

**South Plains College**  
**Common Course Syllabus: MATH 0305**  
**Fall 2025**

**Department:** Mathematics, Engineering, and Computer Science

**Discipline:** Mathematics

**Course Number:** MATH 0305

**Course Title:** Foundations of Algebra

**Available Formats:** conventional and internet

**Campuses:** Levelland, Downtown Center, Plainview Center

**Course Description:** This course is a study of fundamental mathematics principles and concepts to help prepare students for math corequisites. Topics include performing basic arithmetic operations on integers, fractions, and decimals; performing calculations involving exponents and order of operations; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; graphs of linear equations in two variables; applying rules of exponents; and operations on polynomials. The course includes a non-course competency-based lab option that will require students to work with academic coaches, peer tutors, or online supplemental tools outside of the prescribed class meeting time to help develop skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. This course will not satisfy graduation requirements.

**Prerequisite:** This course is designed for students who test between 910-949 with a diagnostic level of 1-3 or TSIA: ABE Math Level 3-4.

**Credit:** 3 **Lecture:** 2 **Lab:** 2

**Textbook:** No textbook required, course materials will be provided on Blackboard

**Supplies:** Please see the instructor's course information sheet for specific supplies.

**This course partially satisfies a Core Curriculum Requirement:** No

**Student Learning Outcomes:** Upon completion of this course and receiving a passing grade, the student will be able to:

1. Add, subtract, multiply and divide real numbers.
2. Use the order of operations to simplify an expression.
3. Simplify algebraic expressions.
4. Solve linear equations.
5. Translate and solve word problems.
6. Solve linear inequalities.
7. Graph equations in two variables by the intercept method and the slope intercept method.
8. Evaluate expressions using exponent rules.
9. Add, subtract, multiply and divide polynomials.

**Student Learning Outcomes Assessment:** Comprehensive Final Exam

**Course Evaluation:** There will be a comprehensive departmental final exam given by all instructors.

**Attendance/Student Engagement Policy:** Attendance and effort are the most important activities for success in this course. The instructor maintains records of the student's engagement throughout the semester. The student will be allowed to miss twenty percent (20%) of class assignments for the semester, **for any reason**. Should this number be exceeded, the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect from the student and the instructor. Neither the instructor nor the student should be subject to others' rude, disruptive, intimidating, aggressive, or demeaning behavior. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

#### **Other Policies:**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

**Disclaimer:** The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor. If there are any changes, they will be announced over Blackboard and via your SPC email.

**Foundations of Algebra Syllabus**  
**Math 0305.603**  
**Fall 2025**

|                   |                                       |               |                |
|-------------------|---------------------------------------|---------------|----------------|
| <b>Classroom</b>  | B009<br>(Basement of Downtown Center) | <b>Time</b>   | MW 1:00 – 2:15 |
| <b>Instructor</b> | Traci Sanders                         | <b>Phone</b>  | 806-716-4616   |
| <b>E-mail</b>     | tsanders@southplainscollege.edu       | <b>Office</b> | B021           |

**Office Hours:**

| Monday      | Tuesday                     | Wednesday   | Thursday                    | Friday       |
|-------------|-----------------------------|-------------|-----------------------------|--------------|
| 2:15 – 2:45 | 8:30 – 9:00<br>12:45 – 2:15 | 2:15 – 2:45 | 8:30 – 9:00<br>12:45 – 2:15 | 8:15 – 11:15 |

**Email Correspondence:** All email correspondence should come from your SPC email address. If you need help with your SPC email, you can call the Help Desk at 806-716-2600. Please give me up to 24 hours to respond via email. If you email about a specific math question, please attach a picture of the question and the work that you have tried.

**Showing Work:** To receive full credit on homework, quizzes and tests, you must show all work that leads to your answers. The work must be legible, make sense, and be easy to follow.

