

internet service is down, or if you are unable to download the plug-ins, or if your home computer does not work properly.

E-mail: Please do not hesitate to e-mail me with any questions you may have using Blackboard's internal email tool. In an emergency, use the email address in this syllabus.

Grading Criteria:

Homework:

Attendance policy:

Makeup Policy:

What to expect:

What you can expect from me:

Attention Students: Please remember to activate your student e-mail account. **Effective 1/20/09**, your student e-mail account will be ACC's primary method of communication with you. Correspondence from Faculty and Staff will go to your student e-mail address only. Once you activate your account you can set it to automatically forward e-mails to your personal account. If you have questions please contact Admissions and Records at 303.797.5621. If you have not done so, please go to the ACC home page to activate your e-mail account.

Online Course Evaluations: As this course nears completion, you will have the opportunity to complete an online confidential evaluation of the class. Login instructions will be sent to your 'student.cccs.edu' e-mail address. Your feedback is important, and ensures that ACC continues to offer quality instruction that meets your needs. Please take time to complete the survey – I appreciate your feedback.

Student Success Center for all ACC students: Peer and professional tutoring is available in Room M2720 at no extra charge. Services include student tutors in many topics, professional math tutors, and the Writing Center, all in one location. You must be on campus for this service.

ACC math instructors provide help with concepts, homework, online resources and graphing calculator workshops. Students may watch course

related videos and DVDs in the library. For information, contact the Student Success Center at 303-797-5669 or email Mathhelp@arapahoe.edu.

Accommodations: Arapahoe Community College provides accommodations to qualified students with disabilities. To request accommodation, contact Disability Services in M2710 or call (303) 797-5937 v/tty.

Academic Honesty Statement: Arapahoe Community College is committed to academic honesty and scholarly integrity. The College can best function and accomplish its mission in an atmosphere of the highest ethical standards. All members of the College community are expected and encouraged to contribute to such an environment by observing all accepted principles of academic honesty. Academic dishonesty includes but is not limited to: plagiarism, cheating, fabrication, grade tampering, misuse of computers and other electronic technology and facilitating academic dishonesty. Those found in violation may be subject to disciplinary sanctions under the Arapahoe Community College Code of Conduct.

Campus Security: The safety and security of all our students, faculty staff and visitors is of the utmost importance to the College and the Campus Police Department. We rely on each of you to be an additional set of eyes and ears to help maintain campus safety. Please report suspicious or unusual behavior or circumstances to the Campus Police Department. Trust your instincts. When something does not look, feel or seem right, tell someone. The Campus Police can be reached at 303-797-5800, or in M2600 on the second floor behind Information Central. Additional safety information can be found on our website <http://www.arapahoe.edu/studentsvcs/campuspolice/index.html>.

Learning Support Services: The College offers many services to help our students. Here are their contact numbers:

<u>Service</u>	<u>Phone</u>	<u>Room</u>
Library	303-797-5090	M2500
Technical Support	303-797-5700x3199	-----
Writing Center	303-797-5669	M2720
Advising/Counseling	303-797-5651	M2010
Testing Center	303-797-5993	M2280
Bookstore	303-797-5676	M1200
Computer Lab	303-797-5907	M1650
Tutorial Services	303-797-5669	M2720
Career Center	303-797-5805	M2025
eLearning	303-797-5700x6700	-----
Math Support	303-797-5669	M2720
Disability Services	303-797-5937	M2710

Competencies

- I. Demonstrate knowledge and use of ratios, proportions, and percents
 - A. Write the comparison of two numbers by means of a ratio.
 - B. Write a ratio as a fraction, a decimal numeral or a unit ratio.
 - C. Solve a proportion.
 - D. Recognize, set up, and solve applications that are directly and indirectly proportional.
 - E. Convert fractions and decimal numbers to percent numbers and vice versa.
 - F. Solve rate/base/percentage problems.
- II. Demonstrate knowledge and use of units of measure and measurement systems.
 - A. Identify significant digits.
 - B. Identify which of two numbers is more accurate or more precise.
 - C. Round numbers off correctly depending on the accuracy or precision required.
 - D. Calculate medication dosages by applying ratio and proportion, dimensional analysis or formula method. Use proper nomenclature for household, apothecary and metric systems.
 - E. Know and use units of measurements (length, weight, volume) in the Metric System.
 - F. Convert measurements within the Metric System.
 - G. Know and use units of measurements in the Apothecary and Household Systems.
 - H. Convert measurements within the Apothecary and Household Systems.
 - I. Perform conversions between the Metric, Apothecary, and Household Systems.
 - J. Convert temperature measurements between C° and F° .
 - K. Convert body weight measurements between kilograms and pounds.
- III. Demonstrate knowledge and use of algebraic operations.
 - A. Recognize "like terms".
 - B. Add and subtract like terms.
 - C. Multiply and divide monomials.
 - D. Apply the distributive law.
- IV. Demonstrate knowledge and use of elementary algebraic equations and formulas.
 - A. Check the solution of an equation.

- B. Solve and check the linear equations, including those containing grouping symbols and fractions.
- C. Evaluate and solve formulas.
- V. Demonstrate knowledge and use of graphs.
 - A. Sketch and read line, bar, circle, and coordinate plane graphs
 - B. Use graphs to interpret data.
- VI. Demonstrate ability to calculate drug dosages from prescribed dosage & drug label information for oral medications.
 - A. Review rules related to solid and liquid forms of oral medication
 - B. Read oral medications drug labels for required information, i.e. dosage strength, etc.
 - C. Calculate dosages for solid and liquid forms of oral medication
- VII. Demonstrate ability to calculate drug dosages from prescribed dosage & drug label information for injectable medications.
 - A. Review rules related to parenteral/injectable medication
 - B. Read parenteral medications labels for required information, i.e. concentrations, usual dose, storage, etc.
 - C. Interpret instructions for reconstitution of parenteral solutions with single strength and multiple strength choices.
 - D. Calculate dosages for parenteral medications for injectable solutions
- VIII. Identify steps in calculating drug dosage ranges for pediatric patients using various methods
 - A. Use Body surface area formula
 - B. Use Body weight rules
- IX. Calculate intravenous infusion rates of a drug for concentration and volume per unit time
 - A. Calculate intravenous flow rates in ml/hr and gtt/min related to delivery system
 - B. Determine infusion times and volumes
 - C. Determine infusion rates for medications prescribed in concentration of ml/hr, units/hr, ml/min. etc
- X. Calculate intravenous infusion rates of a drug for specific body weight per unit time
 - A. Calculate intravenous flow rates according to mcg/kg/hr, mcg/kg/min, etc.

Disclaimer: This syllabus is subject to change by the instructor. Please watch for announcements and/or e-mails about any alterations.