Catalog Description:

MAT 0020 College Preparatory Mathematics - 5 credits: This course combines arithmetic and beginning algebra. All topics taught in College Preparatory Arithmetic (MAT 0002) and College Preparatory Algebra (MAT 0024) are combined and taught in an orderly integrated sequence. Placement test scores or referral determines admission. This course does not satisfy college level mathematics requirements for graduation. (8 contact hours lecture / lab). MAT 0020 is an institutional credit course that may not be used to satisfy graduation requirements. It may be repeated.

Course Objective: The course prepares students for the successful study of Intermediate Algebra.

Course Competencies: (For details, please refer to Appendix 1, page 10).

GENERAL EDUCATION LEARNING OUTCOMES (For details, please refer to Appendix 2, page 12): As defined by the Miami Dade College, General Education, through the academic disciplines and co-curricular activities, is to provide its students with multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning. It is hoped that, after successful completion of this course and as graduates of Miami Dade College, students will be able to achieve these general education learning outcomes, for example, # 1, 2, & 3.

Course Requirements:

Students must complete 48 hours of study in the Math Lab Component of this course (32 scheduled Lab hours; 16 hours of Open Lab). Students must satisfy all of the requirements during the term.

1. Students must have an overall average of 70% or higher based on all tests / exams.

2. Students must pass the State of Florida Exit Exam with at least a 60% score.

Prerequisites: Admission is determined by an adequate score on a placement test. MAT 0002 with a grade of "S" or MAT 0024 with a grade of "P" with the Instructor’s referral for placement into MAT 0020.

Credit: 5 semester hours. Special Fees are assessed. There is a 48-hour Math Lab requirement for this course (32 scheduled Lab hours; 16 hours of Open Lab).

Text: Special package:

“Beginning Algebra”, Custom Edition by Lial & Hornsby, Addison-Wesley, 2004; ISBN 0-536-836140 (including “MyMathLab” on-line system); “Math Tutor Center” 800 line registration (Homework Help); “MathXL” CD
Instructional Method: Lecture / Discussion

ADDITIONAL RESOURCES: In addition to your text-book, you may also refer to the following online resources by using my Faculty Webpage or the given web-addresses on your personal computers or those in MDC LIBRARY / ASC.

Note: Some of these documents require Adobe Acrobat Reader version 4.0 or later. You can download the latest version of the Acrobat Reader at Adobe's website.

Prentice Hall Math Tutor Center: http://www.prenhall.com/tutorcenter/
Pearson Education InterAct Math: http://www.interactmath.com/
S.O.S. MATHematics - A Free Resource for Math Review Material from Algebra to Differential Equations:
http://www.sosmath.com/index.html
For Mathematical Formulas and Tables: http://www.sosmath.com/tables/tables.html
To Print Out A Graph Paper:
http://www.mathematicshelpcentral.com/graph_paper/files/Form4C-BW.pdf

ACADEMIC SUPPORT CENTER (MATH LAB): The tutorial services of the Academic Support Center (Math Lab), Room 1409, are available to students registered in any math course taught on campus.

Additional Help: In addition to the Academic Support Center Room 1409, the students are also encouraged to visit Math Study Room at Hialeah Campus and Math Lab Room 2222, MDC (North Campus), which are open to currently enrolled mathematics students. There are tutors, videotapes, and software available to assist students.

LIBRARY: (305) 237 – 8722; ROOM 1116

TESTING: (305) 237 – 8791; ROOM 1224

MYMDCC ACCOUNT: A student login (MyMDC) account is required for ALL online activities as well as to use college computers. A student should visit www.mdc.edu/sis/ to register and obtain login account.

ACCESS SERVICES: The students, with any form of disability, should contact “Access Services” of the college as soon as the classes start. In case any accommodation or special assistance is required in the class or examination, they should obtain the relevant documents from the Access Services and provide the instructor with these. For further information, contact (305) 237 1272 (Hialeah/North Campus).

SERVICE LEARNING: The office of Service Learning is located at the North Campus of Miami-Dade College. For further information, contact the Center for Community Involvement, (305) 237 3848, or Ms Kim Tupy/Professor Sherri Sinkoff, Service Learning Coordinators, MDC (Hialeah Campus).

FACTS: You may visit the State of Florida’s new FACTS (Florida Academic Counseling and Tracking for Students) Web site at www.facts.org to view/print a transcript from a Florida college you are attending or did attend, to access the catalogs of the colleges and universities in Florida, to link to all the Florida public college and university home pages, and other useful information.

Coverage: (For Lecture-Schedule and Home-Work Assignments, please see below. Minor adjustments may be made in the schedule at the discretion of the instructor.)

