



ESEP-002 – Money and Math Skills

College Preparation and Upgrading

Effective Term & Year: Fall 2022

Course Outline Review Date: 2027-03-01

Program Area: Upgrading for Academic and Career Entry

Description:

This course helps students develop math skills related to employment and basic personal finances including budgets, taxes, and payroll. Students practice basic math operations related to real life circumstances and problem solving with a variety of assignments and activities.

Program Information:

This course is a required course for the Education and Skills for Employment Program.

Delivery Methods: On-campus (Face-to-Face)

Credit Type: ABE Credits

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	45

Course Requisites:

None

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Instructor worksheets and packages will be distributed to the class.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

- demonstrate the ability to use a calculator for basic calculations (adding, subtracting, multiplying, and dividing);
- use basic number operations in daily tasks;
- identify and use currency in monetary transactions;
- read, decode and prepare bills, invoices, and receipts;
- demonstrate the ability to prepare a personal budget;
- identify taxes;
- identify payroll terms and payroll deductions;
- count currency; and
- demonstrate the ability to solve real –life problems using basic number operations.

Course Topics:

- Math in Our Daily Lives
- Work and Money

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Assignments (worksheets)	60%
Applied math activities	30%
Quizzes	10%
Total	100%

Grade Scheme

COM	NCG
Completed to the minimum defined standard	No credit granted – less than minimum defined standard

Pass requirements: None

Evaluation Notes Comments:

A completion of 75% is required.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
 - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
 - Policy 2.5.8 Academic Performance
 - Policy 2.5.3 Grade Appeal
 - Policy 2.4.9 Student Concerns Re Faculty
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Equivalent Course(s) and Course Code Changes

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.