**Course Supplies:**

- Required: Pencils
- Required: Notebook paper on which to complete your assignments
- Required: Printed Notes. A blank copy of the notes will be posted on Blackboard. You should print them and fill them out as we go through the notes in class. Please note that the SPC campus computer labs are available if you want to print your notes there. You could also print them at most public libraries, but it usually requires you to pay a small fee per page.
- Recommended: Large 3-ring binder with dividers to organize all notes and homework

**Attendance:** Course attendance will be taken. Per South Plains College math department policy, you may be administratively dropped from the course if your number of missed submissions goes over 20% of all submissions.

**Required Tutoring Lab Attendance:**

- You must attend the tutoring lab provided by South Plains College to get assistance and practice for 60 minutes (1 hour) weekly.
- When you arrive at the Tutoring Lab, check in on the Penji app to get credit for your attendance.
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes  $\left(\frac{\text{attended minutes}}{60} \cdot 100\right)$

**Weekly Quizzes:**

- Weekly quizzes will be given and completed in class.
- Write out all of your work on the quiz.
- You must show all work to receive credit for each individual problem.
- There are no make-up quizzes or late quizzes.

**Homework Format and Policy:** Homework assignments are given after each lesson and are collected according to the calendar below. Late homework will not be accepted. Homework needs to be done on notebook paper. For each assignment:

- Write your name and the section number at the top of the first page.

- Write the question number.
- In solving the problem, show all necessary work and keep the work organized.
- Circle or box your answer.
- Check your answers to make certain you are practicing the exercises correctly. Work with tutors as much as needed.

### Grading Formula:

Completing all submissions and having a strong work ethic are important but do not guarantee a passing grade. However, these two things do increase the likelihood of passing. The final responsibility for learning lies with the student. The final letter grade for this course will be based on the following:

- Required Tutor Lab Attendance.....10%
- Assignments (Quizzes and Homework) (Lowest 3 Assignments Dropped).....20%
- Test 1.....20%
- Test 2.....20%
- Final Exam.....30%

**Final Grade Determination:** A 90-100    B 80-89    C 70-79    D 60-69    F 59 or below

**Reviewing Grades on Blackboard:** After your assignments are graded, you will find the grade posted in Blackboard.

### Academic Dishonesty:

Academic dishonesty will not be tolerated. Please see the list of things that constitute plagiarism and cheating in the general Math 0305 syllabus. If you violate anything on those lists, you will receive a zero on the assignment and could be subject to other actions outlined in the South Plains College Student Code of Conduct. Please note that these actions could include failing the course and being expelled from the college.

### Resources:

- Blackboard! The course syllabus, calendar, gradebook, notes, and assignments will be available on Blackboard.
- I am available to help you! Feel free to email me at [tsanders@southplainscollege.edu](mailto:tsanders@southplainscollege.edu). If you email about a specific math question, please attach a picture of the question and the work that you have tried.
- Peer tutoring is available via SPC and is required for this course. Visit the link below to learn more about SPC tutoring:  
<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>
- **Brainfuse** (Online Tutoring): You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Log into Blackboard, and click on the tools option from the left-hand menu bar. Click on the Brainfuse link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:  
Monday – Thursday: 8 pm-8 am  
6pm Friday – 8am Monday morning
- Free tutorial videos are available at the following sites: <https://www.mathtv.com/> and <https://www.khanacademy.org/>.

**Withdrawal Policy:** As required by Texas Education Code Section 51.907, all new students who enroll in a Texas public institution of higher education for the first time beginning with the 2007 fall semester and thereafter, are limited to six course drops throughout their entire undergraduate career. All course drops, including those initiated by students or faculty and any course a transfer student has dropped at another institution, automatically count toward the limit. After six grades of W are received, students must receive grades of A, B, C, D, or F in all courses. There are other exemptions from the six-drop limit and students should consult with a Counselor/Educational Planner before they drop courses to determine these exemptions. Students receiving financial aid must get in touch with the Financial Aid Office before withdrawing from a course. It is the student's responsibility to drop. Excessive absences may result in an administrative withdrawal with a Grade of X or F. If you plan to withdraw, please consult with the instructor immediately. **Note: The last day to drop with a grade of W is December 4, 2025.**

**To maximize your potential for successfully completing this course:**

- Get in the habit of thinking and saying positive things about math every time you work on it. Your brain will learn much easier that way.
- Do math every weekday, even if it's just a little.
- Remind yourself often of the math you have learned by looking back over your notes.
- Come to class on time and prepared to learn.
- Ask for help when needed.
- Print the notes and **focus** on the lectures to take good notes. Try to understand as much as possible while taking notes.
- Thoroughly complete the homework and check your answers.
- Practice the problems repeatedly until you have full mastery of them.

