Name:_____

Workplace Education Manitoba

ESSENTIAL SKILLS TRAINING PROGRAM

MASTERING MONEY HANDLING

SESSION 2

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:
  - Counting back change
  - Decimal places & rounding
  - Adding & subtracting decimals
  - Multiplying decimals
  - Exchange rate for US & Canada

Giving Change: *Counting out money when you're told the answer of how much to give back.*

I punch into the cash register how much the customer is buying.

The cash register tells me a **SUBTOTAL** amount. This is the total value of everything they are buying **BEFORE** taxes are added on.

The cash register calculates the amount with taxes and gives me a **TOTAL** amount due.

The customer gives me cash. I type the amount of cash they gave me into the register. The cash register calculates how much change the customer gets.

I count out that much change from the till and give it to them.

Counting Back Change: *Figuring out how much change to give without a calculation.*

- Start with the value of goods they have purchased as your starting point.
- Keep counting up until you reach the amount that they gave you.
- You can also count the total amount you gathered before handing it back to the customer.

Example: *The total of the goods is $21.50. The customer gives you $30.00 so you start to count:*

- *$21.50 to $22.00 is $0.50*
- *$22.00 to $25.00 is 1 Loonie & 1 Toonie*
- *$25.00 to $30.00 is 1 $5.00*
  TOTAL CHANGE: $8.50 (1 $5, 1 $2, 1, $1 and 2 0.25)

A few more examples:

Customer owes $21.66. They hand you $22.00. _____

Customer owes $2.13 and hands you $3.00. _____

Customer owes $2.12 and hands you a five dollar bill. _____

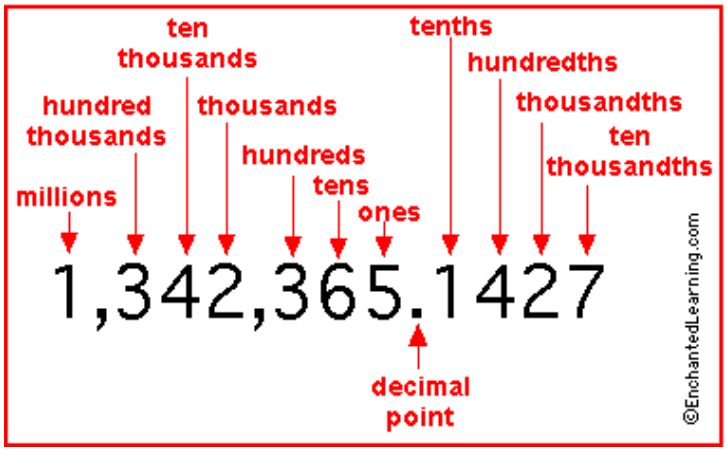
Customer owes $2.12 and hands you a five dollar bill, PLUS ten cents. _____

Working with Decimals

Decimals, like Fractions, give us a way to represent numbers that are larger or smaller than whole numbers (ex. 2, 3, 4, 5.). The values to left of the **decimal point** are whole numbers, and the places to the right of the decimal are less than one whole.

75.32

PLACE VALUE OF DECIMALS



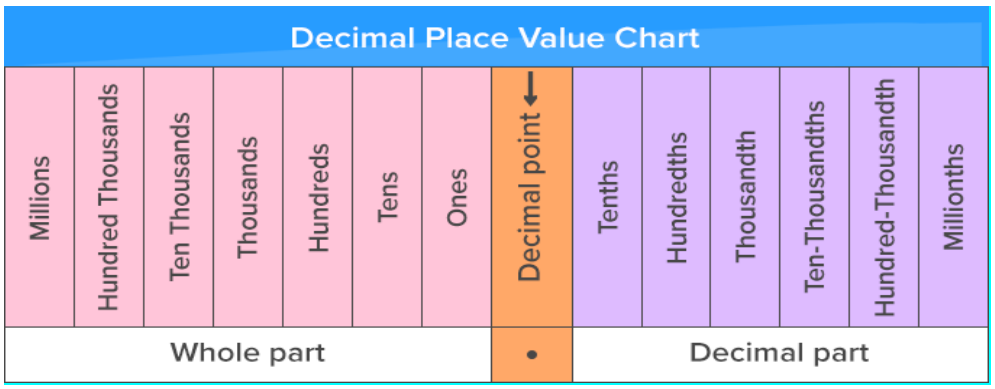
https://www.enchantedlearning.com/math/decimals/

