



78-854-778 Nursing Math

Patricia Keller

BLACKHAWK TECHNICAL COLLEGE

INSTRUCTOR

Patricia Keller

Email: PKeller@blackhawk.edu

Office Phone: 608-757-7676

Office Location: Central Campus (Janesville), Student Success Center, Room 2213, Math Tutoring Lab

Office Hours: Mon 9-2, Wed 10-4, Thurs 12-3, and Fri 9-2

I will also log into the Math Lab Tutoring Zoom Room during my office hours. If you need to meet with me on Zoom at a different time, please email me, so we can schedule a time to meet.

COURSE INFORMATION

This course is designed to help students with the math needed for the Associate Degree Nursing program, specifically questions that the ADN students are asked on "Pharmacology Math Tests" and random questions in other tests. Topics will include decimals, fractions, percents, metric measurements, conversions, concentrations, significant figures, scientific notation, working with formulas, and solving for the unknown. The course is also helpful for preparing for the COMPASS and TEAS test.

Credits: 2

CLASS INFORMATION

Section Number: 52656

Term: Fall Year: 2021 Start Date: 8/16/2021 End Date: 12/10/2021

Meeting Times: Students may work in the Math Lab in the Student Success Center during any open hours: M-Th 9:00 A.M. - 7:00 P.M. and Fri 9:00 A.M. - 2:00 P.M. or in the Math Zoom Room as needed.

Meeting Location: Math Learning Lab – Central Campus, Janesville, Student Success Center, Room 2213 or for assistance as needed on Zoom.

Delivery Mode: Flex Lab

TEXTBOOKS

Required textbook:

Nursing Math Binder: Notes and Practice Tests, BTC, 2013, (**revised 13th edition, 2021**).

This booklet is only available in the BTC Bookstore and is inexpensive.

COURSE COMPETENCIES

1. Perform basic math calculations (add, subtract, multiply, and divide) whole numbers, fractions, and decimals.
2. Calculate various problems involving percentages.

3. Understand measurements and conversions.
4. Understand concentrations.
5. Calculate dosage calculations.
6. Apply rules of estimating and rounding.

GRADING INFORMATION

Major Assignments/Assessments	Points per Activity	# of Activities	Total Points Possible
Units 1-8 Homework	50	8	400
Unit Tests (1-7)	100	7	700
Comprehensive Final Exam with Unit 8	100	1	100
Meeting with an Instructor	25	4	100
Syllabus Quiz	25	1	25
Course Experience Survey (extra credit – not in point total)			(10)
Total Points / Percentage Possible:			1325

BLACKHAWK TECHNICAL COLLEGE SYLLABUS GUIDELINES

Blackhawk Technical College Grading Scale

The grading scale is a scale of points possible and / or weighting of points that equate to a grade and what is acceptable for successful completion of the class.

Grade	Percent Attained
A	92.5% - 100%
AB	87.5% - 92.4%
B	79.5% - 87.4%
BC	74.5% - 79.4%
C	69.5% - 74.4%
D	59.5% - 69.4%

Blackhawk Technical College Core Abilities

The College core abilities were developed to define the expectations of all graduates from Blackhawk Technical College programs, unifying all academic divisions and contributing to student success. Not only are core abilities expected outcomes for students, but they also reflect the expectations of all College staff as well.

Blackhawk Technical College has identified five core abilities that are crucial to success both during school and after graduation. These core abilities, based on input from faculty, employers, students, and other members of the community, are skills and competencies that will enable students to be successful in the workplace. These essential skills are taught across all programs and departments. Everyone at Blackhawk works toward improving and applying these critical skills.

- Demonstrate Critical Thinking
- Demonstrate Effective Communication
- Demonstrate Professional Work Behaviors
- Demonstrate Diverse and Inclusive Practices
- Demonstrate Professional use of Relevant Technology

Add/Drop/Withdrawal Dates

Add/Drop/Withdrawal dates: You may add or drop a course without penalty before the course begins. (excluding non-refundable fees) After the course begins the refund policy applies. For example, 60% of all applicable student tuition and fees will be refunded if the application for refund is made after 10% but before more than 20% of the course's potential hours of instruction have been completed. See the Student Handbook for further information on adding, dropping and withdrawing from classes and on the college's refund policy.

