Instructor Information

Instructor: Amy Benzi
Office: Online ZOOM https://zoom.us/j/2526504232
Mailbox: abenzi@uaptc.edu
Hours: Let me know when you need me
Phone: 501-545-0557 text first
Email: abenzi@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Denise Hammett (501)812-2874 dhammett@uaptc.edu
Dean: Dr. Marico Bryant Howe (501)812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Welcome Video https://youtu.be/d1RQbB95rl4

Course Information

This online Quantitative Literacy Mathematical Reasoning course provides scholars the opportunity to practice applying and communicating mathematical reasoning strategies to examine, understand, improve, and explain everyday life scenarios involving probability, statistics, and finance. Scholars use technology to build mathematical models to illustrate and explain life scenarios. Learning is assessed through collaborative student-driven assignments for which scores reflect effort and understanding. Various assessment tools provide scholars the opportunity display multiple academic strengths to demonstrate understanding of mathematics. This document provides the details of course.

Internet Access: Internet access is mandatory for the Quantitative Literacy Mathematical Reasoning course. One internet assignment is due each Sunday at midnight (except during spring break). Class Days and Meeting Times: Just email or text me. it is OK to ask for last
minute help, I can usually help you quickly or direct you to a resource that can so NEVER hesitate to text me with a question 501-545-0557! My online office address is: Online ZOOM https://zoom.us/j/2526504232 (text or email first)

**Required Software:** Microsoft Word, PowerPoint, and Microsoft Excel

**Required Apps:** ZOOM.US, Google, YouTube, and MyLabsPlus

YouTube accessibility Instructions and statement mailto:https://www.google.com/accessibility/
https://www.google.com/accessibility/

**Catalog Description**

3 Credit Hours (3 hours lecture per week)

Comprehensive mathematics course designed for general education core and for degrees not requiring College Algebra. The overarching goal of Mathematical Reasoning is to provide students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. This course is designed to deliver instruction that focuses on process, conceptual understanding, communication and problem-solving found in the following strands: (a) Personal, state, and national finance (b) Statistics and probability (c) Mathematical modeling (d) Quantities and measurement. The course satisfies the state mandated requirement for the baccalaureate degree and is for students in courses of study not requiring College Algebra as a prerequisite. This course is not appropriate for STEM majors, such as Science, Technology, Engineering, and Mathematics.

Microsoft Word, PowerPoint, and Microsoft Excel, ZOOM.US, Google, and YouTube are required for this course and the course requires an online learning component. The campus library provides computers with the required software and also has laptops available for scholar use! https://uaptc.edu/library

Scholars who do not yet meet the prerequisite scores enroll in MATH 0100 AND in MATH 1300 during the same semester.

Prerequisites:

- A minimum score of 18 on the Mathematics section of the ACT
- A minimum score of 77 on the Accuplacer Elementary Algebra Placement Test
- A minimum score of 33 on the COMPASS Algebra Placement Test
- Permission of the department chair or division dean
Course Materials

Required Materials:

MyLabsPlus Access Code ISBN: 9781323901892. (There is an e-text pre-loaded).  Or


Technology: Microsoft Word, PowerPoint, and Microsoft Excel, ZOOM.US, Google, and YouTube are required for this course and the course requires an online learning component.

(Please note, you do not need to purchase the physical textbook unless you prefer to have an actual book versus an e-textbook which can be viewed in the MyLabsPlus software.  So, you can purchase the MyLabsPlus Access Code listed above OR you can purchase the actual book which comes with an Access Code.  You will need the technology mentioned above.)

*If you have been awarded financial aid but have not received funds, you can take your schedule down to the UA-PTC bookstore and they will charge your books to your account.  This will allow you to purchase your book early and will alleviate you getting behind this semester.*

Free Tutoring is offered on both UA-PTC south and main campus. Information provided at [http://www.uaptc.edu/footer-navigation/tutoring-center](http://www.uaptc.edu/footer-navigation/tutoring-center)

MyLabsPlus Technical Support:  If you are unable to install the necessary software and plug-ins or the program is not running properly, you may contact the MyMathLab Student Support Line at:  1-800-677-6337 Monday-Friday, 12 pm to 8 pm (All times are Eastern Standard Time)

*Do not contact the UA-PTC IT services department for assistance with MyLabsPlus issues.  Please be sure to contact the 11-800-677-6337 Monday-Friday, 12 pm to 8 pm (All times are Eastern Standard Time).*

**Student MyLabsPlus Access**

MyLabsPlus Web Address:  [http://pulaskitech.mylabsplus.com/](http://pulaskitech.mylabsplus.com/) or you can also access the MyLabsPlus link in UA-PTC’s Portal.

