Hazard Community and Technical College Course Syllabus
MAT 55-45Z1 PRE-ALGEBRA (1032) Summer 2019  Online Course

Instructor Contact Information
Instructor Name/Title: Jenny Lutes, Assistant Professor
Office Hours:
Online: Mondays, Tuesdays, and Thursdays 9:00-11:00 a.m. Please contact at the email address below.
Office Location: Online until 8/1/19
Phone Number: 606-487-3540
Email Address: jlutes0001@kctcs.edu

Course Information
Course Description
MAT 55: Includes operations on integers, decimals and fractions. Introduces exponents, square roots, percents, ratios, proportions, prime factorization, basic geometry, algebraic expressions, basic linear equations, and applications.

Prerequisites
MAT 55: Placement by exam.

Start Date: 6/3/19  Midterm/Last Date to Withdraw Without Instructor Permission: 6/17/19
Last Date to Withdraw with Instructor Approval: 6/26/19

Textbook Information and Supplies
1. XYZHomework all access pass ISBN 1-936368-56-0. We will use the website: www.xyzhomework.com to complete assignments.
2. Headphones are required and will allow you to listen to the video lectures.
3. A three ring binder, at least 1.5 inches.
4. Tabs for use in the notebook.
5. Notebook paper or scrap paper to work out problems on.
6. Calculators are not allowed in this course. They are not allowed for use on homework or tests, except when you get to Chapter 8: Geometry.

The final exam is a proctored exam, which means that you must take the final exam at a KCTCS testing center, preferably at the nearest KCTCS testing center to you. You will not be allowed to use a calculator on the final exam. You must make an appointment to take your final exam at least one week prior to the exam time.

Upon completion of MAT 55, the student can:

1. State and use the properties of real numbers.
2. Perform basic operations on integers, fractions, and decimals.
3. Determine the absolute value of an integer, a fraction, or a decimal.
4. Determine prime factorization of whole numbers.
5. State and use the order of operations on integers, fractions, and decimals.
6. Round whole numbers and decimals to an indicated place value.
7. Evaluate whole number powers of integers, fractions, and decimals.
8. Evaluate square roots of perfect squares of integers, fractions, and decimals.
9. Evaluate algebraic expressions.
10. Simplify algebraic expressions.
11. Use both the addition and multiplication properties to solve a linear equation.
12. Solve problems involving ratio and proportion.
13. Solve problems involving percents.
15. Determine the length of the unknown side of a right triangle using the Pythagorean Theorem.
16. Determine the perimeter, circumference, area, surface area, and volume of basic plane figures and solids.
17. Solve applied problems using these competencies with real world applications.

Assessment measure: Assessment will be in the form of homework and tests.

Course Structure, Evaluation, and Grading Methods
This course is minimum paced, no lecture format which means you work as fast as you would like but must be completed at the minimum pace as listed on the schedule. See the course schedule for due dates. The nature of this work makes exact predictions of actual available points difficult, however, the grade from each of these categories will be weighted according to the schedule listed.

Gradebook Category:
Homework = 10%
Chapter tests & Midterm = 40%  Final Exam = 50%
Total  100%

Students completing the MAT 55 material must pass the final exam with a 70% to be able to move on to the next level (MAT 65).

Chapter Homework: Each chapter consists of several sections with lecture and homework sets. For each section, you are required to watch a video (when available) and take notes. You will then use that information to do your homework. You are encouraged to ask for help through email or in the tutoring lab on your KCTCS campus if you have any trouble with the homework. You must score 90% on homework before you are allowed to move on to the next assignment as appropriate. Homework is worth 10% of your grade.
Chapter tests and Midterm exam: Chapter tests are taken at the end of each chapter after you have watched all the videos, taken notes in your notebook, and completed all of the homework with at least 90%. You must score at least 70% on the chapter test to move on to the next chapter. When you are ready for a chapter test, the xyz program will ask you for a password. When this happens, please email me and ask me for the password for chapter ____. I will check to see that the chapter homework is completed, and then I will email you the password. You will then enter that password into the xyz page, and you will begin your chapter test. Once you receive at least a 70% on the chapter test, you will have to email me again for the password to the next chapter’s first homework assignment. This allows me to check and see that you passed the previous chapter’s test, and that you are ready to move on to the next chapter.