Class Attendance

Class attendance is extremely important. If at any time you stop attending class, which will be considered an unofficial withdraw, your last date of attendance will be recorded and submitted for processing. If you are receiving financial aid, this may have an impact on your award. Financial Aid will notify you of such information by either email or mail. It is recommended that you contact the Financial Aid office for more information.

ADA Statement

If you have a documented disability or accommodation and would like information about support services and educational accommodations, please contact BTC's Access and Accommodations Coordinator at 608.757.7796 or in room 2200 at Central Campus (Student Success Center). Please discuss your approved accommodations with me during

office hours or after class and be sure to allow adequate time to arrange appropriate classroom or testing accommodations.

Academic Honesty & Integrity

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any violation of this standard must be reported to the Judicial Affairs Officer and the Department Dean. The faculty member, in consultation with the Department Dean and the Judicial Affairs Officer, will decide whether the matter should be processed through the Student Conduct System or resolved without a formal hearing. In the latter case, the faculty member must have the agreement of all students directly affected.

See BTC's Student Code of Conduct in the student handbook for more information. Depending on the severity of the violation of the Student Code of Conduct, the result can be anything from a warning to failure of the assignment to being dropped from the course or program or even the college.

Guidelines for citing copyrighted materials will be discussed within the classroom.

Technology Assistance

Blackhawk Technical College provides an email account for all students. Students are responsible for checking their email accounts regularly. Students can access their email through the MyBTC portal. Course information from Blackboard and official college updates will be sent to this student email account.

For help with login problems and Blackboard issues contact the BTC Help Desk. Help Desk technicians provide BTC computer support in person at the Central campus in room 2506 and by phone at (608) 757-7711. For up to date support hours click the link below and scroll to the bottom of the page.

<https://www.blackhawk.edu/Student-Resources/Information-Technology-Services>

Tutoring

Blackhawk Technical College provides tutoring at no cost to enrolled students. A variety of methods are used to encourage student success including learning lab instructor assistance, drop-in computer assistance, peer tutors, and study groups. The college attempts to recruit tutors to serve students at all campuses and centers upon request. In addition, 24-7 Online tutoring is available from any location that has an internet connection. If you need a tutor or are interested in becoming a tutor, please contact the Tutoring Services Office at (608) 757-7656 or go to room 2200 at Central Campus, (the Student Success Center).

BTC does not tolerate violent, threatening, discriminatory, harassing, or racist behaviors in person or online. See the Student handbook for more information on the Student Code of Conduct.

Students Who Stop Attending

Class attendance is extremely important. If at any time you stop attending class, which will be considered an unofficial withdraw, your last date of attendance will be recorded and submitted for processing. If you are receiving financial aid, this may have an impact on your award. Financial Aid will notify you of such information by either email or mail. It is recommended that you contact the Financial Aid office for more information.

See the [Student Handbook](#) for further information on the Non-Attendance/No Show policy.

SUPERVISOR

Division: Learning Support Division (LSD)

Supervisor: Darian Snow

TO ACCESS THE MATH ZOOM ROOM:

To access the Zoom Math and Science Lab Tutoring – go to your Blackboard
Under “My Organizations” - select “Student Success Center and Tutoring”,
select “Lab Tutoring Zoom Room” on the left or follow link below.

<https://blackhawk.zoom.us/j/5137110943>

GRADING WORKSHEET - REFER TO THE GRADING CENTER IN BLACKBOARD TO TRACK YOUR CURRENT GRADE.

Syllabus Quiz _____/25 Course Experience Survey _____/10 (extra credit)

Unit Homework:

Unit 1 _____/50 Unit 2 _____/50 Unit 3 _____/50 Unit 4 _____/50
Unit 5 _____/50 Unit 6 _____/50 Unit 7 _____/50 Unit 8 _____/50

Unit Tests:

Unit 1 _____/ 100 Unit 2 _____/ 100 Unit 3 _____/ 100 Unit 4 _____/ 100
Unit 5 _____/ 100 Unit 6 _____/ 100 Unit 7 _____/ 100 Unit 8 _____/ 100