CHAPTER 0  0.7 – 0.9, 0.13, 0.15, 0.17 – 0.28, 0.30 – 0.35
CHAPTER 1  1.2 – 1.8
CHAPTER 2  2.1 – 2.3, 2.5 – 2.8
CHAPTER 3  3.1 – 3.2
CHAPTER 5  5.1 – 5.7
CHAPTER 6  6.1 – 6.5
CHAPTER 7  7.1 – 7.2
CHAPTER 8  8.2 – 8.3, 8.5

GRADING POLICY:

1. DEPARTMENTAL GRADING POLICY: Note that MAT 0020 is a college preparatory course. The departmental grading policy for MAT 0020 is as follows:

- **S (satisfactory)** Students must have an overall exam average of 70 % or higher based on all tests / exams, completed the 48-hour Math Lab requirements (32 scheduled Lab hours; 16 hours of Open Lab), and passed the State of Florida Exit Exam with at least a 60% score. This is the only grade earned that may allow a student to progress to MAT 1033 (Intermediate Algebra).

- **P (progress)** This grade is intended for those students who have below the 70% average. In addition, the administration has stated that each student have completed at least 40 of the 48-hour Math Lab requirements (32 scheduled Lab hours; 16 hours of Open Lab. A student who receives a “P” must repeat MAT 0020 or be placed in MAT 0024 depending on their arithmetic ability. Passing the State Exit Exam is not required for this grade.

- **U (unsatisfactory)** This grade is for those students who qualify for neither an “S” nor a “P” grade. Attendance and / or test scores should be used in the decision as to this grade. An unsatisfactory grade means the student must repeat MAT 0020.

**Note:** A grade of “U” counts as an “F” in computing a student’s GPA at MDC, while a grade of “S” or “P” does NOT affect a student’s GPA.

College Withdrawal/Grade Forgiveness Policy:

A student enrolling in MAT 0020 for a third attempt will not be permitted to withdraw from the course. Attempts taken by a student before the Fall Term, 1997-1, will not be counted as an attempt for purposes of this policy. An attempt is counted anytime the student officially enrolls in the Fall Term 1997-1 or thereafter, has a paid schedule for the course, and does not drop the course with a refund. A fourth attempt may be granted based on a major extenuating circumstance if approved through an academic appeals process.

Cost to Re-Enroll:

A student re-enrolling for the third attempt of MAT 0020 (after Fall Term 1997) will be required to pay the full cost of instruction for this and any later attempts. Students would have to pay the full cost of tuition, which is the same as Out Of State fees. Students assessed the higher fee may appeal the increase based on financial hardship or extenuating circumstances. Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, which may include but not be limited to: medical problem, learning disabilities, language barriers, family hardship, and employment changes.

2. EVALUATION AND GRADING POLICY:

(a) TESTS AND STATE-EXIT FINAL EXAMINATION: The final grades will be based on four multiple-choice non-cumulative class-room tests (each test having equal weight) and a multiple-choice cumulative State of Florida exit final examination. All tests and final examination are mandatory. Each test / examination will be worth 100 points. None of the lowest test score, including the final examination score, will be dropped before averaging for the final grade. Also, there will be “NO CURVE” on grades. The number of questions in each test will be 20 to 30. The number of questions in the State of Florida Exit Final Examination will be 30. Each test and the final examination will be worth 100 points. In order to facilitate the students to improve their grades, some extra point questions, worth 5 points at most, will be added to each test, but not to the final exam, before administering the tests, if deemed necessary. In lieu of adding extra credit points questions to the tests, these extra credit points may also be used for some
projects, which will help the students to achieve some of the general education learning outcomes, particularly, # 1, 2, & 3. Please note that this requirement is fully at the discretion of the instructor.

(b) EXTRA CREDIT: If deemed necessary and if time permits, some extra credit class room quiz, pop-quiz, home-work, computer projects, attendance at workshops, peer tutoring of not less than 10 hours, etc., (for some extra points, but not exceeding 10 extra points in total for the whole semester), may be given to students to make up for the low grades in other tests, at the discretion of the instructor. These will be announced by the instructor at an appropriate time during the semester. The extra credit quiz, etc., will be optional, and there will be no make-up for these in any circumstances (whether religious observance, hospitalization, jury duty, court date, accident, social obligation, etc). You will have at least one class notice of an upcoming quiz, home-work, computer projects, etc. The extra points thus earned will be added to the total of four class-room tests before averaging for the final grades to facilitate the students.

c) GRADING CRITERIA & GRADING SCALE: The final course grade will be determined as follows:

(I) GRADING CRITERIA

- Based on the four class-room tests, a student's final grade will be calculated out of a total of 400 points, by taking the sum of all the four test scores and any extra points earned in the quizzes, etc. (as discussed in (b) above), and dividing the total by 4. (Please see the NOTE 3 below also).

