SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Course Information

Semester & Year:	Spring 2025
Course Title:	College Algebra Prep
Course Prefix & Number:	MAT114
Section Number:	30181
Credit Hours:	4
Start Date:	1/27/2025
End Date:	5/9/2025

Course Format

The course format for this course is Online. This is not a self-paced class. You can work ahead, but do not fall behind! You have assignments and due dates and must make regular and consistent progress on coursework and assignments. Students who stop participating and fail to respond to instructor MOER communication will be withdrawn from the class.

Instructor Information

Instructor:	Dr. Lindsay Gilbert
Email:	lindsay.gilbert@scottsdalecc.edu
Phone:	(480) 382 - 8099
Office Location:	Virtual (through Zoom)
Office Hours:	Office hours by appointment only

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.

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

Student Workbook: Foundations for College Algebra, 1st Edition (ISBN 978-1-63434-927-7)

OPTION 1: Download for free from MOER and print pages as needed.

OPTION 2: Students can pick up a free copy of the MAT114 Student Workbook (Media Lessons Only) in the Math Center, CM441. Math Center hours are listed on the Math Center Website: https://www.scottsdalecc.edu/students/tutoring/math

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 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.

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
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Synchronous Communication Tools

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

- Instructor office hours will be conducted through Zoom.

Streaming Media/Audio/Video Tools

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

- YouTube

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) and microphone (only if the student needs to take an exam online)
- Headphones or working speakers connected to the computer (only if the student needs to take an exam online)

Student Assignment Tools

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

TI-83 or TI-84 Graphing Calculator

A graphing calculator is required for this course. Videos in the course that use a calculator always use a TI-83 or TI-84 calculator, so either is highly recommended. View the Accessibility Statements & Privacy Policies of technologies used in this course.

Exam Proctoring Options

A Google Form will be shared with you within the first few weeks of the course where you will let me know which ONE of the 3 options you will use to take the two proctored

exams (midterm and final). If none of the options work for you, there is also a choice on the form to let me know that as well.

Option 1: Instructor-Proctored Exam (**FREE**) Exams will be proctored in a Zoom session. Students will need a separate device (i.e. phone, tablet, computer, etc.) with which to connect to Zoom and show their screen while taking the exam. Dates will be posted in MOER. Have your calculator, pencils, erasers, and photo ID with you when you take these exams.

Option 2: SCC Testing Center (**FREE**) If you are unable to take an exam at the scheduled times using Zoom, 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 the instructor for more information. Bring your calculator, pencils, erasers, and photo ID with you when you come to take these exams. Arrangements for the Testing Center must be made by the instructor at least one week in advance of the scheduled exam. Here is a link to the SCC Testing Center Website for more information. You will need to know your MEID (not your student ID), and password to be able to log in to school computers. This is the same password as you use to log into your school Gmail account.

Option 3: Online via ProctorU (**FEES APPLY**) ProctorU is **not free,** and students pay all of the associated fees. You can use an online proctoring service called ProctorU to take these exams remotely on or before the due date. ProctorU 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.** If the room scan is not acceptable to the student, then other arrangements besides ProctorU must be made.

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. For your reference, read the System Requirements for ProctorU and ProctorU Terms of Service. ProctorU is a fee-based service.

ProctorU - Test-Taker Information Student Guide

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.

Expectations for Time Spent Outside of Class

This is a 14-week, 4-credit-hour online class. Thus, students should expect to spend an average of 13 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 for each lesson will become available after completing a portion of the Lesson for that Unit.
- 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).

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 on all 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.
    - Your calculator program memory will be checked prior to each exam and may be cleared if it contains any programs, notes, or formulas related to exam topics.
- 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. 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.
- Make-up Policy: To take an exam late, a student must have extenuating circumstances and must contact me by the day of the exam! I count all missed exams as a 0%. It would then be very unlikely for the student to pass

Late Passes

If you miss a unit test deadline, you can apply a Late Pass to complete the assignment for full credit. Each Late Pass will extend the due date by one day from the original date/time the assignment was due. Multiple late passes can be applied if more time is needed. (65,535 Late Passes available during the semester)

There are no penalties for problems/assignments completed while using a late pass.

Late Passes may not be used after the end date of the course.

The midterm exam and final exam must be taken by the deadline that is posted in MOER – late passes will NOT be applied.

Withdrawal Policies

Students can withdraw from this class at any time prior to 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.

NOTE:

- This is not a self-paced class. You can work ahead, but do not fall behind! 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 and not receive a letter grade (A–F).

- Students who have not created their MOER account and completed all Orientation Modules and the syllabus quiz by 11:59PM on the course start date may be dropped from the class.
- Students who do not complete the Unit 1 Online Test by the due date may be dropped from the class.
- 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 (unless the current assignments have been completed early).
- Cheating on any assignment or exam may result in withdrawal from the course.
- Students who do not make other arrangements in advance and do not take an exam at the scheduled time may earn a withdrawal from the course.

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.

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.

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 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.

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%

Assignments

Assignments	Percent of Grade
Orientation Assignments **Lessons** **Tests** **Exam Reviews**	50%
Midterm Exam	25%
Final Exam	25%
TOTAL:	**100%**

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.

Note: Whether a student receives an F or a W depends on the communication with the instructor as to the student's individual situation.

Grade of Incomplete: 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 faculty member 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 faculty member 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.

Student/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 scheduled student support hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via in-person, recorded, and/or text-based lectures.
- Promptly responding to student questions about the course sent via email, MOER messaging, or the Canvas inbox.
- Regularly posting announcements about the course content and activities.
- Monitoring your academic progress and communicating concerns, as needed.

Response Time

Students can expect a response time of 24 hours (during the week) for the instructor to respond to messages. Students can expect assignments to be graded within 48 hours (weekdays) of the assignment's due date.

Attendance Policy

If you go 7 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

Instructional Contact Hours (Seat Time)

This is a four (4) credit-hour course. Plan to spend at least thirteen (13) hours on course content weekly. Accelerated courses will require additional time per week.

SCC Resources Related To This Class

SCC Math Center: On-campus tutoring is available for free through the SCC Math Center. Instructions and hours are on the SCC Math Center website.

Dedicated Tutor (Remote tutoring): We are fortunate to have a tutor dedicated exclusively to this course! The dedicated tutor will assist students with mathematics questions and host live remote tutoring sessions. More information is provided in MOER.

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. To access Brainfuse, go to www.scottsdalecc.edu/students/tutoring/online-tutoring

To access Brainfuse and begin working with a tutor:

1. Visit the SCC Online Tutoring Services Through Brainfuse 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.

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). Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course objectives.

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.