/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.](http://www.utas.edu.au/academic-integrity/)

**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 13 July</td>
<td>Introduction to Unit. Summation notation. Introduction to mathematics of finance. Interest, present and future values of a single amount, solution for time and interest rate. Effective and equivalent rates.</td>
<td>Lecture Notes: Mod 1, pp. 1-10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Monday 20 July</td>
<td>Introduction to simple annuities. Perpetuities. Amortisation. (Including dealing with changes in interest rate, missed额外 payments, annuities due).</td>
<td>Mod 1, pp. 11-22</td>
<td>Workshops commence</td>
</tr>
<tr>
<td>4</td>
<td>Monday 3 Aug</td>
<td>Summary - Summary measures for raw data, and for grouped data (including interpolation with grouped data).</td>
<td>Mod 2, pp. 10-24</td>
<td>Online Test 1 (5%) Voluntary tutorials commence</td>
</tr>
<tr>
<td>5</td>
<td>Monday 10 Aug</td>
<td>Summary and Presentation with Bi-variate Data - scatter diagram, correlation, principle of least squares, determining line of best fit, goodness of fit, explained and unexplained variation, Spearman’s Rank Correlation Coefficient.</td>
<td>Mod 2, pp. 25-39</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Monday 17 Aug</td>
<td>Commence Module 3 - Probability Basic Probability - concepts, laws, trees and tables, independence, Bayes’ rule.</td>
<td>Mod 3, pp. 1-16</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Monday 24 Aug</td>
<td>Mid-semester Forum. All material covered in the first six weeks.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mid-Semester Break: 31 August – 4 September inclusive**

| 8    | Monday 7 Sept | Discrete Probability Distributions - expectations, Poisson, binomial. | Mod 3, pp. 17-26 |          |
| 9    | Monday 14 Sept| Continuous Probability Distributions - normal, z-scores, approximations of the binomial and Poisson by the normal | Mod 3, pp. 26-40 |          |
| 10   | Monday 21 Sept| Sampling Distributions - sampling distribution of means, sampling of proportions, Central Limit Theorem, finite population correction factor, the Student’s t distribution. Commence Module 4 - Estimation & Inference Estimation - point & interval estimates | Mod 3, pp. 40-48, Mod 4, pp. 1-5 | Major assignment due (30%) |
| 11   | Monday 28 Sept| Point and interval estimates for population proportion, determination of optimal sample size, inference - one sample tests of mean and proportion, types of error, one and two tailed tests, significance | Mod 4, pp. 6-19 |          |
| 12   | Monday 5 Oct  | Bi-variate Inference - Chi-squared test for independence. Tests for existence of linear relationship, confidence interval for slope, test for significance of Spearman Rank Correlation coefficient. | Mod 4, pp. 19-28 | Online Test 2 (5%) |
| 13   | Monday 12 Oct | Unit Review and Exam Preview Unit review, exam preview notes | | Optional make-up assignment due (5%) |

Examination Period: 24 October – 10 November 2015
# Tutorial/Workshop Schedule

Please note that the tutorial schedule commences in week 2 of semester.

<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>2</td>
<td>Monday 20 July</td>
<td>Summation notation. Future and present values of single amounts.</td>
<td>Mod 1 workshop exercises 1, 2, 6, 7 and 9 and any others up to 16. (6, 7 and 9 are similar to Module 1 Practice Exercises, questions 1, 3 and 2 respectively.)</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Monday 27 July</td>
<td>Annuities.</td>
<td>Mod 1 workshop exercises 12a, 19, 21, which are similar to Module 1 Practice Exercises (questions 4, 6 and 5 respectively).</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Monday 3 Aug</td>
<td>Advanced annuities</td>
<td>Mod 1 workshop exercises 24, 28</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Monday 10 Aug</td>
<td>Raw and grouped data summary statistics.</td>
<td>Mod 2 workshop exercises 13, 2 which are similar to Module 2 Practice Exercises, (questions 1 and 2 respectively).</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>Monday 17 Aug</td>
<td>Ordinary least squares regression.</td>
<td>Mod 2 workshop exercise 14 which is similar to Module 2 Practice Exercises, question 3.</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Monday 24 Aug</td>
<td>Mid-semester Test Week</td>
<td>Private Study</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Mid-Semester Break: 31 August – 4 September inclusive</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Monday 7 Sept</td>
<td>Marginal, joint and conditional probabilities.</td>
<td>Mod 3 workshop exercise 20 which is similar to Module 3 Practice Exercises, question 1.</td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>Monday 14 Sept</td>
<td>Discrete probability distributions.</td>
<td>Mod 3 workshop exercises 30, 38 and 42 which are similar to Module 3 Practice Exercises, (questions 2, 4 and 3 respectively).</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>Monday 21 Sept</td>
<td>Normal probability distributions.</td>
<td>Mod 3 workshop exercise 64 which is similar to Module 3 Practice Exercises, question 5.</td>
<td>N/A</td>
</tr>
<tr>
<td>11</td>
<td>Monday 28 Sept</td>
<td>Sampling distributions of sample means. Confidence intervals.</td>
<td>Mod 3 workshop exercise 74, 88 which are similar to Module 4 Practice Exercises questions 1 &amp; 2. Mod 4a workshop 7 which is similar to Module 4 Practice Exercises question 3.</td>
<td>N/A</td>
</tr>
<tr>
<td>12</td>
<td>Monday 5 Oct</td>
<td>Inference and regression.</td>
<td>Mod 4b workshop exercise 1 which is similar to Module 4 practice exercise question 4.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Monday 12 Oct</td>
<td>Bi-variate inference.</td>
<td>Rest of Mod 4b workshop problems</td>
<td></td>
</tr>
</tbody>
</table>

**Examination Period: 24 October – 10 November 2015**