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 Method

Semester 2, 2015

THIS UNIT IS BEING OFFERED IN:
BURNIE, HOBART, LAUNCESTON & BY DISTANCE

Taught by:
Satoshi Yamazaki
Jane Stratton
James Bramich
Rob Lewis

CRICOS Provider Code: 00586B
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# Contact Details

<table>
<thead>
<tr>
<th>Unit Coordinator: Satoshi Yamazaki</th>
<th>Lecturer: Jane Stratton</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus:</strong> Sandy Bay</td>
<td><strong>Campus:</strong> Sandy Bay &amp; Distance</td>
</tr>
<tr>
<td><strong>Room Number:</strong> Centenary Building, 223</td>
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</tr>
<tr>
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<td><strong>Email:</strong> <a href="mailto:Jane.Stratton@utas.edu.au">Jane.Stratton@utas.edu.au</a></td>
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</tr>
<tr>
<td><strong>Consultation:</strong> Thursday 1-2pm</td>
<td><strong>Consultation:</strong> Monday 2-3pm in Geo341</td>
</tr>
</tbody>
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<tr>
<th>Lecturer: James Bramich</th>
<th>Lecturer: Rob Lewis</th>
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<tr>
<td><strong>Campus:</strong> Cradle Coast</td>
<td><strong>Campus:</strong> Launceston</td>
</tr>
<tr>
<td><strong>Room Number:</strong> Cradle Coast, B112</td>
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</tr>
<tr>
<td><strong>Consultation:</strong> By appointment</td>
<td><strong>Consultation:</strong> By appointment</td>
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</tbody>
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Unit Description

BEA109 Introduction to Quantitative Methods covers the essential foundation skills and knowledge in mathematics and statistics as a preparation for University degree subjects with numeracy components (e.g. Business, Economics, Finance, Psychology, Geography, Education and Nursing). It provides the opportunity to review fundamental mathematical operations and apply them to solve mathematical problems in different contexts.

Topics include applications of algebra, indicies, logarithms, functions, financial maths, graphical methods, and basic statistics.

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

BEA109 Introduction to Quantitative Methods has no formal pre-requisite. You do, however, need proficiency in English reading and writing skills. Proficiency means an ability to read and comprehend a piece of academic writing as found in a journal article or text, and the ability to write a paragraph of connecting sentences. A proficiency in basic calculator skills is 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 BEA109

<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></td>
<td></td>
<td>Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. Course learning outcomes are available from the Course Coordinator. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Quality Statement.</td>
</tr>
<tr>
<td>Communicate mathematical ideas and information.</td>
<td>a. Identify and evaluate a variety of simple problem scenarios.</td>
<td>MyLO Quizzes, Tutorial participation/on-line, Assignments 1, 2, &amp; 3, and the final exam</td>
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<td></td>
<td>b. Construct tables of information that are used to sketch graphs and describe relationships between variables.</td>
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<td></td>
<td>c. Correctly use mathematical terminology and conventions.</td>
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<td></td>
<td>d. Identify the properties of linear, quadratic and logarithmic functions and graphs.</td>
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<tr>
<td><strong>Learning Outcome 2</strong></td>
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<tr>
<td>Demonstrate sound practices using numerical, graphical, and algebraic information to solve real-world problems.</td>
<td>e. 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>MyLO Quizzes, Tutorial participation/on-line, Assignments 1, 2, &amp; 3, and the final exam</td>
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<td></td>
<td>f. Evaluate and interpret summary measures.</td>
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<td>g. Transpose algebraic expressions and equations.</td>
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<td></td>
<td>h. Determine equations of linear functions from graphs.</td>
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<td></td>
<td>i. Use the properties of quadratic equations to solve problems.</td>
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<td></td>
<td>j. Apply the index and logarithm laws to solve simple equations.</td>
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<tr>
<td><strong>Learning Outcome 3</strong></td>
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<tr>
<td>Apply appropriate mathematical formulas to solve real-world problems.</td>
<td>k. Use linear functions of best fit to make predictions (interpolation and extrapolation) in a number of contexts, including finance.</td>
<td>MyLO Quizzes, Tutorial participation/on-line, Assignments 1, 2, &amp; 3, and the final exam</td>
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<tr>
<td></td>
<td>l. Identify the probability distribution appropriate to a problem and evaluate probabilities.</td>
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<tr>
<td></td>
<td>m. Apply financial formulas to solve problems.</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:

For on-campus students: regular attendance and active participation in class is essential for your success. Working with other students is an excellent way of developing your own skills and confidence and you will be expected to work in pairs and small groups during workshops and tutorials.

