



# Workplace Math

## Available In:

- ☒ English
- ☐ Spanish
- ☒ Virtual

## *Solving Workplace Problems with Excel*

The "Workplace Math" course is a comprehensive program designed to rapidly equip participants with essential mathematical problem-solving skills using Microsoft Excel as a powerful calculation tool. This 8-hour course covers all the fundamental mathematical concepts needed in today's workplace, from percentages and ratios to budgeting and data analysis. Participants will learn to solve real-world mathematical problems using Excel's computational power, building confidence in both mathematical reasoning and practical problem-solving skills needed for career advancement and workplace success.

### What will trainees learn?

- Mathematical Problem-Solving in Career Contexts
- Percentage Calculations for Workplace Scenarios
- Ratio and Proportion Applications
- Basic Statistics and Data Analysis
- Financial Math: Interest, Profit, and Loss Calculations
- Budget Creation and Cost Analysis
- Time and Scheduling Mathematics
- Mathematical Reasoning and Error Checking

### How will this training benefit your company and employees?

Participants will start by building mathematical confidence through hands-on problem-solving, using Excel as a powerful calculator to tackle real-world workplace scenarios. They will gain mastery of essential mathematical concepts including percentages, ratios, and financial calculations that are critical for career advancement across multiple industries. Additionally, the course will strengthen logical reasoning skills through budget analysis, profit/loss calculations, and statistical interpretation of workplace data. Trainees will develop strong mathematical thinking patterns while learning to verify their work and avoid common calculation errors.

*Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.*



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