



Spring 2025

## Course Information

Course Title: College Mathematics Prep

Course Prefix & Number: MAT 103

Section Number: 30332

Credit Hours: 3

## Course Format

The course format for this course is Online, 01/27/2025 – 05/09/2025

## Instructor Information

Instructor: Amy Volpe

Email: amy.volpe@scottsdalecc.edu

Phone: 480.423.6035

Office Location: CM-403

## Course Description

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 Objectives

---

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

## Texts, Course Materials and Technologies

The book is available as a pdf in the online learning system MOER. If you want a printed version, you can order it from lulu at this [LINK](#). The cost is \$6.32 plus shipping.

**Foundations for College Mathematics** (Recommended)

ISBN: 9781634349048

## Technology:

### 1. MOER Account (FREE)

This course uses MOER, an Online Course Management System developed by David Lippman and the State of Washington. All of the Online Homework and Quizzes will be accessed through this system. Grades will also be posted through this system. The software is free to use and can be accessed at <https://MOER.maricopa.edu/>. Once you have an account, you can enroll in the course using the information below.

Course ID: 20644

Enrollment Key:1234

### 2. Respondus Lock Down Browser + WebCam Software (FREE)

There will be two proctored exams in this course. If you choose to take the exam online, you will need to download the free Respondus Lock Down Browser + WebCam Software onto the computer in which you are taking the exam (links below). You may take these exams in any quiet location with an internet connection on a computer with the Respondus Lock Down Browser + WebCam Software. This software will restrict your access to any other items on your computer while you are testing. You will need a web camera for the software to record your session. Most computers come with these pre-installed. You will take a Practice Exam at the beginning of the course to ensure you have everything you need and to familiarize yourself with the software.

[Download Lockdown Browser](#)

[Here is a short video about the Respondus LockDown Browser Software.](#)

3. **Calculator:** A calculator is required for this class.

The **TI 83/84 graphing calculator** will be required for your next class (MAT 141) so it is worth buying it now and adjusting to using it. So, if you already have a TI-83/84 graphing calculator, you are all set.

If you do not already have one, I suggest renting one at the [Media Center](#) or purchasing one for this class and the next. You may use this calculator on all exams and assignments.

You may **not** use a cellphone calculator on exams. I recommend not using a cell phone calculator on your homework. You want to practice with the calculator you can use for exams.

4. **Computer:** You will need regular access to a computer (with Internet access) in order to complete the online assignments that are part of this course. Your computer will need a web-cam for the proctored online testing. The labs and computer locations on campus may be used to access your online work (IT-100 computer lab, library, LC 371 Writing Center lab, Math Tutoring Center). You will need to have an SCC Network Login account to access the computers on campus.

5. **Email:** Your Maricopa Email address is part of your account automatically as an SCC student. I will primarily contact you via email and MOER. You can forward your Maricopa Gmail to another account, as you prefer.

## 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.

## Late Passes

- Students are given 15 late passes at the beginning of the course.
- Each late pass extends a **single** interactive lesson, homework or quiz assignment (not all) by 48 hours from the due date (so Tuesday at 11:59 pm instead of Sunday at 11:59 pm).
- You may only use **one late pass per assignment**. No assignments may be completed for credit more than 2 days after the due date.
- Once you are out of late passes, you may not complete any assignments late for credit. You may still review the homework in the “Extra Homework” Folder in MOER, but you will not receive credit.
- Late passes cannot be used on the Orientation Assignment, Practice Exam, or the 3 Exams
- Late exams may be approved by the instructor and will receive a 15% penalty per day late. Email or message your instructor if you would like to request a late exam with a penalty.

## Grading Standards & Practices

The information below explains the structure of the course, requirements, and grading procedure.

- 1) There are 6 Units in this course broken into 10 weekly sub-units.
- 2) Each week, you must complete three assignments: Media Lesson Quiz, Homework, and Quiz.
- 3) There are 3 proctored exams for this course. They must be taken by the dates indicated in the course calendar in MOER. You must use the Respondus Lock Down Browser and WebCam to proctor the exam which will connect you to your Canvas account
- 4) Students who do not complete all 3 Exams will earn a grade of W.

Required Assignments	Number of Assignments	Percent of Total Grade
1. Media Lesson Quizzes	10	10%
2. Online Homework and Reviews	10	20%
3. Online Quizzes	10	25%
4. Exam 1	1	15%
5. Exam 2	1	15%
6. Exam 3	1	15%

Grades are updated continually and visible in the MOER Gradebook section. Check there often to see your overall percent in the course. Final letter grades are assigned as indicated below.

Course Grade: A	90% – 100%
Course Grade: B	80% – 89.9%
Course Grade: C	70% – 79.9%
Course Grade: D	60% – 69.9%
Course Grade: F	Less than 60%
Course Grade: W	See Withdrawal section of Syllabus

## Response Time

Students can expect a response time of 24 hours for the instructor to respond to messages sent via MOER, Canvas Learning Management System, or email. Students can expect assignments to be graded within 48 hours of the assignment’s due date.

## Attendance Policy

Attendance in an online classroom involves consistent and regular progress on the course assignments. Failure to complete at least one unit each week may result in being withdrawn from the course.

## Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and twelve hours on homework weekly. Accelerated courses will require additional time per week.

## Student and Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College’s mission to provide challenging and supportive learning experiences and the US Department of Education’s requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Being available during regularly scheduled student support hours.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via recorded, and/or text-based lectures.
- Promptly responding to student questions about the course sent via email, or MOER messaging.
- Regularly posting announcements about the course content and activities.

## **Withdrawal Policy**

### **Class Policies**

- 1) Failure to complete your Orientation Exercise assignment and Testing Options assignment with 100% in MOER by Friday, 01/31/25, will result in being dropped from the course.
- 2) Students who do not complete the 3 proctored exams will be withdrawn.
- 3) Students who fall behind schedule by more than one week may be withdrawn.
- 4) Students who do not complete any work in MOER for 10 consecutive days (and are behind schedule) may be withdrawn.

If you find that you need to withdraw from the course, please speak to me first. I may be able to recommend other options or discuss alternative courses of action concerning future classes.

### **College Policies**

- 1) Student may initiate an official withdrawal from any course by submitting a withdrawal form with required signatures to the A&R office within published deadlines.
- 2) Failure to attend any classes is not a guarantee for a refund or an excuse of debt incurred through registration. See Refund Policy in the [College Catalog](#) page 241.
- 3) Official date of withdrawal is last date of attendance as determined by student's withdrawal or as reported by the instructor.
- 4) The official date of withdrawal will determine degree of refund, if any.
- 5) Failure to file an official withdrawal form within published deadlines can result in a failing grade and may affect refund of course tuition and fees.

# Technology Statement(s)

## Third-Party Learning Tools

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, submit work and/or download information from these tools. Inherent with all internet-based tools, there is risk that individuals assume when electing to use the products and services made available by these tools, as they may place information at risk of disclosure.

In this course, we will use MOER and Respondus Lockdown Browser + WebCam to complete or participate in assignments, activities and/or access course materials. [Accessibility Statements and Privacy Policies](#) for all tools used at SCC are available.

To use the third-party tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#). Some specific aspects of law and conduct code to remember are prohibitions against copyright infringement, plagiarism, harassment or interferences with the underlying technical code of the software. As a student using a third-party 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 the third-party learning tool constitute an educational record. By using the third-party 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.