

Master Syllabus Template

All courses require a syllabus. Syllabi may be photocopied and/or posted on the class Blackboard Companion site.
Faculty must review the course syllabus with students on the first day of class.



Keiser University
General Education

<u>Course Prefix & Number:</u>	MAT 0020
<u>Course Title:</u>	Basic Mathematics – (Beginning Algebra)
<u>Course Format:</u>	Face to Face, Online
<u>Credit Hours:</u>	0.0
<u>Course Schedule:</u>	
<u>Prerequisites:</u>	None
<u>Co-requisites:</u>	None
<u>Faculty:</u>	xxx-xxx-xxx Ext. -----@keiseruniversity.edu
<u>Office Hours:</u>	
<u>Course Description:</u>	Reviews basic arithmetic operations and introduces algebra. Topics include whole numbers, fractions, decimals, percent, prime factorization, greatest common factor, order of operations, exponentiation, absolute value, arithmetic operations of signed numbers, simplifying and evaluating algebraic expressions, solving linear equations and inequalities, and an introduction to rectangular coordinates and plotting lines using a table of ordered pairs. (Not transferable and does not constitute credit toward meeting graduation requirements.)
<u>Program Goal(s):</u>	Perform quantitative calculations related to the student's chosen field of study. Describe algebraic concepts

generally applicable in work environments involving algebraic expressions.

Course Objectives:

Upon Completion of the course, the student will be able to:

1. Apply basic arithmetic operations and rules to signed numbers and algebra
2. Simplify and evaluate algebraic expressions
3. Solve linear equations and inequalities
4. Solve proportions
5. Plot points in the rectangular coordinate plane

Grading and Evaluation Methods:

Item	Percent Total Grade	Due Date
Tests	60%	
Assignments/Projects	15%	
Final Exam	20%	
Post test	5%	
	100%	

Grading Scale

Letter Grade	Numeric Grade
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Required Textbook:

Tobey, Slater, Blair, Crawford (2016). *Beginning & Intermediate Algebra*, 5th edition, w/ MyMathLab, Pearson.

Topical Outline/Course Assignments/Calendar:

Course Assignment Format is to provide evidence of mastery of the course objectives which are linked to specific program goals and outcomes. Please see attached for an example of this format. (See Attached)

Course Guidelines and Policies*

**Faculty course guidelines must not contradict standard University or Program policies as stated in the University Catalog, Program Student Handbook and/or Program Manual.*

Additional guidelines and pre-approved policies may be included, examples appear below. The University Department Chair (UDC) should be consulted prior to making changes in the

verbiage or adding additional policies. Any policies included in the syllabus should fit with the “students first” philosophy, and compliment the mission of the University and the program.

Academic Integrity

Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal.

Missed Tests/Quizzes

Makeup exams will be allowed only with pre-approval of the instructor or with an acceptable, documented reason. Acceptable reasons for makeup exams include severe illness, family emergency or other unavoidable events. Exam format for makeup exams may be different than the original exam but the content for the exam will not change.

Late Assignments

Assignments are due at the start of class on the day noted. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible. Late assignments will not be accepted if the assignment has already been graded and returned to the class.

Civility/Professionalism

This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other’s’ opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other’s’ opinions, being courteous and respectful, and working together in the spirit of cooperation.

University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog and the Student Program Handbook/Manual. The University Catalog is available electronically at <http://www.keiseruniversity.edu/catalog/>. The Program Student Handbook/Manual is available electronically at the direction of your instructor.

Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.