I. Course Description

Designed to bridge the gap between a weak mathematical foundation and the knowledge necessary for the study of mathematics courses in technical, professional, and transfer programs. Topics may include arithmetic, algebra, and geometry. Credits not applicable to graduation. Lecture 3 hours per week.

II. Introduction

The course is designed to prepare Practical Nursing students for acceptance into the program. Placement in this course is dependent upon the student's score on the practical nursing mathematics entrance test.

Topics in this course, which include fractions, decimals, ratios, proportions, per cents, and the metric system, are selected to prepare the student for the NUR 15 - Administration of Medications course.

III. Instructional Methods

MTH 01 covers whole numbers, fractions, decimals, ratios, proportions, per cents and the metric system. It is an individualized course. Students work on the material from the textbook.

No unauthorized electronic devices are to be used during class time, this includes cell phones, (cell phones are not to be ringing or beeping during class) i-pods, calculators, laptops, etc. If you have an emergency that requires you to have a cell phone out during class time then discuss this with the instructor.
IV. **Instructional Materials**

Student Materials:
2. Notebook
3. Pencils
   (No Calculator allowed)

If you are a student with a documented disability who will require accommodations in this course, please register with the Disability Services Office located in the Counseling Center for assistance in developing a plan to address your academic needs.

The NRCC community values the pluralistic nature of our society. We recognize diversity that includes, but is not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC, or who otherwise participate in the life of the college.

V. **Course Content**

A. Whole Numbers
   Fractions
   Decimals
   Ratio/Proportion/Per cent
   Metric System

B. Evaluations

VI. **Grading**

There will be seven tests given. The average of all tests will count as 80% of the course grade. The final exam is 20% of the course grade. **No calculator is allowed.** The tests will be given only once and no retest or make up test is allowed. Most of the tests are paper and pencil tests while some tests may be on the computer. A grade of 80% or better on the tests is satisfactory. A grade of less than 80% on the test is unsatisfactory. There will be a comprehensive final exam.

**Course Grade:** \[(0.80)(\text{Test Average})+(0.20)(\text{Final Exam}) = \text{Course Average}\]

The following grades will be assigned for this course:

- **S: Satisfactory** The student has completed the course with an average of 80 or better. No grade point credit.
- **U: Unsatisfactory** The student has completed the course but has an average of less than 80 on the tests, or the student has not completed the course. No grade point credit.
- **W: Withdrawal** The college withdrawal policy will be followed.
On written quizzes and tests, I do NOT grade answers, I grade the work. Credit will NOT be given if the correct work is not shown on the test paper.

VII. Cheating

Cheating in any form will not be tolerated. Any student involved in cheating will receive a grade of “0” for MTH 01.

Texting during a test is not allowed and is considered cheating. A grade of “0” will be given to anyone texting during a quiz or test.

VIII. Attendance

Attendance will be taken at the beginning of each class meeting. Students missing class are responsible for any material covered and assignments made in their absence. Two tardies or early departures from class is counted as an absence.

Use of the internet, e-mailing, sleeping, talking during lectures, or working on materials other than the math course materials during class time, will be counted as an absence for the day.

IX. Instructor

Instructor: Debra Gupton
Office: Godbey Hall, Room 89
Office Hours: TBA
Phone: (540) 674-3600, ext. 4239

X. Withdrawal Policy

Student Initiated Withdrawal Policy

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of “F” or “U” will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.
A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Director of Student Services.

**No-Show Policy**

A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

**Instructor Initiated Withdrawal**

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (DE classes) in each class throughout the semester.

When a student’s absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor’s policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (DE class), the last date of attendance/participation will be documented. Withdrawal must be completed within five days of a student’s meeting the withdrawal criteria. A grade of “W” will be recorded during the first sixty percent (60%) period of a course. A student withdrawn after the sixty percent (60%) period will receive a grade of “F” or “U” except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student’s academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.