



## Course Information

Semester & Year:	Fall 2024
Course Title:	College Algebra Prep
Course Prefix & Number:	MAT114
Section Number:	32587
Credit Hours:	4
Start Date:	August 21, 2024
End Date:	December 13, 2024
Room Number:	CM466
Meeting Days:	Wednesdays
Meeting Times:	2:00 PM – 3:40 PM

*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 Format

The course format for this course is hybrid. We will meet once per week in-person and there will be assignments and assessments to complete outside of class time. All exams will be administered in-person during class sessions.

## Instructor Information

Instructor:	Dr. Lindsay Gilbert
Email:	<a href="mailto:lindsay.gilbert@scottsdalecc.edu">lindsay.gilbert@scottsdalecc.edu</a>
Phone:	(480) 382 - 8099
Office Hours:	Before class, after class, or by appointment

## 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.

## Prerequisites

None

## Course Competencies

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

## Texts and Course Materials

Title: Foundations for College Algebra Student Workbook, First Edition

Author: Jenifer Bohart, Scottsdale Community College

ISBN: 978-1-63434-927-7

Portions of the textbook will be provided for you during class. The full digital version of the textbook is available in the MOER classroom.

## 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.

- Canvas Learning Management System – basic information only
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER) – PRIMARY COURSE TOOL

#### 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: 19488
  - Enrollment Key: 08212024

### Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Zoom for scheduled appointments with instructor outside of class times

### Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube
- Films on Demand

### Student Assignment Tools

This course may require students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365

## 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.

### Calculator Requirements

A TI-83 or TI-84 graphing calculator is **required** for this class. This calculator will also be required for future MAT courses you will take. Calculators with QWERTY keyboards or those which do symbolic algebra (such as TI92s or TI89s) **may not** be used for this class. Cell phone calculators or computer calculators are also not allowed during course exams.

## Generative Artificial Intelligence (AI) Policy

### Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

### No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

# Grading Standards & Practices

## Grade Scale

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

## Grading Categories

Assignment Name	Percent of Grade
Unit Lessons (Online)	10%
Unit Tests (Online)	5%
In-Class Assignments/Quizzes	10%
Exam 1	25%
Exam 2	25%
Exam 3	25%
<b>TOTAL:</b>	<b>100%</b>

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 steps to complete each Unit.

### Unit Lessons

- The Unit Lesson includes all lesson videos and practice problems.
- You must watch the lesson videos prior to each class session.
- Take careful notes as you watch the videos in the assignment. Use your workbook pages to record your notes from the video. Notes will be checked at the start of each class session and returned to you for your reference. The more thorough your notes are, the more helpful they will be to you!
- You should begin the practice problems associated with each video prior to coming to the in-person class sessions. If you struggle with some of the practice problems, please flag that problem and we can go over it during the class

session or in office hours. You will have three tries for each problem in the Unit Lesson. After the third attempt, you can generate a new problem for full credit.

- It is most helpful if you **WRITE DOWN** your work as you go through the problems in the Unit Lesson. Keep this work neat and in order and include notes to yourself on difficult problems. These notes, along with your notes from the lesson videos, will be very helpful as you work through the online Test and prepare for exams. You can also submit pictures of your work when you ask questions about the practice problems.

### Online Tests

- The Online Test will consist of questions like those in the Unit Lesson.
- You may use your calculator and notes on the online tests, but ***no other assistance is permitted.***
- You will have one hour (60 minutes) to complete all test questions. Problems not completed within this time limit will receive a score of zero.
- You will have **ONLY TWO** attempts for each problem, so be sure to enter your answers very carefully!

Here is a list of all assignment and assessment due dates for this course:

<b>MAT114 – Fall 2024 Course Schedule</b>		
Wednesday	August 21	CLASS BEGINS
Wednesday	August 28	Unit 1: Unit Lesson completed by 11:59 PM (videos completed prior to class)
Thursday	August 29	Unit 1: Online Test Due at 11:59 PM
Wednesday	September 4	Unit 2: Unit Lesson completed by 11:59 PM (videos completed prior to class)
Thursday	September 5	Unit 2: Online Test Due at 11:59 PM
Wednesday	September 11	Unit 3: Unit Lesson completed by 11:59 PM (videos completed prior to class)
Thursday	September 12	Unit 3: Online Test Due at 11:59 PM
Wednesday	September 18	Unit 4: Unit Lesson completed by 11:59 PM (videos completed prior to class)
Thursday	September 19	Unit 4: Online Test Due at 11:59 PM
Wednesday	September 25	<b>PROCTORED EXAM #1</b>

Wednesday	October 2	Unit 5: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	October 3	Unit 5: Online Test Due at 11:59 PM
Wednesday	October 9	Unit 6: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	October 10	Unit 6: Online Test Due at 11:59 PM
Wednesday	October 16	Unit 7: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	October 17	Unit 7: Online Test Due at 11:59 PM
Wednesday	October 23	Unit 8: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	October 24	Unit 8: Online Test Due at 11:59 PM
Wednesday	October 30	<b>PROCTORED EXAM #2</b>
Wednesday	November 6	Unit 9: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	November 7	Unit 9: Online Test Due at 11:59 PM
Wednesday	November 13	Unit 10: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	November 14	Unit 10: Online Test Due at 11:59 PM
Wednesday	November 20	Unit 11: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	November 21	Unit 11: Online Test Due at 11:59 PM
Wednesday	November 27	NO CLASS MEETING – Online Assignment
Wednesday	December 4	Unit 12: Unit Lesson completed by 11:59 PM (videos competed prior to class)
Thursday	December 5	Unit 12: Online Test Due at 11:59 PM
Wednesday	December 11	<b>PROCTORED EXAM #3</b>

You can work ahead, but do not fall behind! If you fall more than two units behind the course schedule, *you may be withdrawn from the class.*

## Response Time

Students can expect a response time of 8 business hours (during weekdays) for the instructor to respond to messages sent via MOER or email. Students can expect assignments to be graded within 5 business days of the assignment's due date.

## Attendance Policy

Attendance is a key component for success in this course. There will be assignments and assessments given during class sessions for which points cannot be made up. SCC policy states that you may be withdrawn from the course by the instructor after three unexcused absences. Consistent tardiness will not be tolerated. If you arrive to class after class has started, you will be marked tardy. For every 3 class periods in which you are tardy, you will earn 1 unexcused absence. After 3 unexcused absences you may be withdrawn from the course.

## Instructional Contact Hours (Seat Time)

This is a four (4) credit-hour hybrid course. Plan to spend at least two hours on course content or seat time (direct instruction) in class sessions and eleven hours on homework weekly. Accelerated courses will require additional time per week.

## Online Tutoring

The Math Tutoring Center is available to you in-person, Monday through Thursday from 8:00 AM to 5:30 PM and Friday from 10:00 AM to 2:00 PM. You can visit the website at <https://www.scottsdalecc.edu/students/tutoring/math>.

SCC's tutors are also available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.



To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

## Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

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.