- In addition to the class-room tests and quizzes, a student must also appear in the State of Florida Exit Exam. For a Grade of “S”, a student must have an overall exam average of 70% or higher based on all tests / quizzes, completed the 48-hour Math Lab requirements (32 scheduled Lab hours; 16 hours of Open Lab, by attending all lectures), and passed the State of Florida Exit Exam with at least a 60% score.

- NOTE 1: All tests, quizzes (if any), and final exam are mandatory.

- NOTE 2: If a student has not missed any test and quiz, and the final examination score is 90 % or above, the lowest test score may be replaced by the final examination score before averaging for the final grade, if doing so is in favor of the student.

- NOTE 3: Instructor's Discretion: It is the discretion of the instructor to drop one of the lowest test scores (but not the State of Florida Exit Final Exam Score), before averaging for the final grade, provided a student has not missed any test and the final examination, and if doing so is in favor of the student. In such a case, the final grades (based on the class-room tests and quizzes, if any) will be calculated out of a total of 300 points, by taking the AVERAGE of the three best test scores (including any extra points earned in the quizzes, etc. (as discussed in (b) above) by adding these quiz points to the three best test scores), and dividing the total by 3. Note that, in such a case, for a Grade of “S”, a student must also have an overall exam average of 70% or higher based on all three best tests, completed the 48-hour Math Lab requirements (32 scheduled Lab hours; 16 hours of Open Lab, by attending all lectures), and passed the State of Florida Exit Exam with at least a 60% score.

- NOTE 4: All the students are advised to do their home-work as mentioned in the syllabus, and also through MyMathLab as per instruction given below in the end of the syllabus. If there is any technical difficulty in using MyMathLab, it should be immediately reported to the instructor. In that case, all the students will be required to do their home-work as already assigned by the instructor in the syllabus as well as some supplementary H/W assigned in the class. Please note that the homework will not be graded.

- NOTE 5: In order to facilitate the students to improve their grades, a maximum of two (2) extra points for regularly presenting home-work to the instructor on each test day (but not on the final exam day) based on the home-work from each chapter for the said test as listed in the syllabus
(minimum 10 problems) will be added to the total of the test and final exam scores before averaging for the final grading, if deemed necessary. Please note that this requirement is fully at the discretion of the instructor.

> **NOTE 6:** In order to facilitate the students to improve their grades, a maximum of five (5) extra points for 100% attendance (without any absences) will be added to the total of the test, quiz and final exam scores before averaging for the final grading, if deemed necessary. Please note that this requirement is fully at the discretion of the instructor.

> **NOTE 7:** Please see the Grading Scale below for details.

**(II) GRADING SCALE:** The following scale will be used for the calculation of final grade. "Minor adjustments may be made by the instructor."

**NOTE:** If any student misses the State of Florida Exit Exam, a zero will be awarded for the missed final examination, and the grade earned by the student will be an "F."

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADING SCALE</th>
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<tbody>
<tr>
<td><strong>S</strong></td>
<td><strong>(satisfactory)</strong> Student must have an overall exam average of 70% or higher based on all tests / exams, completed the 48-hour Math Lab requirements (32 scheduled Lab hours; 16 hours of Open Lab), and passed the State of Florida Exit Exam. (Note: Students must pass the State of Florida Exit Exam with at least a 60% score).</td>
</tr>
<tr>
<td><strong>P</strong></td>
<td><strong>(progress)</strong> This grade is intended for those students who have below the 70% average. In addition, the administration has stated that each student have completed at least 40 of the 48-hour Math Lab requirements (32 scheduled Lab hours; 16 hours of Open Lab. A student who receives a &quot;P&quot; must repeat MAT 0020 or be placed in MAT 0024 depending on their arithmetic ability. Passing the State Exit Exam is not required for this grade.</td>
</tr>
<tr>
<td><strong>U</strong></td>
<td><strong>(unsatisfactory)</strong> This grade is for those students who qualify for neither an &quot;S&quot; nor a &quot;P&quot; grade. Attendance and/or test scores should be used in your decision as to this grade. An unsatisfactory grade means the student must repeat MAT 0020.</td>
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</table>

