

South Plains College
Common Course Syllabus: MATH 0305
Fall 2026

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>.

Student ID Photo: In order to comply with institutional identity-verification procedures, students enrolled in this course must have a current photo available in the College's student information system. Approved photos are used solely for instructional, advising, and security purposes and are protected under applicable privacy laws. Students without a photo on file must update their record during the first week of class. Students are able to upload a photo through the [TouchNet 360U app instructions](#) using the SPC issued username and password.

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 0305.607

Classroom	B011 (Basement of Downtown Center)	Time	Tues/Thurs 9:30 – 10:45
Instructor	Traci Sanders	Phone	806-716-4616
E-mail	tsanders@southplainscollege.edu	Office	B021

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
10:45 – 12:45	10:45 – 12:45		10:45 – 12:45	8:30 – 10:30

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: Non graphing, non programmable calculator. I recommend the TI-30XIIS calculator. Calculators will not be allowed until we get to Section 2.5.
- 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 in class (not electronically) according to the calendar below. Late homework will not be accepted. If you miss class but can drop it by my office (Room 021) the day it is due, I will accept it. If I am not there, slide it under the door. I will drop the lowest 4 assignment grades. 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 and the problem.
- 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 4 Assignments Dropped).....20%
- Test 1 (No Calculator).....20%
- Test 2 (Given in two parts: calculator allowed on one part).....20%
- Final Exam (Given in two parts: calculator allowed on one part).....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. 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 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 first. Note: The last day to drop with a grade of W is December 3, 2026.

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.

The course calendar begins on the next page.

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. There are no make-up or late assignments. I will drop the 4 lowest assignment (homework/quiz) grades.

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Aug 24	Aug 25 Intro Study Skills 1 Section 1.1	Aug 26	Aug 27 Study Skills 2 Section 1.2 Homework 1.1	Aug 28
2	Aug 31	Sept 1 Section 1.3 Quiz 1 – 1.1,1.2 Homework 1.2	Sept 2	Sept 3 Study Skills 3 Sections 1.4 & 1.5 Homework 1.3	Sept 4
3	Sept 7 Labor Day Holiday	Sept 8 Section 1.5 Quiz 2 – 1.3,1.4 Homework 1.4	Sept 9	Sept 10 Study Skills 4 Section 1.6 & 1.7 Homework 1.5	Sept 11
4	Sept 14	Sept 15 Section 1.7 Quiz 3 – 1.5,1.6 Homework 1.6	Sept 16	Sept 17 Study Skills 8 Section 1.8 Homework 1.7	Sept 18 Lab 1 Due (1 hour)
5	Sept 21	Sept 22 Review Quiz 4 – 1.7,1.8 Homework 1.8	Sept 23	Sept 24 Test 1 (Unit 1)	Sept 25 Lab 2 Due (1 hour)
6	Sept 28	Sept 29 Study Skills 10 Section 2.1	Sept 30	Oct 1 Study Skills 5 Sections 2.2 & 2.3 Homework 2.1	Oct 2 Lab 3 Due (1 hour)
7	Oct 5	Oct 6 Section 2.3 Quiz 5 – 2.1,2.2 Homework 2.2	Oct 7	Oct 8 Study Skills 6 Sections 2.4 & 2.5 Homework 2.3	Oct 9 Lab 4 Due (1 hour)
8	Oct 12	Oct 13 Section 2.5 Quiz 6 – 2.3,2.4 Homework 2.4	Oct 14	Oct 15 Study Skills 7 Section 2.6 Homework 2.5	Oct 16 Fall Break

9	Oct 19	Oct 20 Section 2.7 Quiz 7 – 2.5,2.6 Homework 2.6	Oct 21	Oct 22 Study Skills 9 Section 2.8 Homework 2.7	Oct 23 Lab 5 Due (1 hour)
10	Oct 26	Oct 27 Review Quiz 8 – 2.7,2.8 Homework 2.8	Oct 28	Oct 29 Test 2 (Unit 2)	Oct 30 Lab 6 Due (1 hour)
11	Nov 2	Nov 3 Section 3.1	Nov 4	Nov 5 Section 3.2 Homework 3.1	Nov 6 Registration Opens Lab 7 Due (1 hour)
12	Nov 9	Nov 10 Section 3.3 Homework 3.2	Nov 11	Nov 12 Section 3.4 Quiz 9 – 3.1,3.2 Homework 3.3	Nov 13 Lab 8 Due (1 hour)
13	Nov 16	Nov 17 Study Skills 11 Section 3.4	Nov 18	Nov 19 Section 3.5 Quiz 10 – 3.3,3.4 Homework 3.4	Nov 20 Lab 9 Due (1 hour)
14	Nov 23	Nov 24 Section 3.6 Homework 3.5	Nov 25 Thanksgiving Break	Nov 26 Thanksgiving Break	Nov 27 Thanksgiving Break
15	Nov 30	Dec 1 Section 3.7 Quiz 11 – 3.5,3.6 Homework 3.6	Dec 2	Dec 3 Review Homework 3.7 Last Day to Drop	Dec 4 Lab 10 Due (1 hour)
16	Dec 7	Dec 8	Dec 9	Dec 10 Final Exam 8:00 – 10:00 (Units 1 – 3)	

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