



Math Skills

Developed By J. M. Liles, Ph.D.

Name (Please Print)			SCORE
Last Name	First Name	Initial	
Total Score: _____		Time: _____	

Solve one (1) problem that measures your ability to perform basic mathematical calculations. You are to place a checkmark in front of the most appropriate response. A sample problem similar to those found in the test is presented to the right. You will have 4 minutes to answer as many problems as you can.

Sample Problem

1000
 $- 200$
 \hline

800
 8000
 80000
 800000

STOP. DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.

<p>1. 843.75 $+ 2.50$ \hline</p> <p><input type="checkbox"/> \$45.25 <input type="checkbox"/> \$46.25 <input type="checkbox"/> \$45.55 <input type="checkbox"/> \$46.55</p>	<p>11. 10% of \$940.00 =</p> <p><input type="checkbox"/> \$9.40 <input type="checkbox"/> \$97.00 <input type="checkbox"/> \$94.00 <input type="checkbox"/> \$100.00</p>
<p>2. 17.50 $- 3.25$ \hline</p> <p><input type="checkbox"/> 13.27 <input type="checkbox"/> 14.27 <input type="checkbox"/> 13.25 <input type="checkbox"/> 14.25</p>	<p>12. Five dollars is equivalent to how many dimes?</p> <p><input type="checkbox"/> 25 <input type="checkbox"/> 30 <input type="checkbox"/> 40 <input type="checkbox"/> 50</p>
<p>3. 87.15 $+ 3$ \hline</p> <p><input type="checkbox"/> \$90.45 <input type="checkbox"/> \$91.35 <input type="checkbox"/> \$90.55 <input type="checkbox"/> \$91.45</p>	<p>13. $7,340,005$ $- 250,005$ \hline</p> <p><input type="checkbox"/> 7,290,005 <input type="checkbox"/> 7,360,005 <input type="checkbox"/> 7,290,750 <input type="checkbox"/> 7,360,750</p>
<p>4. Forty percent is equivalent to how many dimes?</p> <p><input type="checkbox"/> 8 <input type="checkbox"/> 8 <input type="checkbox"/> 15 <input type="checkbox"/> 12</p>	<p>14. If a company tripled its sales in three years and sales were \$1,000,000 the first year, what were the company's sales the third year?</p> <p><input type="checkbox"/> \$3,000,000 <input type="checkbox"/> \$3,500,000 <input type="checkbox"/> \$4,500,000 <input type="checkbox"/> \$5,000,000</p>
<p>5. \$100 plus 8% sales tax is equivalent to:</p> <p><input type="checkbox"/> \$106 <input type="checkbox"/> \$108 <input type="checkbox"/> \$110 <input type="checkbox"/> \$160</p>	<p>15. $95,500$ $325,400$ $610,600$ $+ 75,700$ \hline</p> <p><input type="checkbox"/> 1,106,800 <input type="checkbox"/> 1,102,600 <input type="checkbox"/> 1,101,500 <input type="checkbox"/> 1,103,600</p>
<p>6. 214.00 $+ 72.00$ \hline</p> <p><input type="checkbox"/> 286.01 <input type="checkbox"/> 288.01 <input type="checkbox"/> 286.11 <input type="checkbox"/> 288.11</p>	<p>16. Seven dollars is equivalent to how many quarters?</p> <p><input type="checkbox"/> 24 <input type="checkbox"/> 28 <input type="checkbox"/> 32 <input type="checkbox"/> 34</p>
<p>7. $84,527$ $- 3,842$ \hline</p> <p><input type="checkbox"/> \$1,875 <input type="checkbox"/> \$1,685 <input type="checkbox"/> \$1,685 <input type="checkbox"/> \$2,685</p>	<p>17. $83,500,750$ $- 3,375,405$ \hline</p> <p><input type="checkbox"/> \$1,124,305 <input type="checkbox"/> \$1,125,305 <input type="checkbox"/> \$1,124,305 <input type="checkbox"/> \$1,125,305</p>
<p>8. If the office furniture costs \$8,000 and it was three times as expensive as the office computer, what was the cost of the computer?</p> <p><input type="checkbox"/> \$1,400 <input type="checkbox"/> \$1,600 <input type="checkbox"/> \$2,500 <input type="checkbox"/> \$3,300</p>	<p>18. If a company has 400 employees and is projected to increase its employee population to 500 by the end of the year, what percentage increase is projected?</p> <p><input type="checkbox"/> 8% <input type="checkbox"/> 10% <input type="checkbox"/> 25% <input type="checkbox"/> 30%</p>
<p>9. $4000 + 8 =$</p> <p><input type="checkbox"/> 400 <input type="checkbox"/> 800 <input type="checkbox"/> 700 <input type="checkbox"/> 900</p>	<p>19. 30% of \$1,200 =</p> <p><input type="checkbox"/> 300 <input type="checkbox"/> 400 <input type="checkbox"/> 360 <input type="checkbox"/> 450</p>
<p>10. $85,862.00$ $4,750.00$ 342.00 $+ 1,027.00$ \hline</p> <p><input type="checkbox"/> \$11,991.00 <input type="checkbox"/> \$12,991.00 <input type="checkbox"/> \$11,991.00 <input type="checkbox"/> \$12,991.00</p>	<p>20. If 250 packages were delivered in 25 days, and provided the same number of packages were delivered each day, how many packages were delivered each day?</p> <p><input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 25</p>

