



**DOANE**  
UNIVERSITY

## SYLLABUS

<b>Course Title</b>	Computational Skills for Math (Course Meets Twice a Week)
<b>Course Number</b>	DLC 090
<b>Number of Credits</b>	3
<b>Course Dates</b>	10/14/19 - 12/14/19
<b>Instructor</b>	David Grothen
<b>Email Address</b>	<a href="mailto:david.grothen@doane.edu">david.grothen@doane.edu</a> or dgrothen@lps.org
<b>Office Hours/Availability</b>	You may contact me any time by email, or between 6 am and 10 pm for texting.
<b>Phone Number</b>	402-560-0752
<b>Textbook Information: (e.g. title, edition, publisher, ISBN)</b>	Textbook: Introductory Algebra, 9th Edition  Publisher: Brooks/Cole  Author: Aufmann & Lockwood  ISBN: <a href="#">9781133365433</a>
<b>Additional Course Materials</b>	N/A
<b>Course Description</b>	An accelerated algebra program designed to bring students who are weak in mathematical skills to a competency level allowing for college success. Upon successful completion of the course, students will

	demonstrate adequate basic computational skills.
<b>Program Outcomes</b>	N/A
<b>Course Learning Outcomes/Objectives</b>	<ol style="list-style-type: none"> <li>1. To prepare students for completing the Math Competency Requirement for Doane-Lincoln.</li> <li>2. To review and master math skills involving operations with decimals, fractions, exponents, order of operations, and variables.</li> <li>3. To develop or introduce students to operations with real numbers, simplifying algebraic expressions, solving equations, ratio &amp; proportion, operations on polynomials, factoring, solving quadratic equations, graphing linear and quadratic equations, and deriving linear equations.</li> </ol>
<b>Course Prerequisites</b>	N/A
<b>Instructional Details</b>	(Details on the instructional approaches to be used in the course. Example: <i>This course will use a combination of lecture, large class discussion, and small group conversations for the development of course topics and themes.</i> )
<b>Technology Requirements</b>	<b>Calculators are not allowed in this course.</b>

## Course Schedule

<b>Session #1</b>	<b>Introductions and Section 1.1</b>	<b>Introduction to Integers</b>	<b>No Assessment</b>	<b>Nothing Due</b>  <b>Suggested Problems Handed Out</b>
-------------------	--------------------------------------	---------------------------------	----------------------	--

Session #2	Section 1.2	Addition and Subtraction of Integers	Quiz over Section 1.1	<b>Suggested Problems Handed Out</b>
Session #3	Section 1.3 and 1.4	Multiplying and Dividing Integers/ Exponents and Order of Operations	No Quiz	<b>Suggested Problems Handed Out</b>
Session #4	Sections 1.6 and 1.7	Adding and Subtracting Fractions and Decimals/ Multiplying and Dividing Fractions and Decimals	Quiz of sections 1.2, 1.3, and 1.4	<b>Suggested Problems Handed Out</b>
Session #5	Sections 2.1 and 2.2	Evaluating Variable Expressions / Simplifying Variable Expressions	No Quiz	<b>Suggested Problems Handed Out</b>
Session #6	Section 3.1	Solving One Step Equations	Quiz over sections 1.6, 1.7, 2.1, and 2.2	<b>Suggested Problems Handed Out</b>

Session #7	Sections 3.3 and 3.4	Solving Two Step Equations/ Multistep Equations	No Quiz	Suggested Problems Handed Out
Session #8	Sections 4.1 and 4.2	Add and Subtract Polynomials Multiplyin Monomials	Quiz over sections 3.1, 3.3 and 3.4	Suggested Problems Handed Out
Session #9	Sections 4.3 and 4.4	Multiplying Polynomials / Integer Exponents	No Quiz	Suggested Problems Handed Out
Session #10	Sections 5.1 and 5.2	Greatest Common Factors/ Factoring Trinomials	Quiz over sections 4.1, 4.2, 4.3, and 4.4	Suggested Problems Handed Out
Session #11	Sections 5.3, 5.4, and 5.6	Factoring Trinomials/ Special Factoring/ Solving Quadratic Equations	No Quiz	Suggested Problems Handed Out
Session #12	Sections 6.6 and 6.7	Ratio and Proportions/ Solving Literal Equations	Quiz over sections 5.1, 5.2, 5.3, 5.4, and 5.6	Suggested Problems Handed Out  Practice Competency

				<b>Test Handed Out</b>
Session #13	Sections 7.1, 7.2, and 11.4	Graphing Lines/ Parabolas	No Quiz	<b>Suggested Problems Handed Out</b>
Session #14	No new Material		Quiz over sections 6.6, 6.7, 7.1, 7.2, 11.4	Answer questions on Practice Competency Test
Session #15			Competency Test	
Session #16			Competency Test	

#### Grading Assessments

Type of Assessment	Points	Total possible points
Quizzes (7)	100 each	700
Competency Test	300	300

#### Grade Scale

A+ = 97-100%    A = 94-96%    A- = 90-93%    B+ = 87-89%    B = 84-86%    B- = 80-83%  
 C+ = 77-79%    C = 74-76%    C- = 70-73%    D+ = 67-69%    D = 64-66%    D- = 60-63%  
 F= 59% or below

<b>Participation Policy</b>	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
<b>Study Time</b>	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
<b>Late Work</b>	If a student is absent from class and a quiz is missed, they will be expected to make it up at the next scheduled class.
<b>Submitting Assignments</b>	There are no handed in assignments, only suggested problems to be done at the discretion of the student
<b>Communication Policy including Assignment Feedback</b>	
<b>Academic Integrity Policy</b>	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> <li>1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</li> <li>2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</li> <li>3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</li> <li>4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</li> </ol> <p><i>Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student</i></p>

	<p><i>Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website:</p> <p><a href="https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333">https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333</a></p>
<b>Academic Support</b>	<p>Please contact academicsupport@doane.edu</p> <p><a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a></p>
<b>Disability Services</b>	<p><a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a></p> <p>Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.</p>
<b>Military Services</b>	<p><a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a></p>
<b>Anti-Harassment Policy</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a></p>
<b>Grade Appeal Process</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a></p>
<b>Credit Hour Definition</b>	<p>Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.</p>
<b>Syllabus Changes</b>	<p>There will be no class on Monday October 22, and Thursday November 22. Therefore, this course will continue into the 9th week.</p> <p>Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.</p>

<b>Doane Syllabus Addendum</b>	Each student is responsible for being aware of the policies, resources, and expectations as specified in the Doane Syllabus Addendum located at <a href="https://www.doane.edu/Syllabus">https://www.doane.edu/Syllabus</a> .
--------------------------------	---