- **Student MyLabsPlus Username**: The first two letters of your first name, your entire last name, and the last four digits of your student ID.
- **Student MyLabsPlus Password**: Ptcmmddyyyy (this is the letters “Ptc” and your birthdate)
*If you have previously used MyLabsPlus with UAPTC, you will need to use that password instead.

Once you login into MyLabsPlus,

1. You will be prompted to accept the terms of the Pearson User License Agreement and Privacy Policy. Click I Accept once you have read the terms of use.
2. You will be prompted to enter the access code that you received with your book. If you have already purchased the book, chose “Access Now”.
3. If you do not have a code, you will choose “Pay Later”. This will give you 14 days of Temporary Access, which will begin on the day you registered in the course. This means that the temporary code could expire at different times for each student since it is based upon the date each student registers into the system. You will need to purchase your book before the temporary access code expires or you will be locked out of MyLabsPlus and you will not have access to your work which could result in zeros on assignments that were missed. DO NOT LOSE YOUR ACCESS CODE ONCE YOU HAVE PURCHASED IT. YOU WILL NOT BE ABLE TO ENTER IT UNTIL THE TEMPORARY ACCESS CODE EXPIRES.

If you have trouble logging in, entering your code, or experience issues with not being able to access the course, please contact the Chair of the department, Denise Hammett at dhammett@uaptc.edu. Please send as much information as you can about the situation including screen shots along with a good working phone number, your username and birthdate.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Mathematics department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

8. Critical and mathematical thought
9. Academic Integrity
10. Independent thinking and learning
11. Quantitative and technological literacy on a collegiate level.

Student Learning / Course Outcomes

The overarching goal of Mathematical Reasoning is to provide students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. More specifically, student performances will include:

1. Compare and analyze interest rates and budget strategies of loans and investments to identify patterns and predict productive personal, state, and national finance decisions.
2. Model and describe mathematical representations of numerical patterns and functions which lead to solutions of problems based in the context of everyday life.
3. Explain the effects of changing parameters on mathematical models and describe how patterns can be used to estimate solutions to real-life contextual problems.
4. Gather, organize, and compare statistical data to explain data relationships by constructing and interpreting graphs, charts, tables, and diagrams.
5. Build and interpret models for bivariate data sets then use results to predict outcomes and make decisions.
6. Calculate and interpret statistical and probabilistic reasoning to predict productive decisions and evaluate outcomes.
7. Use technology to collaborate, solve problems, represent data, and present solutions.
8. Demonstrate professional characteristics through verbal and written communication, team collaboration, organization, neatness, and overall self-presentation.
In keeping with the tenets of student performance in a general education course, Mathematical Reasoning is designed to deliver instruction that targets process, conceptual understanding, communication and problem solving.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class.

Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester and throughout the semester, except students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences. Instructors set the attendance policy for courses, and students’ must follow those policies.

Any student who does not attend class before the roster certification date will be considered a “no-show” according to the campus attendance policy and will be reported as such and dropped from the class. Students dropped because they had not attended class, may not return to the course during that specific term; refunds automatically deposit to the student’s account for being reported as Never Attending a class. Instructors set the policies for counting students as “no-
shows” in the online environment, and it is the students’ responsibility to follow those policies to remain in the course. Students missing two assignments in a row get dropped from the course.

Regular and consistent attendance should be maintained in order to be successful in this course. Excessive tardiness or absences are considered discourteous to the instructor and the learning environment and can be a detriment to successful course completion. More importantly, students who are absent miss essential information from lectures, class discussions, handouts, and assessments, and can easily fall behind on the material. As mastery is a basis for progression, students will need to be present each day. Following an unavoidable absence, the student has the responsibility for completing all activities missed as allowed by the instructor.

