

LEVEL 11 BUSINESS MATH 1-12

- 1 Adding whole numbers. Adding whole numbers using combinations of ten. Adding a series of numbers vertically and horizontally. Checking addition by casting out nines. Finding the lowest common denominator and adding fractions. Adding decimals
- 2 Subtracting whole numbers. Subtracting whole numbers using combinations of ten. Subtracting a series of numbers vertically and horizontally. Checking subtraction by casting out nines. To subtract fractions. To subtract and check decimals. To reconcile a cheque account. To make change for a purchase
- 3 Multiplying whole numbers. Checking multiplication by the reverse order. Checking multiplication by using division. Multiplying decimals. Multiplying by powers of 10, 100, 1000. Multiplying using fractions and mixed numbers. Applying multiplication to extensions on business forms
- 4 Dividing whole numbers. Checking division by multiplication. Checking division by casting out nines. Dividing decimals. Dividing mentally by power of 10. Computing the cost of goods purchased by the 100, 1000, hundredweight and ton. Computing the average of certain numbers. Dividing fractions. Computing the unit cost of goods.
- 5 Defining percentage. Changing a percent to a fraction and to a decimal. Changing a decimal to a fraction. Rounding numbers. Finding the percentage when the rate and the base are known. Finding the rate when the percentage and the base are known. Finding the base when the percentage and the rate are known
- 6 Finding gross wages using an hourly wage system. Finding gross wages using overtime. Finding total hours worked using a timecard. Finding gross wages using piecework. Finding gross wages using piecework (casual work) plus an hourly rate. Finding gross wages using commission, graduated commission and agents commission. Finding the rate of commission. Finding the amount of sales when commission and the rate of commission are known. Using a table to find national withholding deductions. Finding net pay
- 7 Filling out a deposit slip, write a cheque and keep a cheque register. Filling out deposit and withdrawal slips for a savings account and keep a savings account passbook. Finding interest paid on savings. Preparing a budget for expenses and income. Finding the fixed and running expenses of owning a car. Finding the cost of land. Finding the net proceeds when selling real estate. Finding the cost of real estate to the buyer. Using and preparing tables and schedules. Calculating utility costs
- 8 Defining market value, understanding taxes etc.
- 9 Understanding insurances etc.
- 10 Trade discounts, net price, number of days between given days, interest and non-interest-bearing funds etc.
- 11 Invoices, net purchases, sales percentages, net profit or loss, markups and markup rates etc.
- 12 Completing a sales invoice and account form. Promissory notes, bankruptcy, depreciation, gross and net profit, selling price and list price etc.