

Professor Daniel J. Nearing

Email: daniel.nearing@scottsdalecc.edu**Office Hours:** Tuesdays 12:30 pm – 1:30 pm, In-Person: Room CM 431

Thursdays and Fridays 10am – Noon, Virtual (ZOOM link posted in MOER).

Course	Section	Format	Start Date	End Date	Credit Hours
MAT114	25939	Online	Jan. 17	May 12	4

Canvas will not be used for this class.

The information contained in this syllabus is subject to change at any time during the semester by the instructor. Any changes will be announced through the email you use to create your MOER account.

Required Items

MOER Account

- MOER is a *free* online assessment tool that we will use for all online work and assignments for this class. URL for MOER: <https://moer.maricopa.edu>

TI-83 or TI-84 Graphing Calculator

- A TI-83 or TI-84 graphing calculator is **required** for this class.
- Calculators with QWERTY keyboards or those which do symbolic algebra (such as TI92s or TI89s) **may not** be used for this class.

Student Workbook: Foundations for College Algebra, 1st Edition (ISBN 978-1-63434-927-7)

- OPTION 1: Download for free from MOER and print pages as needed.
- OPTION 2: Purchase a printed copy from the SCC Bookstore (around \$23)

Other Required Materials

- 3-ring binder to hold your notes and Student Workbook pages
- Pencils, erasers, highlighters, and colored pens
- Notebook paper or graph paper

Technical Requirements

Students are responsible for meeting these technical requirements in order to begin this class:

- An email address that you check regularly (use this when you set up your MOER account)
- Reliable, high-speed Internet connection
- Webcam (internal or external) and microphone (only if the student needs to take an exam online)
- Headphones or working speakers connected to the computer (only if the student needs to take an exam online)

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Streaming Media/Audio/Video Tools

This course delivers video lectures through YouTube.

SCC RESOURCES RELATED TO THIS CLASS

On campus Faculty Tutoring. Details will be provided once class starts.

SCC Math Center: Remote tutoring is available for free through the SCC Math Center. Instructions and hours are on the [SCC Math Center website](#).

Online Tutoring through BRAINFUSE: Online and hybrid students now have access to 24/7 online tutoring via Brainfuse. You may utilize up to 6 hours of online tutoring per semester for free. To access Brainfuse, go to www.scottsdalecc.edu/students/tutoring/online-tutoring

Academic & Student Support Services: A variety of student services can be accessed online. Services are free of charge to all registered SCC students. Refer to the [SCC College Resources Home Page](#).

Accommodations: Scottsdale Community College provides equal opportunity to qualified students. If you have a documented disability (medical, physical, learning, psychological, etc.) and wish to request disability-related accommodations to complete course requirements, contact Disability Resources & Services ([480-423-6517](tel:480-423-6517)). Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives.

MAT114 – MCCCDC OFFICIAL COURSE DESCRIPTION AND COMPETENCIES

Maricopa Community College District Official Course Description

Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.

Competencies:

1. Perform operations to evaluate expressions that include integers, fractions, decimals, exponents, and radicals, including the order of operations.
2. Evaluate arithmetic and algebraic expressions.
3. Simplify expressions involving integer and rational exponents.
4. Perform operations on polynomial expressions.
5. Write polynomials in factored form.
6. Graph and determine domain, range, and other key characteristics of functions, including linear and quadratic functions.
7. Demonstrate the proper use of function notation.
8. Determine and interpret the average rate of change of linear and quadratic functions.
9. Solve linear and quadratic equations (including those with complex solutions) using multiple methods and represent solutions exactly and approximately.
10. Solve linear inequalities in one variable and represent solutions graphically, algebraically, and in interval notation.
11. Model, analyze and interpret real-world problems using linear and quadratic functions.
12. Given sufficient information or data, write a linear equation.
13. Solve systems of linear equations in two variables.

Is MAT114 the correct class for you?

- Making sure you are in the correct math class is extremely important! This MAT114 class is intended for students who are on a pathway that includes College Algebra (MAT15+). MAT114 (this class) is College Algebra Prep. After taking MAT114, you will be eligible to next take College Algebra (MAT150, MAT151, MAT152, or MAT155).
- MAT114 combines Arithmetic, Introductory Algebra, and Intermediate Algebra to prepare you to take College Algebra. This class is going to be intense and challenging, and is intended for students who are highly motivated to accelerate their degree path.
- If you are on a pathway that goes through College Math (MAT140, MAT141, MAT142, or MAT145) then you should NOT be enrolled in this class. If your math pathway leads you through College Math, then you need to switch not into a MAT103 College Mathematics Prep class, or contact SCC Advising to see if you might be able to enroll in a College Mathematics class directly, depending on your placement test score.