For distance students: Log into the Distance Study section of MyLO at least weekly, read and take notes as suggested and complete any tasks you are given.

Here are some suggestions that may help you get the most out of this unit:

- Study this unit as consistently as possible. The skills covered in this unit will develop over time. Unless you practise using the information you have studied, your skills are unlikely to improve.
- It is important to be aware of assignment deadlines in other units and the commitments you have in your life outside of study, while still focussing on the requirements of this unit. Plan how best to use your independent study time each week and prepare thoroughly for scheduled contact hours to maximise your learning and minimise stress.
- Get help sooner rather than later so you don’t get too far behind. Contact your Distance Tutor for help and assistance.
- In addition to tutorials, you are encouraged to interact with your lecturers, tutors and other students via:
  - Supported Studies sessions
  - staff consultation times
  - MyLO
  - email

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 required readings for this unit, you will be provided with printable resources throughout the semester in tutorials and/or 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.

There are no recommended texts for this unit. Unit specific materials will be supplied via MyLO, and open access websites will be recommended in the place of a textbook.

You may also find it useful to purchase a ‘Maths Online’ account to support your studies in this unit. Maths Online is an interactive website containing audio-visual lessons where a teacher works through examples. The cost of Maths Online is $20. This is a special rate for UTAS students. To obtain your account, logon to the following web address and follow the prompts. (Do not use the Maths Online homepage as you will not get the special UTAS rate).


You will need to enter your University of Tasmania email address; select your class as OTHER and payment is by credit card.

To access Maths Online, go to

http://www.mathsonline.com.au/students/

and enter the username/password you were given when you subscribed.

You can use Maths Online as a resource to fill in gaps in your knowledge and work at your own pace through topics, lessons and worksheets you feel might be useful.

Other Recommended Resources/Software

In addition to the texts (or software) recommended above, students are also expected to be familiar with the key academic journals in the discipline from which useful insights may be derived. In particular, students are encouraged to review regularly the relevant papers that are published in:

Reading Lists provide direct access to all material on unit reading lists in one place. This includes eReadings and items in Reserve. To access Reading Lists please go to: http://rlms.utas.edu.au/erl/

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**

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. OR
3. Once you have opened the Begin Here folder, click on the Student Agreement file. OR
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 a result of student feedback the unit outline (descriptions of the assessment) is revised for this year.
Details of Teaching Arrangements

Lecture/Tutorial Mode

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

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 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 outline 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 MyLO.

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.

Please note that lectures/workshops commence in week 1 of semester and the tutorials commence in week 2 of semester.

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.

Distance Mode

Detailed instructions and resources for each week’s work are available on MyLO. Completion of timed questions each week in the form of a MyLO quiz will be the equivalent of tutorials.

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 (BEA109)
- 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>MyLO Quizzes</td>
<td>Weekly</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>Assignment 1 (Weeks 1-3)</td>
<td>Week 5</td>
<td>5%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td></td>
<td>Monday 10 August, 4pm</td>
<td></td>
<td>Learning Outcome 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 3</td>
</tr>
<tr>
<td>Assignment 2 (Weeks 4-7)</td>
<td>Week 9</td>
<td>10%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td></td>
<td>Monday 14 September, 4pm</td>
<td></td>
<td>Learning Outcome 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 3</td>
</tr>
<tr>
<td>Assignment 3 (Weeks 8-11)</td>
<td>Week 13</td>
<td>5%</td>
<td>Learning Outcome 1</td>
</tr>
<tr>
<td></td>
<td>Monday 12 October, 4pm</td>
<td></td>
<td>Learning Outcome 2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Learning Outcome 3</td>
</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>
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</tbody>
</table>
Assessment Item 1 – MyLO Quizzes

Task Description: Multiple choice quizzes accessed through MyLO.

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: See assessment criteria details on page 5.

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

Due Date: Weekly (see MyLo)

Value: 10%
Assessment Item 2 – Tutorial Participation (on-campus)/Online Participation (distance)

**Task Description:**

**On-Campus:**
Regular participation in tutorial activities is designed to; encourage good study habits, give you the opportunity to interact with your teachers, and help you prepare for the end of unit Final Exam.