3. **MANDATORY TESTS AND FINAL EXAM:** All tests and final exam are mandatory. There will be no make-up for any missed tests, or the final exam, or missed quizzes / projects (if any). However, if you miss any test due to accident, traffic ticket, hospitalization, arrest, court date, jury duty, religious observance, etc, you must produce an authentic document to prove your absence so that your final exam score will be counted twice as to replace the missed test. A doctor's note is not acceptable unless it says "(student's name) was unable to attend school on (date of test). Please note that the replacement of a missed test by the final exam score on the above ground will be allowed only once during the entire semester. (However, the said provision for the missed test will not be applied to the missed quizzes or projects (if any given in the class). If any student misses a quiz or a project, a zero will be awarded for the missed quiz or project). Further, as it is the discretion of the instructor to apply the provision of Item # I, (Grading Criteria), above for the whole class if it is in favor of the students, then in such a case a missed test may be considered as the lowest test score and the rule of Item # I, NOTE 3 (Instructor's Discretion of Grading Criteria) above may be applied. Tardiness is permitted on test days without penalty although you will have less time on the test than everyone else. On test days, if you are so late that someone has already turned in their test before you arrive, you will not be allowed to take the test and a zero will be given for the respective test. No written or oral excuses will be accepted for this.

4. **NOTICE ABOUT TEST DATES:** Please see the Lecture-Schedule below. It is the responsibility of the students to note down the test and final exam dates. However, you will have at least one class notice of an upcoming test. All tests and final exam are mandatory. There will be no makeup test in any circumstances (see Item 5 below also). A zero will be awarded for any missed test. No written or oral excuses will be accepted for this.

5. **NO MAKE UP OF TESTS / FINAL EXAM / QUIZZES / HW / PROJECTS:** There will be no make-up
for any missed tests, or the final exam, or missed quizzes/projects (if any). These must be taken on due dates. In case a student misses a test due to accident, traffic ticket, hospitalization, arrest, court date, jury duty, religious observance, etc, and if a reasonable and authentic document is provided for these and, if in the opinion of the instructor, the absence is excusable, there will be no makeup test but your final exam score will be counted twice as to replace the missed test. Please note that the replacement of a missed test by the final exam score on the above ground will be allowed only once during the entire semester. In such cases, the final grades will be calculated, out of a total of 400 points, by taking the AVERAGE of the final examination score and three test scores. If no reasonable and authentic document is provided for a missed test, then a zero will be awarded for such a test, and the student will be responsible to earn a lower grade (including an “F”), if the final grades are calculated, out of a total of 400 points, by taking the AVERAGE of the final examination score and three test scores. No written or oral excuses will be accepted for this. However, it is the discretion of the instructor to apply the provision of Item # I, NOTE 5 (Instructor’s Discretion of Grading Criteria) above for the whole class if it is in favor of the students. In such a case, a missed test may be considered as the lowest test score and the rule of Item # I, NOTE 5 (Instructor’s Discretion of Grading Criteria) as given above may be applied.

6. CHEATING ETC. IN THE EXAMINATION: A “Zero, or award of an “F” in the course, or “expulsion from the college,” etc. will be given in the test for cheating in any form, including plagiarism, taking help or copying from other students, or giving help to the other students during the tests / final exam / quizzes. If any student is caught cheating during the examination, his / her name will be duly noted by the instructor and reported to the concerned authorities for further action (namely, award of an “F” in the course, expulsion from the college, etc.). For details please see the Students’ Hand-Book. No written or oral excuses will be accepted for this.

7. CLASSROOM POLICIES:

(I) ATTENDANCE: Attendance is required for every class and students are responsible for all course work, whether present or not. More than Three Unexcused Absences during the entire semester is considered excessive and will result in a failing grade or the name of the student will be purged from the class roster. In addition, please note the following requirements.

NOTE: Tardiness is not acceptable. “It is the discretion of the instructor to deduct at least ten points from the total points at the end of the term for each tardiness (even one second late constitutes a tardiness).” No written or oral excuses will be accepted.

NOTE: Except in the case of an emergency, no students will be allowed to leave the class-room once the class has begun. During an emergency, the instructor’s permission must be sought before leaving the class-room. “It is the discretion of the instructor to deduct at least ten points from the total points at the end of the term for each such violation.” No written or oral excuses will be accepted.

NOTE: “It is the discretion of the instructor to deduct at least ten points from the total points at the end of the term for each absence after the third absence during the semester. More than two absences will also result in a failing grade or the name of the student will be purged from the class roster.” No written or oral excuses will be accepted.

(II) DROPS OR WITHDRAWALS: These are not initiated by the instructor. If you stop attending, you must drop the class yourself to avoid a grade of “F”.

A. The last day to withdraw from classes with “100% refund” or to change courses “without penalty” or to register, add, drop, or change sections of credit courses without signature of instructor is **Wednesday, September 03, 2008**.

