



Course Information

Semester & Year:	Spring 2024
Course Title:	College Algebra Prep
Course Prefix & Number:	MAT114
Section Number:	16252
Credit Hours:	4
Meeting Days:	Monday & Wednesday
Meeting Times:	12:00 – 1:55 PM
Room Number:	CM 467
Start Date:	1/29/2024
End Date:	5/10/2024

Course Format

The format for this course is In-Person. The course runs Jan 29th – May 10th.

Instructor Information

Instructor: Tina Drucker
Email: tina.drucker@scottsdalecc.edu

*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. **NOTE: Canvas will not be used for this class.***

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 intended for students who are highly motivated, as most of you will find at least some of the material to be rather challenging.
- 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 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
- 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

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.

Course 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.

Texts and Course Materials

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>

Course ID: 18533 Enrollment Key: 16252

TI-83 or TI-84 Graphing Calculator

- A TI-83 or TI-84 graphing calculator is **required** for this class. You may use this calculator on all assignments, quizzes, and exams.
- If you choose not to purchase a calculator, you can rent one for \$10 per semester from the Media Center in IT. There are a limited number of calculators available.
- Calculators with Computer Algebra System (CAS) features (such as TI-Inspire, TI-89, TI-92, HP-48, HP-48G, Casio 9970) **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 all pages
- OPTION 2: Purchase a printed copy from the SCC Bookstore (around \$22)

Other Required Materials

- 3-ring binder (1 inch minimum) to hold your notes and Student Workbook pages
- Pencils, erasers, ...
- Notebook paper and/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

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.

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 send regular class announcements and information to 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 through MOER. I may be unavailable some weekends and during holidays.

SCC Resources Related To This Class

SCC Math Center: Free tutoring, calculator assistance, and computers are available in the Math/Science Tutor Center (<https://www.scottsdalecc.edu/students/tutoring/math>). You will need to know your SCC student ID number in order to sign in.

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 Structure

MEDIA LESSON

- Media Lesson assignments in MOER serve as an introduction to the topics for each unit. Watch and listen to the videos and complete the corresponding questions in this assignment.
- The examples in the Media Lesson sections of your Student Workbook are identical to those in the videos. Use the workbook to help 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, the more helpful they will be to you!
- You have three tries for each problem in the Media Lesson assignment. After the third attempt, you can generate a new problem for full credit.
- Media Lessons are due in the evening on the dates indicated in the Course Calendar. If you have questions, you can access in-person and remote tutoring through the SCC Math Center, or ask me a question **before the due date**.

IN CLASS ACTIVITIES

- **REQUIRED: Turn all cell phones and other electronic devices OFF before the start of class.**
- You are expected to be on time and prepared for class, be an active participant in group work and class discussions and stay the full length of the class period. Otherwise, you will be marked absent. Being prepared means having the proper materials with you when class begins (graphing calculator, workbook, pencil, paper) as well as all assignments completed.
- In class, we will discuss topics from the day's lesson and work on activities either at the board or in small groups.
- All written work must be of collegiate quality: neat, organized, legible, and with all possible work shown. Otherwise it will lose points (Please use pencil!)
- Students can expect assignments to be graded within 1 week of the due date.

ONLINE HOMEWORK

- You have three tries for each problem. After the third attempt, you can generate a new problem for full credit. Refer to your media lesson packet and class notes as needed.
- **WRITE DOWN** your work as you do the Online Homework, and make notes to yourself on difficult problems. You are creating a resource for yourself that will help as you prepare for exams.
- Do not wait until the last minute to start on the Online Homework! If you have questions, you can access in-person and remote tutoring through the SCC Math Center, or ask me a question **before** the due date.

NOTES TO THE STUDENT

You may use a Late Pass for Media Lessons and Online Homework. A Late Pass will extend the due date by 24 hours. Any late passes granted more than 24-hours past the due date will result in a 20% penalty on exercises completed using the late pass.