Place value is important to understand when you are rounding decimals. If someone says to round to the **Hundredths** you need to know what that means and how to do it.

ROUNDING DECIMALS

First work out which number will be left when we finish.

- Rounding to **tenths** means to leave **one number** after the decimal point.
- Rounding to **hundredths** means to leave **two numbers** after the decimal point. (Rounding to the hundredths is what we do with cash)



Sourced by: https://www.splashlearn.com/math-vocabulary/place-value/place-value

PRACTISE

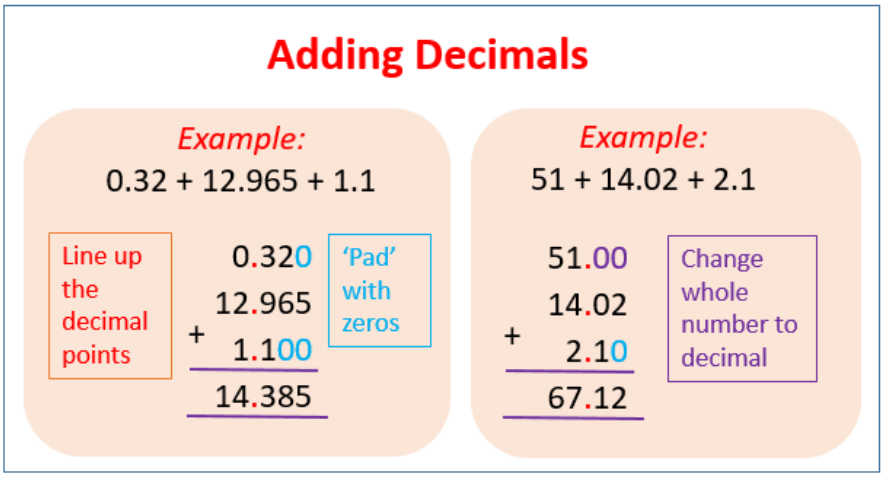
3.1416 rounded to hundredths is _____

3.1416 rounded to thousandths is _____

1.2735 rounded to tenths is _____-

1.2735 rounded to 3 decimal places _____

ADDITION OF DECIMALS



https://www.onlinemathlearning.com/decimals.html

- Exactly like addition except for the decimal.
- Simply line up the decimals and add as usual
- Round the answer to specific number of decimal places if required.

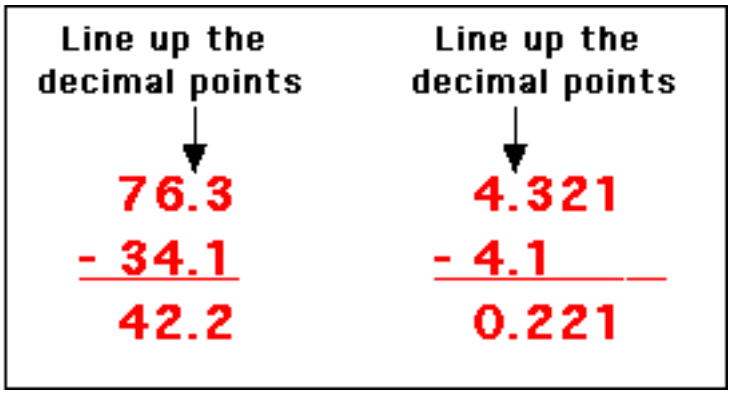
EXAMPLES (try by hand and with a calculator)

1 + 0.02 = _____

0 .05 + 0.4 = _____

45.123 + 27.534 = _____

SUBTRACTION OF DECIMALS



https://www.enchantedlearning.com/math/decimals/subtractingdecimals/

- Exactly like subtraction except for the decimal.
- Simply line up the decimals and subtract as usual
- Round the answer to specific number of decimal places if required.