B. The deadline for dropping classes with a grade of “DR” or the last day to withdraw from the college with a grade of “W” is on or before **Tuesday, November 04, 2008**, which is the responsibility of the students. The instructor will not withdraw or award a grade of “W or DR.”
(III) PURGE ROLLS: The students are encouraged to attend all the classes regularly, which is important. For any missed class, the students themselves are responsible for any makeup or catch-up of the materials. Unexcused absences for more than three days at any time during the semester are considered excessive. The names of such absentees will be purged from the class roll by the instructor without any notice as per rules and regulations stipulated by the college. Once the name of a student is purged from the class roll by the instructor, it cannot be reinstated in any circumstance. “Moreover, it is the discretion of the instructor to purge a student’s name from the class roll or award an “F” due to excessive absences, unsatisfactory progress, indiscipline, misconduct, or any disruptive behavior in the class.” No written or oral excuses will be accepted for this.

(IV) ACADEMIC MISCONDUCT: The student is responsible for any classroom misbehavior or academic misconduct or indiscipline, which is conducive to the educational process and for achieving standards of performance established by the instructor. A student may be penalized for any misbehavior or misconduct. The academic misconduct includes (but is not limited to) giving or receiving assistance on a test, quiz, or homework assignment for which such assistance is not permitted, falsifying a document to obtain an excusal from a test, and using unauthorized notes on a test or quiz. “The instructor has the final authority in all matters relating to the course content, grading practices, and classroom policies & procedures.” Penalties for Academic Misconduct range from an “F” in the course to “expulsion” from the college. A more complete definition of Academic Misconduct is given in the Student Handbook. In the tests or final exam, no student will be allowed to use the textbook or class-notes or handouts or formula-sheets. The students should review all materials learnt in previous math classes, and memorize all the relevant formulas. It is strongly suggested that you should do all the homework assigned. This will also help you in memorizing the formulas and understanding of the concepts, which are very important for this math course. “However, it is the discretion of the instructor to allow students to use some necessary and difficult formulas in the tests or final exam which should be prepared on Index Cards (not exceeding two) or on a letter-sized paper (not exceeding one, and may be written on both sides), in consultation with your instructor. If allowed by the instructor, these must be shown to the instructor before starting the examination. The students must write their names and student ID’s on these. There should no examples or problems written on the cards or papers, which will be treated as cheat. A “Zero” may be given for this.” The students are also advised to make photocopies of all necessary tables / charts, etc, in the tests or the final exam. No written or oral excuses will be accepted for this.

(V) BEEPERS AND CELLULAR PHONES: Use of cellular phones, beepers, musical instruments, CD players, etc., or keeping these in person are not allowed in the class-room. These should be kept in the bags and must be turned off before the classes start. The vibrate mode is not considered turned off. Bepers and cellular phones must not be visible to you or instructor. If they are on your belt, they are visible. If they are in your book bag or pocket, they are not. Violations of this policy will result in your having to put the beeper or cell phone in the hallway immediately outside the class. If you are afraid of it being stolen, you may choose to leave the class with it, but you will not be readmitted to the class that day. If this occurs during a test and you choose to leave rather than put the beeper or phone in the hallway, all unanswered test questions will be marked wrong. All students are required to abide by the said policy about cellular phones, beepers, musical instruments, and CD players. “It is the discretion of the instructor to deduct at least ten points from the total points at the end of the term for each such violation.” Further, penalties for violation of this policy may also result in an “F” in the course or “expulsion” from the class or the matter being reported to the concerned authorities in the college, such as the Chair, or Academic Dean, or others. No written or oral excuses will be accepted for this.

(VI) NO FOODS AND DRINKS ALLOWED: It should be noted that no foods (including gums) and drinks (except water) will be allowed in the class room. “It is the discretion of the instructor to deduct at least ten points from the total points at the end of the term for each such violation.” Further, penalties for violation of this policy may also result in an “F” in the course or “expulsion” from the class or the matter being reported to the concerned authorities in the college, such as the Chair, or Academic Dean, or others. No written or oral excuses will be accepted for this.

(VII) NO TALKING ALLOWED: It should be noted that no talking will be allowed in the class room. “It is the discretion of the instructor to deduct at least ten points from the total points at the end of the term for
each such violation.” Further, penalties for violation of this policy may also result in an “F” in the course or “expulsion” from the class or the matter being reported to the concerned authorities in the college, such as the Chair, or Academic Dean, or others. No written or oral excuses will be accepted for this.

