

Clarendon College

NCBM0201.565

Tuesday 12:30-1:30 PM

Jordan Unit

Fall 2025

Instructor: Frank Vance

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Office Hours: TBD and by Appointment

Course Description: NCBM lab reinforces basic math skills that are needed to be successful in College math classes. These skills also re-enforce the skills needed to be TSI Complete.

Statement of Purpose NCBM lab is using the Pearson on-line program **TSI//MyFoundationsLab** as a supplement. An initial diagnostic test helps determine a student's area of weakness (as it pertains to basic math skills) and consequently, an individualized plan of study. Students work at their own pace with instructor assistance in a lab-type setting. Scheduled course attendance is crucial to success; however, flexibility of the web-based program allows students to work additionally outside of the classroom setting. With successful completion of the course and the college level math course students will be TSI complete and meet the mathematics portion of the graduation requirements.

Required Instructional Materials:

Textbook: There is no textbook for this course; however, students will be required to have access to MathXL.

Other Relevant Materials: Spiral notebook is required.

Student Requirements

Comment: Students must attend class every class day. For each unexcused absence, five points will be deducted from the attendance grade. Students leaving before class is dismissed will be counted absent.

Methods of Instruction

When in the classroom, the instructor will be there to give guidance and tutoring as needed.

Grading Policies:

Attendance 25% If you are late to class, you must talk to the instructor after class that day otherwise the absence will stand. If you leave early before class is over, that will count as an absence.

Notebook 25% Must be working problems in notebook during lab.

Class Grade 50%. Grade from tests done in class

Grievance/Appeals

If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.

Learning Outcomes

At the end of the course the student should be able to:

1. Understand and apply ratios, proportions and percent's.
2. Recognize basic geometric figures and the terminology and formulas associated with them.
3. Apply the four arithmetic operations using the order of operations on signed numbers, fractions, and decimals. (Assess EQS with quizzes)
4. Evaluate the perimeter, area, and volume of basic geometric shapes. (Assesses COM and EQS with class activity and quiz)
5. Apply conversions between fractions, decimals, and percent's. (Assesses EQS with a quiz)
6. Apply conversions within the U.S. system of measurement and the Metric system of measurement. (Assess CT and EQS with Quiz)
7. Apply mathematical skills to evaluate equations from various types of stated problems, then state solutions in complete sentences. (Assesses CT, COM, EQS with classroom activity and quiz)
8. Evaluate data from tables and graphs. (Assesses CT with reading and evaluation quiz)
9. Apply the distributive property, simplify and evaluate algebraic expressions. (Assesses EQS with quiz)
10. Evaluate algebraic equations by performing the addition property of equality and the multiplication property of equality. (Assesses EQS with quiz)
11. Apply arithmetic operations on algebraic expressions. (Assess EQS with quiz)
12. Solve and graph linear equations and inequalities in 1 variable. Assesses EQS and COM with short answer and graphing quiz)

13. Solve and graph linear equations and inequalities in 2 variables. (Assesses EQS and COM with comparison short answer quiz)
14. Apply the distributive property, simplify and evaluate algebraic expressions. (Assesses EQS with quiz)
15. Write the equation of the line and use the slope to identify the perpendicular and parallel line. (Assess EQS and CT with quiz)
16. Perform operation with Real Numbers and Rational Expressions. (Assesses EQS with quiz)
17. Problem Solve and use formulas.(Assess EQS and COM with quiz and short answer)
18. Solve systems of linear equalities and inequalities.(Assess EQS with quiz)
19. Solve, graph, and apply quadratics. (Assesses EQS and CT with quiz)
20. Factor Polynomials. (Assesses EQS, CT, COM with quiz and short answer)
21. Define, evaluate and graph functions. (Assesses EQS and COM)

Exemplary Objectives:

1. To apply arithmetic, algebraic, higher-order thinking methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and determine the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To recognize the limitations of mathematical models.

7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

A student's final grade will be made available at the Clarendon College website. Students must complete the online evaluations before they can see their grades.

Clarendon College Policies:

STUDENT ACADEMIC INTEGRITY AND CLASSROOM ETHICS

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

1. obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
2. discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
3. observing the work of another during an examination or providing answers to another during the course of an examination;
4. using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
5. entering an office, classroom, laboratory, or building to obtain an unfair advantage;
6. taking an examination for another person;
7. completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
8. altering grade records;
9. using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or,
10. plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the

incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

Course Withdrawal--Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrolment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

Accommodations Statement Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Dean of Student Services. We will work with you to make whatever accommodations we need to make.

Classroom Conduct

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory

exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit

The full details of **Student Rights and Responsibilities** policies can be viewed on Clarendon College's website at: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Vice President of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Vice-President of Student Services. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words – those which by their very utterance inflict injury or tend to incite and immediate breach of the peace." (Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

Freedom of Access

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

Academic Rights of Students

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

Student Records

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

Student Participation in Institutional Decision-Making

The primary route of Clarendon College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Student Responsibilities

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

- (1) Compliance with and support of duly constituted civil authority,
- (2) Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- (3) Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority,
- (4) To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- (5) Knowledge of and active support of college regulations.
- (6) A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Director of Student Life as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure.

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at: <https://www.clarendoncollege.edu/insideCC>. Do not make plans to leave school before your scheduled final exam. Faculty members cannot on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at: <https://www.clarendoncollege.edu/Resources/Admin/Request%20for%20Early%20Final%20Exams.pdf>.

Clarendon College Campus Carry Policy

Go to <http://www.clarendoncollege.edu/CampusCarry>