

Assessment Tools

Apply computational skills to business-related tasks and assess the logic of the results.

Evidence

- Prepare a narrative that describes your knowledge, skills, and abilities in the area of computational skills.
- Complete Project 1

Project 1

Touch Addition and Subtraction

Using a calculator, complete the following:

86	789	15.92	78.78
15	542	49.35	-15.66
854	111	91.74	45.21
258	-175		-11.99
24	369	S _____	S _____
81	-289		
148	873	12.65	24.53
T =	T =	41.68	51.49
		13.76	
		T =	T =

Rounding Numbers

Round to the nearest ten	2 589	_____
Round to the nearest hundred	7 815	_____
Round to the nearest thousand	4 139	_____
Round to the nearest tenth	5.7352	_____
Round to the nearest thousandth	8.6667	_____
Round to the nearest cent	\$4.969	_____

Estimating

Write a problem that estimates each answer. Write the estimate as a whole number and write the actual answer to two decimal places.

EX. 99×101 $100 \times 100 = 10\,000$ $9\,999$

26×13 _____

$480 \div 34$ _____

$188 \div 11$ _____

Multiplication and Division

Round the answers to two decimal places.

$\$.95 \times 287 =$ _____

$\$156.52 \times 3.50 =$ _____

$\$19.95 \times 1.25 =$ _____

$2\,584 \div 14 =$ _____

$\$20\,525 \div 30 =$ _____

$339 \times 2.25 =$ _____

$12\,649 \div 260 =$ _____

$495\,847 \div 2\,879 =$ _____

$963\,963 \div 63 =$ _____

$4\,642 \times .84 =$ _____

Business Forms

Using a calculator, complete the following forms:

Invoice to Horizon Computers

Country Systems Service INVOICE			
Country Systems Service 900 Anywhere Street Trail, BC V1R 4S6 (250) 368-5146 Fax: (250) 368-4933			
To: ORDER NO. SK8746 Blue Sky Computers 320 Fifth Street Castlegar BC V1N 2A9		SALES PERSON DATE SHIPPED SHIPPED VIA F.O.B TERMS TERMS	Doug 12/12/98 LOOMIS 2/10,n/30 2/10, n/30
SHIP TO: (if different address):			
QTY	DESCRIPTION	PRICE	AMOUNT
14	Halogen desk lamps	\$ 29.95	
18	Fluorescent lamps	\$ 25.95	
25	Tensor lamps	\$ 18.95	
24	Desk lamps No. 7200	\$ 49.95	
27	Desk lamps No. 9100	\$ 67.97	
20	Desk lamps No. 1500	\$ 21.95	
18	Desk lamps No. 1600	\$ 24.95	
125	Halogen bulbs	\$ 6.49	
		Subtotal	
		25% Trade Discount	
		Net Price	
		GST 7%	
		PST 7%	
		TOTAL DUE	
THANK YOU FOR YOUR ORDER!			

Purchase order

Country Systems Service INVOICE			
Country Systems Service 900 Anywhere Street Trail, BC V1R 4S6 (250) 368-5146 Fax: (250) 368-4933			
TO: Blue Range Office Centre & Gifts 9265 Bay Avenue Trail, BC V1R 4A5		P.O. NUMBER WED445	
		P.O. DATE June 23, 1998	
		REQUISITIONED BY Jill Austin	
		SHIP BY July 15, 1998	
		SHIP VIA Loomis	
		F.O.B. 2/10, n/30	
		TERMS	
SHIP TO: (if different address):		Purchase order number must appear on all forms relating to this order.	
QTY	DESCRIPTION	PRICE	AMOUNT
8	Chrome pens	\$ 15.87 ea.	
49	Felt tip pens	\$ 14.15 doz.	
180	Felt markers	\$ 93.00 gr.	
660	Transparent tape	\$ 95.50 C	
14,000	Plastic rulers	\$ 76.00 M	
5,500	Erasable paper	\$ 32.50 rm.	
288	Pocket portfolios	\$ 8.25 doz.	
		Subtotal	
		GST 7%	
		PST 7%	
		TOTAL DUE	
Authorized by:			Date

Cash Flow Statement

Country Systems Service
900 Anywhere Street Trail, BC V1R 4S6
(250) 368-5146
Fax: (250) 368-4933

For the Month Ended December 31, 1997

Inflows	
Cash Receipts	\$15,593.98
Cheques	5,301.07
Bank Account Interest	489.55
Total inflows \$	
Outflows:	
Advertising	\$1,295.46
Employee salaries	3,455.87
Legal services	150.00
Supplies	85.44
Total outflows \$	
Overall Total \$	

Weekly Time Sheet

The overtime pay rate is 1.5 times the regular pay rate

Country System Service Weekly Time Sheet

Box 1859
Montrose, BC V0G 1P0
Phone: (250) 367-7976
Fax: (250) 367-7932

Department: Water Treatment Plant Supervisor: Brost, William

Employee Name	Date	Regular Pay	Overtime Pay	Regular Hrs	Overtime Hrs	Total Wages
Martin, Mitchel	12/20/98	21.32		40	4	
Doherty, Bruno	12/20/98	20.57		40		
Piva, Bert	12/20/98	21.22		40	5.5	
Mott, Greg	12/20/98	23.59		40	6.25	
Graham William	12/20/98	19.91		40	1.75	
McVickers, Roland	12/20/98	21.32		40		
WEEKLY TOTALS						

