



Money and Math Skills – ESEP 002

Education and Skills for Employment Program

Course Outline

COURSE IMPLEMENTATION DATE: January 2017
OUTLINE EFFECTIVE DATE: September 2022
COURSE OUTLINE REVIEW DATE: March 2027

GENERAL COURSE 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: This course is delivered face to face.

COTR Credits: None

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Instructional Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience	
Formal Work Experience	
Other	
Total	

Other Contact Hours:

- Guided Practice

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head

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Department Head Signature

Dean Signature

EDCO

Valid from: September 2022 – March 2027

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Admitted to ESEP or instructor permission

Corequisites: N/A

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: TEP 002

Date changed: November 2016

Textbooks and Required Resources:

Instructor worksheets and packages will be distributed to the class.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> 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.
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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 ASSESSMENT (Face-to-Face Delivery):

Assignments	% Of Total Grade
Assignments (worksheets)	60%
Applied math activities	30%
Quizzes	<u>10%</u>
Total	100%

COURSE GRADE:

A completion of 75% is required.

COM	Completed to defined standard
NCG	No Credit Granted

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.