Meet with any Instructor on Zoom, or in Math Lab or reach out by email to pkeller@blackhawk.edu

Sept _____/ 25 Oct _____/ 25 Nov _____/ 25 Dec _____/ 25

GETTING STARTED

Materials – See Getting Started Tab:

1. **Take syllabus quiz.**
2. **Work through Unit 1** from the Nursing Math Binder 13th edition that is purchased from the **BTC Bookstore**.
3. **Complete the Homework for Unit 1** which is one of the packets that is stapled together at the end of your Nursing Math Binder.
4. **Submit the answers** from your Homework packet onto Blackboard under the “Unit Homework and Tests” tab.
5. **Take the Unit Test.**
6. Repeat for units 2-8.

Always ask for help as needed. Instructors are available in the Math Tutoring Lab during open hours, on Zoom in the Math Tutoring Zoom Room, and I can be contacted at pkeller@blackhawk.edu. We are here to help and enjoy the opportunity to work with students.

Nursing Math Binder:

The Nursing Math Binder provides instruction and practice; the booklet will not be turned in or graded. The answers are found throughout the booklet. Please correct your work and be sure to ask questions as needed. The **answer key** for the **Nursing Math Binder** that shows the answers and the steps taken to get the answers can be found in the Unit Resources of Blackboard. Please ask the instructor on duty if you need help.

Unit Homework:

The Unit Homework packets are found in the back of the Nursing Math Binder. The Unit Homework must be completed and submitted into Blackboard before taking the test. The Homework packet is very similar to the practice test found in the Nursing Math booklet and the Unit Tests. The Homework packets are worth 50 points each. Save your work in case instructor has questions on how you got your answers. Enter your completed Homework packet answers into Blackboard. Please make sure to get help with any questions that you have prior to taking your test. 2 attempts are allowed for the homework submission onto Blackboard with highest grade kept. **You can leave and return to the Homework, so do not stay logged in when not in use.**

Tests: Sometime after submitting your homework onto Blackboard and when you are ready, **complete your unit tests on Blackboard under the “Unit Homework and Tests” tab.**

There will be seven-unit tests each worth 100 points, and the unit 8 test will include a comprehensive final exam and be worth 100 points. **Tests will not only cover material studied in the current unit, but will ALSO include questions from previous units.** Calculators cannot be used on the first two tests, but can be used on most of the remaining tests. **One test (from units 1 -7) per semester can be retaken and the highest grade will be recorded. If you need to retake a test, it will have to be set up a week ahead of time through email with your instructor at pkeller@blackhawk.edu.** After you complete each unit, you can start the next unit.

Basic Math Facts:

If you need help with math facts, flash cards are available and are a great way to improve your skills. There are also helpful hints, games, songs, etc. posted on Blackboard.

Extra Credit: Since there are no specific amount of hours required to complete this course, I have removed the extra credit option which often was used more-so to help fulfill those hours.

SECTION SPECIFIC GUIDELINES

Course attendance/participation policy:

*****There will be no particular number of hours required for the Nursing Math class.*****

Grade will be based on the points earned on the syllabus quiz, the 8-unit homework packets, the 8-unit tests and for meeting with an Instructor at least monthly.

Students may work independently from home and when assistance is needed, attend the Math Lab at Central Campus, or contact the Math Tutoring Lab on Zoom or contact the Instructor at pkeller@blackhawk.edu.

Required to meet with an Instructor monthly. Required to submit work at least every 2 weeks. Due dates are found below for each unit.

To complete a unit:

1. Work through the unit in the Nursing Math booklet to learn the skills; please ask for help as needed. I would really enjoy working with you.
2. Complete and submit your answers on Blackboard for the homework packet (found at the end of the Nursing Math booklet) for that unit.
3. Complete the unit test on Blackboard sometime after submitting the homework answers onto Blackboard.

What to do in case of instructor absence: Your instructor does not need to be present when you work on your Flex-Lab course. A Math Learning Lab instructor will be on duty if you need help or have any questions.

What to do in case of student absence:

Students Who Stop Attending

Class attendance is extremely important. If at any time you stop attending class, which will be considered an unofficial withdraw, your last date of attendance will be recorded and submitted for processing. If you are receiving financial aid, this may have an impact on your award. Financial Aid will notify you of such information by either email or mail. It is recommended that you contact the Financial Aid office for more information.