Math Testing For Clerical Jobs

Life Office Management Association

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the text in the grey bar.

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Relationships of Success in Beginning General Clerical Occupations to Achievement in the Informational and Skill Aspects of the General Office, Clerical Division of the National Business Entrance Test Series Herbert Alfred Hamilton,1953 [Workplace Literacy](#) ,1988

Thesaurus of ERIC Descriptors ,1995 4th 7th eds contain a special chapter on The role and function of the thesaurus in education by Frederick Goodman

PPF Survey ,1978

The Structure of Human Abilities (Psychology Revivals)

Philip E. Vernon, 2014-01-27 First published in 1950 this revised edition of *The Structure of Human Abilities* was published in 1961 but remained largely unchanged from the original save for an additional supplement on the developments in factorial work on human abilities from 1950-1959. Much research had been carried out during the years leading up to publication in England and America into mental abilities and modern methods of statistical treatment especially factor analysis had been increasingly used. It was felt that the mass of diverse material was apt to confuse the student of psychology of the time especially as the results of such research were often apparently conflicting. Professor Vernon one of the leading experts in this branch of psychology sifted the material and attempted to provide a consistent picture of our mental structure. Office

Assistant: Clerk GS 1-4, Office Aide David Reuben Turner, 1972 **Bulletin** National Association of Commercial Teacher-Training Institution, 1930 **Proceedings of the ... Annual Conference of the Life Office Management Association** Life Office Management Association. Conference, 1930 *Economics of Trade. Psychology of Employment*, 1922 **Research in Education**, 1972 *Round Robin*, 1925 **Human Capital Creation in an Economic**

Perspective Rita Asplund, 2013-11-22 The past few decades have seen a revolutionary increase in interest in the economic role of education and training at the societal business and individual levels. This is mainly due to the strong post-war growth in industrialized economies which has been driven by rapid technological progress and far-reaching structural change and in the end has resulted in increasingly skill-intensive production and growing demand for more educated labour. Today it is frequently argued that with the increasing importance of the role of know-how the workforce has become the most important single input in the production process. Simultaneously the dramatic increase in the availability of large micro-level databases has opened enormous possibilities to study the economic role of human capital creation also empirically. The economic perspective of human capital accumulation is however of utmost importance also in times of deep economic recession. Periods of economic slowdown and rapidly increasing unemployment tend to increase the demand for advanced education and training in particular. This brings up in turn questions regarding overeducation and satisfying both private and social returns on investments in human capital. **Tests and Interest Questionnaires in the Guidance of High School Boys** Percival Mallon Symonds, 1930

The Top Books of the Year Math Testing For Clerical Jobs The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Math Testing For Clerical Jobs : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Math Testing For Clerical Jobs : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and suspenseful novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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