



## Course Information

**Semester/Year/Dates:** Spring 2024 1/16/2024 – 3/8/2024 (8 weeks)  
**Course Title/Section:** MAT103: College Mathematics Preparation – 16250  
**Credit Hours:**  
**Room/Meeting Days/Times:** CM463 Tu,Th 10:30AM - 11:45AM  
**Learning System:** MOER (Canvas is not used in this course)

## Course Format

This is an 8-week **Hybrid** course. This course runs January 16 - March 8 and meets in person in CM463 on Tuesdays and Thursdays from 10:30AM - 11:45AM. **You are expected to attend each class.**

## Instructor Information

**Instructor:** Martha Gould [martha.gould@scottsdalecc.edu](mailto:martha.gould@scottsdalecc.edu)  
**Phone:** (602) 695 - 6354 (cell)  
**Office Hours:** Office hours are by appointment. Send me a text or an email and we will set a time to meet (in person or Google Meet).

## Calculator Information

You must have the ability to access the capabilities of a TI83/TI84 calculator. A basic scientific calculator is also good to have. You can also rent a TI83/84 through the SCC Media Center. Generally the cost is \$10 for the semester. You can make an appointment to pick up the calculator by calling the Help Desk at (480) 423 - 6274 (press option #3). Please be aware that the calculator rentals are on a first come, first served basis and there are limited quantities.

## Disability Resources and Services (DRS)

For information about DRS and class accommodations, visit:  
<https://www.scottsdalecc.edu/students/disability-services>

## Course Description

Foundational knowledge of topics necessary for success in College Mathematics. Emphasis on understanding mathematical concepts and their applications. Topics include number sense, proportional reasoning, numerical and algebraic expressions, linear equations, and representations of data.

## Prerequisites

None

## Course Competencies

1. Utilize appropriate technology for problem solving.
2. Model, solve and interpret solutions to real world problems.
3. Identify, analyze, and express mathematical relationships in written problems.
4. Estimate and round numbers appropriately.
5. Convert between decimals, fractions, percents, and words.
6. Compute numerical expressions involving exponents and roots.
7. Apply the order of operations to numerical expressions involving integers and rational numbers.
8. Set up and solve proportion and percent problems.
9. Distinguish appropriate uses of additive and multiplicative reasoning.
10. Simplify linear expressions including combining like terms and applying the distributive property.
11. Solve linear equations.
12. Given multiple representations, identify corresponding input and output values and interpret their meanings in context.

## Texts and Course Materials

College Mathematics Preparation – Student Workbook - Version 1.2, October 2020

An Open Educational Resource (OER) created by Scottsdale Community College

ISBN: 9781634349444

Author: SCC Math Dept

Estimated Price: \$12.00 (New)

This is not a Rental Title

# 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)
- Note: Canvas is not utilized in this course other than to provide access to college resources and information

## MOER

This course uses MOER, an Online Course Management System developed by David Lippman and the State of Washington. All of the Online assignments will be accessed through MOER. Grades will also be posted through MOER. The software is free to use. ***Failure to enroll in MOER and complete the Orientation Modules by the due dates will result being withdrawn from the course.***

## Student Assignment Tools

This course requires students to participate in or submit assignments using desktop and/or cloud-based applications. please see Orientation Module

- Adobe PDF and/or Microsoft Word or Google Docs

## Streaming Media/Audio/Video Tools

This course delivers video lectures through YouTube.

# 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.

## 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 including work that you find on other Internet sites. Any student caught cheating on an assignment/exam will receive a grade of zero for that assignment/exam and will be subject to disciplinary action, including possible class withdrawal, in accordance with SCC policies.

## 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 Academic Catalog (<https://www.scottsdalecc.edu/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.

Your instructor may drop you from the class for failing to complete required orientation assignments on time. Create your MOER account and check your MOER course calendar for details related to orientation assignments for this class.

## Class Withdrawal

**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. If you miss ONE test deadline you could be withdrawn so be sure to stay in touch with your instructor.

Students that stop participating and fail to respond to instructor communication will be withdrawn from the class. Students that miss Exam deadlines may also be withdrawn.

Students can request to withdraw from this class (with a grade of W) at any time prior to taking Exam #3. Students that take Exam #3 cannot earn a W for the class.

If a student withdraws or is withdrawn from the course, the instructor is required by law to report last day of attendance (LDA). This date is based upon actual work that is submitted and/or communication with the instructor about the class.

# Grading Standards & Practices

## Grade Scale

Letter Grade	Points Range
<b>A</b>	90 – 100%
<b>B</b>	80 – 89%
<b>C</b>	70 – 79%
<b>D</b>	60 – 69%
<b>F</b>	0 – 59%

## Assignments

Assignment Name	Percent of Grade
<b>Orientation Modules</b>	Total of 5%
<b>Lesson Video Assignments – MOER Assignment (6)</b>	0%
<b>Lesson Video Assignments – Written Work Submission (6)</b>	Total of 10%
<b>Lesson Online Homework and Exam Reviews (6 HW, 3 Rev)</b>	Total of 5%
<b>Lesson Tests (6)</b>	Total of 20%
<b>*Exams (3)</b>	Total of 60%
<b>TOTAL:</b>	<b>100%</b>

\*Exams in this class occur after Lessons 2, 4 and 6 and cover 2 lessons worth of content. You are allowed to use a calculator and a handwritten sheet of notes (8 1/2" X 11" - both sides) for each Exam.

There is no cumulative Final Exam in this course.

## Response Time

Students can expect a response time of 24 hours or less for the instructor to respond to messages sent via the MOER System or email. Students can expect written assignments to be graded within 48 hours of the assignment's due date.

## Attendance Policy

SCC policy states that you may be withdrawn from the course by the instructor after three (3) unexcused absences. Consistent tardiness will not be tolerated. If you arrive to the classroom after class has started, you will be marked tardy. For every three (3) class periods in which you are tardy, you will earn one (1) unexcused absence.

## Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Due to the accelerated nature of this course, plan to spend at least six hours weekly on course content (direct instruction) and twelve hours on homework/tests weekly for a total of 18 hours per week.

## Remote Math Tutoring

SCC Math Center tutors are available in-person and Online (using Google Meet) to help with your course. Visit the SCC Math Center at <https://www.scottsdalecc.edu/students/tutoring/math> for detailed information(including location, days/times). **No appointments are necessary for the free tutoring offered through the SCC Math Center.**

As much as possible, it is highly recommended that you utilize SCC Math Center tutors since they are familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular Math Center hours, you have access to a 24/7 Online tutoring service called Brainfuse. You may utilize up to 6 hours of Online tutoring through Brainfuse per semester and have the option of requesting additional time if needed. Visit the [SCC Online Tutoring Services Through Brainfuse](#) page for detailed information about Brainfuse tutoring.

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.

***I look forward to working with you this semester!***

***Please do not be afraid to ask for help - that is what I am here for!***