Drop Date: The last day to drop a course or withdraw from the college is Friday, November 16th. A student should consult with their instructor and financial aid (if applicable) before submitting a drop form. A student can request to drop or withdraw by visiting the student services office on any campus or by submitting a written, faxed request. Faxed requests can be sent to (501) 812-2316 and must contain the student’s name and student ID number, a statement of which course you wish to drop or a statement that you are withdrawing from all courses, your signature, and a copy of your state-issued photo identification. Instructors do not have an administrative drop option. Scholars missing two assignments in a row get dropped from the course.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Email Policy: Due to UA-PTC’s board policy and privacy issues, please only send emails from your Pulaski Technical College email account. UA-PTC employees (and students) can only receive and send official email through UA-Pulaski Technical College’s email accounts.

Timely Response: Blackboard messages get returned on Mondays, E-mails, and voicemails get returned within 48 hours, and text messages get returned within minutes. Text: 501-545-0557 and email: abenzi@uaptc.edu
Campus Visitors Policy: Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is in session. At no time are children allowed in the classroom during times when scheduled courses are in session. Additionally, when it is necessary to bring children to campus, children must never be left unattended. At all times, children remain the sole responsibility of the parent.

Incompletes: The requirements for awarding a grade of incomplete, “I” can be found in the Academic Catalog.

Math Department Chair: Denise Hammett, dhammett@uaptc.edu. The department chair may be contacted as the next point of contact after an agreeable resolution is not reached through consultation with the instructor. The department chair will not overturn decisions made by the instructor based on the policies or requirements of the syllabus.

Team Work: Scholars build peer networks to complete team interviews and communicate about course content. Networking and collaboration are part of the grade for each module, and it is the responsibility of the scholar to build the network.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Course Content</th>
<th>Module Points</th>
<th>Course Total</th>
<th>% of 4000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Reports</td>
<td>100</td>
<td>300</td>
<td>8%</td>
</tr>
<tr>
<td>Excel Reports</td>
<td>300</td>
<td>900</td>
<td>23%</td>
</tr>
<tr>
<td>MyLabsPlus</td>
<td>150</td>
<td>450</td>
<td>11%</td>
</tr>
<tr>
<td>Financial Report</td>
<td>150</td>
<td>450</td>
<td>11%</td>
</tr>
<tr>
<td>Team Interview</td>
<td>300</td>
<td>900</td>
<td>23%</td>
</tr>
<tr>
<td>Peer Review</td>
<td>100</td>
<td>300</td>
<td>8%</td>
</tr>
<tr>
<td>Final Project</td>
<td>700</td>
<td>700</td>
<td>18%</td>
</tr>
<tr>
<td>Totals</td>
<td>1100</td>
<td>4000</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3600-4000</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>3200-3599</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>2800-3199</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>2400-2799</td>
<td>60-69</td>
</tr>
</tbody>
</table>

Instructional videos are provided for each assignment.

Health Reports – Scholars use Excel to organize, interpret, and communicate about the probability, statistics, and finances of health information.
Excel Reports – Scholars use Excel and Zoom to organize, interpret, and communicate about the probability, statistics, and finances of various real-life scenarios.

MyLabsPlus – MyLabsPlus assignments for each module must be complete with 80% correctness to receive credit for the module. If MyLabsPlus assignments are not complete with 80% correctness for a given module, then the score for that module is zero. MyLabsPlus assignments requiring calculations are done on an Excel workbook page which included in the module portfolio. Answers obtained for the homework problems get entered in MyLabsPlus. Aids are available to click on to help work the problems. MyLabsPlus will keep track of homework percentage. Ten percent deducted for each week an assignment is late. 10% deductions do not apply to the 80% requirement for the module grade, only for the gradebook score.

Financial Report – Scholars use Excel to organize, interpret, and communicate about the probability and statistics of personal, state, and national financial scenarios.

Team Interview – Scholars use Excel, PowerPoint, and Zoom to create team interviews to share module work.

Peer Review – Scholars use the module BlackBoard discussion board to provide feedback for each team presentation for the module.

Final – scholars will use excel, PowerPoint, and Zoom to communicate content learned throughout the course. If the final exam is missed, the student will receive a grade of “F” for the course.

Late Work – All grading for this course is done on Monday-Wednesday. Late assignments lose 10% each week and exceptions are only made when your official doctor, court, or other paperwork is attached directly to your assignment with a note to explain your situation. Requests for exceptions must be made directly in the submission tab of the assignment.