LECTURE-SCHEDULE AND H/W ASSIGNMENTS (TENTATIVE) (Total: 30 Lectures)

(See Pages 9 – 10 also)

Note the following:

(i) Minor adjustments may be made in the topics / problems at the discretion of the instructor.
(ii) The students are directed to prepare some of the easy topics by themselves if not covered in the class due to the constriction of time. The tests and final exam will cover all the topics scheduled in the syllabus.
(iii) The students are advised to consult the instructor for any help in this regard during the office hours. No written or oral excuse will be accepted for this.
(iv) SUPPLEMENTARY H/W FROM CHAPTER EXCERCISE / SUMMARY / REVIEW MAY ALSO BE ASSIGNED.
(v) All tests and final examination will be multiple-choice.
(vi) During the last 5 to 10 minutes of each lecture (except the test days), the instructor will answer some questions from home work. After home work session, the lecture will be over for the day.

(A) TEST SCHEDULE (Frequent Assessment):

1) Test # 1: T, Sept. 23, 2008: During Class-time
2) Test # 2: T, Oct. 21, 2008: During Class-time
3) Test # 3: T, Nov. 11, 2008: During Class-time
4) Test # 4: R, Dec. 04, 2008: During Class-time

(B) LECTURE-SCHEDULE: (See Below: Pages 9 – 10 also)

LECTURE-SCHEDULE AND H/W ASSIGNMENTS (TENTATIVE) (Total: 30 Lectures)

(Minor adjustments may be made in the topics / problems at the discretion of the instructor)

(SUPPLEMENTARY H/W FROM CHAPTER SUMMARY / REVIEW MAY ALSO BE ASSIGNED)

(NOTE: All tests and final examination will be multiple-choice, unless notified by the instructor in the class).

NOTE: The lecture-schedule includes 5 Credit semester hours and 48 hours of study in the Math Lab Components of this course. The break-down of these during the 2-hours period will be explained by the instructor in the class. Students must satisfy all of the requirements during the term, as stipulated by the instructor. Minor adjustments may be made at the discretion of the instructor.

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<th>MTG #</th>
<th>DATE</th>
<th>SECTIONS</th>
<th>PAGES</th>
<th>PROBLEMS</th>
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<td>1</td>
<td>R, Aug 28</td>
<td>0.7, 0.8, 0.9</td>
<td>0-39, 0-44, 0-49</td>
<td>Introduction to Syllabus and Math Lab; # 1 – 26 (ODDS), # 1 – 51 (ODDS), # 1 – 52 (ODDS), # 1 – 17 (ODDS), # 1 – 43 (ODDS), # 1 – 38 (ODDS), 0.18: # 1 – 56 (ODDS)</td>
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<td>2</td>
<td>T, Sept 02</td>
<td>0.13, 0.15, 0.17, 0.18</td>
<td>0-71, 0-84, 0-94, 0-102</td>
<td># 1 – 17 (ODDS), # 1 – 43 (ODDS), # 1 – 38 (ODDS), 0.18: # 1 – 56 (ODDS)</td>
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<td>R, Sept 04</td>
<td>0.19, 0.20, 0.21, 0.22</td>
<td>0-107, 0-111, 0-113, 0-119</td>
<td>0.19: # 1 – 18 (ODDS), 0.20: # 1 – 18 (ODDS), 0.21: # 1 – 20 (ODDS), 0.22: # 1 – 20 (ODDS)</td>
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<td>0.23, 0.24, 0.25, 0.26</td>
<td>0-123, 0-134, 0-140, 0-147</td>
<td>0.23: # 1 – 24, 29 – 44 (ODDS), 0.24: # 1 – 24, 35 – 54 (ODDS), 0.25: # 1 – 36 (ODDS), 0.26:</td>
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<td>Date</td>
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<td>5 R, Sept 11</td>
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<td>0-156, 0-163, 0-171</td>
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<td>6 T, Sept 16</td>
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<td>0-176, 0-181, 0-188, 0-196, 0-202</td>
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<td>7 R, Sept 18</td>
<td>Review for Test #1: Sections Covered as above</td>
<td>Review for Test #1: (All Sections Covered as above)</td>
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<tr>
<td>8 T, Sept 23</td>
<td>TEST #1</td>
<td>TESTING #1 SECTIONS &amp; TOPICS: Chapter 0: 0.7 – 0.35</td>
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<td>9 R, Sept 25</td>
<td>1.2, 1.3</td>
<td>20, 27</td>
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<td>10 T, Sep 30</td>
<td>1.4, 1.5</td>
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<td>11 R, Oct 02</td>
<td>1.6, 1.7</td>
<td>60, 70</td>
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<td>12 T, Oct 07</td>
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<td>13 R, Oct 09</td>
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<td>112, 141</td>
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<td>14 T, Oct 14</td>
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<td>15 R, Oct 16</td>
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<td>16 T, Oct 21</td>
<td>TEST #2</td>
<td>Testing #2: (Chapter 1: 1.1 – 1.8, and Chapter 2: 2.1 – 2.8, as above)</td>
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<td>17 R, Oct 23</td>
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<td>18 T, Oct 28</td>
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<td>19 R, Oct 30</td>
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<td>20 T, Nov 04</td>
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<td>21 R, Nov 06</td>
<td>Review for Test #3: (Ch. 3: 3.1 – 3.2 and Ch. 5: 5.1 – 5.7, as above)</td>
<td>Review for Test #3: (Ch. 3: 3.1 – 3.2 and Ch. 5: 5.1 – 5.7, as above)</td>
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<td>22 T, Nov 11</td>
<td>TEST #3</td>
<td>Testing #3: (Ch. 3: 3.1 – 3.2 and Ch. 5: 5.1 – 5.7, as above)</td>
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<td>23 R, Nov 13</td>
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<td>25 R, Nov 20</td>
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<td>27 R, Nov 27</td>
<td>THANKSGIVING HOLIDAY</td>
<td>HOLIDAY</td>
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<tr>
<td>28 T, Dec 02</td>
<td>Review for Test #4: (Ch. 6: 6.1 – 6.5, Ch. 7: 7.1 – 7.2, and Ch. 8: 8.1 – 8.5, as above)</td>
<td>Review for Test #4: (Ch. 6: 6.1 – 6.5, Ch. 7: 7.1 – 7.2, and Ch. 8: 8.1 – 8.5, as above)</td>
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APPENDIX 1