To achieve your Participation mark you are required to:

- **Attend** weekly tutorials and come **prepared** with questions and relevant unit materials.

- **Demonstrate a familiarity** with the previous weeks **content** and **independent study materials**.

- **Actively participate** in tutorial activities including group work.

**Distance:**
Regular participation in online activities is designed to; encourage good study habits, give you the opportunity to interact with your teachers, and help you prepare for the end of unit Final Exam.

To achieve your Participation mark you are required to:

- **Access** the Distance Study Materials folder and Independent Study materials **weekly** and **upload** your own **weekly summaries** of the materials to the MyLO Drop-box

- Complete **weekly MyLO Self-Assessment** quizzes.

Participate in a **weekly survey on MyLO** to give feedback on your progress.

**Task Length:**
- Accessing relevant materials (All students)
- 1 × 50 minute tutorial per week (On-campus)
- 5 Self-Assessment questions, 2 Survey Questions & Weekly Summary approx. 1 or 2 pages (Distance)

**Assessment Criteria:**
See assessment criteria details on page 5.

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

**Due Date:**
Weekly

**Value:**
10%
Assessment Item 3 – Assignment 1 (Weeks 1-3)

Task Description: This assignment covers topics from Weeks 1, 2, and 3

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

Assessment Criteria: See assessment criteria details on page 5.

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

Due Date: Week 5, Monday 10 August, 4pm

Value: 5%

Assessment Item 4 – Assignment 2 (Weeks 4-7)

Task Description: This assignment covers topics from Weeks 4, 5, 6, and 7

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

Assessment Criteria: See assessment criteria details on page 5.

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

Due Date: Week 9, Monday 14 September, 4pm

Value: 10%

Assessment Item 5 – Assignment 3 (Weeks 8-11)

Task Description: This assignment covers topics from Weeks 8, 9, 10 and 11

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

Assessment Criteria: See assessment criteria details on page 5.

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

Due Date: Week 13, Monday 12 October, 4pm

Value: 5%
Assessment Item 6 – Final Exam

Task Description: Five multi-part questions, covering all the topics studied in the unit.

Previous end of year exams and solutions to these are available through the Reading List in MyLO.

Task Length: 3 hours (+ 15 minutes reading time)

Assessment Criteria: See assessment criteria details above

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

Due Date: During the examination period

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

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](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.

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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Start of Week</th>
<th>Topic/s and activities</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday 13 July</td>
<td>Introduction to Unit and Review of the Basics</td>
<td>Weekly MyLO Quizzes begin</td>
</tr>
<tr>
<td>2</td>
<td>Monday 20 July</td>
<td>Directed Numbers and Introduction to Algebra</td>
<td>Tutorial/online Participation activities begin</td>
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<td>3</td>
<td>Monday 27 July</td>
<td>Linear Algebra</td>
<td></td>
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<tr>
<td>4</td>
<td>Monday 3 August</td>
<td>Linear Graphs</td>
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<tr>
<td>5</td>
<td>Monday 10 August</td>
<td>Linear Modelling</td>
<td>Assignment 1</td>
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<tr>
<td></td>
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<td></td>
<td>Due: Monday 10 August, 4pm</td>
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<tr>
<td>6</td>
<td>Monday 17 August</td>
<td>Quadratic Graphs</td>
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<tr>
<td>7</td>
<td>Monday 24 August</td>
<td>Solving Quadratics by Factorising</td>
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<tr>
<td>8</td>
<td>Monday 7 September</td>
<td>Indices and indicial Equations</td>
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<tr>
<td>9</td>
<td>Monday 14 September</td>
<td>Exponential Growth/Decay and Logarithms</td>
<td>Assignment 2</td>
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<td>Due: Monday 14 September, 4pm</td>
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<tr>
<td>10</td>
<td>Monday 21 September</td>
<td>Applications to Finance</td>
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<tr>
<td>11</td>
<td>Monday 28 September</td>
<td>Sets, Sequences, Series &amp; Annuities</td>
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<tr>
<td>12</td>
<td>Monday 5 October</td>
<td>Interpreting Data</td>
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<tr>
<td>13</td>
<td>Monday 12 October</td>
<td>Introduction to Probability</td>
<td>Assignment 3</td>
</tr>
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<td>Due: Monday 12 October, 4pm</td>
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</tbody>
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**Mid-Semester Break: 31 August – 4 September inclusive**

<table>
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**Examination Period: 24 October – 10 November 2015**