

*****Please see "Important Notes" on back page*****

Mathematics Practice Test

Office Administration Program or Legal Office Assistant Program

Directions

We understand that taking a math assessment can cause anxiety. This practice test is designed to let you see and practice the kinds of questions you will be asked on the math assessment for the Office Administration Program.

The math assessment is technically not timed.* Please take as much time as you need to answer the questions.

*(The actual test must be completed within the scheduled 3 hour test session.)

When you take this practice test do not use a calculator. **NO CALCULATORS** are allowed for the actual math assessment. Note: placement tests are designed to be written **once** only. It is better not to write the test until you feel ready.

1. The number 8 900 021 in words is:

- | | |
|--|--|
| a) eight million, nine thousand and twenty one | d) eight million, nine hundred thousand and twenty one |
| b) eight million, ninety thousand and twenty one | e) eighty nine million and twenty one |
| c) eight million, nine hundred and twenty one | |

2. Choose the answer which best completes the number pattern: 16 24 ___ 40 48

- | | | | | |
|-------|-------|-------|-------|------------------|
| a) 30 | b) 32 | c) 34 | d) 36 | e) none of these |
|-------|-------|-------|-------|------------------|

3. If a plane flies 612 km per hour, approximately how many kilometres will it travel in 13 hours?

- | | | | | |
|---------|---------|---------|---------|---------|
| a) 8500 | b) 8000 | c) 7500 | d) 7000 | e) 2500 |
|---------|---------|---------|---------|---------|

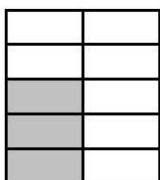
4. Round 5984 to the nearest hundred.

- | | | | | |
|---------|---------|---------|---------|---------|
| a) 5000 | b) 5900 | c) 5980 | d) 5990 | e) 6000 |
|---------|---------|---------|---------|---------|

5. The 230 people at a party decide to order pizza for a snack. If each pizza has 8 slices, how many pizzas should they order so that each person can have one slice?

- | | | | | |
|-------|-------|-------|-------|-------|
| a) 20 | b) 21 | c) 28 | d) 29 | e) 30 |
|-------|-------|-------|-------|-------|

6. What fraction names the shaded part of this picture?



- | | | | | |
|--------|---------|--------|---------|---------|
| a) 7/3 | b) 10/3 | c) 3/7 | d) 3/10 | e) 7/10 |
|--------|---------|--------|---------|---------|

7.	A new coat is regularly priced at \$49.95 . It is on sale with a discount of 10%. Approximately how much would be saved by purchasing the coat at the sale price?																
	a) \$5.00	b) \$10.00	c) \$15.00	d) \$45.00	e) \$60.00												
8.	Add $2\frac{1}{4} + 5\frac{5}{6}$																
	a) $7\frac{6}{10}$	b) $7\frac{1}{12}$	c) $8\frac{1}{24}$	d) $8\frac{1}{12}$	e) none of these												
9.	Divide $12\frac{1}{2} \div 3\frac{1}{3}$																
	a) $3\frac{3}{4}$	b) $4\frac{1}{6}$	c) $4\frac{1}{4}$	d) $5\frac{1}{2}$	e) none of these												
10.	$\sqrt{65}$ closest to:																
	a) 4	b) 10	c) 20	d) 30	e) 4000												
11.	Which of the following is equivalent to $6\frac{3}{4}\%$?																
	a) 0.00675	b) 0.0675	c) 6.75	d) 675	e) none of these												
12.	Joan answered all 50 questions on a multiple choice test. If she scored 78% on the test, how many questions did she get wrong?																
	a) 39	b) 38	c) 22	d) 12	e) 11												
13.	Subtract: $\begin{array}{r} 6 \text{ hours } 11 \text{ minutes} \\ - 2 \text{ hours } 23 \text{ minutes} \\ \hline \end{array}$																
	a) 4 hours 12 minutes	b) 3 hours 12 minutes	c) 3 hours 58 minutes	d) 3 hours 48 minutes	e) none of these												
14.	If you earn \$15.75/hour, how much would you earn if you worked 5 hours on Monday, 8 hours on Tuesday, 7 hours on Wednesday, and 3 hours on Friday?																
	a) \$350.75	b) \$300.40	c) \$195.26	d) \$120.16	e) \$362.25												
15.	From January to June, the following number of driver's licenses were issued:																
	<table border="1"> <thead> <tr> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr.</th> <th>May</th> <th>June</th> </tr> </thead> <tbody> <tr> <td>948</td> <td>1,292</td> <td>4,061</td> <td>2,700</td> <td>2,691</td> <td>5,169</td> </tr> </tbody> </table>					Jan	Feb	Mar	Apr.	May	June	948	1,292	4,061	2,700	2,691	5,169
Jan	Feb	Mar	Apr.	May	June												
948	1,292	4,061	2,700	2,691	5,169												
	What was the total number of licenses issued during this period?																
	a) 14,961	b) 16,861	c) 16,941	d) 16,961	e) 25,493												
16.	A bookstore reduced its \$13.75 price of a book to \$11.00. What is the percentage reduction in price?																
	a) 0.02%	b) 0.2%	c) 34%	d) 3.4%	e) 20%												
17.	If a bookstore has 20 books on yoga and 85% of them have been sold, how many yoga books are NOT sold?																
	a) 3	b) 2	c) 1	d) 40	e) none												
18.	If eight people share the cost of five large pizzas at \$18.67 each and five 2-liter bottles of coke at \$2.13 each, what is the cost per person?																
	a) \$1.22	b) \$2.43	c) \$13.00	d) \$13.87	e) \$15.09												

