

PRE-ACCREDITATION

Maths & Literacy for Business Admin

Contents

Introduction
About the author
Acknowledgements

v
vi
vi

LITERACY		
Unit 1	Spelling	1
Unit 2	Alphabetising	2
Unit 3	Comprehension	3
MATHEMATICS		
Unit 4	General Mathematics	5
Unit 5	Basic Operations Section A: Addition Section B: Subtraction Section C: Multiplication Section D: Division	9
Unit 6	Decimals Section A: Addition Section B: Subtraction Section C: Multiplication Section D: Division	14
Unit 7	Fractions Section A: Addition Section B: Subtraction Section C: Multiplication Section D: Division	19
Unit 8	Percentages	22
Unit 9	Measurement Conversions	24

Unit 10	Earning Wages	26
Unit 11	Squaring Numbers Section A: Introducing square numbers Section B: Applying square numbers to the trade	28
Unit 12	Invoices/Bills/Specials	31
Unit 13	Practice Written Exam for the Business Admin Trade	33

Glossary

Formulae and Data

Notes

42

43

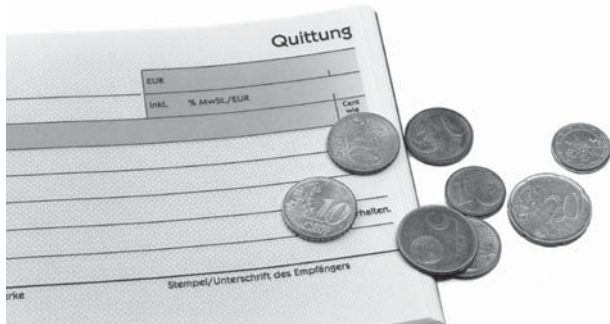
46

SAMPLE PAGES

QUESTION 8

On Friday, the receptionist balances cash in the petty cash box. The box has $2 \times \$50$ notes, $4 \times \$20$ notes, $3 \times \$10$ notes, $9 \times \$5$ notes, $12 \times \$2$ coins and $11 \times \$1$ coins. What is the total?

Answer:



QUESTION 9

An administrative assistant is asked to balance the following amounts of cash and coin that has been received by a small company: $6 \times \$50$ notes, $9 \times \$20$ notes, $15 \times \$10$ notes, $19 \times \$5$ notes, $26 \times \$2$ coins and $38 \times \$1$ coins. What is the total?

Answer:

QUESTION 10

A company has a fundraiser for a charity. The following amounts are received and need to be counted: $5 \times \$50$ notes, $22 \times \$20$ notes, $133 \times \$10$ notes, $14 \times \$5$ notes, $129 \times \$2$ coins and $163 \times \$1$ coins. How much did the company raise for the charity?

Answer:

Section B: Subtraction

Short-answer questions

Specific instructions to students

- This section will help you to improve your subtraction skills for basic operations.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

An office purchases a range of stationery that costs \$12. How much change is given from \$50?

Answer:

QUESTION 2

Four document wallets and a box of overhead transparency sheets are bought for an office at a cost of \$43. How much change will be given from \$100?

Answer:

QUESTION 3

A receptionist purchases the following office supplies: five packets of AAA batteries for \$9, 24 whiteboard markers for \$41 and six glue sticks for \$15. How much change will be given from \$100?

Answer:

QUESTION 4

An office uses 27 whiteboard markers from a box that contains 100 whiteboard markers. How many are left in the box?

Answer:

QUESTION 5

The total cost of office supplies for the period of January to June comes to \$425. The bill is paid from petty cash using $10 \times \$50$ notes. How much change should be received?

Answer:

QUESTION 6

A company uses 31 display folders from a box that contains 50 display folders. How many are left in the box?

Answer:

QUESTION 5

Each month a set of documents need to be posted to an interstate company. Each time they are posted it costs \$9. What would be the total expenditure for posting the items over a 15-month period?

Answer:

QUESTION 6

A group of seven visitors take two taxis to the city from the airport for a meeting. The cost for each taxi comes to \$39. What is the total for both taxis?

Answer:

QUESTION 7

A cheque for \$237 is made out each month to a cleaning company for cleaning the offices. How much is spent on cleaning for a year?

Answer:

QUESTION 8

A water filtration system for a large company requires servicing quarterly. Each service costs \$65. How much does the administrative assistant make the cheque out for at the end of each financial year?

Answer:

QUESTION 9

Twelve new leather chairs are purchased for a company's boardroom. Each chair costs \$185. How much will the total be?

Answer:



QUESTION 10

A receptionist purchases five coffee tables. If each one costs \$87, how much will all five cost?

Answer:

Section D: Division

Short-answer questions

Specific instructions to students

- This section will help you to improve your division skills for basic operations.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

If five items of furniture are purchased for \$110, how much will the unit cost be for each?

Answer:

QUESTION 2

If a receptionist earns \$568 (before tax) for working a five-day week, how much would the receptionist earn per day?

Answer:

QUESTION 6

The members of a committee want to have a meeting, and drinks and food are to be supplied. The cost of the drinks and food comes to \$87.50. There is \$133.20 in petty cash. How much will be left once the drinks and food are paid for?

Answer:



QUESTION 7

A receptionist gets paid \$568.50 for a week's work. If \$178.50 is used to pay for a service on a car, \$45.75 is paid for hairdressing and \$126 is spent on entertainment, how much money is left?

Answer:

QUESTION 8

A courier delivers two glass tables to a company and requires cash on delivery (COD). The total cost is \$456.80. There is \$512.40 in petty cash. Once the courier is paid, how much money remains in petty cash?