Learning Outcomes / Course Competencies: MAT 0020

At the completion of this course, a student will be able to:

1. Perform any combination of operations on whole numbers.
2. List all factors of a given whole number and write the prime factorization of a given whole number.
3. Change improper fractions to mixed numbers and mixed numbers to improper fractions.
4. Add, subtract, multiply, and divide fractions or mixed numbers.
5. Do any combination of operations with fractions.
6. Change decimals to fractions.
7. Round off a given decimal, or write approximate decimal as indicated.
8. Add, subtract, multiply, and divide decimals.
9. Work with numbers in scientific notation.
10. Solve a proportion.
11. Solve word problems using proportions.
12. Convert any number from one of its form (fraction, decimal, percent) to another.
13. Solve problems written in the form "A is R% of B" or "R% of B is A."
14. Solve percent word problems.
15. Simplify numerical expressions using the rule for order of operations. Simplify numerical expressions using the rule for order of operations.
16. Add, subtract, multiply, and divide real numbers.
17. Comparing signed numbers using <, >, =, ≥, or ≤
18. Recognize the commutative, associative, identity, inverse, and distributive properties of real numbers.
19. Determine the absolute values of signed numbers.
20. Add and subtract absolute values.
22. Solve first-degree equations. (Including: fractional and decimal equations.)
23. Solve for variables that are used in elementary formulas.
24. Solve elementary word problems. (Including: number problems, geometry problems, and proportion problems.)
25. Solve first-degree inequalities and graph each solution set.
26. Writing the solution set for Inequalities using Interval Notation.
27. Graphing and Applications.
28. Graphing Linear Equations.
29. Determining the intercepts of a linear equation.
30. Use the elementary properties of exponents to simplify exponential expressions.
31. Conversion of numbers to Scientific Notation and conversion of Scientific Notation to decimal form.
32. Multiply and divide numbers that are in scientific notation.
33. Add, subtract, multiply, and divide monomials.
34. Add, subtract, and multiply polynomials.
35. Factor polynomial expressions by taking out the greatest common factor.
36. Factor by grouping.
37. Factor trinomials.
38. Factor the difference of two squares.
39. Factor the sum and difference of two cubes.
40. Solve quadratic equations by factoring.
41. Reduce rational expressions involving polynomials.
42. Multiply and divide rational expressions.
43. Simplify basic radical expressions.
44. Multiply and simplify radical expressions.
45. Add or subtract simplified radical expressions.

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APPENDIX 2

GENERAL EDUCATION

LEARNING OUTCOMES at MDC

General Education Learning Outcomes at MDC

Miami Dade College provides academic experiences and co-curricular activities so that all students can acquire fundamental knowledge, skills and attitudes that foster effective personal and social leadership and life-long learning. These experiences form the basis for achieving the Learning Outcomes, and are encountered by students in the required general education.

