

South Plains College
Common Course Syllabus: MATH 0305-602; MW 11:00-12:15 A.M. Fall 2025

Meets face to face (f2f) at the Lubbock Downtown Center in the basement in room B010 on M/W from 11:00-12:15 A.M.

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 0305

Course Title: Foundations of Algebra

Available Formats: conventional and internet: This course is **Face to Face (f2f)**.

Campus: Downtown 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 (**Bb**).

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. If the student misses twenty percent (20%) or more of class assignments the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion.

Keep all work in a 3-ring binder in the order taught.

Academic Integrity (Plagiarism and Cheating Policy): "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes and tests, to daily reports, and to term papers" (*SPC General Catalog*).

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.*

Math 0305-602 Foundations of Algebra (3:2:2) Course Syllabus FALL 2025

Meets face to face (f2f) at the Lubbock Downtown Center in the basement in room B010.

Instructor: Larry Moffett

Email: lmoffett@southplainscollege.edu

Office: B014, Lubbock Downtown Center (basement)

Telephone: (806) 716-2528

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:00 12:15-1:30	8:30-9:00 2:45-3:15	8:30-9:00 12:15-1:30	8:30-9:00 2:45-3:15	8:30-11:00

Email Correspondence: All email correspondence should come from your SPC email address. Please give me up to 24 hours to respond via email. Please attach a picture of the question and your work.

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

Show Work. Use pencil. To receive full credit for practice problems 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 (**Bb**). 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 for you to print notes. You could also print them off at most public libraries, but it usually requires you to pay a small fee per page. **Keep all of your work in order in a three-ring binder.**
- Required: *Three-ring binder to organize all notes and homework, etc.*
- No calculators allowed in this course.

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. Five absences are allowed for the semester. If you exceed this number, you may be dropped from the course. The unauthorized use of a cell phone, leaving before class has ended, two tardies, or being ten minutes late are considered as absences.

SPC Tutors: Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Brainfuse

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

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-224

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, i.e. $(\frac{\text{attended minutes}}{60} \cdot 100)$.

Quizzes:

- There will be a quiz most weeks. ***Be prepared for a quiz over material that has been covered.***
- Quizzes will be given and taken in class. No calculators allowed.
- You should do all your work for the quiz on the quiz paper. Use pencil.
- You must show all work to receive credit for each individual problem.
- If you are absent when a quiz is given, you will receive a zero for the quiz.

Grading Formula:

Completing all assignments 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%
- Quizzes..... 20%
- Exam 1..... 20%
- Exam 2..... 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 and record your quizzes, you should be able to log into Blackboard to see your grade.

Academic Dishonesty:

Academic dishonesty will not be tolerated. Please refer to the South Plains College Student Code of Conduct to see the list of what constitutes academic dishonesty and plagiarism. **Use of a calculator, cell phone, or other electronic devices or apps during an in-class assignment or exam will result in a grade of zero.** Leaving the classroom during a quiz or exam **will not** be permitted. Students who do not follow the academic honesty policy will receive a grade of zero for the assignment or exam, and may be dropped from the course with an F, or face possible suspension from the college.

Resources:

- Blackboard (**Bb**)! The course syllabus, calendar, gradebook, notes, handouts, and assignments will be available on **Bb**.
- 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>
- Links to free tutorial videos are available on Blackboard (**Bb**).

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 contact the Financial Aid Office before withdrawing from a course. It is the student's responsibility to drop. Excessive absences will result in an administrative withdrawal with a Grade of X or F. If you plan to withdraw, please consult with the instructor immediately.

Succeeding in a Math Class:

- Be mentally present! Pay attention. *Stay positive and do your best.*
- Plan ahead. Complete 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.
- All notes, printouts, and practice problems for the course are posted on Blackboard (**Bb**). If you want to work 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 (**repetition**).
- Everyone learns and studies differently. Seek out and find what works best for you.

