

Syllabus

Course Information

- Semester and Year: Fall 2026
- Course Title: College Algebra Prep
- Course Prefix and Number: MAT114
- Section Number: 18474
- Credit Hours: 4
- Start Date: September 9, 2026
- End Date: December 18, 2026
- Room Number: CM-463 Here is a link to the [SCC Campus Map](#)
- Meeting Days: Wednesdays
- Meeting Times: 5:30PM – 7:15PM
- Class Format: Hybrid In-Person

Instructor Information

- Instructor: Dr. Lindsay Gilbert
- Email: lindsay.gilbert@scottsdalecc.edu
- Office Hours: Before/After class or by appointment at other times

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. (I-V)
2. Evaluate arithmetic and algebraic expressions. (I, II)
3. Simplify expressions involving integer and rational exponents. (II)
4. Perform operations on polynomial expressions. (II)
5. Write polynomials in factored form. (II)
6. Graph and determine domain, range, and other key characteristics of functions, including linear and quadratic functions. (III, IV, V)

7. Demonstrate the proper use of function notation. (III, IV, V)
8. Determine and interpret the average rate of change of linear and quadratic functions. (III, IV)
9. Solve linear and quadratic equations (including those with complex solutions) using multiple methods and represent solutions exactly and approximately. (IV, V)
10. Solve linear inequalities in one variable and represent solutions graphically, algebraically, and in interval notation. (IV)
11. Model, analyze and interpret real-world problems using linear and quadratic functions. (IV, V)
12. Given sufficient information or data, write a linear equation. (IV)
13. Solve systems of linear equations in two variables. (IV)

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. Students who take MAT114 will benefit from 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.

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

- **URL for MOER:** <https://moer.maricopa.edu>
- **Course ID:** 24343
- **Enrollment Key:** 09092026

MAT114 Student Workbook

A free printed copy of the Mini Lessons portion of the **MAT114 Student Workbook** will be provided for you on the first day of class. A digital version of the full workbook or the Mini Lessons only is also available in MOER.

TI-83 or TI-84 Graphing Calculator

- A TI-83 or TI-84 graphing calculator is **required** for this class.
- 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.
- 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:** 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

- 3-ring binder (1 inch minimum) for notes and workbook pages
- Dividers (12) to separate the sections of your Student Workbook
- 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

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.

Attendance Policy

Because this is a hybrid course, “attendance” includes

- In-person attendance at class meetings, **and**
- Online attendance in MOER each week.
- You are expected to be on time and prepared for class. Being prepared means having the proper materials with you when you arrive in class (calculator, notes, paper, pencil) as well as all assignments completed. Otherwise, you will be marked absent.
- You are expected to be an active participant in group work and class discussions and stay the full length of the class period. Otherwise, you will be marked absent.
- I will not spend class time going over material you have missed due to tardiness or absence.
- You are expected to spend time outside of class working on the online assignments. If a week goes by and you have not worked on the online assignments in MOER, this will count as one absence (unless all assignments for the week have been completed early).
- If you know you will not be in class, you can turn written assignments in **before the due date** for full credit. If you have questions, go to the SCC Math Center or contact me to make an appointment for help **before** the due date. NOTE: Assignments are considered late if they are not handed in at the beginning of the class period.

- You are expected to complete all assignments prior to the date of any absence. **No late work will be accepted if you are absent or late to class.**
- **Official Absences** include jury duty, subpoenas, or official SCC activities such as athletic events, field trips, and tournaments. *Appropriate documentation must be presented to the instructor at least one week prior to the date of the official absence* so that arrangements can be made for make-up work. All make-up work must be completed and turned in *prior* to the date of the official absence. No late work will be accepted.

Calculators, Cell Phones, and other Electronic Devices

- **REQUIRED:** Turn all cell phones and other electronic devices OFF before the start of class. Your cell phone may not be used during class.
- Cell phones and other electronic devices (iPods, laptops, headphones etc...) should be turned OFF and put away before the start of class. Any use of these devices during class will be considered disruptive behavior and will not be tolerated. This includes text-messaging.
- Your cell phone may not be used as a calculator during class.
- Any cell phone use during a quiz or exam will result in a grade of zero on the quiz/exam.
- If you are wearing a “smart” watch, you will be asked to remove it during quizzes and exams.
- Calculators may not be shared at any time during quizzes or exams, even if another student has finished. If you forget to bring your calculator, you will need to complete the quiz or exam without one.
- Audio or video taping of class sessions is NOT allowed.

