

# MAT114 College Algebra Prep Fall 2023 Syllabus

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**Office Hours:** Wednesdays 10:30 am – 11:30 am, In-Person: Room CM 431

Thursdays and Fridays Noon – 2pm, Virtual (ZOOM link posted in MOER).

Course	Section	Format	Start Date	End Date	Credit Hours
MAT114	21706	Online	October 23	December 15	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.*

## Course Technology and 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 Graphing calculator is required for this course. Videos in the course that use a calculator always use a TI-83 or TI-84 calculator so either is highly recommended.

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. Instructor office hours will be conducted through Zoom.

### Student Workbook: Foundations for College Algebra, 1<sup>st</sup> 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)

## MAT114 – MCCC 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, as it combines the content of three courses into one semester. To be successful in this course you must:
  - Keep up with all assignments
  - Be aware of all due dates and exam dates
  - Make sure you understand the problems, not just that you can get correct answers
  - Get help as needed
  - Be prepared to spend time learning concepts and working on mathematics problems. Just because this course is online does not mean it is easier than a traditional class.
- 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.

## SCC RESOURCES RELATED TO THIS CLASS

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](http://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.

### Course 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.

## Proctored Exams

- Two Proctored Exams (a midterm exam and a final exam) will be given during the semester.
- There is a required review assignment for each exam.
- You may use your graphing calculator but NO NOTES on these exams. Calculators that perform symbolic manipulation will **not** be permitted during any exam: examples include the TI-89, TI-92, TI-Inspire, HP-48, HP-48G, and Casio 9970. Your cell phone may not be used as a calculator during an exam.
- Your calculator program memory will be checked prior to each exam and may be cleared if it contains any programs, notes, or formulas related to exam topics.
- You are required to present **photo ID** in order to take an exam. If you do not have photo ID, you will not be allowed to take the exam. There can be no exceptions to this policy.
- **The two proctored exams will be given on campus.** A survey will be sent to students allowing each of them to inform the instructor of which of the 3 methods listed below they will use to take the exams. Students that cannot take it on campus must contact the instructor to make alternative arrangements such as taking it online using ProctorU.
- All exams must be completed in order to earn a grade (A, B, C, D, or F) for this course.

**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.

## Proctoring Options for Exams

### **Option 1: Instructor-Proctored Exam (Recommended and Free)**

Exams will be given in person on the SCC campus. Dates will be posted in MOER. Bring your calculator, pencils, erasers, [and photo ID](#) with you when you come to take these Exams. You will need to know your MEID (not your student ID), and password to be able to log in to school computers. This is the same password as you use to log into your school Gmail account.

### **Option 2: SCC Testing Center (Extremely Limited Space but Free)**

If you are unable to take an exam at these scheduled times on the SCC campus, you can take the exam in person at the **SCC Testing Center** on or before the due date. The SCC Testing Center is free and by appointment only (no walk-ins). Contact instructor for more information. Bring your calculator, pencils, erasers, [and photo ID](#) with you when you come to take these Exams. Arrangements for the Testing Center must be made by the instructor **at least one week in advance** of the scheduled exam. Here is a link to the [SCC Testing Center Website](#) for more information. You will need to know your MEID (not your student ID), and password to be able to log in to school computers. This is the same password as you use to log into your school Gmail account.

### **Option 3: Online via ProctorU (Fees apply)**

**ProctorU is not free and students pay all of the associated fees.** You can use an online proctoring service called **ProctorU** to take these exams remotely on or before the due date. ProctorU allows test-takers to take a supervised exam on demand or by appointment. **ProctorU fees vary based on how far in advance your session is scheduled.** During the testing session, you will be supervised live through a webcam and the proctor will have access to your computer using screen sharing technology as you take your exam. **Please**

**note that ProctorU requires a room scan prior to all testing sessions.** If the room scan is not acceptable to the student, then other arrangements besides ProctorU must be made.

Students must [create an account](#) with ProctorU and [download the Guardian Browser](#) onto a personal computer. You should [test your equipment](#) before taking the exam to ensure no difficulties will arise on exam day. For your reference, read the [System Requirements for ProctorU](#) and [ProctorU Terms of Service](#). ProctorU is a fee-based service. This semester, the college is paying ProctorU exam fees for students.

[ProctorU - Test-Taker Information](#)    [Student Guide](#)

### 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 least 85 percent of the total coursework requirements with a grade of C or better. The student must request an I before the end of the semester. The faculty member retains the right to make the final decision on granting a student's request for an I, even though the student may meet the eligibility requirements for this grade. If the request is approved, the faculty member will determine a deadline for which work must be completed, and the grade the student will receive if the work is not completed on time.

## 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 and the syllabus quiz 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.

## Attendance Policy

**If you go 7 consecutive days without attending this course, I am required by law to withdraw you.** Since this course is online, the following is a list of activities that constitute online class” academic attendance” and “attendance at an academically-related activity” for purposes of determining the last day of attendance according to 34CFR668.22(l)(7)(i):

- (1) Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- (2) Submitting an academic assignment;
- (3) Taking an exam, an interactive tutorial, or computer-assisted instruction;
- (4) Attending a study group that is assigned by the institution;
- (5) Participating in an online discussion about academic matters; and
- (6) Initiating contact with a faculty member to ask a question about the academic subject studied in the course

## EXPECTATIONS FOR TIME SPENT OUTSIDE OF CLASS

This is an 8-week, 4-credit-hour online class. Thus, **students should expect to spend an average of 23 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 80%.**

### 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 80% 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.*

**Late Passes**

If you miss an assignment deadline, you can apply a Late Pass to complete the assignment for full credit. Each Late Pass will extend the due date by one day. Multiple late passes can be applied if more time is needed. (65,535 Late Passes available during the semester)

There is no penalty for problems/assignments completed while using a late pass. Late Passes may not be used after the end date of the course.

**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.

### **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.