

College of Southern Nevada

MATH 100B-DE Syllabus, Fall 2009

INSTRUCTOR INFORMATION

Name: Jim Matovina

Biography: Jim has a BS in Math (with an Education emphasis) from [Purdue University](#) in West Lafayette, Indiana, and an MS in Mathematics & a Post Baccalaureate Certificate in Statistics from [Purdue University Calumet](#) in Hammond, Indiana. He has been teaching full-time at [CSN](#) since the fall of 1996, serves as the [CSN Math Department](#) webmaster, and has been teaching online math courses since 1998.

Homepage: <http://www.nevada.edu/~matovina>

E-Mail: jim.matovina@csn.edu

NOTE: Due to the wealth of computer viruses spread through e-mail and the daily barrage of unsolicited junk mail (SPAM), **any current student wanting to send the instructor a course-related message must do so using the mail system available within the [CSN Online Campus Course Management System, ANGEL](#).** (ANGEL is an acronym for A New Global Environment for Learning.) The instructor's CSN e-mail address is to be used **ONLY** if the mail system within the course is unavailable. Non-Emergency e-mail sent to this regular e-mail will, most likely, be ignored.

Phone & 702.651.5801

Voice Mail: **NOTE:** Although you may leave a message, the most expeditious way to reach the instructor will be using the mail system provided within the [CSN Online Campus Course Management System, ANGEL](#).

Fax: 702.651.5881

NOTE: Do not send the instructor a fax without advance notification.

Office: [CSN Charleston Campus](#), Building H, Room 101-E

Office Online: Tues, Wed & Thurs, 5-7 PM, in the Course Chat Room

Hours: In Person: By Appointment Only

COURSE INFORMATION

- Number:** MATH 100B, Math for Allied Health Programs
- Sections:** D01 (53240), D02 (53242), D03 (53244), D04 (53246), D05 (53248) & D06 (53250)
- Dates:** Monday, August 31 through Friday, October 23, 2009
NOTE: This is an accelerated, 8-week course.
- Textbook:** [*Math and Dosage Calculations for Health Care, 3rd Edition*](#), Booth and Whaley. McGraw-Hill Higher Education Publishing, ISBN-13 978-0-07-729049-8. **AVAILABLE:** In any of the CSN Bookstores, or Online at e-follett.com or at <http://www.half.ebay.com/textbooks> - search by the ISBN listed above.
- CD:** Even though the textbook comes with a CD, its use is optional.
- Location:** Internet only, within the CSN Online Campus Course Management System, ANGEL, which can be accessed at <http://onlinecampus.csn.edu>. **IMPORTANT:** Various features in this course, including the required online quizzes, make use of pop-up windows. Thus, to be able to participate in this course, **you MUST disable any "Pop-Up Blocker" software installed on your computer.**
- Description:** A course designed to provide the mathematics skills used in allied health fields. Topics include operations with fractions and decimals, measurement systems, percents, ratios and proportions, drug calculations, and IV flow rates. This course can only be applied as the Math component of AAS degrees or certificate programs in specific allied health programs at CSN.
- Method of Instruction:** Students will be expected to read the text, do the suggested homework problems, study the indicated web site materials, and ask questions, when necessary. Each topic may have an Internet site as a mandatory reference. Sites may be read only, interactive, and/or downloadable. **Questions appearing on the Quizzes/Exams will come from the material covered in the textbook and/or from Supplemental Materials provided within the course.** Also, technical difficulties on behalf of the student will not be an acceptable excuse for missing deadlines or neglecting to complete the assigned work.
- Computer Labs at CSN:** CSN cannot be held responsible for Internet connections and computer reliability outside of its control. **Technical problems on your behalf will NOT serve as a valid excuse for missing or failing to complete assessments on time.** Thus, students are encouraged to utilize the CSN Computer Labs for this course. Information concerning the CSN Computer Labs can be found online at <http://www.csn.edu/pages/444.asp>.

