

WORK KEYS MATH PRIORITIES

Quantity

Employees often need to determine the number of items sold, produced, or purchased, or to figure totals on a per unit basis.

Money

Working with monetary units is a central part of business and relates to virtually every job, if in no other way than to understanding a paycheck. Tasks involving monetary units include figuring sales, costs, wages, and expenses

Time

Some tasks involve figuring elapsed time. Other problems are also frequently figured in terms of time (e.g., production, sales, costs, distance, area). In many of these tasks, employees must be familiar with conversion of time units.

Measurement

Calculating distance, area, weight, and volume is crucial to most work situations. Again, employees must be familiar with conversions, as well as the appropriate degree of accuracy needed for different situations.

Proportions and Percentages

Proportions can be used in many tasks that require making predictions (e.g., if this is the amount for X units, how much is needed for Y units). Percentages are used in the workplace to calculate commissions, discounts, taxes, price increases, changes in sales, and wage changes.

Averages

Many records in the workplace are expressed in terms of averages (e.g., those involving sales records, wages, costs, hours worked). These averages become tools in the decision-making processes of the business.

Many math problems found in the workplace combine two or more applications: What **quantity** can be produced in a specified **time**? What **distance** can be traveled in a particular **time**? What is the **average** cost in terms of **money**? A common combination of applications is finding the best deal, which requires employees to perform various calculations and then compare the results in terms of relative cost.