## Being able to do the following would be helpful:

## Fractions

a. Convert mixed numbers to improper fractions

$$
4 \frac{1}{4}=\frac{17}{4}
$$

b. Reduce fractions to lowest terms

$$
\frac{8}{12}=\frac{2}{3}
$$

c. Add/Subtract fractions (only if they have a common denominator)

$$
\frac{1}{2}+\frac{3}{7}=\frac{7}{14}+\frac{6}{14}=\frac{13}{14}
$$

d. Multiply/Divide Fractions

$$
\frac{2}{3} \times \frac{4}{5}=\frac{8}{15}
$$

e. Convert fractions into decimals

$$
\frac{3}{4}=.75
$$

Decimals
a. Recognize place value in a decimal number

56,408.973
Fifty-six thousand, four hundred eight and nine hundred seventy three thousandths Ten thousands-thousands, hundreds, tens, ones . tenths-hundredths-thousandths
b. Add/subtract decimals
$973.021+11.04=984.061$
c. Multiply decimals
$12.32 \times 4.984=61.40288$
d. Divide decimals

$$
2158.75 \div 6.25=345.4
$$

e. Convert decimals into fractions

$$
.128=\frac{128}{1000} \div \frac{8}{8}=\frac{16}{125}
$$

Using Proportions
Example 1: Using Ratios—A critical care area has one nurse for every two patients.
Express this as a ratio. 1:2

Express this ratio for $3,5,8$ nurses.
$\begin{array}{llll}1: 2 & 3: 6 & 5: 10 & 8: 16\end{array}$
Using fractions-Express the same proportion as a fraction

$$
\frac{1}{2}=\frac{3}{6}=\frac{5}{10}=\frac{8}{16}
$$

Example 2: Solving proportions-If two instructors are needed for a class of eleven students, how many students can 12instructors teach?

$$
\frac{2 \text { instructors }}{11 \text { students }}=\frac{12 \text { instructors }}{x \text { students }}
$$

$$
2 \times x=12 \times 11 \quad 2 x=132 \quad 2 x \div 2=132 \div 2 \quad x=66 \text { students }
$$

## Percentages

a. Convert percentages into decimals

$$
17.5 \%=.175
$$

b. Convert decimals into percentages

$$
.39=39 \%
$$

c. Solve percentage problems

Type 1: What is $60 \%$ of $200 ?$
Rewrite as an equation: What is represented by $y$ is is represented by = of is represented by a multiplication symbol write the percentage as a decimal

$$
y=.60 \times 200
$$

Solve the equation: $\quad y=120$

Type 2: 10 is what percentage of 160 ?
Rewrite as an equation: $\quad 10=y \times 160$
Solve the equation: $\frac{10}{160}=y \quad y=.0625 \quad y=6.25 \%$

Type 3: $75 \%$ of what number is 225 ?
Rewrite as an equation: $0.75 \times y=225$
Solve the equation: $\quad y=\frac{225}{.75} \quad y=300$


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