

### Course Information

- Semester and Year: Summer 2026
- Course Title: College Algebra Prep
- Course Prefix and Number: MAT114
- Section Number: 10731
- Credit Hours: 4
- Start Date: June 8, 2026
- End Date: July 30, 2026
- Class Format: Online

### Instructor Information

- Instructor: Jenifer Bohart
- Email: Jenifer.Bohart@scottsdalecc.edu
- Office Location: CM-423
- Office Hours: By appointment only

### Texts and Course Materials

#### 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:** 21283    **Enrollment Key:** online114

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

#### Technical Requirements

Students are responsible for ensuring they meet the following technical requirements:

- A working email address that you check regularly
- Reliable, high-speed Internet connection
- Headphones or working speakers connected to the computer

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

- A TI-83 or TI-84 graphing calculator is required for this class. You may use this calculator on all assignments and exams.
- If you prefer not to purchase a graphing calculator, you may rent a TI-84 from the [SCC Media Center](#) for \$10 for the semester. The Media Center has a limited supply, so please visit as soon as possible if this is the option you choose. Note that this option may not be available in summer semesters.
- 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.

### **Other Required Materials**

- Pencils, erasers, highlighters, and colored pens
- Notebook paper or graph paper (spiral notebook or composition notebook is fine, too) for taking notes and working through problems

## Instructional Contact Hours and Minimum Course Expectations

**Instructional contact hours** are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the [MCCCD course bank](#) for your course's details.

**Minimum course expectations** include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the [Time Management Calculator](#) to help estimate their weekly time commitment for classes.

## Response Time

Students can expect a response time of **24-48 hours** for the instructor to respond to messages sent via the MOER messaging system or via email at [Jenifer.Bohart@scottsdalecc.edu](mailto:Jenifer.Bohart@scottsdalecc.edu).

# MAT114 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 and/or Corequisites:

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.

## Tutoring

SCC's tutors are 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 centers' hours and procedures.

If you need to work with a tutor outside regular hours, online and hybrid students also have access to a 24/7 online tutoring service called Brainfuse. To access Brainfuse and begin working with a tutor, visit the [SCC Online Tutoring Services Through Brainfuse](#) page.

# Assignments

## 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: Midterm and Final

- Two Proctored Exams will be given during the semester. There is a required review assignment for each 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 zero for the missed exam.
- All makeup exams must be completed in person in the SCC Testing Center.
- 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 the scheduled time 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 your 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.

### **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](#)

**PLEASE NOTE:** If you select this option, you will be responsible for ensuring that your computer meets all of ProctorU's technical requirements and for scheduling your appointment in advance to meet the exam deadline. Please be aware that if any issues (technical or otherwise) arise during the exam, it will not be reopened, and you may receive a grade of zero for the exam. You would assume full responsibility for completing the exam without interruption. **ProctorU may not be used for makeup exams.**

# Grading Standards and Practices

Assignment Name	Percent of Grade
Orientation Assignments	20%
Online Lessons	
Online Tests	
Exam Reviews	
Extra Credit	
Proctored Midterm Exam	40%
Proctored Final Exam	40%
<b>TOTAL:</b>	<b>100%</b>

## Grade Scale

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

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

Letter Grade	Points Range
A	90 – 100%
B	80 – 89.99%
C	70 – 79.99%
D	60 – 69.99%
F	0 – 59.99%

**Final grades are non-negotiable.** It is unethical to reach out at the end of the semester and request retakes on tests/exams or "a few extra points", or to discuss the consequences of not earning the grade you want in the class. Messages of this nature will not receive a response.

# 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.

## 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.

## 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

## Drop / Withdrawal Policies

### **Potential No-Show Drops**

- Not attending the first class period.
- Students who do not create their MOER account by 11:59 PM on the class start date may be dropped as a no-show.
- Students who do not complete the Prerequisite Review assignment in MOER by the posted due date may be dropped as a no-show.

### **Withdrawals**

This course complies with [Scottsdale Community College's Withdrawal Policy](#)

- **Refund Deadline:** June 12, 2026
- **Student-Initiated Withdrawal:** The deadline to withdraw from the course with a guaranteed grade of W is June 29, 2026.
- **Instructor-Initiated Withdrawal Deadline:** July 19, 2026.

Reasons for instructor-initiated withdrawal may include, but are not limited to:

- Inactivity in MOER (no assignments or coursework completed) for **14 consecutive days**.
- Academic dishonesty (cheating) on any assignment. Note that this includes use of generative AI tools (described below) on any assignment.

## **Generative Artificial Intelligence (AI) Policy**

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 Gemini, 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.

# 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 (office hours).
- Providing group or individual feedback regularly on assignments.
- 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.

# Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the 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 uses YouTube, and/or other streaming media services.

## Exam Proctoring Tools: ProctorU

ProctorU allows test-takers to take a supervised exam on demand or by appointment. SCC has adopted ProctorU to provide proctoring services for our online courses. Some of the exams in this course are proctored, meaning you are supervised through a webcam and screen-sharing technology when you take your exam. You may test your computer and webcam at the [How Do I Test My Equipment](#) page, and read about the ProctorU [Equipment Requirements](#). ProctorU is a fee-based service with the following [ProctorU Pricing Plan](#). **ProctorU requires a room scan prior to all testing sessions.**

## Accommodations for Online Proctoring

If you have approved DRS accommodations, they still apply during online proctored exams (e.g., ProctorU or MonitorEdu). Some setups may need advanced coordination, so please contact your instructor as soon as possible to ensure everything is in place.

# General Education & Institutional Learning Outcomes

General Education provides foundational learning experiences that contribute to academic and career success. It is reflected in [Scottsdale Community College's Institutional Learning Outcomes](#): Arts & Humanities Awareness, Career Readiness, Critical Thinking and Problem Solving, Effective Communication, Information Literacy, and Social Responsibility.

This course emphasizes the development of critical thinking and problem-solving skills. Students will demonstrate these skills by meeting the following institutional learning outcomes:

- 3.1 Identifies information relevant to the issue or problem.
- 3.2 Explains graphical information.
- 3.3 Demonstrates understanding of a phenomenon.
- 3.4 Analyzes data using relevant methods.
- 3.5 Solves problems or defends claims using logical or quantitative reasoning.
- 3.6 Synthesizes evidence to support a conclusion or solve a problem.

## Program Learning Outcomes

Credit-bearing courses at Scottsdale Community College can count toward the completion of a degree or certificate program. Each program has Program Learning Outcomes, which are learned assets that students can claim to have acquired by completing their academic or occupational program at SCC. Program Learning Outcomes can be found on the Degrees and Certificates page of the SCC Website. For each degree, look under "What You'll Learn."

This course is a General Education course that is foundational to many degree programs and a key component of the Arizona General Education Curriculum (AGEC) certificate program. This course fulfills a mathematics requirement for the [AGEC](#) (for Liberal Arts Majors).

## MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

- [Classroom Accommodations for Students with Disabilities](#)
- [Addressing Incidents of Title IX Sexual Harassment](#)

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.