## **Math 0305 Course Calendar**

This is a tentative schedule. Any changes will be announced in class and posted in Blackboard. Assignments that will be graded are highlighted in yellow.

Grading Policy: Tutor Lab Attendance=10%, Assignments (Homework & Quizzes)=20%,  
Test 1=20%, Test 2=20%, Final Exam=30%

There are no make-up or late assignments. I will drop the 3 lowest assignment (homework/quiz) grades.

|   | <b>Monday</b>   | <b>Tuesday</b> | <b>Wednesday</b>   | <b>Thursday</b> | <b>Friday</b>                           |
|---|---|----------------|--|-----------------|---|
| 1 | Aug 25<br><br>Intro<br>Study Skills 1<br>Section 1.1                  | Aug 26         | Aug 27<br><br>Study Skills 2<br>Section 1.2<br>Homework 1.1    | Aug 28          | Aug 29                                  |
| 2 | Sept 1<br><br><b>Labor Day<br/>Holiday</b>                            | Sept 2         | Sept 3<br><br>Section 1.3<br>Quiz 1 – 1.1,1.2<br>Homework 1.2  | Sept 4          | Sept 5<br><br>Lab 1 Due<br>(30 minutes) |
| 3 | Sept 8<br><br>Study Skills 3<br>Sections 1.4 &<br>1.5<br>Homework 1.3 | Sept 9         | Sept 10<br><br>Section 1.5<br>Quiz 2 – 1.3,1.4<br>Homework 1.4 | Sept 11         | Sept 12<br><br>Lab 2 Due<br>(1 hour)    |
| 4 | Sept 15<br><br>Study Skills 4<br>Section 1.6 & 1.7<br>Homework 1.5    | Sept 16        | Sept 17<br><br>Section 1.7<br>Quiz 3 – 1.5,1.6<br>Homework 1.6 | Sept 18         | Sept 19<br><br>Lab 3 Due<br>(1 hour)    |
| 5 | Sept 22<br><br>Study Skills 5<br>Section 1.8<br>Homework 1.7          | Sept 23        | Sept 24<br><br>Review<br>Quiz 4 – 1.7,1.8<br>Homework 1.8      | Sept 25         | Sept 26<br><br>Lab 4 Due<br>(1 hour)    |
| 6 | Sept 29<br><br>Test 1<br>(Unit 1)                                     | Sept 30        | Oct 1<br><br>Study Skills 6<br>Section 2.1                     | Oct 2           | Oct 3<br><br>Lab 5 Due<br>(1 hour)      |