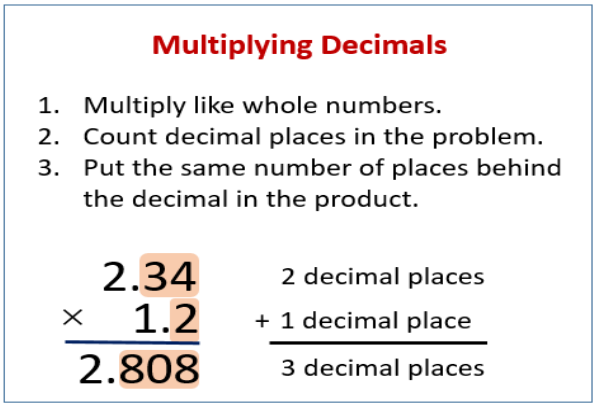
EXAMPLES TO TRY (by hand and with a calculator):

6.12 – 75.1 = _____

45.003-87.20 = _____

98-9.517 = _____

MULTIPLYING DECIMALS



https://www.onlinemathlearning.com/multiply-decimals-2.html

EXAMPLES TO TRY (with a calculator):

2.27 x 3.10 = _____

13.79 x 5.46 = _____-

12.1 x 3.7 = _____

EXCHANGE RATES

An exchange rate is how much it costs to exchange one currency for another. Chances are if you are working with cash at some point you will have to change American to Canadian for a customer.

To Change American to Canadian

Step 1: *Find out the current exchange rate for US Dollars to Canadian Dollars*

The exchange rate on April 22, 2020 was $1.42 USD

Step 2: *Multiply the USD (United States Dollars) by the exchange rate*

$30.00 US x $1.42 =

Step 3: *Round to 2 decimal places (hundredths) if required.*

$42.60 Canadian

EXAMPLES TO TRY (with a calculator):

1. If the exchange rate today was 1.217 what would $25 USD be in Canadian?

2. An American comes into the restaurant with American money. His total is $3.75 Canadian. He hands the cashier a $5.00 US bill. The cash registers are temporarily down so that cashier has to use a calculator. The exchange rate for the day is 1.15.
    a. How much change will he receive in Canadian?

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

HOMEWORK

- Continue practicing the addition, subtraction and multiplication 10-20 minutes a day.
- Keep practicing the counting money games 10 minutes a day.
- If you would like to practice today's lessons please do the worksheets that were sent. We would recommend with a calculator. But also try by hand if you'd like.
- Attached sheets: When doing these practice rounding to 2 decimal places (Hundredths)
    - Adding, subtracting & rounding decimals
    - Adding & subtracting decimals
    - Multiplying Decimals 4 Decimal Places
    - Percents and Decimals

ADDITIONAL RESOURCES:

Counting Back Change

- Video: https://www.youtube.com/watch?v=kZQVCZEUPlM
- Written explanation: https://eclecticverve.com/counting-back-change-from-cash-sales/
- Funbrain Changer maker **(GAME)**
    - https://www.funbrain.com/games/change-maker

- Money Master (click on Canada) **(GAME)**
    - https://www.mathsisfun.com/money/money-master.html

Addition of Decimals:

- https://www.onlinemathlearning.com/decimals.html

Subtraction of Decimals:

- https://www.coolmath.com/prealgebra/02-decimals/07-decimals-subtracting-01

Multiplication of Decimals*:*

- https://www.coolmath.com/prealgebra/02-decimals/08-decimals-multiplying-01

Exchange Rate Sites:

- https://www.xe.com/currencyconverter/convert/?Amount=100&From=CAD&To=USD

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