See the [Student Handbook](#) for further information on the Non-Attendance/No Show policy.

Course-Specific Technology Use:

Blackboard - Blackboard is an online computer service that will be used in this class to provide additional handouts, PowerPoints, links to websites and videos, record grades, and much more. If you have a smart phone, you can use the **Blackboard app**. Course information from Blackboard and official college updates will be sent to your student email account.

Additional technology requirements:

Email - Blackhawk Technical College provides an email account for all students. Students are responsible for checking their email accounts regularly. Student email can be accessed from MyBTC. For directions to send BTC email to your phone, see the directions listed on Blackboard, under "Resources."

Guidelines on use of technology such as cell phones, calculators, tablets, etc.:

Cell Phones - Cell phones must be turned to silent or, for emergencies only, be set to "vibrate" in the Math Learning Lab area. In the event of an emergency (and in order to keep from disturbing others), you must leave the area to accept an emergency call. You may not answer a call or text in the Math Learning Lab. Disregard for these guidelines may result in disciplinary action, which could include the student being excused from class and marked absent for that day to being suspended from that class.

Course Calendar

Below is a chronological list by date of assignments, assessments, and other activities required for successful completion of this class: Complete the units in the order listed. **Students should submit no more than two units in a week.** The midterm grade, (S = Satisfactory (C) or U = Unsatisfactory), will be based on work completed through the seventh week of school (Unit 3). All work and tests must be completed by Wednesday, December 8, 2021 by midnight. *Note - Each Unit is about Two Weeks in Duration. All tests are due by midnight of due date listed below.*

Week #	Due Date	Topic & Course Competency/Learning Objective(s)	Reading Assignment From Binder	Assignments Due, Test, etc. or Important Notes
1	Fri Aug 20	Numbers: Arabic Numerals to Rounding	Read Unit 1: p 1 - 14	Syllabus Quiz Blackboard (homework/test tab)
2	Mon Aug 23	Numbers: Powers of Ten to Word Problems	Read Unit 1: p 15 - 24	Unit 1 Homework Due Unit 1 Test
3		Dec, Frac & Prop: Decimals to Converting Dec and Fractions	Read Unit 2: p 25 - 38	
4	Wed Sept 8	Dec, Frac & Prop: Subtracting Fractions to Proportions	Read Unit 2: p 39 - 52	Unit 2 Homework Due Unit 2 Test
5		Metric System: Intro to Metric Conversion	Read Unit 3: p 53 - 68	

6	Wed Sept 22	Metric System: Acceptable Answers	Read Unit 3: p 69 - 79	Unit 3 Homework Due Unit 3 Test
7		% and Concentrations: Percent's	Read Unit 4: p 80 - 94	
8	Wed Oct 6	% and Concentrations: Concentrations	Read Unit 4: p 95 - 110	Unit 4 Homework Due Unit 4 Test
9		Conv and Dosages: Conversions and Rates	Read Unit 5: p 111 - 125	
10	Wed Oct 20	Conv and Dosages: Dosage Calculations	Read Unit 5: p 112 - 153	Unit 5 Homework Due Unit 5 Test
11		Variations: Weight-Based and Frequency and Maximum	Read Unit 6: p 154 - 171	
12	Wed Nov 3	Variations: Reconstitution and Insulin	Read Unit 6: p 172 - 186	Unit 6 Homework Due Unit 6 Test
13		IV Dosages: Flow Rates	Read Unit 7: p 187 - 198	
14	Wed Nov 17	IV Dosages: Drip Rates	Read Unit 7: p 199 - 213	Unit 7 Homework Due Unit 7 Test
15		Case Studies	Read Unit 8: p 214 - 249	Course Experience Survey
16	Wed Dec 8	Comprehensive Final: Review		Unit 8 Homework Due Unit 8 Test includes Final

**No
School: Labor
Day, Sept 6,
2021
No
School: Novem
ber 23 – 26*
Syllabus
changes: As
your instructor,
I retain the
right to make
changes based
on the timeline
of the class,
feedback from
learners,
and/or
logistical issues
and will inform
you as soon as
changes are
made.*
