SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Course Information

Semester/Year/Dates:	Summer 2025, 6/9/25 – 7/31/25 (8 weeks)
Course Title/Section:	MAT103: College Mathematics Preparation – 10727
Credit Hours:	3
Room/Meeting Days/Times:	NA-Class is Online
Learning System:	MOER (Canvas is not used in this course)

Course Format

The course format for this course is Online. Online classes do not meet at specific class times, but coursework must be completed according to deadlines and due dates. Students are required to have access to a computer or mobile device, and Internet access. Couse has 2 proctored exams which require coming to the SCC campus. Students who are unable to attend exams on campus can contact the instructor for alternative arrangements.

Instructor Information

Instructor:	Tracey Baurichter
Email:	tracey.baurichter@scottsdalecc.edu
Office Hours:	There are no posted office hours during summer, but your instructor may be available to meet virtually, by appointment.

Calculator Information

This course recommends a TI-84+ or TI-84 Plus CE (TI-83+ is acceptable) graphing calculator. Calculators are available to rent for $10 per semester on a first come, first served basis in the Media Center of the IT Building. Calculators with QWERTY keyboards or those which do symbolic algebra (such as the TI-92 or TI-89) are NOT allowed. You are expected to bring your graphing calculator to each exam. Your cell phone may NOT be used as a calculator during exams. Sharing of calculators during quizzes or exams is NOT permitted.

Disability Resources and Services (DRS)

Students who require a DRS accommodation must work through the DRS office. Your instructor must receive the official DRS accommodation alert prior to a given exam or assessment in order to apply the accommodation. For information about DRS and class accommodations, visit: https://www.scottsdalecc.edu/students/disability-services

Course Description

Foundational knowledge of topics necessary for success in College Mathematics course. 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 Competencies

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

Texts and Course Materials

College Mathematics Preparation – Student Workbook - Version 1.2, October 2020

An Open Educational Resource created by math professors at Scottsdale Community College. The pdf of the text is included for free in the course website in MOER.

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)
- Note that Canvas is not utilized in this course other than to provide access to college resources and information

Synchronous Communication Tools

This course does not have a synchronous component. If you meet with your instructor, you may be asked to utilize one of the technologies below:

- WebEx

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop and/or cloud-based applications.

- Adobe PDF and/or Microsoft Word or Google Docs

Streaming Media/Audio/Video Tools

This course delivers video lectures through YouTube.

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.

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 including work that you find on other Internet sites. Any student caught violating these policies on an assignment/exam will receive a grade of zero for that assignment/exam and will be subject to disciplinary action, including possible class withdrawal, in accordance with SCC policies.

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 Academic Catalog (https://www.scottsdalecc.edu/catalog) for these important dates. You are responsible for dropping within the appropriate window to obtain a refund if you decide that is what you want to do.

Your instructor may drop you from the class for failing to complete required orientation assignments on time. Create your MOER account and check your MOER course calendar for details related to orientation assignments for this class.

Class Withdrawal

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. If you miss a test deadline you will be withdrawn so be sure to stay in touch with your instructor. Students that stop participating and fail to respond to instructor MOER communication will be withdrawn from the class. Students that miss Exam deadlines will also be withdrawn.

Students can request to withdraw from this class (with a grade of W) at any time prior to taking the Final Exam. Students that take the Final Exam cannot earn a W for the class.

If a student withdraws or is withdrawn from the course, the instructor is required by law to report last day of attendance (LDA). This date is based upon actual work that is submitted and/or communication with the instructor about the class.

Generative Artificial Intelligence (AI) Policy

Generative AI can be defined 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.

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

Assignment Name	Percent of Grade
Orientation Modules	Total of 5%
***Lesson Video Assignments – MOER assignment**	Total of 5%
Lesson Online Homework and Exam Reviews	Total of 15%
Lesson Tests (6 tests)	Total of 15%
****Exams (Midterm and Final)**	Total of 60% (30% each)
TOTAL:	**100%**

**Exams in this class occur after lessons 3 and 6 and cover 3 lessons worth of content. Exam dates are firm, and prior to the exam students must complete the Online Review assignment for that exam. Exams in this class are in person, on the SCC campus. Students who are unable to attend the exam date/time as posted in MOER can contact the instructor AT LEAST ONE WEEK IN ADVANCE to make other arrangements. Exams not taken by the due date MAY be allowed a make-up, depending on

circumstances and documentation. If a make-up exam is allowed, it may be assessed a late penalty of 20%. Any exams not completed by 3 days past the due date will be given a score of 0.

Late Work: No late work is accepted.

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 regularly scheduled student support hours as stated in the syllabus.
- Sharing weekly information about the course materials, including key information, explanations, examples, and resources via recorded, and/or text-based lectures.
- Engaging in discussions about course content within forums in MOER.
- Promptly responding to student questions about the course sent via email, or MOER messaging.
- Regularly posting announcements about the course content and activities.

Response Time

Students can expect a response time of 24 hours or less for the instructor to respond to messages sent via the MOER System or email (M – F). Students can expect written assignments to be graded within 48 hours of the assignment's due date (also M – F).

Attendance Policy

Attendance in an online class means checking in to MOER and completing assignments and other work on time or ahead of schedule. Students who do not complete any assignments over the course of an entire lesson may be withdrawn from the course for non-attendance. In addition, failure to work in the course in MOER for 5 consecutive days may result in being withdrawn from the course.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Since this is an 8-week course, plan to spend at least six hours weekly on course content (direct instruction) and twelve hours on homework/tests weekly for a total of 18 hours per week.

Math/Science Tutor Center: Free tutoring, calculator assistance, and computers are available in person through 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.

Online Tutoring

As much as possible, it is highly recommended that you utilize SCC Math Center tutors since they are familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular Math Center hours, you have access to a 24/7 online tutoring service called Brainfuse. You may utilize up to 6 hours of online tutoring through Brainfuse per semester and have the option of requesting additional time if needed.

Visit the SCC Online Tutoring Services Through Brainfuse page for detailed information about Brainfuse tutoring.

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.

In this course, we will use MOER 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 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.