COURSE OBJECTIVES & POLICIES

- Goals:** Upon completion of this course, students should be able to:
- Work with fractions and operations on fractions.
 - Work with decimal notation, including conversion to fractions and percents.
 - Work with percents, including conversion to fractions and decimals.
 - Solve problems using ratios and proportions.
 - Work with basic Roman numerals.
 - Understand various systems of measurement and their equivalencies.
 - Perform conversions within and between systems of measurement.
 - Solve medication problems involving equivalencies and complications.
 - Solve medical problems involving interpretation of solution concentration.
 - Solve medical problems involving IV flow rates.
 - Apply and extend all concepts.
- Calculators:** A scientific calculator is allowed and recommended, but not required.
- ADA Notice:** Any student who qualifies for "reasonable accommodations" in accordance with the American with Disabilities Act **must notify the instructor in writing of such by the end of the first week of class.** For more information, visit the DRC's website at <http://www.csn.edu/pages/544.asp>.
- Honesty:** **Academic dishonesty of any kind will not be tolerated.** Any incident of academic dishonesty will be reported to the College, and the most serious course of action will be recommended.
- Religious Holidays:** CSN is sensitive to the religious obligations of its students. Any student intending to miss class, quizzes, examinations or any other course work because of an observance of religious holidays shall, whenever possible, be given an opportunity to reschedule the logistics corresponding to the missed work. **You must notify the instructor in writing of such an event before the date of occurrence.**
- Withdrawal:** If you stop logging into the course or quit completing the required quizzes, you will NOT be assigned an automatic "W" or "Withdrawal" grade; you will receive a grade based on the total points you have earned in the course, which, more than likely, will be an "F" to connote you failed the course. **If you wish to be withdrawn from this course, it is your responsibility to officially drop the course by the drop date listed in the college catalog/schedule of classes.**
- Changes:** The instructor reserves the right to change the course syllabus, schedule, and policies as necessary. Students will be given appropriate notification in the event of any corresponding changes.

GRADING

Homework: A list of suggested homework assignments will be provided. These assignments are there for your benefit. **No textbook assignment will be submitted for grading.**

Syllabus Quiz: You will begin the course by taking a 10-point quiz over the information and policies laid out in this syllabus. **You MUST get a perfect score on the Syllabus Quiz (labeled SQ) before you are allowed to continue in the course.** If you do not get a perfect score, review your answers and this Syllabus, and then retake the Syllabus Quiz. Any Quiz and/or Exam missed due to a failure to take or get a perfect score on the Syllabus Quiz will be scored as a zero, and no make-up work will be allowed or offered for any reason. As an added benefit, the points earned on the SQ will be included in your Course Grade calculation.

Chapter Quizzes: There will be twelve 10-point, Chapter Quizzes, labeled Q1-Q12. Quiz completion deadlines are listed in the Course Schedule. **Questions appearing on the Quizzes/Exams will come from the material covered in the textbook and/or from Supplemental Materials provided in the course.** Any Quiz not taken or completed by the specified deadline will be scored as is. Absolutely no make-up Quiz will be offered for any reason. Each Quiz must be completed within the posted time limit. Unless approved by the instructor, answers saved after time has expired will not be accepted. At the end of the term, your lowest Quiz score will be dropped, and the total of all points earned on the remaining graded Quizzes will be included in your Course Grade calculation.

Exams: Around the middle of the term, there will be a 40-point, online Mid-Term Exam (MID), and at the end of the term, there will be a 40-point, online Final Exam (FIN). Exams must be completed on or before the specified deadlines listed in the Course Schedule. **Questions appearing on the Quizzes/Exams will come from the material covered in the textbook and/or in Supplemental Materials provided in the course.** Any Exam not taken or completed by the specified deadline will be scored as is. Absolutely no make-up Exam will be offered for any reason. Each Exam must be completed within the posted time limit. Unless approved by the instructor, answers saved after time has expired will not be accepted. At the end of the term, the total of the points earned on the MID and the FIN will be used in your Course Grade calculation.

Missed Quizzes/ Exams: There are no acceptable excuses for missing or failing to complete a Quiz or Exam. This includes technical difficulties (or other computer problems), children, illness, deaths in the family, traffic court, vacations, weddings or any other legitimate (or imaginary) problems. Quizzes and Exams are available for an extended period of time so that students can make appropriate arrangements to complete the required work. Thus, any missed Quiz or Exam will be scored as a zero, and **no make-up work of any kind will be offered**. **NOTE:** This policy does not conflict with the Religious Holidays policy. Observance of a religious holiday allows the student to reschedule any corresponding work, and rescheduling something in advance is significantly different than making up missed work.

Computer Grading: It is important to note that each Quiz and Exam in this course will be completed online, and graded by the computer. You are more than welcome to use your calculator, textbook, and any course notes you feel will help, but you are expected to complete the work without any assistance from another person. With that in mind, you will be 100% accountable for the answers you provide, and, thus, **no partial credit will be awarded for incorrect answers**, regardless of the severity of the corresponding error(s).