Drop / Withdrawal Policies

Potential No-Show Drops

- Not attending the first class period.
- Students who do not complete the Syllabus Quiz assignment in MOER by 11:59 PM on the class start date may be dropped as a no-show.

Withdrawals

This course complies with [Scottsdale Community College's Withdrawal Dates and Deadlines](#)

o **Refund Deadline:** Tuesday, September 15, 2026

o **Student-Initiated Withdrawal:** The deadline to withdraw from the course with a guaranteed grade of W is October 17, 2026.

o **Instructor-Initiated Withdrawal Deadline:** November 24, 2026.

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

- Not attempting the Midterm Exam.
- Inactivity in MOER (no assignments or coursework completed) for 14 consecutive days.
- Acquiring more than two absences (not including Official Absences as defined on previous page).
- Academic dishonesty (cheating) on any assignment. Note that this includes use of generative AI tools (described on next page) on any assignment.

Assignments

Course Structure

The topics for this course have been divided into Units, which are due on the dates/times indicated in the MOER Calendar.

Before Class: Online Lesson Assignment and Media Lesson Packet

- The Online Lesson Assignments in MOER consist of video tutorials and practice problems.
 - o **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.
 - o **Media Lesson Packets:** The Media Lesson examples in the Student Workbook are the same as those in the Lesson videos. Watch and listen to the videos, and transcribe all work onto the Media Lesson worksheets. Include all work, notes, and images exactly as shown in the videos. Complete the You-Try problems, showing all of your work just like in the Media Examples. You can find the answers to the You-Try problems at the end of the Media Lesson section in your Student Workbook. Media Lesson Packets are due at the beginning of class on the date indicated on the Course Schedule. At the end of the semester, your two lowest Media Lesson Packet scores will be dropped.

- o **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.
- 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 unit and prepare for exams.
- Lessons are due at the beginning of class. Media Lesson Packets and any written problems from the online lessons are due at the beginning of class. These problems will be graded for correctness *and* quality of work shown. The online lesson assignment will then be reopened after class so you can complete any missed problems.

During Class: In-Class Participation and Assignments

- You are expected to be on time and prepared for class. Being prepared means having the proper materials with you when you arrive in class (calculator, notes, pencil and paper) as well as all assignments completed.
- Assignments due at the start of class will not be accepted at any other time during the class period. Have them ready to hand in when you arrive in class.
- Participate in class discussions and activities. This includes group work, board work, and additional assignments given in class. Assignments given in class will be collected and graded and will not be accepted late.
- *Additional concepts may be introduced in class that are not in the workbook or online Lesson.* You are responsible for this new material whether or not you attend class.
- **In-Class Quiz**
 - o A quiz will be given during each class period. The quiz will consist of material from the current unit. You will be able to use your graphing calculator, workbook pages, and written notes for in-class quizzes. Sharing of notes or calculators during a quiz is not permitted. You may not use your cell phone or computer during class.
 - o Quiz problems will be graded for correctness and quality of work shown. Your lowest in-class quiz score will be dropped at the end of the semester.
 - o **Makeup Quizzes** are possible only if you have achieved a score of 70% or higher on the Online Lesson prior to the missed class. All makeup quizzes must be completed with the instructor, one hour prior to the next class meeting. You may use your graphing calculator but NO NOTES on makeup quizzes. No more than two makeup quizzes will be permitted during the semester.

After Class: Online Test

- **Online Test**
 - o You may use your calculator and notes on Online Tests, but *no other assistance is permitted*.
 - o Online Tests are timed. You have one hour to complete the Online Test. Any problems not submitted within this time limit will receive a score of zero.
 - o Online Tests are due on (or before) the dates indicated on the Course Schedule.
 - o **Late Passes for Online Tests:** If you miss a test deadline, you can apply a Late Pass to complete the test for full credit. You will have 5 Late Passes available to use during the semester. A Late Pass will extend the due date by 2 day (48 hours from original due date). There is no penalty for using a late pass but be careful not to fall behind!