<p>19. A bus travels 969 km in 17 hours. What is the bus's average speed in km per hour?</p> <p>a) 42 b) 57 c) 58 d) 59 e) 84</p>
<p>20. A student received the following grades on seven tests: 24, 26, 22, 28, 29, 23, and 25. What was the student's average grade?</p> <p>a) 25.3 b) 25 c) 24 d) 24.5 e) 24.3</p>
<p>21. If an item is priced \$43.95, how much would a person be required to pay including PST of 7.5% and GST of 7%?</p> <p>a) \$50.32 b) \$52.61 c) \$49.16 d) \$526.10 e) \$49.4</p>
<p>22. If silk fabric costs \$25 per square metre, what is the cost of a piece of silk which is 2.5 metres wide and 3 metres long?</p> <p>a) \$1,875.00 b) \$300 c) \$160 d) \$3,000 e) \$187.50</p>
<p>23. . To create the selling price in a retail store, goods purchased at a cost price of \$65.50 are subject to 50% markup based on the cost price. What will the selling price per unit be?</p> <p>a) \$101.25 b) \$98.25 c) \$32.75 d) \$117.50 e) \$134.00</p>
<p>24. Sales staff is paid 20% of their total sales as a commission. If a sales person had sales of \$2,283.50 what is his/her commission?</p> <p>a) \$456.70 b) \$45.67 c) \$228.35 d) \$588.20 e) \$520.88</p>
<p>25. An employee earning \$13.50 per hour is entitled to "time and a half" when he/she works overtime. Calculate the employee's salary per hour when working overtime.</p> <p>a) \$17.00 b) \$20.00 c) \$23.25 d) \$20.25 e) \$25.00</p>
<p>26. Using the formula $I = Prt$, calculate the simple interest to be paid on a loan of \$4,000 at 8% for 3 years.</p> <p>a) \$440 b) \$320 c) \$240 d) \$960 e) \$4,960</p>
<p>27. You want to buy a leather coat that has a list price of \$280.00. You decide to buy it on an installment plan with a down payment of 20% of the list price, and 10 equal monthly payments. What will your payment be for each of the 10 months?</p> <p>a) \$26.25 b) \$42.20 c) \$22.40 d) \$262.50 e) \$422.00</p>
<p>28. A purse that usually sells for \$100 is marked \$10 off. The amount off is what fraction of the usual price?</p> <p>a) 1/2 b) 1/5 c) 1/10 d) 1/20 e) 1/40</p>
<p>29. Each month a sales person receives a \$1,500 salary plus 5% of his sales as a commission. Assuming he had sales of \$10,000 this month, how much money will he earn in total for the month?</p> <p>a) \$3,000 b) \$2,000 c) \$4,000 d) \$2,500 e) \$2,040</p>
<p>30. A company decides to divide its rental expense among its departments according to the space used by each department. For example, if a department uses 25% of the space, it should pay 25% of the rent. Assume the company has a total of 2,000 square feet of space that they rent for \$2,500 per month. If Department A uses 900 square feet of the available space, how much should Department A contribute towards the monthly rent?</p> <p>a) \$350 b) \$1,125 c) \$3,000 d) \$900 e) \$360</p>

Answer Key:

- | | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|-------|
| 1. d | 2. b | 3. b | 4. e | 5. d | 6. d | 7. a | 8. d |
| 9. a | 10. b | 11. b | 12. e | 13. d | 14. e | 15. b | 16. e |
| 17. a | 18. c | 19. b | 20. a | 21. a | 22. e | 23. b | 24. a |
| 25. d | 26. d | 27. c | 28. c | 29. b | 30. b | | |

Important Notes:

- **Monthly assessment schedules** are posted at www.camosun.ca/services/assessment
- **Documented Disability?** If you have a documented disability and require accommodations/supports to write the College placement test contact the Resource Centre Students with a Disability in Dawson 119 or call 250 370-3312, TTY/TDD: 250 370-3311 to set up alternative testing arrangements.
- **Test Anxiety?** For the most up-to-date information on learning how to keep your cool at test time go to the Counselling website <http://camosun.ca/services/counselling/counselling-types.html>.
- **Need help with Math?** Visit the friendly folks in the Math Lab. To see the locations and times go to www.camosun.ca/math-help.
- **Advising: Need help planning your education?** Academic Advisors help you explore educational options, develop a Personal Learning Plan, understand admission processes, plan course selections and interpret educational institution rules and regulations as they apply to you. Email at academicadvising@camosun.bc.ca or drop in to Academic Advising (hours on website).