Plagiarism – All work is checked for plagiarism and any work matching that of another scholar or an internet source earns a score of zero.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

Academic Integrity
It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Plagiarism** – All work is checked for plagiarism and any work matching that of another scholar or an internet source earns a score of zero.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in
compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>Excel Portfolio 1 1100 Points</th>
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<tbody>
<tr>
<td><strong>WEEK 1 100 Points</strong></td>
</tr>
<tr>
<td><strong>WEEK 2 200 Points</strong></td>
</tr>
<tr>
<td><strong>WEEK 3 150 Points</strong></td>
</tr>
<tr>
<td><strong>WEEK 4 100 Points</strong></td>
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</tbody>
</table>
Financial Report: Use Excel to create your dream financial, time, and nutritional management schedules. Write five sentences to describe each of your three reports and discuss how each topic relates to finance.

<table>
<thead>
<tr>
<th>WEEK 5</th>
<th>300 points</th>
<th>Team Zoom Interviews:</th>
<th>Write six questions and answers about your portfolio work. Your team creates a mingled flow of six questions each and each member talks a total of 3-4 minutes and no person answers more than two questions in a row. Create a Zoom video of the interview. Peer Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 6</td>
<td>100 Points</td>
<td>Health Statistics:</td>
<td>Use the WWW to research and report on America’s sugar, fat, and vitamin D consumption. Reports include tables, bar graphs, pie charts, and data distribution curves. Write five sentences about the statistics for each health topic. Discuss your place in the statistics.</td>
</tr>
<tr>
<td>WEEK 7</td>
<td>200 Points</td>
<td>Excel Report:</td>
<td>Repeat WEEK 2 with a new set of scenarios.</td>
</tr>
<tr>
<td>WEEK 8</td>
<td>150 Points</td>
<td>ConnectMath/MyMathLab:</td>
<td>Repeat WEEK 3 with a new set of scenarios. Keep your team, join a new team, or start your own by using the team sign up form on the Google drive.</td>
</tr>
<tr>
<td>WEEK 9</td>
<td>100 Points</td>
<td>Teams:</td>
<td>Schedule a zoom meeting together with your instructor and your team. Finance Report: Choose one career and three cities across the US then gather and report information about salaries, cost of living, and other statistics. Recreate your five-year dream budget as a resident of each location.</td>
</tr>
<tr>
<td>WEEK 10</td>
<td>300 points</td>
<td>Team Zoom Interviews:</td>
<td>Repeat WEEK 5 with a new set of scenarios.</td>
</tr>
<tr>
<td>WEEK 11</td>
<td>100 Points</td>
<td>Health Statistics:</td>
<td>Use the WWW to research and report on America’s exercise habits and research the effect of soda and juices on our teeth. Reports include tables, bar graphs, pie charts, and data distribution curves. Write five sentences about the statistics for each health topic. Discuss your place in the statistics.</td>
</tr>
<tr>
<td>WEEK 12</td>
<td>200 Points</td>
<td>Excel Report:</td>
<td>Repeat WEEK 2 with a new set of scenarios.</td>
</tr>
<tr>
<td>WEEK 13</td>
<td>150 Points</td>
<td>ConnectMath/MyMathLab:</td>
<td>Repeat WEEK 3 with a new set of scenarios. Teams: Use the team sign up form on the Google drive to keep or change your team.</td>
</tr>
<tr>
<td>WEEK 14</td>
<td>100 Points</td>
<td>Teams:</td>
<td>Schedule a single zoom meeting with your instructor and your team. Finance Report: Choose one location from the WEEK 9 Financial Report and research buying a house there then use what you have learned so far in this course and create a spreadsheet to show multiple scenarios of buying and paying off a house.</td>
</tr>
<tr>
<td>WEEK 15</td>
<td>300 Points</td>
<td>Team Zoom Interviews:</td>
<td>Repeat WEEK 5 with a new set of scenarios. Final Project: 450 Points Create a 15-20-minute Zoom video discussing course content, specific scenarios will be provided after spring break. Keep being AMAZING! YOU ROCK!!!</td>
</tr>
</tbody>
</table>

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

Complete the Syllabus Quiz Agreement in your BlackBoard Module 1 Tab.