**Purpose:** Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

**As graduates of Miami Dade College, students will be able to:**

1. Communicate effectively using listening, speaking, reading, and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

The above ten Learning Outcomes are broad and general, rather than specific. Thus, they are encountered throughout the entire range of disciplines. They are also encountered throughout the whole college experience.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>T Jun 17</td>
<td>Registration Begins:</td>
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<tr>
<td>W, Aug 27</td>
<td>Late Registration Begins ($50 fee):</td>
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<tr>
<td>W, Aug 27</td>
<td>Classes Begin: Weekday and Evening Weekend (Saturday, Sunday)</td>
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<tr>
<td>W Sept 03</td>
<td>Last Day to Change Courses without Penalty; Withdraw from classes with 100% refund;</td>
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<td>Register, add, drop, or change sections of credit courses without signature of instructor</td>
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<tr>
<td>F Sept 05</td>
<td>CLAST: Deadline to Register Date of Test</td>
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<tr>
<td>S Oct 04</td>
<td>F Dec 12 Last Day of Classes</td>
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<tr>
<td>F Dec 19</td>
<td>Last Day of Final Exams</td>
</tr>
<tr>
<td>M Mar 30, 2009</td>
<td>Last Day to Apply for Degree &amp; Name Appear in Commencement Program</td>
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<tr>
<td>S May 02, 2009</td>
<td>Commencement Ceremony</td>
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<tr>
<td>S Aug 30</td>
<td>Holidays</td>
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I, _____________________________, Student ID # ____________________

have read and understood the terms and conditions as stipulated in the syllabus for the course MAT 0020 (College Prep Mathematics), Fall Term, 2008 (Wed, Aug 27, 2008 – Friday, Dec 19, 2008), Ref # 481393, Sect # 006, by the course instructor, Dr. Mohammad Shakil, and provided to me by him on this first day of the class at Miami Dade College, Hialeah Campus. By signing the contract, I agree with full responsibility to abide by the terms and conditions as mentioned in the said syllabus till the completion of the term.

________________________________,               ________________________

Student’s signature                                                       Date

The mission of Miami-Dade College is to provide accessible, affordable, high quality education by keeping the learners' needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.
Student Registration for MyMathLab

Website Description:

MyMathLab/CourseCompass is a website you can use to assess your math skills, do homework, take tests, view videos and more! Access to this website is with a MyMathLab Student kit that comes free with your new textbook (if you have a used book, you can purchase access online in Step 3 below or as a standalone kit at your bookstore, but you need a valid Course ID from your instructor). For more information about this website, including system requirements, go to www.mymathlab.com.

On-line Registration: You’ll need:

1. Your access code (inside your new textbook, purchased online in step 3, or with a standalone access kit).
2. A valid email address
3. Your Professor’s Course ID Number: ____________________________
4. Your school zip code: ____________________________
5. Go to www.coursecompass.com.
6. Click on the Register button below Students
7. Review the Before You Start information to ensure you have everything you need to register; Click Next
8. If you have previously taken a course in CourseCompass, click Yes, Look Me Up and enter your username and password, if you can remember that information. Otherwise, skip this first step leaving No, I am a New User selected.
9. Enter the 6-word access code from your Student Access Kit or inside your textbook, your School’s zip code, then select your Country; click Next.
10. Enter your professor’s Course ID number. Click Next.
11. Fill in all required Personal Information, select your school from the drop-down list, then create your own personal login name & password for this site. Choose a security question (for use if you forget your password) & type the answer. Review the Site License Agreement as desired and click Next.
12. Your Confirmation & Summary screen appears; write down your confirmed login/password (a confirmation email will be sent to you. If you use a Spam email blocker, be sure to allow emails from Pearsoned.com). Click the
13. CourseCompass Log In Now button and use the log in name & password you just created to enter
14. CourseCompass. In the future, you will enter your MyMathLab course from this site, www.coursecompass.com, so it’s a good idea to bookmark this page. You will not have to register again for this course.
15. Under Courses you are taking, click on the Course name to access your professor’s web material.

Important: You MUST install all required software plugins to use this website from a home or work computer. A link to these plugins is located from within the MyMathLab website (run the MyMathLab Installation Wizard often found under Announcements). AOL users must minimize that browser and use Internet Explorer. You must also disable any pop-up blockers for this site only.

Inside MyMathLab

To the left are a series of buttons (they may be called Announcements, Course Documents, etc.). Use these to check for news from your professor, the course syllabus, & to access textbook content. Textbook material (quizzes, videos, etc.) is typically found under Course Documents or Chapter Contents. Your professor may have customized this website, so features & button names may vary. For Technical Support, call Toll Free 1-800-677-6337, Monday through Friday 8AM – 8PM, Sun. 5-PM-12AM EST.