Answer:

QUESTION 9

Five workers at a screen printing business are paid the following fortnightly wages: \$1112.75, \$1135.95, \$2111.75, \$1875.90 and \$1450.50. How much will be left in the payroll account, if there was \$17 113.90 prior to payment of the wages?

Answer:

QUESTION 10

A CEO of a beverage company is on a salary of \$12 240 a month. If the amount in the payroll account for one month is \$410 013, how much will be left after the CEO receives the salary?

Answer:

Section C: Multiplication

Short-answer questions

Specific instructions to students

- This section will help you to improve your multiplication skills when working with decimals.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

If one stamp costs 50 cents, how much will a packet of 50 stamps cost?

Answer:

QUESTION 2

An office uses 38 black pens costing \$0.95 each. How much will all 38 pens cost?

Answer:

Section D: Division

Short-answer questions

Specific instructions to students

- This section will help you to improve your division skills when working with decimals.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

A box contains 24 manila folders which are distributed evenly to eight clients for their documents. How many folders does each client receive?

Answer:

QUESTION 2

A receptionist earns \$590.60 for a five-day week. How much is earned per day?

Answer:

QUESTION 3

In a medical clinic, there are 183 folders containing patients' information, which are divided evenly between three filing cabinets. How many will be filed in each cabinet?

Answer:

QUESTION 4

A receptionist working at a wholesale firm needs to allocate money evenly to three events: the Easter show, a mid-year conference and the Christmas show. The management budgets \$11 530 for the three events and wants the money distributed evenly. How much does each event get allocated?

Answer:

QUESTION 5

An office assistant working at a roofing factory is asked to purchase eight platters of finger food for a luncheon. The assistant has \$140 budgeted for the platters. How much will be allocated for each platter?

Answer:

QUESTION 6

A metal fabrication company is looking to hire two workers. Eight people apply for the two positions and management wants to interview the applicants between 9.00 a.m. and 11.00 a.m. only. How much time does the administrative assistant allocate for each interview if they all have the same amount of interview time?

Answer:

QUESTION 7

A printing company spends \$113 on milk, coffee, sugar and tea over one month. What is the overall weekly expenditure for these items?

Answer:

QUESTION 8

A law firm sends eight documents to clients using registered post and the total bill comes to \$98. How much, on average, does it cost to send each document?

Answer:

QUESTION 9

Over a month, a travel agency has sales totalling \$112 850. What are the average weekly sales?

Answer:

QUESTION 10

A school budgets \$211.50 for anti-bullying posters for nine Year 8 classrooms at the beginning of the year. How much money is allocated to each classroom for the posters?

Answer:

QUESTION 3

An accountant spends $1\frac{1}{4}$ hours organising the payroll for a school. Adjustments need to be made for sick leave and carer's leave. Use fractions to show how much time is left for the accountant to work, assuming that they work an eight-hour day.

Answer:

QUESTION 4

An office manager takes $2\frac{1}{2}$ hours to organise a major presentation for a building company. Use fractions to show how many hours are left in the day, if the office manager works an eight-hour day.

Answer:

QUESTION 5

One afternoon, a medical receptionist needed to reorganise and re-file all of the patient's records. If this task took $1\frac{1}{4}$ hours and there were four hours left to work, use fractions to show how much time remains.

Answer:



Section C: Multiplication

Short-answer questions

Specific instructions to students

- This section is designed to help you to improve your multiplication skills when working with fractions.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

$$\frac{2}{4} \times \frac{2}{3} =$$

Answer:

QUESTION 2

$$2\frac{2}{3} \times 1\frac{1}{2} =$$

Answer:

QUESTION 3

An office assistant takes $\frac{3}{4}$ of an hour each day on data entry for noting absentees at a school. If this task is undertaken each school day, use fractions to calculate the total time taken on data entry for a week.

Answer:

Unit 10: Earning Wages

Short-answer questions

Specific instructions to students

- This unit will help you to calculate how much a job is worth and how long you need to complete the job.
- Read the following questions and answer all of them in the spaces provided.
- You may not use a calculator.
- You need to show all working.

QUESTION 1

A part-time receptionist earns \$360.60 net (take home per week). How much does this person earn per year if this is the regular weekly salary? (Remember, there are 52 weeks a year.)

Answer:

QUESTION 2

Suzette is a part-time accountant at a glass manufacturing company. She starts work at 8.00 a.m. and has a break at 10.30 a.m. for 20 minutes. Lunch starts at 12.30 p.m. and finishes at 1.30 p.m. Then Suzette works through to 4.00 p.m.

a How long are the breaks in total?

Answer:

b How many hours have been worked in total, excluding breaks?

Answer:

QUESTION 3

Linda works as a school assistant and earns \$12.50 an hour. She works a 38-hour week. How much are her gross earnings per week (before tax)?

Answer:

QUESTION 4

Melissa is an administrative assistant and gets paid \$411 net for her week's work. From this, she buys petrol which costs \$36.95, jewellery worth \$19.55, CDs worth \$59.97 and a new dress that costs \$57.50. She also spends \$95 on entertainment.

a What is the total of all money spent?

Answer:

b How much is left?

Answer:



QUESTION 5

Interviews for a new position at a law firm are conducted on a Monday morning. The interviews vary in length of time. One goes for 34 minutes, whereas the others go for 18 minutes, 57 minutes, 44 minutes and 59 minutes respectively. How much time, in minutes and hours, has been taken for the interviews?

Answer:
