Course and Number: MATH 1000 – Mathematics skills for Health Care Professionals  
Credits: 1   Class Hours Per Week: 1   Prerequisites: DEV 0115 with a “C” or better  

Instructor: (insert your name)   Office: insert your CSCC office location  
e-mail: (insert your CSCC e-mail address)  
Phone: (insert your CSCC phone #)  
Office Hours: (insert your office hours, if any)  

COURSE DESCRIPTION: MATH 1000 is designed to provide students with the mathematical skills and strategies required to successfully work in the allied health fields. The course begins with a basic review of math skills necessary for administering basic health care. The course also includes ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, strengths of solutions, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, dose conversions, and a brief introduction to descriptive statistics.

SPECIAL COURSE REQUIREMENTS: None

LEARNING OUTCOMES: To review basic math skills and to introduce mathematical strategies necessary for the student to succeed in the basic and technical courses in the Veterinary Technology and the Medical Assisting Technology.

GENERAL EDUCATION GOALS: This course addresses the following Columbus State general education goals:  
• Critical Thinking  
• Quantitative Literacy

TEXTBOOK, MANUALS, REFERENCES, AND OTHER REQUIRED MATERIALS:  
  ISBN 978-1-4160-4755-1  
• Graphing or scientific calculator (REQUIRED).

NOTE TO STUDENTS: To achieve a mastery of the course material, the Mathematics Department recommends that the student should be prepared to spend an average of 3 hours per week on this course.

GENERAL INSTRUCTIONAL METHODS: Lectures, class discussions, individual and collaborative activities and/or projects.
STANDARDS AND METHODS FOR EVALUATION:

(instructors – insert your detailed grading policy here subject to the following…

- No more than 15% of the course grade may be determined using non-proctored assessments.
- Final Exam = 30% of course grade (final exam is 100% departmental).

GRADING SCALE:
Letter grades for the course will be awarded using the following scale:

- ≥ 90% - A
- 80-89% - B
- 70-79% - C
- 60-69% - D
- < 60% - E

Grades will not be curved, skewed, or otherwise inflated.

UNITS OF INSTRUCTION:

- Basic Math Review
- Roman Numerals and Military Time
- Fractions
- Percentages and Decimals
- Ratios and Proportions
- General Accounting
- The Metric System
- U.S. Customary Units and the Apothecary System
- Application of Measurement and Dose Conversion
- Using Powers of Ten to Convert Measurements within The Metric System
- Introduction to Statistics
- Graphs: Tools of Organization

ATTENDANCE POLICY: (instructors – insert your detailed attendance policy here)

ASSESSMENT: Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes: (1) to improve student academic achievements; (2) to improve teaching strategies; (3) to document successes and identify opportunities for program improvement; (4) to provide evidence for institutional effectiveness. In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

LAST DAY TO WITHDRAW FROM COURSE: If you should decide to drop this course, but do not officially do so through Records & Registration, a failing grade will be recorded on your transcript. For full 10 week term courses, the last day to drop this course is insert date – see academic calendar. No drops will be allowed after this date. Drop forms are available from the Counseling/Advising Center and from Records and Registration.
TUTORING RESOURCES: The following are ways of obtaining free tutoring:

- The Learning Resource Center (DH room 313) during the posted hours. **You will be required to sign in and out using your CougarID number.** Tutoring is also available at the Dublin, Westerville and Southeast branch locations. LRC hours at these locations change each quarter. For additional information, please visit: [http://www2.cscc.edu/academics/departments/math/tutoring.shtml](http://www2.cscc.edu/academics/departments/math/tutoring.shtml)
- Peer Tutoring – sign up for Peer Tutoring in Aquinas Hall room 241.
- Depending upon availability, a walk-in tutoring session may be held on Saturdays from 9am–1pm. Contact Peer Tutoring in Aquinas Hall at 287-2474 for additional information.
- Online Tutoring - You can post a question to our Math Tutoring Forum on Blackboard OR setup an appointment for a live one-on-one online tutoring session via the web. To find out more, sign into Blackboard and look for "Math Tutoring" in the "My Organizations" section.

STUDENT CODE OF CONDUCT: As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the student code. The Columbus State Community College expects you to exhibit high standards of academic integrity, respect and responsibility. Any confirmed incidence of misconduct, including plagiarism and other forms of cheating, will be treated seriously and in accordance with College Policy and Procedure 7-10.

The use of a graphing calculator to store notes and/or formulas without the instructor’s permission is considered academic misconduct and is subject to disciplinary action according to college policy. The use of any electronic device capable of wireless communication (phone, computer, pager, etc.) is **strictly prohibited** during any proctored assessment (test, quiz, etc.)

ADA POLICY: It is Columbus State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodations because of physical, mental or learning disability, please contact the Department of Disability Services, 101 Eibling Hall, 614.287.2570 (V/TTY) or [http://www2.cscc.edu/services/disability/](http://www2.cscc.edu/services/disability/). Delaware Campus students may also contact an advisor in the Student Services Center, first floor Moeller Hall, 740.203.8000 – Ask for Delaware Campus advising, or [www.cscc.edu/delaware](http://www.cscc.edu/delaware), for assistance.

WEATHER CONDITIONS: In the event of severe weather or other emergencies which could force the college to close or to cancel classes, please refer to the college’s severe weather policy, which is posted at [http://www.cscc.edu/docs/contact/weather.htm](http://www.cscc.edu/docs/contact/weather.htm)

FINANCIAL AID ATTENDANCE REPORTING: Columbus State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veteran’s Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported quarterly by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.
ELECTRONIC DEVICES IN THE CLASSROOM: As a courtesy to your fellow classmates and instructor, please turn off your cell phone or anything else that might cause a disturbance during class.
Mathematics Department Questionnaire

Course Number ____________________ Course Name ____________________

Instructor ____________________ Quarter__________ Year ____________

Name ____________________

Address ____________________

Telephone Number ____________ Email ____________________

I have been placed in this course by means of:
COMPASS test results
Permission of the Department Chairperson (Chairperson’s name: )
I passed the prerequisite math course with a grade of “C” or better
Other (please explain)

What is the last math course you passed with a grade of “C” or better?

<table>
<thead>
<tr>
<th>Course name</th>
<th>Quarter</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Taken at: ____________________ Instructor: ____________________ Grade received: ____________________

Have you attempted this current Math course before? YES NO
If YES, how many times have you started this course?
If YES, how many times have you completed this course?

What are you attempting to complete at Columbus State?
an Associate of Arts Degree
an Associate of Science Degree
an Associate of Applied Science (Two Year Technical) Degree
I am a transient student
Other (please explain)

Please list any problems or circumstances that you would like to make your instructor aware of

________________________________________________________________________

________________________________________________________________________

Please read carefully
I have received a syllabus for this course and verify that I have met the course prerequisites and understand my course responsibilities.

Signature ____________________ Date ____________________