

Course Information

- Semester and Year: Fall 2026
- Course Title: College Mathematics Prep
- Course Prefix and Number: MAT103
- Section Number: 19129
- Credit Hours: 3
- Start Date: September 8, 2026
- End Date: December 18, 2026
- Class Format: Online

Instructor Information

- Instructor: Jenifer Bohart
- Email: Jenifer.Bohart@scottsdalecc.edu
- Phone: (480) 423-6278
- Office Location: CM-423
- Office Hours: See MOER for current semester office hours

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:** 22486 **Enrollment Key:** online103

NOTE: Canvas will not be used for this class. However, you will need to use Canvas to access SCC's remote tutoring and other student support services.

MAT103 Student Workbook

A free printed copy of the **MAT103 Student Workbook** will be available for you to pick up at the SCC Math Center, CM441, during the first week of class.

Visit the [Math Center Website](#) to view the Math Center hours.

Here is a link to the [SCC Campus Map](#)

If you are unable to come in person to pick up the workbook, you have the following options:

- Download the workbook for free and view/print the pages you need.
- Purchase the workbook online from Lulu.com and have it shipped to you.

[MAT103 Student Workbook](#) - \$11.31 + tax and shipping

Scientific or Graphing Calculator

A calculator is required for this class. Any scientific calculator will do (you cannot use your cell phone during exams). I strongly recommend getting a calculator that allows you to perform multiple operations on one line.

Recommended models:

- **TI-30XS Multiview** (usually \$15-\$20). This one allows you to see up to 4 lines on the same screen, and it is great when working with fractions. You will be happy with this one!
- **TI-30XIIS**. This one is good, too, though the display is not as nice as the Multiview. It's a bit cheaper than the Multiview and comes in fun colors.
- **TI-83 or TI-84 graphing calculator** (\$100+). This calculator will be required in College Mathematics, MAT14+.

NOTE: Calculators that perform symbolic manipulation will *not* be permitted during exams.

Examples include: *TI-86, TI-89, TI-92, TI-Inspire, HP-48, HP-48G, Casio 9970.*

Other Required Materials

- 3-ring binder (1 inch minimum) for notes and workbook pages
- Pencils, erasers, highlighters, colored pens
- Notebook paper or graph paper

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

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.

Course 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 and/or Corequisites:

None

Course Competencies

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)*

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.

Note to the Student: Assignments must be completed in order. You can work ahead, but do not fall behind! It can be very difficult to catch up if you fall behind in this class.

Below are the three steps to complete each Unit.

Step 1: MEDIA LESSON ASSIGNMENT

- The Online Media Lesson serves 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.
- Each Media Lesson assignment in MOER consists 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. Once you have finished watching the videos, you will be asked to solve a few similar problems to check your understanding. You will have three attempts for each question. After the third try, the correct answer will be shown. You may then click “Try another similar question” to generate a new version and earn full credit.
- Media Lesson assignments will remain open for review and score improvement until the end of the course.
- **All problems in the Media Lesson assignment must be completed correctly in order to begin the Online Homework.** The link to the Online Homework will not appear until the Media Lesson assignment has been completed with a score of 100%.
- Keep in mind: The purpose of this Media Lesson is to help you learn the material—not just to answer the assigned problems correctly.

Step 2: ONLINE HOMEWORK

- After completing the Media Lesson Assignment, you can start the Online Homework. The link to the Online Homework will not appear until you have the required 100% Media Lesson Assignment score.
- You will have three tries for each problem. After the third attempt, you can generate a new problem for full credit. Refer to your notes from the Media Lesson as needed. Work problem by problem to achieve a score of 100%.
- WRITE DOWN your work as you go through the online homework assignment. Keep this work neat and in order, and include notes to yourself on difficult problems. These notes, along with your notes from the Media Lesson, will be very helpful as you work through the online Test and prepare for exams

Step 3: ONLINE TESTS

- **Online Tests consist of problems similar to those in the Media Lesson and Homework. 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. This document provides information about the Proctoring Options for Exams.
- 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.
- There are no retakes for exams.

Proctoring Options for Exams

All exams must be taken in person with an approved proctor in a secure testing environment. **Photo ID is required for all exams.** Refer to the course Calendar in MOER for exam deadlines.

You may take your exams using one of the following options:

- **Option 1: Instructor-Proctored Exams** (Recommended)

Exams will be given in person on the SCC campus at scheduled times. Exam dates and times will be posted in MOER. Bring your approved calculator, pencils, erasers, and photo ID.

- **Option 2: SCC Testing Center**

If you cannot attend the instructor-proctored exam, you may take the exam at the SCC Testing Center on or before the deadline. The Testing Center is free and **by appointment only**; there are no walk-ins.

- Monday–Thursday: 8:00 a.m.–5:00 p.m.
- Friday: 10:00 a.m.–5:00 p.m.
- Location: Student Center, SC-150

- **Option 3: Math Testing Lab**

If you cannot attend the instructor-proctored exam or use the SCC Testing Center during its regular hours, you may take the exam at the Math Testing Lab on or before the deadline. The Math Testing Lab is free and **by appointment only**; there are no walk-ins.

- Tuesday–Thursday: 5:30–8:30 p.m.
- Location: CM-471

For Options 2 and 3: Contact your instructor as soon as possible. Your instructor must make arrangements and send the exam to the testing location **at least one day in advance**. Once the exam has been received, you will receive instructions for scheduling your appointment.

If you will be unable to take the exam in person on the SCC campus, contact your instructor right away to discuss other options.

Grading Standards and Practices

Assignment Name	Percent of Grade
Orientation Assignments Media Lessons Online Homeworks Online Tests Exam Reviews Extra Credit	20%
Proctored Midterm Exam	40%
Proctored Final Exam	40%
TOTAL:	100%

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.

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.

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

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.

1. Submitting an academic assignment;
2. Taking an exam, an interactive tutorial, or computer-assisted instruction;
3. Participating in an online discussion about academic matters; and
4. 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

- 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 Syllabus Quiz 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:** September 14, 2026
- **Student-Initiated Withdrawal:** The deadline to withdraw from the course with a guaranteed grade of W is October 19, 2026.
- **Instructor-Initiated Withdrawal Deadline:** November 23, 2026.

Potential reasons for instructor-initiated withdrawal may include:

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

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.

- Canvas Learning Management System
- 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.

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. This course fulfills a mathematics requirement for some programs, but not others. Please consult your specific degree or certificate program on the [Degrees and Certificates page](#) of the SCC website to ensure this course counts in your academic plan.

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 or the MOER messaging system.
- Regularly posting announcements about the course content and activities.

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

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. physical, sensory, neurological, chronic illness, mental health, learning disabilities, or other health concerns). If you require accommodations for this course, please contact [Disability Resources and Services](#) (DRS) at your college.

Contact with [DRS](#) should be made as soon as possible to ensure academic needs are met in a reasonable time. Additional information can be found in the [Non-Discrimination Statement](#) and [MCCCD Non-Discrimination Policies](#).

[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.