



I. General Information

- The course content for MAT141 has not changed this semester.
- Please turn in copy of your syllabus and your test deadlines to Edith or Yvonne within the next week.
- Please state clearly on your syllabus that a **CURRENT STUDENT I.D.** is required to take an exam.
- Materials for MAT141 including the current course outline, day-by-day schedule, test reviews, and other course materials will be available at www.mccc.edu/~greenbay.
- If you need to have a substitute for a class, please call Edith and the LA Division Office and leave a message as soon as possible. Please give the class time and date you need a substitute, the room the class is in, and the section or sections of the course to be covered. If you have already made arrangements to have a substitute, please let Edith and Shana know. If you have an emergency situation, please call both Edith and Shana and leave a message.
- Students who have special needs because of a disability are entitled to receive accommodations. Eligible students at Mercer County Community College receive services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students may contact Arlene Stinson, the Director of Academic Support Services. She can be reached at (609) 570-3525.
- The Learning Center on the West Windsor campus is now located on the second floor in the LB building. The Learning Center at the Kerney Campus is located in KC 311.
- The Library is moving back to its original location.
- For those who are interested, the MyMathLab component for MAT141 will be available for use this semester. A group of homework assignments for students to submit, online quizzes, and additional practice tests have been set up already. There are also additional videos and practice sets of problems, as well as online tutorials, available for students on the MyMathLab website. If you are interested in using the online homework component and have any questions about it, please contact Yvonne at extension 3894, by email at greenbay@mccc.edu, or stop in at LA112. If you would like to copy the course for your use, the course code for this semester is greenbaun10404.
- There is a set of current DVDs for MAT141 in the library for students to sign out.
- For large amounts of copying, please use Océ. If you need help using the program or don't have access to it, please see Edith or Yvonne for help. If you do use the division

copiers, please be mindful of not leaving reviews, solutions, quizzes, or other materials in the copy room.

- There is no class on Monday, September 7th. When making your syllabus, please remember that Wednesday, November 25th is a Friday schedule.
- The last day of classes is December 16, 2009.
- The last day for a “W” grade for 15-week sessions is November 6, 2009. For 10-week sessions, that date is November 20, 2009.
- Please get grades in on time. Final exams will be scheduled on the last day of class. Because of this, the day-to-day schedule has been slightly revised.
- Math Department meetings are held on the first Tuesday of every month.

II. Test Information

- For anyone using departmental exams, **PLEASE FILL OUT THE ATTACHED TEST DEADLINE FORM, AND RETURN IT TO THE TESTING CENTER.** There are four lines available for test deadlines.
- The Testing Center on the West Windsor campus is now located in LB 209. On the Kerney campus, the Testing Center is in KC 311.
- There are four departmental exams and a departmental final in MAT141.
- The Testing Center has stated that if someone starts using departmental exams, that instructor must stay with the departmental exams for the entire semester. If an instructor chooses to use his or her own exams, that instructor must use his or her own exams for the entire semester.
- There will no longer be room in the testing center for faculty to sit with students to go over an exam. Remind students to put their names, your name, and the word “**SAVE**” on scrap paper so that you might collect it to review with them. Please consider this when setting your class policies.
- All exams will remain secure. The Testing Center will not allow an instructor to view an exam. Edith and Yvonne (both in LA112) will have copies of the exams available for anyone who wants to see them.
- The review sheets focus on the types of questions for each exam and reflect the content, language, and form of the exam questions.
- Any instructor who wants to create supplemental or optional exams for this course should plan on giving the exam during class time. The policy on how an extra or optional exam affects students’ grades should be made clear to the students.
- Any exam submitted to the Testing Center must be submitted at least seven days in advance and must include barcode, numbering, key (if batch graded) and the proper cover sheet.
- **THERE ARE NO RETESTS** of departmental exams in MAT141.

- Please note that formula sheets or other forms of “cheat sheets” **ARE NOT ALLOWED** on exams in MAT141.
- The following are suggested test deadlines. Even if you plan to use these deadlines, you must submit a test deadline form to the Testing Center.

15-week sessions		10-week sessions
If your class is on Monday, Wednesday, or Friday	If your class is on Tuesday, Thursday, or Saturday	
Sept. 25	Sept. 26	Oct. 22
Oct. 23	Oct. 24	Nov. 7
Nov. 16	Nov. 17	Nov. 30
Dec. 12	Dec. 12	Dec. 12

The links below may give you additional useful information.