Also, since the computer will perform the vast majority of the grading in this course, you are to provide your answers with no attempt to show any work or intermediate step(s). Any attempt to show work as to how you arrived at a specific answer will be viewed by the computer as unnecessary and, hence, your answer will be deemed incorrect. **No credit will be awarded for any answer marked incorrect due to a failure to follow these or any future instructions.**

As it is possible for the computer to fail to recognize alternate forms of correct answers (Example: If the correct answer is the number "10," an answer of the word "ten" may be marked wrong by the computer), it will be in your best interests to review every Quiz & Exam after it has been graded. If you wish to question the grading of a particular answer, you are welcome and encouraged to do so. **If you have an answer you believe was incorrectly marked wrong, it is your responsibility to contact the instructor for a possible adjustment to your score.**

Extra Credit: Absolutely **no extra credit will be offered in this course**. Simply put, those in need of additional points should be spending their time studying the requisite material for the course. And, those who do not need to put in the extra time studying will not be in need of the extra points.

Time Limits: Each of the Chapter Quizzes and Exams in this course has a time limit AND a deadline. **Posted deadlines have priority over time limits.** For example, if a Quiz has a time limit of 30 minutes and a deadline of 8 PM on a specified date, and you begin the Quiz at 7:45 PM on that due date, it will get cut off at 8 PM, thereby giving you only 15 minutes to do the Quiz. Please plan accordingly.

Calculation: Point totals will be rounded to the nearest **hundredth** of a point.

Grades will consist of:		Grades will be assigned as:
Syllabus Quiz:	10	180.00-200.00 points: A
11 Highest Chapter Quizzes:	110	160.00-179.99 points: B
Midterm Exam (MID):	40	140.00-159.99 points: C
<u>Final Exam (FIN):</u>	<u>40</u>	120.00-139.99 points: D
Total Points:	200	Below 120 points: F

Example: Assume John Doe finishes the semester with the mandated Syllabus Quiz score of 10 points, Chapter Quiz scores of 10, 10, 7, 8, 9, 5, 9, 6, 9, 7, 10 & 10, a Mid-Term score of 39, and a Final Exam score of 35.5.

Dropping the lowest Chapter Quiz score of 5, his grade is computed as:
 $10+10+10+7+8+9+9+10+9+7+6+10 + 39 + 35.5 = 179.5$, which is a B.

TIPS FOR SUCCESS

Do Not Wait for Deadlines: **Do not wait until the last minute to begin a quiz or exam.** You are strongly advised to complete each quiz and exam at least a day or two before the deadline. That way, if you run into a technical problem, there may be enough time to resolve the issue before the actual deadline. Remember, no make-up work will be offered, for any reason.

Ask For Help: If you find yourself falling behind or become even the slightest bit confused, seek help immediately! Feel free to contact your instructor at any time. You should receive a response within 24-48 hours. Also, each student receives 12 free hours of tutoring for each three credit class in which they are registered. The Tutorial Center on the Charleston Campus is located in D 221. Additionally, there is an open Math Lab on the Charleston, Cheyenne, and Henderson Campuses. These Science & Mathematics Tutoring Centers are staffed with tutors and instructors (from both Math & Science), and their use is free of charge. Visit <http://www.csn.edu/pages/1558.asp> for more information.

SCHEDULE

Wk	Dates	Material	Quiz/Exam Due Dates
1	8/31-9/3	Syllabus Chapters 1-2	Complete Syllabus Quiz ASAP Quiz 1 (Ch 1) Due by Thursday, 9/3, 8 PM Quiz 2 (Ch 2) Due by Thursday, 9/3, 8 PM
2	9/7-9/10	Chapters 3-4	Quiz 3 (Ch 3) Due by Tuesday, 9/8, 8 PM Quiz 4 (Ch 4) Due by Thursday, 9/10, 8 PM
3	9/14-9/17	Chapters 5-6	Quiz 5 (Ch 5) Due by Tuesday, 9/15, 8 PM Quiz 6 (Ch 6) Due by Thursday, 9/17, 8 PM
4	9/21-9/24	Midterm Exam (Ch 1-6), Due by Thursday, 9/24, 8 PM	
5	9/28-10/1	Chapters 7-8	Quiz 7 (Ch 7), Due by Tuesday, 9/29, 8 PM Quiz 8 (Ch 8), Due by Thursday, 10/1, 8 PM
6	10/5-10/8	Chapters 9-10	Quiz 9 (Ch 9), Due by Tuesday, 10/6, 8 PM Quiz 10 (Ch 10), Due by Thursday, 10/8, 8 PM
7	10/12-10/15	Chapters 11-12	Quiz 11 (Ch 11), Due by Tuesday, 10/13, 8 PM Quiz 12 (Ch 12), Due by Thursday, 10/15, 8 PM
8	10/19-10/22	Final Exam (Ch 7-12), Due by Thursday, 10/22, 8 PM	

Calvin and Hobbes