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|----|--|--------|---|---------------------------------|--|
| 7  | Oct 6<br>Study Skills 7<br>Sections 2.2 & 2.3<br>Homework 2.1  | Oct 7  | Oct 8<br>Section 2.3<br>Quiz 5 – 2.1,2.2<br>Homework 2.2            | Oct 9                           | Oct 10<br>Lab 6 Due<br>(1 hour)                          |
| 8  | Oct 13<br>Study Skills 8<br>Sections 2.4 & 2.5<br>Homework 2.3 | Oct 14 | Oct 15<br>Section 2.5<br>Quiz 6 – 2.3,2.4<br>Homework 2.4           | Oct 16                          | Oct 17<br>Fall Break<br>Lab 7 Due<br>(1 hour)            |
| 9  | Oct 20<br>Study Skills 9<br>Section 2.6<br>Homework 2.5        | Oct 21 | Oct 22<br>Section 2.7<br>Quiz 7 – 2.5,2.6<br>Homework 2.6           | Oct 23                          | Oct 24<br>Lab 8 Due<br>(1 hour)                          |
| 10 | Oct 27<br>Study Skills 10<br>Section 2.8<br>Homework 2.7       | Oct 28 | Oct 29<br>Review<br>Section 3.1<br>Quiz 8 – 2.7,2.8<br>Homework 2.8 | Oct 30                          | Oct 31<br>Lab 9 Due<br>(1 hour)                          |
| 11 | Nov 3<br>Test 2<br>(Unit 2)                                    | Nov 4  | Nov 5<br>Sections 3.1 & 3.2   | Nov 6                           | Nov 7<br>Registration<br>Opens<br>Lab 10 Due<br>(1 hour) |
| 12 | Nov 10<br>Sections 3.2 & 3.3<br>Homework 3.1                   | Nov 11 | Nov 12<br>Section 3.4<br>Quiz 9 – 3.1,3.2<br>Homework 3.2           | Nov 13                          | Nov 14<br>Lab 11 Due<br>(1 hour)                         |
| 13 | Nov 17<br>Section 3.4<br>Homework 3.3                          | Nov 18 | Nov 19<br>Section 3.5<br>Quiz 10 – 3.3,3.4<br>Homework 3.4          | Nov 20                          | Nov 21<br>Lab 12 Due<br>(1 hour)                         |
| 14 | Nov 24<br>Study Skills 11<br>Section 3.6<br>Homework 3.5       | Nov 25 | Nov 26<br>Thanksgiving<br>Break                                     | Nov 27<br>Thanksgiving<br>Break | Nov 28<br>Thanksgiving<br>Break                          |
| 15 | Dec 1<br>Section 3.7<br>Quiz 11 – 3.5,3.6<br>Homework 3.6      | Dec 2  | Dec 3<br>Review<br>Homework 3.7                                     | Dec 4<br>Last Day to Drop       | Dec 5<br>Lab 13 Due<br>(1 hour)                          |

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| 16 | Dec 8 | Dec 9 | Dec 10<br>Final Exam<br>10:15 – 12:15<br>(Units 1 – 3) | Dec 11 |  |
|----|-------|-------|--|--------|--|

## Section Titles

### Unit 1: Whole Numbers, Integers, & Fractions

- 1.1 Adding & Subtracting Whole Numbers
- 1.2 Multiplying & Dividing Whole Numbers
- 1.3 Intro to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers
- 1.4 Multiplying & Dividing Integers
- 1.5 Evaluating Exponents, Prime Factoring, and Square Roots
- 1.6 Greatest Common Factor (GCF) & Least Common Multiple (LCM)
- 1.7 Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions
- 1.8 Adding & Subtracting Fractions; Mixed Numbers

### Unit 2: Decimals, Percents, & Intro to Algebra

- 2.1 Decimal Places, Adding & Subtracting Decimals
- 2.2 Multiplying & Dividing Decimals
- 2.3 Percents; Converting Between Fractions, Decimals & Percents
- 2.4 Order of Operations
- 2.5 Evaluating Algebraic Expressions
- 2.6 Solving One-Step and Two-Step Equations
- 2.7 Solving Multi-Step Equations
- 2.8 Percent Equations, Applications of Linear Equations

### Unit 3: Exponents, Polynomials, & Graphing

- 3.1 Solving Linear Inequalities
- 3.2 Rules of Exponents Part 1
- 3.3 Rules of Exponents Part 2
- 3.4 Intro to Polynomials; Add, Subtract, Multiply Polynomials; Divide by a Monomial
- 3.5 Coordinate Plane Basics
- 3.6 Intro to Lines & Slope
- 3.7 Graphing Linear Equations

### Study Skills

- Study Skills 1: Tips for Success in Math Courses
- Study Skills 2: Time Management
- Study Skills 3: Overcoming Anxiety
- Study Skills 4: How to Read and Use Class Material
- Study Skills 5: Note Taking for Math
- Study Skills 6: Using Available Resources
- Study Skills 7: Improving Memory
- Study Skills 8: Preparing for a Math Test
- Study Skills 9: Math Test-Taking Strategies
- Study Skills 10: After Math Test Behavior
- Study Skills 11: Preparing for a Math Final Exam

