

# MAT114 College Algebra Prep

## Summer 2024 Syllabus

Course	Section	Format	Start Date	End Date	Credit Hours
MAT114	14162	On-Your-Time Online	Jun 10, 2024	Aug 1, 2024	4

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*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.*

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

### 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> Course ID: 18263 Enrollment Key: online114

#### TI-83 or TI-84 Graphing Calculator

- A TI-83 or TI-84 graphing calculator is **required** for this class.
- You may be able to rent a TI-84 calculator from the [SCC Media Center](#), depending on availability.
- Calculators with QWERTY keyboards or those which do symbolic algebra (such as TI-Inspire, TI-92s or TI-89s) **may not** be used for this class.
- NOTE: If you are considering buying another brand of graphing calculator, such as the Casio or HP, please keep in mind that, although these calculators may have the same features as the TI-83 and TI-84, the interface will be different. This will make it much harder for you to follow along with the online video tutorials, all of which use the TI.

#### Student Workbook: Foundations for College Algebra

- OPTION 1: A printed copy of this workbook is available for you at the SCC Math Office, CM404. You can come to the Math Office any time between June 10 and June 28 to pick up your free copy. Math Office Hours: 9am-6pm Monday-Thursday. Here is a link to the [SCC Campus Map](#)
- OPTION 2: Download the workbook for free from MOER and print pages as needed.

#### Other Required Materials

- 3-ring binder to hold the pages of the Student Workbook
- 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), microphone, and headphones or working speakers connected to the computer

## 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.

Instructor office hours will be conducted through Zoom.

## 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 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: In-person tutoring and Remote tutoring are available for free through the SCC Math Center. Information 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.

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.

### Expectations for Time Spent Outside of Class

This is a 4-credit-hour online class that meets for 8 weeks. As such, you will need to dedicate significant time to this course. According to the Federal Credit Hour Definition, students should expect to spend a minimum 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. Each Unit will consist of an online Lesson assignment which must be completed before taking the Online Test. These are explained below.

### LESSONS

- The Online Lessons in MOER consist of video tutorials and practice problems.
  - **Video Tutorials** serve 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 Media Lesson examples in the Student Workbook are identical to those in the Lesson 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!
  - **Online Exercises** follow each video in the Lesson assignment. You will have three tries for each of these problems. After the third attempt, you can generate a new problem for full credit. Refer to your notes as needed. Work problem by problem to achieve a score of 100%.
- WRITE DOWN your work as you go through the Lesson assignment. Keep this work neat and in order, and include notes to yourself on difficult problems. These notes will be very helpful as you work through the online Test and prepare for exams.
- Lesson assignments will remain open for score improvement until the end of the course.

### TESTS

- Online Tests consist of problems similar to those in the Lesson. You may use your calculator and notes on the online tests, but ***no other assistance is permitted***.
- **Online Tests are TIMED.** You will have one hour (60 minutes) to complete each test, so be sure to have your notes and calculator ready before you begin. Problems not completed within this time limit will receive a score of zero.
- **Online Tests are due on the dates indicated on the course schedule.** Students who miss more than two online tests may be withdrawn from the class.
- **Late Passes for Online Tests:** If you miss a test deadline, you can apply a Late Pass to complete the test for full credit.
  - A Late Pass will extend the due date by 1 day (24 hours from original due date).
  - Students have 100 Late Passes available to use during the semester.
  - Late passes cannot be applied to exams

## Proctored Exams

- Two Proctored Exams will be given during the semester. BOTH exams must be completed in order to earn a grade (A, B, C, D, or F) for this course.
  - **MIDTERM EXAM:** Units 1 – 6
  - **FINAL EXAM:** Covers all course material, with emphasis on Units 7 – 12
- There is a required review assignment for each exam.
- **You may use your graphing calculator and one page of handwritten notes on both 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.
- 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.
- Due dates for these exams are posted in MOER. **Late passes cannot be applied to exams.** Due date extensions for exams will only be granted in extreme circumstances and must be approved by the instructor BEFORE the missed exam. DO NOT wait until after the missed exam to contact me. Students who do not make other arrangements in advance and do not complete an exam by the due date may earn a withdrawal from the course. All makeup exams must be completed in person in the SCC Testing Center within one week of the missed exam.
- There are no retakes for exams.

## Proctoring Options for Exams

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

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.

### **Option 2: SCC Testing Center**

If you are unable to take an exam at these scheduled times with the instructor, 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. Arrangements for the Testing Center must be made by the instructor **at least one day in advance** of the scheduled exam. Here is a link to the [SCC Testing Center Website](#) for more information.

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

If you are unable to test on campus, you can use an online proctoring service called **ProctorU** to take these exams remotely on or before the due date. ProctorU is a fee-based service that 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.**

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. Additional information for your reference: [System Requirements for ProctorU](#), [ProctorU Terms of Service](#), [ProctorU Test-Taker Info](#), [ProctorU Student Guide](#)

**ProctorU may NOT be used for makeup exams.**

## Grading

Grades will be updated regularly and will be visible in the MOER gradebook.

**Check your grade often to track your progress through the course.**

Assignments	Percentage of Course Grade
Orientation Assignments Lessons Tests Exam Reviews Extra Credit	40%
Midterm Exam	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 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.

### Grade of Incomplete (I):

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 instructor 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 instructor 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.

## 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 through 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.

### Attendance Policy

If you go 14 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

### 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 (within the first few days of class) 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 taking 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 without notice.

- Students who do not create their MOER account AND complete the Course Orientation assignments by 11:59PM on the class start date may be dropped from the class as a no-show.
- 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.
- Students who miss more than two online tests in a row may be withdrawn from the class.
- Students who fall more than two units behind the course schedule may earn a withdrawal from the course.
- Cheating on any assignment, test, or exam may result in withdrawal from the course.
- Students who do not take an exam by the due date may earn a withdrawal from the course.

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**Information contained in this syllabus is subject to change during the semester at the discretion of the instructor. Any changes will be posted on the MOER site and an email will be sent out to all students through the email address you use to set up your MOER account.**

**Students are responsible for the information contained in this syllabus. Students are responsible for college policies included in the College Catalog and the Student Handbook.**