ID and Parking Card Information:

http://mlink.mccc.edu/admin_facilities_parkaccess_form.shtml

Library Services: http://mlink.mccc.edu/academic_library.shtml

Academic Integrity Policy: <http://mlink.mccc.edu/omb/OMB210.pdf>

Confidentiality of Student Information: <http://mlink.mccc.edu/omb/OMB501C.pdf>

E-mail use: <http://mlink.mccc.edu/omb/OMB942.pdf>

Student Conduct Code: <http://mlink.mccc.edu/omb/OMB501B.pdf>

Information on Health Plans: http://mlink.mccc.edu/hr_health.shtml

Adjunct Faculty Benefits: http://mlink.mccc.edu/hr_afhb.shtml

Emergency Plan: http://mlink.mccc.edu/admin_erp.shtml

Equipment and Other Requests: http://mlink.mccc.edu/tech_serv_request.shtml

**Mathematics Department
Mercer County Community College
Departmental Test Deadline Form**

Instructor: _____ **Extension** _____

Semester _____ **Session (#of weeks)** _____

Course: _____ **Section(Reference) Number(s):** _____

Date: _____

Test 1 Deadline: _____

Test 2 Deadline: _____

Test 3 Deadline: _____

Test 4 Deadline: _____

A suggested schedule for both 15-week and 10-week sections follows:

MAT141 Day-by-Day Schedule (15-week schedule)

DAY	SECTION		DAY	SECTION
1	Diagnostic		16	2.5
2	Intro to Calculator 1.1		17	2.6
3	1.2-1.3		18	3.1
4	1.3-1.4		19	3.2
5	1.5		20	3.3
6	Review/Catch-up		21	Review/Catch-up
7	1.6		22	7.1
8	1.7		23	7.2
9	1.8		24	7.3
10	1.9		25	Summary of Conics
11	2.1		26	Review/Catch-up
12	2.2		27	Catch-up
13	Review/Catch-up		28	Review for Final
14	2.3		29	Review for Final
15	2.4		30	FINAL EXAM

Please note that students will be ready for the last exam sooner than the suggested deadline of December 12th. Students should be reminded that this is the last day to take the exam and that the final will be given shortly after that. The extra time at the end may be used for more extensive reviews, an extra topic, if you wish, or, in the event that your class has needed more time on a particular topic, there will still be time to get in all of the scheduled exams.

The following is a list of suggested problems to be assigned from each section. Problems listed are odd-numbered problems unless otherwise noted.

SECTION	ASSIGNMENT
1.1	1-11,33-45,47,49,55-60,71,73-76 (all)
1.2	1-7,11-25,27-47,51-53,55-75,77-83,93-95,99,101-104 (all),121
1.3	1-37,41,45-51,57,59,61,75,89-92 (all)
1.4	1-71,81,83,84,89
1.5	1-21,25,27,29-31 (all)
1.6	17-31,45-51,53-61,67-75,81-87,95-103,107,115,127
1.7	1-15,21-31,39-45,49-59,63-67,71-77,79-82 (all), 87-90 (all)
1.8	1,3,7,9,11-27,29-34 (all), 35-45, 49-51, 53-58 (all), 67,69
1.9	1-5,11,13-21, 25,27,31-37, 41-55, 61,67
2.1	1-5, 11-27, 31-35, 39-43, 47-51, 55-61, 67,71,77-81, 85, 99-100
2.2	1-15,19-23,27,29,33,37,39,45,49,55
2.3	1-27,31-37,45-47
2.4	1-13,15-21,35-45,53-59,63-69,71-95,97-105,109,123,127,129,135
2.5	1-25,31-51,57-71,77-81,85-91,107-110 (all),115
2.6	1-11,15-19,25-27,33-41,47-51,55-59,69,71,75,79-85,101,103,109,111
3.1	1-35,39-47,57-61,65,86
3.2	1-35,41-51,65,67,73-75
3.3	1-5,9-11,17-19,23-27,33-39,49,55
7.1	1-5,11-15,19-23,25-29,33-39,45-47,51-55,65,67
7.2	1-4 (all), 5-15,19-23,27,29,33-35,39-45,57,63
7.3	1-4 (all), 5-9,13-21,25-29,31-34 (all), 35-39,43-47,61,65,67

NOTES:

The Mid-Chapter Check Points in each chapter are good “mini-reviews” for students. Some tables to point out to students are on pages 162 (basic graphs and properties), 170 (transformations), 185 (finding domains), 259 (discriminant analysis), 319 (leading coefficient test), 613 (standard form of ellipses), 627 (standard form of hyperbolas), and 640 (standard form of parabolas).

MAT141 Day-by-Day Schedule (10-week schedule)

DAY	SECTION		DAY	SECTION
1	Diagnostic/1.1		11	2.4-2.5
2	1.2-1.3		12	2.5-2.6
3	1.4-1.5		13	3.1-3.2
4	Catch-up/Review		14	3.2-3.3
5	1.6		15	Catch-up/Review
6	1.7-1.8		16	7.1-7.2
7	1.9-2.1		17	7.2-7.3
8	2.1-2.2		18	Catch-up/Review
9	Catch-up/Review		19	Review for Final
10	2.3-2.4		20	FINAL EXAM