SOUTH PLAINS COLLEGE
MATHEMATICS, ENGINEERING & COMPUTER SCIENCE

Foundations of Algebra Syllabus

Math 0305.605
Spring 2026

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Office Hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:30 – 11:00		10:30 – 11:00		9:00 – 10:00 AM
3:00 – 5:30		3:00 – 5:30	Online office hours 4:30 – 5:00	
	Online office hours 10:00 – 10:30 PM			

Office hours are times I have set aside to work with students on any questions they have about the class. Please use this time to improve your understanding of the material. Appointments may also be made to meet face-to-face or virtually. You may make an appointment through email, in person, or by calling. I will respond to emails within 24 hours. If I am in my office, feel free to stop by without an appointment.

Email Correspondence: All email correspondence should come from your SPC email address. Please give me 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.

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.**

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

Course Supplies:

- 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 off 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 off there. You could also print them off at most public libraries, but please note that it usually requires you to pay a small fee per page. I recommend keeping all your notes in order in a notebook so they are easily accessible.
- 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.
- A week is from Monday through Friday.
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes ($\frac{attended\ minutes}{60} \cdot 100$).

Weekly Quizzes:

- There will be a weekly quiz most weeks. Please see the class calendar to determine the weeks there will not be a quiz.
- Weekly quizzes will be given and taken in class.
- You should do all your work for the weekly quiz on the weekly quiz.
- You must show all work to receive credit for each individual problem.

Study Skills Quizzes:

- These are short online quizzes requiring students to read and reflect on the study skills for the week.
- Due on the Sunday night following the assigned reading on the tentative course calendar.

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%
- Weekly Quizzes…….....15%
- Weekly Study Skills Quizzes……...5%
- Exam 1……...20%
- Exam 2 (cumulative).....……20%
- Comprehensive 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 I grade your assignments, you should be able to log into Blackboard to see your grade.

Success in a Math Class:

- Be mentally present! Pay attention and ask questions in class.
- Plan ahead. Do notes and practice problems early enough before the due date that you will have time to ask questions or seek help if you need it.
- Get help as soon as you feel yourself falling behind! Don't wait!
- All notes, printouts, and practice problems for the course are posted on Blackboard. If you want to get ahead, that is encouraged. Time management is crucial.
- I have found that the best way for a student to study for a math exam is to practice working problems over and over.
- Everyone learns and studies differently. I encourage you to seek out and find what works best for you.

Resources:

- Blackboard! The course syllabus, calendar, gradebook, notes, handouts, and assignments will be available on Blackboard.
- I am available to help you! Feel free to email me at pcormier@southplainscollege.edu. When you email me, please give me up to 24 hours to respond. 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
- Free tutorial videos are available at the following sites: https://www.mathtv.com/ and https://www.khanacademy.org/.

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.

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 Thursday, April 30th .**

South Plains College

Common Course Syllabus: MATH 0305

Revised July 2023

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 above 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.

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.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by* Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Tentative Course Schedule

Week	Topics	Assignments	Assessment
1 Jan 12 – Jan 16	Introduction – Tips for success in math courses		Syllabus and Tips Quiz (1)
	Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1	
2 Jan 19 – Jan 23	Time Management		Adding, Subtracting Multiplying & Dividing Whole Numbers Quiz (2)
	Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)	Assignment 2	
	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 3	
3	Overcoming Anxiety		
	Notes 4: Multiplying & Dividing Integers	Assignment 4	

Jan 26 – Jan 30	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5	Absolute Value, Additive Inverses, Adding, Subtracting, Multiplying & Dividing Integers Quiz (3)
4 Feb 2 – Feb 6	How to Read & Use Class Material		Evaluating Exponents, Prime Factoring & Square Roots, Finding the GCF & LCM Quiz (4)
	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6	
	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7	
5 Feb 9 – Feb 13	Note Taking for Math		Exam 1
	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8	
	Exam 1 (Notes 1 – 8)		
6 Feb 16 – Feb 20	Using Available Resources		
	Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 9	
	Notes 10: Multiplying & Dividing Decimals	Assignment 10	
7 Feb 23 – Feb 27	Improving Memory		Decimal Places, Adding, Subtracting, Multiplying & Dividing Decimals Quiz (5)
	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11	
	Notes 12: Order of Operations	Assignment 12	
8 Mar 2 – Mar 6	Preparing for a Math Test		Percents, Converting Between Fractions, Decimals & Percents, Order of Operations Quiz (6)
	Notes 13: Combining Like Terms & Evaluating Algebraic Expressions	Assignment 13	
	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14	
9 Mar 9 – Mar 13	Math Test-Taking Strategies		Evaluating Algebraic Expressions, Solving One-Step and Two-Step Equations (include single fraction) Quiz (7)
	Notes 15: Solving Multi-Step Equations	Assignment 15	
	Notes 16: Percent Equations, Applications of Linear Equations	Assignment 16	
Mar 16 – 20	SPRING BREAK – all campuses closed		
10 Mar 23 – Mar 27	After Math Test Behavior		Solving Multi-Step Equations, Percent Equations, Applications of Linear Equations Quiz (8)
	Notes 17: Solving Linear Inequalities	Assignment 17	
	Review for Exam 2		
11 Mar 30 - Apr 3	Exam 2 (Notes 1 – 17)		Exam 2
	Notes 18: Rules of Exponents Part 1	Assignment 18	
12 Apr 6 – Apr 10	Preparing for a Math Final Exam		Rules of Exponents Quiz (9)
	Notes 19: Rules of Exponents Part 2	Assignment 19	
	Notes 20: More with Rules of Exponents	Assignment 20	
13 Apr 13 – Apr 17	Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	Assignment 21	More Rules of Exponents Quiz (10)
	Notes 22: Coordinate Plane Basics	Assignment 22	
14 Apr 20 – Apr 24	Notes 23: Intro to Lines & Slope	Assignment 23	Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial, Coordinate Plane Basics Quiz (11)
	Notes 24: Graphing Linear Equations	Assignment 24	

15 Apr 27 – May 1	Review for Comprehensive Final		Intro to Lines & Slope Quiz (12)
	Review for Comprehensive Final Last day to drop Fall 2025 classes is Thursday, April 30th .	Review for Comprehensive Final	
Thursday May 7	**Final Exam May 7th at 8:00 AM – 10:00 AM**		Final exam