Preparing for class and missing class:

- To Prepare for class:
 - o Watch all videos in the Lesson Assignment in MOER and take notes. Message your instructor or visit the Math Center if you have questions.
 - o Complete the Media Lesson Packet as you watch the videos in the Lesson. Be sure to transcribe all work, graphs, and images exactly as shown in the videos.
 - o TRY all problems in the Lesson Assignment. Write down notes to yourself on the difficult problems. Bring all notes and supporting work with you to class.
 - o Message your instructor if you have any questions about the class.
 - o Check your email and MOER messages daily for announcements from the instructor.
 - o BRING your graphing calculator, notes, paper, and pencil with you to class.
- If you miss a class:
 - o Complete the online assignments on time. These deadlines will not be extended if you miss class.

- o If there are any written assignments due that day, scan them and email them to your instructor as far in advance as possible. Make sure all pages are right side-up and in correct order, with your name written at the top of every page.
- o Message your instructor as far in advance of the missed class as possible to request a makeup quiz.

Exams

- Two exams will be given in class. See MOER calendar for exam dates.
Midterm Exam: Covers material from Units 1 – 6
Final Exam: Covers all course material, with emphasis on Units 7 – 12
- **You may use your graphing calculator on both exams.**
 - o If you do not have a calculator, you will have to take the exam without one. Sharing of calculators during an exam is not permitted. You may not use your cell phone during class.
 - o 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.
- Exam problems will be graded for correctness and quality of work shown.
- If an emergency arises that is beyond your control, you must contact me on or before the day of the exam to arrange for a make-up. Make-ups are possible only in special circumstances and at the instructor's discretion. All make-ups for the Midterm Exam, if granted, must be completed *before* the next class meeting. All make-ups for the Final Exam, if granted, must be completed on or before Friday, December 18, 2026. Make-up exams must be completed in the SCC Testing Center. Failure to adhere to this policy will result in a grade of zero on the exam.
- Students who miss an exam and do not make it up within the required time period will receive a grade of zero on the exam.

Grading Standards and Practices

Assignment Name	Percent of Grade
Online Assignments: Orientation Assignments, Lessons, Tests, Exam Reviews Written Assignments: Media Lesson Packets, In-Class Assignments, Written Problems from Online Lessons Extra Credit	25%
In-Class Quizzes	25%
Midterm Exam	25%
Final Exam	25%

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.** Final course grades are calculated using the scale below.

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Notes on Grading

- Give yourself plenty of time to complete assignments and get help as needed. **Do not wait until the last minute!!!**
- Read instructions carefully! Work that does not meet specified criteria will lose points and may receive a score of zero. You will not be able to “redo” assignments. Always show your best work and ask questions before an assignment is due.
- All written work is based on correctness and the quality of work shown. Correct answers with no correct supporting work/explanation may lose points and may receive a score of zero.

- Assignments due at the start of class will not be accepted at any other time during the class period. Have them ready to hand in when you arrive in class. If you arrive in class late, you will not receive credit for assignments that were to be handed in at the beginning of class.
- **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.

General Conduct

The classroom is an educational learning environment where students are expected to engage in behaviors which are conducive to their own learning and the learning of their peers. To facilitate this, respect for self and others is mandatory and necessary.

- 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.
- Cheating or plagiarism on any assignment will result in a grade of zero for that assignment and all involved students will be subject to disciplinary action in accordance with SCC policies. This may include withdrawal from the class with a "Y" grade.
- Should a student exhibit disruptive behavior and/or use profane language to the extent that it interferes with the learning environment, an academic consequence may be imposed. Disruptive behavior includes, but is not limited to, cell phone use, text messaging, and unauthorized use of classroom computers. The student will be subject to disciplinary action in accordance with SCC policies. Disciplinary action may involve loss of points and removal/withdrawal from the class.

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 office 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.
- 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.
- Monitor your academic progress and communicate concerns, as needed.

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 lindsay.gilbert@scottsdalecc.edu.

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.

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 now 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.

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of the technologies used in this course. The [SCC Help Desk](#) provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

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.

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.

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 the Canvas course, and the College Policies & Student Services page located under SCC Student Resources in the Canvas course navigation menu. The instructor will notify students of any changes to course requirements or policies.