EXPECTATIONS FOR TIME SPENT OUTSIDE OF CLASS

This is a 16-week, 4-credit-hour online class. Thus, students should expect to spend an average of 11 hours each week working on the required online assignments that are part of this course.

Unit Structure

The topics for this course have been divided into Units which are due on the dates indicated on the Course Schedule. Give yourself plenty of time to work through the problems, take good notes, and get help as needed.

Below are the three steps to complete each Unit.

Step 1: MEDIA LESSON

- The Online Media Lesson serves both as an introduction to the topic and as a resource for how you should aspire to write your solutions and express your mathematical work.
- Take careful notes as you watch the videos in this assignment. The examples in the Media Lesson sections of your Student Workbook are identical to those in the videos, so use the workbook to help you record your notes from the videos. Any notes you take are for your own use (you will not turn in the Media Lesson pages from the workbook). The more thorough your notes are, the more helpful they will be to you!
- You will have three tries for each problem in the Media Lesson assignment. After the third attempt, you can generate a new problem for full credit.
- **The link to the Online Homework will not appear until the Media Lesson has been completed with a score of 90%.**

Step 2: ONLINE HOMEWORK

- After completing the Media Lesson, you can start the Online Homework. **The link to the Online Homework will not appear until you have the required 90% Media Lesson score.**
- You will have three tries for each problem. After the third attempt, you can generate a new problem for full credit. Refer to your notes from the Media Lesson as needed. Work problem by problem to achieve a score of 100%. Additional video tutorials are provided in the unit folder.
- WRITE DOWN your work as you go through the online homework assignment. Keep this work neat and in order, and include notes to yourself on difficult problems. These notes, along with your notes from the Media Lesson, will be very helpful as you work through the online Test and prepare for exams.
- **The link to the Online Test will not appear until the Homework has been completed with a score of 80%.**

Step 3: ONLINE TEST

- **The link to the Online Test will not appear until you have the required 80% score on the Online Homework.**
- The Online Test will consist of questions similar to those in the Online Homework and Media Lesson
- You may use your calculator and notes on the online tests, but ***no other assistance is permitted.***
- You will have **only two attempts** for each problem in the Online Test, so be sure to enter your answers very carefully!
- Online Tests are due on (or before) the dates indicated on the Course Schedule. Give yourself plenty of time to complete assignments and get help as needed before the due date. **Do not wait until the last minute!!!**

NOTES:

- **This is not a self-paced class. You can work ahead, but do not fall behind!** You have assignments and due dates and must make regular and consistent progress on course work and assignments. Students that stop participating and fail to respond to instructor MOER communication will be withdrawn from the class.
- The *MOER Warmup* assignment must be completed with a score of 100% before you can start on Unit 1.
- Students who do not complete the *Unit 1 Online Test* by the due date may be dropped from the class. This policy protects your refund for the course.
- If you fall more than two units behind the course schedule, *you may be withdrawn from the class.*

Proctored Exams

- Two Proctored Exams (a midterm exam and a final exam) will be given during the semester.
- **The two proctored exams will be given on campus.** Students that cannot take it on campus must contact the instructor to make alternative arrangements such as taking it online using ProctorU.
- If a student chooses to take an exam online using ProctorU, they understand that ProctorU requires a room scan where the student shows their testing surroundings using a webcam. If this is not acceptable to the student, then other arrangements besides ProctorU must be made. To take an exam using ProctorU online, it is the student's responsibility to verify that their device meets the technical requirements for using ProctorU. There can be no exceptions to this. Exams scheduled with ProctorU at least 72 hours in advance will not require payment, but a fee will be charged for any exams scheduled less than 72 hours prior to testing.
- You may use your graphing calculator on these exams, but **no other assistance is permitted.**
- Calculators with Computer Algebra System (CAS) features will not be allowed during any exam.
- Students who do not make other arrangements in advance and do not take an exam at the scheduled time will earn a withdrawal from the course. All exams must be completed in order to earn a grade (A, B, C, D, or F) for this course.

More information for students that have to take exams online using **ProctorU**.

