## **Utility Industry Math Boot Camp**

## **Contents**

| Chapter | Topic   | Page |
|---------|---|------|
|         | Introduction  |      |
| 1       | Digits and Numbers  | 1    |
|         | A. The Hierarchy of Real Numbers                              | 3    |
|         | B. Multiples and Factors                                      | 9    |
|         | C. Number Sequences   | 14   |
| 2       | Whole Numbers and Decimals                                    | 17   |
|         | A. Basic Arithmetical Operations                              | 19   |
|         | B. Multiplying and Dividing by Powers of 10                   | 21   |
|         | C. Scientific Notation  | 28   |
|         | D. Rounding Numbers   | 40   |
|         | E. Significant Digits   | 42   |
|         | F. Converting Decimals to Fractions                           | 46   |
| 3       | Ruler Fractions and Mixed Numbers                             | 49   |
|         | A. Defining Fractions   | 51   |
|         | B. Identifying and Writing Fractions                          | 52   |
|         | C. Identifying Forms of Fractions                             | 54   |
|         | D. Changing Improper Fractions to Mixed Numbers               | 55   |
|         | E. Changing Mixed Numbers to Improper Fractions               | 56   |
|         | F. Reducing Fractions to Lowest Terms                         | 57   |
|         | G. Creating Common Denominators                               | 61   |
|         | H. Increasing & Reducing Fractions to Designated Denominators | 65   |
|         | I. Adding Fractions and Mixed Numbers                         | 71   |
|         | J. Subtracting Fractions and Mixed Numbers                    | 79   |
|         | K. Multiplying Fractions and Mixed Numbers                    | 90   |
|         | L. Dividing Fractions and Mixed Numbers                       | 95   |
|         | M. Supplementary Practice Problems                            | 100  |
|         | N. Miscellaneous Fraction Word Problems                       | 102  |

## **Utility Industry Math Boot Camp**

| Chapter | Topic  | Page |
|---------|--|------|
| 4       | Percents   | 107  |
|         | A. Preliminary Exercises                             | 109  |
|         | <ul> <li>Converting Fractions to Decimals</li> </ul> | 109  |
|         | <ul> <li>Converting Decimals to Percents</li> </ul>  | 110  |
|         | <ul> <li>Converting Percents to Decimals</li> </ul>  | 112  |
|         | B. Solving Percent Problems                          | 113  |
|         | • Percent  | 114  |
|         | • Part   | 117  |
|         | • Whole  | 119  |
|         | Miscellaneous Percent Problems                       | 121  |
|         | Miscellaneous Percent Word Problems                  | 122  |
| 5       | Ratios and Proportions                               | 125  |
|         | A. Ratios  | 127  |
|         | B. Proportions                                       | 137  |
|         | • Direct Proportions                                 | 138  |
|         | • Inverse Proportions                                | 145  |
| 6       | Dimensional Analysis (aka Mathematical Usage)        | 147  |
|         | A. Converting English Units of Measure               | 149  |
|         | B. Converting Metric Units of Measure                | 164  |
|         | C. Converting Units of Measure Between Systems       | 171  |
|         | D. Solving Dimensional Analysis Word Problems        | 177  |
| 7       | <b>Geometry Review and Graphic Mathematics</b>       | 183  |
|         | A. Geometry Review                                   | 185  |
|         | B. Graphic Mathematics                               | 205  |
|         | Answers to Problems                                  | 219  |
|         | Appendices   | 323  |