

South Plains College Mathematics Department
Non Course Based Mathematics – NCBM0105.003
Course Syllabus – Spring 2023 – revised January 2023

Instructor: Karol Albus

Office: M110

Telephone: (806)-716-2543

Email (preferred method of contact): kalbus@southplainscollege.edu

Email Policy: All students at South Plains College are assigned a standardized SPC e-mail account. Although personal email addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, log in to portal.office.com. (Copied from SPC Student Guide) Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient.

Office hours: As listed or **by appointment**. Appointments are booked on Blackboard under Instructor Information

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:00 am (Lev Office M110)	8:00-10:00 am (M110)	9:30-10:00 am 1:15-2:15 pm (M110)	8:00-9:00 pm ZOOM	8:00-11:00 (M110)

Disclaimer: The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor, and will announce any changes **as an announcement in Blackboard**. T

Blackboard: Blackboard is the online course management system that will be utilized for this course. All access to course information and your instructor is through the Internet. This course syllabus, as well as all course materials can be accessed through Blackboard. Login at <https://southplainscollege.blackboard.com/>. The user name and password should be the same as the MySPC and SPC email.

User name: first initial, last name, and last 4 digits of the Student ID

Password: Original CampusConnect Pin No. (found on SPC acceptance letter)

Questions regarding Blackboard support may be emailed to blackboard@southplainscollege.edu or by telephone to 806-716-2180.

Skills Required for an Online Course:

- Self-motivation and self-discipline to access the course daily and complete assignments in a timely manner
- Self-confidence to contact instructor with questions
- Know basic functionality of a computer and how to connect to the internet
- Know how to and be willing to use SPC email

Course Supplies:

- **NOTE:** There is **NO book required for this course**. All materials are available on Blackboard and EdReady.
- **Required:** Working, reliable internet access with the ability to **view videos via YouTube**.
- Transportation to the Levelland campus for weekly meetings and the final exam.

EdReady: The course will be almost entirely run through EdReady. Instructions for accessing EdReady are on the course Blackboard page. The goal name and goal key (respectively) are:

NCBM0105 Albus Spring 2023

Albus0105Spring23

Student Learning Outcomes Assessment: Students must take a written end-of-semester assessment (final exam) covering the information from EdReady. The class will cover topics from the following units of study in the EdReady system:

- | | |
|------------------------------------|------------------------------|
| 1) Whole Numbers | 7) Solving Equations |
| 2) Fraction & Mixed Numbers | 8) Exponents and Polynomials |
| 3) Decimals | 9) Factoring |
| 4) Rations, Rates, and Proportions | 10) Geometry |
| 5) Percents | 11) Complex Numbers |
| 6) Real Numbers | |

Grading: This course is a pass/fail course. EdReady will evaluate the student's mastery of each math concept and provide the student with a score between 0 and 100. The student's goal is to earn an EdReady score of at least 90 before the final exam, which

should provide a strong background of mathematical understanding for the final assessment (final exam). At the end of the semester, the student will take a written assessment (final exam) that will determine the student's final course grade. The student is expected to attend in-person at the end of the semester for a two-hour written final exam (NOT multiple choice). Assuming you've finished getting your 90 points on EdReady by then, your performance on this final exam assessment will result in a pass or fail grade for the course. The student must score at least a 70% on the final exam assessment to pass. A grade of 'P' is assigned for a passing grade, while a grade of 'F' for a failing grade.

Participation: 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 required to communicate with the instructor at least once per week for the duration of this course.** Failure to communicate at least once per week with the instructor may result in the student being dropped from the course. Every student is expected to improve their EdReady score (at least a little bit) each week and to attend our meetings each Monday night. Any student who does not make progress or attend for 4 consecutive weeks or 5 total weeks may be dropped from the class. You must make *weekly* progress and attend our meetings to be counted as "present".

Final Exam: The final exam will be on Wednesday, May 10th from 10:15 am to 12:15 pm in our regular classroom. The exam will be a **written** exam – it will not allow a calculator, and it will **not** be multiple choice. You will need to bring **photo ID** to take the exam.

Calculator Use: A calculator cannot be used for any part of this course (EdReady or the final exam). Relying on a calculator during the EdReady portion will *drastically* reduce your chances of doing well on the final. Remember, you'll fail the course unless you get at least a 70% on the final exam – without using a calculator!

Syllabus Content: The instructor reserves the right to change/update the syllabus/course policies throughout the semester. Students will be made aware of any changes to the syllabus by email. The rest of this syllabus contains more detailed information about SPC's policies for this course.

Resources:

- **Your instructor!** I am available to you by email, online Zoom, or on campus during office hours. When asking a question via email, please take a photo or scan of the work you have done and attach that to your question. This will save so much time and will be much more beneficial to you. It is often as important to know what you are doing RIGHT as it is finding an error you may have made.
- **Blackboard** I may be able to post some helpful videos on Blackboard.
- **Free SPC Tutoring** 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>

Tutor.com

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am
6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

South Plains College
Common Course Syllabus: NCBM 0105
Revised December 2022

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: NCBM 0105

Course Title: Developmental Mathematics

Available Formats: hybrid and internet

Campuses: Levelland, Downtown Center, and Plainview Center

Course Description: Topics in mathematics, such as arithmetic operations, basic algebraic concepts and notation, geometry. And real and complex number systems are taught to prepare students for any of the corequisite courses.

Prerequisite: Maximum ABE score of 4 on the TSIA1 or a maximum diagnostic score of 3 on the TSIA2.

Credit: 1 **Lecture:** 0 **Lab:** 3

Textbook: None, use of online system required

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. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts.
2. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts.
3. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations.
4. Apply algebraic reasoning to manipulate expressions and equations to solve real world problems.
5. Use graphs, tables, and technology to analyze, interpret, and compare data sets.
6. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions.

Student Learning Outcomes Assessment: Student must take a written end of semester assessment covering the information covered in EdReady in class.

Course Evaluation: EdReady will evaluate the mastery of each student and give a score between 0 and 100 and student grade on the written end of semester assessment.

Attendance Policy: The student will be required to communicate with the instructor at least **once** per week and work in EdReady each week for the duration of the course. Failure to do so will result in the student possibly being dropped from the course.

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.

South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here:

<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 Calendar NCBM0105.003 Spring 2023

In-Person Meeting	Focus
Monday January 23	Syllabus/Setup/Fixed vs. Growth Mindset
Monday January 30	Whole Numbers
Monday February 6	Fractions and Mixed Numbers
Monday February 13	Decimals
Monday February 20	Ratios, Rates, and Proportions
Monday February 27	Percents
Monday March 6	Practice Final
March 13-17	Spring Break
Monday March 20	Real Numbers
Monday March 27	Solving Equations and Inequalities
Monday April 3	Exponents and Polynomials
Monday April 10	Practice Final
Monday April 17	Factoring
Monday April 24	Geometry
Monday May 1	Radical Expressions and Quadratic Equations
Wednesday May 10	Final Exam 10:15-12:15