

Name: _____



ESSENTIAL SKILLS TRAINING PROGRAM

MASTERING MONEY HANDLING

SESSION 1

LEARNER WORKBOOK

The Nine Essential Skills – What are they?

1. Reading – Understanding materials written in sentences or paragraphs
2. Document Use – using and understanding checklists, symbols, labels, and other similar materials
3. Numeracy – using and understanding numbers
4. Writing – Writing text or typing on a computer
5. Oral Communication – using speech to share thoughts or information
6. Working with Others – interacting with others to complete tasks
7. Thinking – reviewing information to make decisions

There are 6 categories of thinking skills. These include:

- Problem Solving
 - Decision Making
 - Critical Thinking
 - Job Task Planning and Organizing
 - Significant Use of Memory
 - Finding Information
8. Computer Use – using computers and other technical tools
 9. Continuous Learning – participating in an ongoing process of gaining skills and knowledge

Adapted from: http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/taking_action_guide.shtml

Learning Outcomes

Following this session Learners will:

- Increase their Numeracy skills in:
 - Addition
 - Subtraction
 - Multiplication
 - Division
 - Rounding whole numbers
 - Estimation of whole numbers

The Importance of Money Math

Most people in this day and age have access to a calculator or phone to figure out calculations when required. However, it's still important to understand how it works without. What about the times when the cash register isn't working? You forgot your phone at home? Understanding how to work with money without assistance will make you a more skilled worker.

What Math skills are required when working with money?

- There are a many math skills that a person needs in order to be successful when working with money.
- Some of these skills include:
 - Adding
 - Subtracting
 - Multiplication
 - Division
 - Decimals
 - Percents
 - Rounding Numbers
 - Being familiar with the various types of money (bills, quarters, dimes, etc.)
- You don't need to just be comfortable with math. Things such as communication, thinking skills and working with others are just as important.

Let's Start With: THE BASICS

- Addition
- Subtraction
- Multiplication
- Division

These are the building blocks that enable a successful cash transaction. While these can all be done on a calculator, you should be comfortable as well doing these by hand.

How to Improve THE BASICS

- We recommend that you work on your Mental Math in addition, subtraction, multiplication and division for about 10-20 minutes a day throughout this program.
- Feel free to find different apps. Anything that gets you adding, subtracting multiplying and dividing (up to 12 x 12).

Apps Suggestions

- Chalkboard Math (addition, subtraction, multiplication, division)
- Sushi math (addition and multiplication)
- Math facts mahjong game (addition, subtraction, multiplication, division)
- The four – Brain Game Quick Math (addition, subtraction, multiplication, division)
- Hit the Button (multiplication)

Rounding

- Rounding means making a number simpler, but also keeping it's value close to what it was.
- When rounding it's important to be familiar with PLACE VALUE of a number

Ten Thousands (T Th)	Thousands (Th)	Hundreds (H)	Tens (T)	Ones (O)
•	•••	•••	•••	••••
1	3	5	4	8

Place value of 1 =	10 000	→ 13548
Place value of 3 =	3 000	
Place value of 5 =	500	
Place value of 4 =	40	
Place value of 8 =	8	

SOURCED FROM: <https://www.splashlearn.com/math-vocabulary/place-value/place-value>

Rounding with General Numbers: THE RULES

- Decide which is the last digit to **keep**
- Leave it the same if the **digit to the right** is less than 5 (this is called *rounding down*)
- But increase it by 1 if the **digit to the right** is 5 or more (this is called *rounding up*)

Sourced by: <https://www.mathsisfun.com/rounding-numbers.html>

Rounding with Money in the Workplace: THE RULES



SOURCED BY: <https://www.alamandamaths.com/number-and-algebra/money/4-operations-with-money-and-rounding-to-nearest-5-cents4/>

NOTES:

EXAMPLE

When you go to Tim Hortons and your coffee is \$1.43 but you actually pay \$1.45. That is called Rounding Up.

When you Pay \$1.42 for you Steeped Tea but you pay \$1.40 that is called Rounding Down.

PRACTISE:

ORIGINAL PRICE	ROUND UP OR DOWN TO NEAREST 5C	NEW PRICE
\$6.99		
\$14.82		
\$76.24		
\$9.37		

NOTES:

Estimation

- Is defined in the English Oxford Dictionary as “the rough calculation of the value, number, quantity, or extent of something”. (<http://english.oxforddictionaries.com/estimation>)
- Estimation can save you time and money.
- Can help to check if something makes sense or not

Example:

You want to figure out how many candies are in a jar. You count 20 on the bottom, then you count about 20 rows. You then calculate $20 \times 20 = 400$. You are estimating there to be around 400 candies in the jar. You are not 100% accurate, but you are estimating that the answer should be around that.

HOMEWORK THIS WEEK

- 10-20 minutes a day of practicing addition, subtraction and multiplication without a calculator (if possible)
 - There is an attached multiplication chart if you would like to make flash cards
- Work on Rounding (attached worksheets)
- Working on giving change about 10 minutes a day using the suggested online games. (Use links for games in Additional Resources)

- Bring change to next class:
 - \$6.50 in coins: 1 toonie, 2 loonies, 4 quarters, 10 dimes, 10 nickels

**Have more questions after the session? Email
west.selkirk@wem.mb.ca and we'll get right back to you!**

ADDITIONAL RESOURCES

Addition & Subtraction:

- Tips on how to do Addition & Subtraction Mental Math in your head:
 - <https://www.youtube.com/watch?v=jmIM5txH0oM>

Multiplication:

- Easy Way to Memorize the Multiplication Table:
 - <https://www.youtube.com/watch?v=v1Ih3-mDPUk>

Division:

- Video:
 - <https://www.khanacademy.org/math/arithmetric-home/multiply-divide/division-intro/v/division-1>
- Reading:
 - <https://www.mathsisfun.com/numbers/division.html>

Rounding:

- Video explanation of rounding:
 - <https://www.youtube.com/watch?v=fd-E18EqSVk>

- Practice rounding:
 - https://www.khanacademy.org/math/pre-algebra/pre-algebra-arith-prop/pre-algebra-rounding-whole-numbers/e/rounding_whole_numbers
- Rounding games:
 - <https://www.free-training-tutorial.com/rounding/sharks.html>
- Video explanation of rounding with money (**REALLY GOOD!**)
 - <https://www.youtube.com/watch?v=aR4L3lwybDc>

Estimation:

- Video explanation of estimation:
 - <https://www.youtube.com/watch?v=NBqekz0gWOg>
- Practice estimation:
 - <https://www.mathsisfun.com/numbers/estimation-tips-tricks.html>
- Estimation game:
 - <https://www.funbrain.com/videos/the-digits/estimation>

Counting Back Change:

- Funbrain Changer maker
 - <https://www.funbrain.com/games/change-maker>
- Money Master (click on Canada)
 - <https://www.mathsisfun.com/money/money-master.html>

Would you like more Essential Skills Training?

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<https://wem.mb.ca/west-centres/>