ONLINE UNIT QUIZ

- Online quizzes are timed. You have 30 minutes to complete the Unit Quizzes. Problems not completed within the time limit will receive a score of zero.
- You will have only two attempts for each problem in the Online Quiz, so be sure to enter your answers carefully! The second attempt (if you need it) will earn you a MAXIMUM of 70% for that question.
- You may use your calculator and notes on Online Quizzes, but no other assistance is permitted.
- Most Online Quizzes are taken in class on the dates indicated on the Course Calendar (Bring your laptop to class). There are **no “Late Passes”** if you miss the due date. I will drop your lowest score before assigning course grades. Give yourself plenty of time to get help as needed before the due date. Do not wait until the last minute!!!
- Students who miss three or more quiz due dates may be withdrawn from the class.

EXAMS

- Two Proctored Exams will be given during the semester.
 - **MIDTERM EXAM:** Units 1 – 6
 - **FINAL EXAM:** Units 1 – 12
- **You may use your graphing calculator but no other assistance is permitted.** You may not use notes or your cellphone while taking exams. If you are wearing a “smart” watch, you will be asked to remove it before taking an exam. Any violation of these policies during the exam will result in an automatic grade of zero for the exam and you may be withdrawn from the class.
- Exam dates will be announced in class, and posted on MOER. If you’re going out of town, contact me **at least one week before** the exam is given to arrange to take the exam early. In the event of an emergency, contact me **before** the exam is given to arrange for a makeup. **Make-up exams are considered only in special circumstances at the instructor’s discretion and may require supporting -**

- **documents.** Any make-up exam, if granted, must be completed before the next class meeting. Failure to adhere to this policy may result in a grade of zero for the missed exam. No makeups are permitted for the final exam.

Grading Standards & Practices

Your course grade will be determined by the following graded events:

Assignments	Percentage of Course Grade
Orientation Assignments In-Class Activities Media Lessons Online Homework & Reviews Quizzes	40%
Midterm	30%
Final Exam	30%

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)

Final grades are calculated using the scale listed above. FINAL GRADES ARE NON-NEGOTIABLE. It is unethical to reach out at the end of the semester and request "a few extra points" or discuss the consequences of not earning the grade you want in the class. Messages of this nature will not receive a response.

I do not give incompletes except under extraordinary circumstances. If a student is passing at the time of the final and is unable to take the exam due to an emergency, an incomplete may be considered if the student can provide appropriate documentation.

Attendance and Absences

- You are expected to be on time and prepared for class sessions, be an active participant in group- work and class discussions, and stay the full length of the class period. Otherwise, you will be marked absent. Being prepared means having the proper materials with you when class begins (graphing calculator, workbook, pencil, paper) as well as all assignments completed.
- I will not spend class time going over material you have missed due to tardiness or absence. No late work will be accepted, and deadlines will not be extended due to tardiness or absence.
- If you acquire more than two absences, you may be withdrawn from the course. It is important that you keep in contact with me and keep up with the online assignments.
- You are expected to complete all assignments prior to the date of any absence. **No late work will be accepted if you are absent or late to class.**

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.

General Conduct

- Incivility and disruptions will not be tolerated. When interacting with your instructor and classmates make sure you are considerate of the classroom community.
- 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.

Expectations for Time Spent Outside of Class

This is a four credit-hour course that meets for 14 weeks. Based on the federal credit hour definition, students should plan to spend a minimum of 13 hours on course content weekly.

Withdrawal Policies

Students can withdraw from this class at any time prior to the Final Exam. If you find, within the first week, that you need to withdraw from the course, please speak to me about it first. I may be able to recommend other options.

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.

- Students who fail to attend on the first day of class, and/or enroll in MOER and/or complete the syllabus quiz in MOER by the due date will be withdrawn from the course.
- Students who fall at least 1 chapter (unit) behind (or do not complete any online work over the course of 7 consecutive days) may be withdrawn from the course.
- Students who miss more than 2 class sessions may be withdrawn from the class.
- Cheating on any assignment or exam may result in withdrawal from the course.
- Students who do not make arrangements in advance as described on pages 7-8 of the syllabus (see 'Exams') and do not take an exam at the scheduled time may earn a withdrawal from the course.

All enrolled students at the time of the Final Exam will receive a letter grade (A, B, C, D, F) for the class. If circumstances are such that you cannot complete the semester, it is your responsibility to withdraw from the class.

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