

**South Plains College**  
**Common Course Syllabus: Non-Course Based Math (NCBM 0105)**  
**Spring 2023**

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

**Discipline:** Mathematics

**Course Number:** NCBM 0105

**Section:** 001 (face-to-face with online components)      **Course Title:** Developmental Mathematics

**Available Formats:** This course primarily meets face-to-face on the Levelland campus, but utilizes the Internet. The final assessment will be face-to-face.

**Campuses:** Levelland, Reese, Plainview, and Lubbock Center. This section meets face-to-face on the Levelland campus each week on Mondays from 9:30-10:45am in room 124 of the Mathematics-Engineering building.

**Course Description:** Topics in mathematics, such as arithmetic operations, basic algebraic concepts and notation, geometry, real and complex number systems are taught to prepare students for MATH 0314, MATH 0324, MATH 0332, and MATH 0342.

**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

**Instructor:** Jennifer Bartlett

**Telephone:** (806) 716-2664

**Office:** Levelland Campus, Math and Engineering building, office 113

**Email:** The instructor may be emailed through Blackboard or at [jkbartlett@southplainscollege.edu](mailto:jkbartlett@southplainscollege.edu).

**Virtual/Face-to-Face Office Hours:**

- Mondays: 8:30-9:30am
- Tuesdays: 2:15-3:15pm
- Wednesdays: 8:00-11:00am, 2:15-3:15pm
- Fridays (virtual only): 8:30-10:30am
- And by appointment, as needed. (The appointments can be scheduled in Blackboard.)
- Virtual office hours also may be scheduled in Blackboard.

**Textbook:** There is no required textbook for this class. However, access to the EdReady website (<https://southplainscollege.edready.org>) is required.

**Supplies:** Access to a computer with an internet connection is required for this course. For the final assessment (final exam), please bring an adequate supply of pencils. A calculator is not permitted on the final assessment (final exam) and will not be utilized throughout the course.

**Blackboard:** Blackboard is the online course management system that will be utilized for this course. This course is supplemented online, so 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](mailto:blackboard@southplainscollege.edu) or by telephone to 806-716-2180.

**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:** 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:

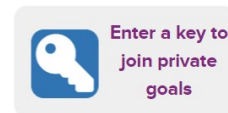
- |                                    |                              |                 |
|------------------------------------|------------------------------|-----------------|
| 1) Whole Numbers                   | 2) Fraction & Mixed Numbers  | 3) Decimals     |
| 4) Rations, Rates, and Proportions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

**Course Evaluation:** EdReady will evaluate the student's mastery of each math concept and provide the student with a diagnostic score between 0 and 100. The student's goal is to progress through the EdReady Study Path and earn an EdReady score of at least 90, 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 for this NCBM 0105 course. 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 the NCBM 0105 course. A grade of 'P' is assigned for a passing grade, while a grade of 'F' for a failing grade. In order to be fully prepared for the final assessment, it is strongly recommended that the student master enough topics in the EdReady system to obtain a score of at least 90 and complete the weekly practice exercises assigned throughout the semester.

**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 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 will result in the student being dropped from the course.

#### Getting Started in EdReady:

- There is a link to EdReady inside our Blackboard course.
- After clicking this link, you should find an area on the screen to enter a goal key (picture to the right).
- Our goal key is: **Bartlett0105Spring23**. This goal key is case-sensitive, so make sure to provide the correct upper- and lower-cases of the letters.
- You will only have to enter in this goal key the first time you enter the course.



#### Taking the Initial Diagnostic Test:

- Once inside the correct goal, you will need to take the initial diagnostic test.
- Please allow at least one hour for this test. However, if you need more time or need to step away, there is an option to save and exit.
- After completing this initial diagnostic test, contact your instructor for next steps to complete the requirements for this course.

### 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>

### 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](mailto:tutoring@southplainscollege.edu) or call 806-716-2538.

**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 of whatever length as well to final examinations, 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.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (*SPC General Catalog*)

Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. 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.

**COVID Response:** South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: [COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu/COVID-Response).

**Diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, Campus Concealed Carry:** South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/Syllabus-Statements).

**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.*