MATH 0305-602 Course Calendar: FALL 2025: MW 11:00-12:15

Note: There are assignments for each set of notes, and they are due 2 days after they are covered in class.

Week	Topics	Assignments
WK1	Introduction & Syllabus <i>Always be prepared for a quiz over the material that has been covered.</i>	<i>Keep a Positive Attitude</i>
	Tips for success in math courses	
8-25-25	Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1
8-27-25	Notes 2: Multiplying & Dividing Whole Numbers (including basic facts) Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 2 Assignment 3 <i>Stay Current!</i>
WK2	Time Management	<i>Study</i>
Sept 1	<i>Labor Day. Holiday</i>	
9-3-25	Notes 4: Multiplying & Dividing Integers <i>Always be prepared for a quiz over the material that has been covered.</i>	Assignment 4 <i>Stay Current!</i>
WK3	Overcoming Anxiety	
9-8-25	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5
9-10-25	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6

WK4	How to Read & Use Class Material	
9-15-25	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7
9-17-25	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8
WK5	Note Taking for Math	
9-22-25	Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 9
9-24-25	Notes 10: Multiplying & Dividing Decimals	Assignment 10
	<i>Always be prepared for a quiz over the material that has been covered.</i>	<i>Stay Current!</i>
WK6	Using Available Resources	
9-29-25	Exam 1 (Covers Notes and Homework 1 through 8)	<i>Study for The EXAM!!</i>
Oct 1	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11
WK7	Improving Memory	
10-6-25	Notes 12: Order of Operations	Assignment 12
10-8-25	Notes 13: Evaluating Algebraic Expressions Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 13 Assignment 14
WK8	Preparing for a Math Test	
10-13-25	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14
10-15-25	Notes 15: Solving Multi-Step Equations <i>Friday Oct. 17 Fall Break</i>	Assignment 15
WK9	Math Test-Taking Strategies	
10-20-25	Notes 16: Percent Equations, Applications of Linear Equations	Assignment 16
10-22-25	Notes 17: Solving Linear Inequalities	Assignment 17
	<u>Comprehensive Final Exam</u>	<i>Study for The EXAM!! Stay Current!</i>

WK10	After Math Test Behavior	
10-27-25	Notes 18: Rules of Exponents Part 1 Review for Exam 2	Assignment 18
10-29-25	Exam 2 (Covers Notes and Homework 1 through 17)	
WK11		
Nov.3	Notes 19: Rules of Exponents Part 2 Correct Exam 2. Exam 1 should be corrected.	Assignment 19
11-5-25	Notes 20: More with Rules of Exponents	Assignment 20
WK12	Preparing for a Math Final Exam	
11-10-25	Review Rules of Exponents and Problems From Exam Two Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial <i>Be prepared for a quiz over the material that has been covered.</i>	Assignment 21 <i>Always correct Quizzes and Homework</i>
11-12-25	Notes 22: Coordinate Plane Basics	Assignment 22
WK13		
11-17-25	Notes 23: Introduction to Lines and Slope	Assignment 23
11-19-25	Notes 24: Graphing Linear Equations	Assignment 24
	<i>Understanding Math Will Be Helpful All Your Life!!!!!!</i>	<i>SMILE</i>
WK14		Assignment 24
11-24-25	Review	<i>STUDY!!!!</i>
11-26-25	<i>Thanksgiving Holiday (Wednesday Thursday Friday)</i>	
WK15	Handout Final Exam Review	
Dec. 1	Review for Comprehensive Final Exam	<i>STUDY!!!!</i>
12-3-25	Review for Comprehensive Final Exam Use Practice Final <i>Dec. 4 Last Day to Drop Fall Courses</i>	<i>STUDY!!!! STUDY!!!!!!</i>
WK16	Final Exam Week: <u>Comprehensive Final Exam</u> <i>Final Exam is Mon. Dec 8, 2025 from 10:15-12:15</i>	<i>Study for The EXAM!!</i>

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