



ENTREPRENEUR

Math Skill Check 1

Name	Social Security
J. Tiedy	\$217.00
F. Dantrell	136.40
G. Potter	117.80
T. Lopez	130.20
S. Rivera	117.80
Total social security paid	\$719.20

Math Skill Check 2

Name	Hourly wage
J. Tiedy	\$20.35
F. Dantrell	\$20.47
G. Potter	\$20.08
T. Lopez	\$13.95
S. Rivera	\$20.08

Technology Skill Check 1

Answers will vary. A sample is provided.

Invoice

Today's date
Ms. Sue Childs
103 Evandale Drive
Blue Ash, OH 45236
For: 15' x10' treated deck built on March 4, 20xx
Amount: \$9,500
Due date: 30 days

Technology Skill Check 2

Answers will vary. Look for correct format (2" margin on each side, double spaced), correct grammar, spelling, and punctuation, and the addition of graphics.

Suggestion:

Help wanted: Full-time administrative assistant for growing small company that makes decks. Excellent customer service and communication skills needed with ability to use a variety of business computer programs. Only hard workers and self-starters should apply. Salary negotiable. Call (745) 555-4847.