ProctorU allows test-takers to take a supervised exam on demand or by appointment. SCC has adopted ProctorU to provide proctoring services for our online courses. Some of the exams in this course are proctored, meaning you are supervised through a webcam and screen sharing technology when you take your exam. You may test your computer and webcam at the [ProctorU Testing Your Equipment](#) page. For your reference, read the [System Requirements for ProctorU](#) and [ProctorU Terms of Service](#). ProctorU is a fee-based service with the following [ProctorU Pricing Plan](#). For Spring and Summer 2021, the College is paying ProctorU exam fees for students.

NOTE: The College will only pay ProctorU fees for exam appointments made AT LEAST 72 hours (3 full days) prior to the scheduled exam. For example, if you have an exam on a Friday, you need to schedule your exam appointment by Tuesday at the latest. ProctorU will allow you to schedule exams within 72 hours of your exam, but you will be charged an additional fee, which is NOT covered by the College. You can find additional details about these fees [here](#).

Make-up Policy: To take an exam late, a student must have extenuating circumstances and must contact me by the day of the exam! I count all missed exams as a 0%. It would then be very unlikely for the student to pass.

Grading

Assignments	Percentage of Course Grade
Syllabus Quiz MOER Warmup Media Lessons Online Homework Online Tests Exam Reviews	50%
Midterm Exam	25%
Final Exam	25%

Grading Criteria	
90% - 100%	A
80% - 89.99%	B
70% - 79.99%	C
60% - 69.99%	D (not passing)
0% - 59.99%	F (not passing)

Note: Whether a student receives an F or a W depends on the communication with the instructor as to the student's individual situation.

Grade of Incomplete: The grade of I is exceptional and given only to students whose completed coursework has been qualitatively satisfactory but who have been unable to complete all course requirements because of illness or other circumstances beyond their control. The grade of I may be considered only for students who have completed at

Class Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Computer Access and Email

- You will need regular access to a computer (with Internet access) in order to complete the online assignments that are part of this course.
- You are responsible for completing all assignments on time regardless of any computer or internet issues that may occur.
- You will need a working email address that you CHECK REGULARLY. I do send regular class announcements and information via the email you use to create your MOER account. It is your responsibility to provide a valid email address that you keep up with so that you can receive notifications of class announcements.
- Response Time: Students can expect a response time of 24 hours for the instructor to respond to messages sent via email or MOER.

General Conduct

- Students are expected to conduct themselves in a responsible, mature, and academically honest manner. Be honest in everything you do. Do not present someone else's work as your own.
- Any student caught cheating on an assignment/exam will receive a grade of zero for that assignment/exam and is subject to disciplinary action in accordance with SCC policies. This may include withdrawal from the class.

Class Drop

If you realize right away that this class is not for you, you will need to drop the class as soon as possible in order to receive a full refund. Check the College Catalog for these important dates. You are responsible for dropping within the window to obtain a refund if you decide that is what you want to do.

Withdrawal Policies

Students can withdraw from this class at any time prior to the Final Exam. If you find that you need to withdraw from the course, please speak to me about it first. I may be able to recommend other options or discuss alternative courses of action concerning future classes.

This is not a self-paced class. You have assignments and due dates and must make regular and consistent progress on course work and assignments. Students that stop participating and fail to respond to instructor MOER communication will be withdrawn from the class.

Please note that I will not give you an F if you merely stop participating. If you meet or exceed the limits listed below, then you may be withdrawn from the class and not receive a letter grade (A–F).

- Students who have not created their MOER account and completed all Orientation Modules (including the MOER Warmup assignment) by 11:59PM on the course start date may be dropped from the class.
- Students who do not complete the *Unit 1 Online Test* by the due date may be dropped from the class.
- Students who do not log in to MOER and make progress on the assignments for a 7-day period may be withdrawn from the class (unless the current assignments have been completed early).
- Cheating on any assignment or exam may result in withdrawal from the course.
- Students who do not make other arrangements in advance and do not take an exam at the scheduled time may earn a withdrawal from the course.

Land Acknowledgment

SCC acknowledges the land on which we are situated today as the traditional land and home of two distinct tribal nations: the Onk Akimel O'odham (Pima) and the Xalychidom Piipaash (Maricopa) people. We take this opportunity to thank the original caretakers of this land. We offer our respect to their Elders and to all O'odham and Piipaash people of the past, present and future.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.