The Midterm exam is available after Chapter 4. You must score at least a 70% on the Midterm exam to go on to the next chapter. You may not use calculators, books, notes, or other materials on these assignments except for the Geometry chapter. In the Geometry chapter, you may use a calculator for the homework and test. Chapter tests and the Midterm are worth 40% of your grade. When this happens, please email me and ask me for the password for chapter ____. When you are ready for Midterm exam, the xyz program will ask you for a password. I will check to see that the previous chapter’s tests have been passed with at least a 70%, and then I will email you the password. You will then enter that password into the xyz page, and you will begin your chapter test. Once you receive at least a 70% on the Midterm exam, you will have to email me again for the password to the next chapter’s first homework assignment. This allows me to check and see that you passed the Midterm, and that you are ready to move on to the next chapter.

Final Exam: The final exam is worth 50% of your grade. You must successfully pass the final exam with 70% before you can pass the course. The final exam can be taken multiple times. The final exam is a proctored exam, which means that you must take the final exam at a KCTCS testing center, preferably at the nearest KCTCS testing center to you. You will not be allowed to use a calculator on the final exam. You must make an appointment to take your final exam at least one week prior to the exam time.

Grading Policy/Scale
100-90 = A
89-80 = B 79-70 = C
69-0 = F

The instructor reserves the right to assign a grade of “MP” in the event that the student is working hard and is showing real progress but is not prepared to move to the next level of math classes. “MP” does not affect your GPA. It may affect your financial aid if you are on a SAP appeal.

Class Policies/Procedures
Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either opens at 11:00 or be closed. On days that
HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.**, will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

**General Class Make-up, Late Assignment Class Policy/Procedure**
Students will have the entire semester to complete assignments. **All assignments must be turned in before the student takes the final exam.** All assignments must be turned in by May 3rd to allow for end of term grade processing.

**Attendance Class Policy/Procedure**
You are expected to regularly work on the online assignments. The instructor will check your course to see if you are regularly participating and keeping up with the assignments. If you have trouble with assignments of need help, you may email the instructor, or you may come to the tutoring lab on your local KCTCS campus to get help from a tutor.

**Withdrawal Class Policy/Procedure**
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record. During the drop/add period, students can drop a class without a grade appearing on the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Withdrawing requires that you go online to your Student Self-Service account and request to be withdrawn from the course.

**Accommodations Procedure**
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative  
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

**Appeals Process**
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (**see below for contact information**) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the [KCTCS Code of Student Conduct](#).

**Dean/Supervisor Contact Information**
**Dean/Supervisor:** Leila Smith  
**Office Location:** Smith Admin Building, 101 A, Lees Campus  
**Phone Number:** (606) 487-3504  
**Email Address:** Leila.smith@kctcs.edu  
**Room:**
Student Services - Adult Basic Education Services / Supplemental Instruction:
You can find out more about HCTC Student Services at:
https://hazard.kctcs.edu/currentstudents/student-services/index.aspx Information about Adult Basic Education Services can be found at:

Developmental Course Emphasis:
This course is a developmental course designed to give you the foundation that you will need to be successful in the subsequent math classes which you will take for degree completion. Because of the minimum paced nature of this course, you are allowed and encouraged to work faster than the minimum pace listed on the schedule. You can finish not only this course, but the subsequent developmental class(es) during this semester if you dedicate the time and effort to do so.

Inside/Outside Classroom Interaction:
Your instructor may or may not check email over the weekend. You can try to email the instructor over the weekend, but there is no guarantee that the instructor will read it before Monday. Normal turn-around time for email is 24-48 hours.

Cell Phone Use:
You are not to use wireless communication devices to assist with completing any assignments in this course. Calculators are not to be used (except the geometry chapter). When you take the proctored final exams, cell phones will not be allowed.

Library Information:
HCTC’s Library page can be found here: https://hazard.kctcs.edu/currentstudents/studentresources/library/index.aspx

Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Current Students > Academic Resources > Syllabus Information)

Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: