



Course Syllabus

Course Title

Instructor

Dates

Day of Week and Times

* For a full list of acronyms, refer to page 13.

** For a full list of Benchmark Problems, refer to pages 11-12.

Session 1

1/1/2010

Preparing for Session 1

Resource	Task	Location
□ 1. Practice Exams	Full-length Practice Exam #1 <i>Complete first exam.</i>	www.manhattangmat.com/practicecenter.cfm

(Note: If you haven't completed the exam by session 1, please complete it by session 2. Please refer to page 13 for instructions on taking your first exam.)

Topics covered in Session 1

- A. Introductions
- B. Data Sufficiency: Methods
- C. Course Overview
- D. Sentence Correction: Methods
- E. Preparing to Face the GMAT I

Preparing for Session 2

Resource	Task	Location
□ 1. Number Properties Guide	Part I: General <i>Read and do In Action problems.</i>	Pages 11–102
□ 2. Sentence Correction Guide	Chapters 1–2 <i>Read and do In Action problems.</i>	Pages 11–29
□ 3. Official Guide, 12th Ed.	Sentence Correction: Grammar, Meaning, Concision <i>Do problems on Benchmark List.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 4. Online Labs	DS – Quick Elimination Lab <i>(DS = Data Sufficiency)</i> <i>Watch lab and complete exercises.</i>	www.manhattangmat.com /online labs.cfm
□ 5. Welcome Guide	<i>Read guide.</i>	Included with physical materials
□ 6. The GMAT Uncovered	<i>Download and read guide.</i>	Extras tab in online Student Center

Topics covered in Session 2

- A. Sentence Correction: Subject-Verb Agreement
- B. Critical Reasoning: Argument Structure & Diagramming
- C. Math: Number Properties

Preparing for Session 3

Resource	Task	Location
□ 1. Equations, Inequalities, & VICs Guide	Part I: General <i>Read and do In Action problems.</i>	Pages 11–136
□ 2. Sentence Correction Guide	Chapter 3: Subject-Verb Agreement <i>Read and do In Action problems.</i>	Pages 33–47
□ 3. Critical Reasoning Guide	Chapter 1: Argument Structure <i>Read and do In Action problems.</i>	Pages 11–25
□ 4. Official Guide, 12th Ed.	Number Properties <i>Do all problems on Benchmark list (that is, for all subtopics).</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Problem Solving	Pages 20–23 & 152–185
	Data Sufficiency	Pages 24–26 & 272–288
□ 5. Official Guide, 12th Ed.	Sentence Correction: Subject-Verb Agreement <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 6. Online Labs	CR – Diagramming Lab <i>(CR = Critical Reasoning)</i> <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/online labs.cfm

Topics covered in Session 3

- A. Sentence Correction: Parallelism
- B. Reading Comprehension: Short Passages
- C. Math: Equations, Inequalities, & VICs

Preparing for Session 4

Resource	Task	Location
□ 1. Reading Comprehension Guide	Chapters 1–3 <i>Read and do In Action problems.</i>	Pages 11–53
□ 2. Sentence Correction Guide	Chapter 4: Parallelism <i>Read and do In Action problems.</i>	Pages 51–61
□ 3. Critical Reasoning Guide	Chapter 2: Diagramming <i>Read and do In Action problems.</i>	Pages 27–43
□ 4. Official Guide, 12th Ed.	Equations, Inequalities, & VICs <i>Do all problems on Benchmark list (that is, for all subtopics).</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Problem Solving	Pages 20–23 & 152–185
	Data Sufficiency	Pages 24–26 & 272–288
□ 5. Official Guide, 12th Ed.	Sentence Correction: Parallelism <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 6. Online Labs	DS – Yes/No Testing Lab <i>(DS = Data Sufficiency)</i> <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/online labs.cfm

Topics covered in Session 4

- A. Sentence Correction: Pronouns
- B. Reading Comprehension: Long Passages
- C. Data Sufficiency: Manipulations

Preparing for Session 5

Resource	Task	Location
□ 1. Word Translations Guide	Chapters 1, 2, 3, 6, 8, 9 <i>Read and do In Action problems.</i>	Pages 11–64, 101–117 & 133–148
□ 2. Reading Comprehension Guide	Chapters 4–6 <i>Read and do In Action problems.</i>	Pages 55–90
□ 3. Sentence Correction Guide	Chapter 5: Pronouns <i>Read and do In Action problems.</i>	Pages 65–77
□ 4. Official Guide, 12th Ed.	Reading Comprehension: Short Passages <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Reading Comprehension	Pages 27–32 & 358–407
□ 5. Official Guide, 12th Ed.	Sentence Correction: Pronouns <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 6. Online Labs	RC – Prove It Lab (RC = Reading Comprehension) <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/online labs.cfm

Topics covered in Session 5

- A. Math: Word Translations: Part I
- B. Critical Reasoning: Assumptions

Preparing for Session 6

Resource	Task	Location
□ 1. Word Translations Guide	Chapters 4, 5, 7 <i>Read and do In Action problems.</i>	Pages 65–99 & 119–132
□ 2. Critical Reasoning Guide	Chapters 3–4 <i>Read and do In Action problems.</i>	Pages 45–84
□ 3. Official Guide, 12th Ed.	Word Translations <i>Do problems on Benchmark list related to Algebraic Translations, Rates & Work, Ratios, Statistics, and Minor Types.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Problem Solving	Pages 20–23 & 152–185
	Data Sufficiency	Pages 24–26 & 272–288
□ 4. Official Guide, 12th Ed.	Reading Comprehension: Long Passages <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Reading Comprehension	Pages 27–32 & 358–407
□ 5. Official Guide, 12th Ed.	Critical Reasoning: Find an Assumption <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Critical Reasoning	Pages 33–39 & 486–524
□ 6. Online Labs	Timing Strategy Lab <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/online labs.cfm

Topics covered in Session 6

- A. Math: Word Translations: Part II
- B. The AWA Essays
- C. Sentence Correction: Modifiers
- D. Mid-Course Review

Preparing for Session 7

Resource	Task	Location
□ 1. Fractions, Decimals, & Percents Guide	Part I: General <i>Read and do In Action problems.</i>	Pages 11–78
□ 2. Sentence Correction Guide	Chapter 6: Modifiers <i>Read and do In Action problems.</i>	Pages 81–99
□ 3. Reading Comprehension Guide	Chapter 7: Passages & Problem Sets <i>Read and do problem sets.</i>	Pages 91–145
□ 4. Official Guide, 12th Ed.	Word Translations <i>Do problems on Benchmark list related to Combinatorics & Probability and Overlapping Sets.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Problem Solving	Pages 20–23 & 152–185
	Data Sufficiency	Pages 24–26 & 272–288
□ 5. Official Guide, 12th Ed.	Sentence Correction: Modifiers <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 6. Official Guide, 12th Ed.	Chapter 10: AWA <i>(AWA = Analytical Writing Assessment)</i> <i>Skim quickly, paying closer attention to sample essays.</i>	Pages 758–827
□ 7. Online Labs	Writing Essays Lab <i>Watch lab and complete exercise.</i>	www.manhattangmat.com/online labs.cfm
□ 8. Practice Exams	Full-length Practice Exam #2 <i>Complete second exam.</i>	www.manhattangmat.com/practicecenter.cfm

Topics covered in Session 7

- A. Math: Fractions, Decimals, & Percents
- B. Sentence Correction: Verbs
- C. Critical Reasoning: Draw A Conclusion
- D. Preparing to Face the GMAT II

Preparing for Session 8

Resource	Task	Location
□ 1. Geometry Guide	Part I: General <i>Read and do In Action problems.</i>	Pages 11–84
□ 2. Sentence Correction Guide	Chapter 7: Verbs <i>Read and do In Action problems.</i>	Pages 103–122
□ 3. Critical Reasoning Guide	Chapter 5: Draw a Conclusion <i>Read and do In Action problems.</i>	Pages 87–108
□ 4. Official Guide, 12th Ed.	Fractions, Decimals, & Percents <i>Do all problems on Benchmark list (that is, for all subtopics).</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Problem Solving	Pages 20–23 & 152–185
	Data Sufficiency	Pages 24–26 & 272–288
□ 5. Official Guide, 12th Ed.	Sentence Correction: Verbs <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 6. Official Guide, 12th Ed.	Critical Reasoning: Draw a Conclusion <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Critical Reasoning	Pages 33–39 & 486–524
□ 7. Online Labs	PS – Strategic Speed Guessing Lab (Problem Solving) <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/online labs.cfm
□ 8. Practice Exams	Full-length Practice Exams #1 & #2 <i>Review both exams.</i>	www.manhattangmat.com/practicecenter.cfm

Topics covered in Session 8:

- A. Math: Geometry
- B. Critical Reasoning: Strengthen/Weaken
- C. Sentence Correction: Comparisons

Preparing for Session 9

Resource	Task	Location
□ 1. Sentence Correction Guide	Chapter 8: Comparisons <i>Read and do In Action problems.</i>	Pages 125–136
□ 2. Critical Reasoning Guide	Chapters 6–7 <i>Read and do In Action problems.</i>	Pages 111–135 & 140–162
□ 3. Official Guide, 12th Ed.	Geometry <i>Do all problems on Benchmark list (that is, for all subtopics).</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Problem Solving	Pages 20–23 & 152–185
	Data Sufficiency	Pages 24–26 & 272–288
□ 4. Official Guide, 12th Ed.	Sentence Correction: Comparisons <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 5. Official Guide, 12th Ed.	Critical Reasoning: Strengthen/Weaken the Conclusion <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Critical Reasoning	Pages 33–39 & 486–524
□ 6. Online Labs	DS – Rephrasing Lab <i>(DS = Data Sufficiency)</i> <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/online labs.cfm
□ 7. Practice Exams	Full-length Practice Exam #3 <i>Complete third exam.</i>	www.manhattangmat.com/practicecenter.cfm

Topics covered in Session 9:

- A. Sentence Correction: Idioms, Odds & Ends, Wrap Up
- B. Program Evaluations
- C. Critical Reasoning: Minor Types
- D. Preparing to Face the GMAT III
- E. End-of-Course Review

Post-Course

Resource	Task	Location
□ 1. Sentence Correction Guide	Chapters 9–10 <i>Read and do In Action problems.</i>	Pages 139–181 & 185–202
□ 2. Critical Reasoning Guide	Chapter 8: Minor Question Types <i>Read and do In Action problems.</i>	Pages 165–191
□ 3. Official Guide, 12th Ed.	Sentence Correction: Idioms and Odds & Ends <i>Do problems on Benchmark list.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Sentence Correction	Pages 40–44 & 658–683
□ 4. Official Guide, 12th Ed.	Critical Reasoning: Minor Problem Types <i>Do problems on Benchmark list related to Analyze Argument Structure, Explain an Event, Evaluate a Conclusion, and Resolve a Problem.</i>	Refer to pages 11–12 of this syllabus for the Benchmark Problems list.
	Critical Reasoning	Pages 33–39 & 486–524
□ 5. Official Guide, 12th Ed.	<i>Do additional problems focused on particular topics as needed.</i>	Refer to Master OG (Official Guide) Problem List, included with physical materials, or to lists in Strategy Guides.
	<i>Do timed sets that mix topics randomly.</i>	
□ 6. Official Guide Quantitative Review and Verbal Review	<i>Do additional problems focused on particular topics as needed.</i>	Refer to Master OG (Official Guide) Problem List, included with physical materials, or to lists in Strategy Guides.
	<i>Do timed sets that mix topics randomly.</i>	
□ 7. Online Labs	SC – Split & Resplit Lab (SC = Sentence Correction) <i>Watch lab and complete exercises.</i>	www.manhattangmat.com/onlinelabs.cfm
□ 8. Practice Exams	Full-Length Practice Exam #3 <i>Review third exam.</i>	www.manhattangmat.com/practicecenter.cfm
	Practice Exam #4 and up <i>Complete additional exams as needed.</i>	www.manhattangmat.com/practicecenter.cfm
	GMATPrep® Practice Exams <i>Complete at least one GMATPrep exam.</i>	www.mba.com

****Benchmark Problems List** (all from the Official Guide, 12th Edition)

Benchmark problems are subsets of OG problems. They are of mid-range difficulty, so they offer a great place to start. For any topic, do these Benchmark problems FIRST and review them closely.

If you did well, then (1) do the lower numbered OG problems on the topic quickly (find these numbers on the Master OG Problems List or in the Strategy Guides); (2) go back to the Strategy Guide and do Part II Advanced for the topic; (3) do the higher numbered OG problems on the topic.

If you did not do so well on the Benchmark problems, then (1) go back to the Strategy Guide and redo Part I General on the topic; (2) try lower numbered OG problems on the topic (find these numbers on the Master OG Problems List or in the Strategy Guides); (3) if appropriate, consult the Foundations of GMAT Math book on the topic.

Again, for a complete list of all OG problems organized by topic, consult the Master OG Problems List. In addition, the lists within all the Strategy Guides taken together add up to the Master OG Problems List.

Problems preceded by a D refer to problems in the Diagnostic test at the beginning of the 12th Edition.

Quantitative**Number Properties Problem Solving Data Sufficiency**

Divisibility & Primes:	PS: 72, 82, 87	DS: 66, 82, 90
Odds & Evens:	PS: 40	DS: 24, 73, 76
Positives & Negatives:	PS: 29, 50	DS: 69, 159
Consecutive Integers:	PS: 85, 116, 157	DS: 65, 108
Exponents & Roots:	PS: 51, 54, 73, 164	DS: 169, D44

Equations, Inequalities, & VICs

Basic Equations:	PS: 58, 70, 100	DS: 35, 60, 83
Equations with Exponents:	PS: 104	DS: 154, 156
Quadratic Equations:	PS: 97, 144, 155	DS: 30
Formulas & Functions:	PS: 98, 136, 188	DS: 26, 36, 45
Inequalities:	PS: 71, 119, 125, 130	DS: 51, 72, 80, D30
VICs (Variables In Choices):	PS: 112, 120, 122, 127, 158	

Fractions, Decimals, & Percents

Digits & Decimals:	PS: 129, 133, 143	DS: 41, 64, 100
Fractions:	PS: 95, 138, 175	DS: 9, 27, 59
Percents:	PS: 123, 131, 139	DS: 48, 63, 77
Succ % & % Change:	PS: 109, 111, 115	DS: 55
FDPs:	PS: 10, 56	DS: 43, 46, 52, 85

Word Translations

Algebraic Translations:	PS: 90, 91, 140	DS: 57, 62, 131
Rates & Work:	PS: 86, 101, 126	DS: 68, 71, 87
Ratios:	PS: 76, 96, 103	DS: 44, 58, 111
Combinatorics & Probability:	PS: 105, 121, 135	DS: 3, 107
Statistics:	PS: 69, 93, 99	DS: 101, 105, 116
Overlapping Sets:	PS: 170, D4, D6	DS: 50, 67, 89
Minor Types:	PS: 35, 75	DS: 99, 118

Geometry		
Polygons:	PS: 18, 102, 113	DS: 18, 47, 122
Triangles & Diagonals:	PS: 145, 147, 152	DS: 56, 74, D28
Circles & Cylinders	PS: 160, D5, D20	DS: 34, 42, 96
Lines & Angles:	PS: 53, 62, D10	DS: 91
Coordinate Plane:	PS: 25, 39, 88	DS: 75, 94
Verbal		
Sentence Correction		
Grammar, Meaning, Concision:	8, 12, 16, 17, 21, 31, 37, 39, 49, 57	
Subject-Verb Agreement:	27, 45, 60, 66, 68, 78, 84, D41	
Parallelism:	26, 28, 29, 36, 42, 46, 52, 53, 55, 56, 62, 65, 72, 77, 81, 83, 88, D36, D39, D46	
Pronouns:	23, 91, D42	
Modifiers:	25, 30, 38, 40, 48, 58, 61, 63, 71, 79, D40, D44	
Verbs:	41, 54, 67, 69, 70, 74, 85, 86, 87	
Comparisons:	43, 76, 82, 89, 97, 99, 100, D35, D37	
Idioms:	51, 59, 64, 73, 75, 96, 106, 117, 118, 120, D38, D45	
Odds & Ends:	80, 116	
Reading Comprehension		
Short Passages:	1–8, 82–114	
Long Passages:	18–41	
Critical Reasoning		
Find an Assumption:	43, 48, 50, 71, 76, 78, 84, 93, 95, 105, 107, 110	
Draw a Conclusion:	56, 57, 61, 66, 70, 91, 101, 102, 103	
Strengthen the Conclusion:	51, 53, 58, 68, 94, 99, 106, 109, 113, 119, 121, 122	
Weaken the Conclusion:	52, 73, 75, 87, 88, 90, 104, 111, 114, 118, 120, 123	
Analyze Argument Structure:	54, 77, 79, 85, 86, 89, 97, 117, 124	
Explain an Event:	59, 62, 92, 98, D19, D33	
Evaluate a Conclusion:	44, 49, 72, 74, 108, D29	
Resolve a Problem:	55	

General vs. Advanced

Six of the 8 Strategy Guides (all the math books, as well as Sentence Correction) have a division between Part I (General) and Part II (Advanced).

Complete the General work first before moving to Advanced material. That is, do the General reading, the General In Action problems, and the General OG problems (at least the Benchmark problems) BEFORE moving to the Advanced reading, In Actions and OG problems.

Advanced chapters or sections are NOT separately assigned in the Syllabus above. You will have to determine when you are ready to take on this Advanced material, which may not be necessary for all students. Attempt Advanced sections only if you have completed the General chapters and are comfortable with their content.

Your First Practice Test

The purpose of the first practice test is to familiarize yourself with the GMAT. There is very little correlation between a person's first practice test score and that person's score on the GMAT. If you do not have time to take your first test under actual conditions, try to find the time to take a full Quant section and a full Verbal section before Session 2.

As you get closer to test day, it becomes more important to mimic the actual conditions of the test. One of the best ways to do so is to follow the timing of the real test strictly. Write both essays, take an 8 minute break, do the Quant section, take your second 8 minute break, then do the Verbal section. Do not use the pause button at any point during the practice test, as it will not be available during the real test.

Syllabus vs. Study Organizer

The Syllabus above and the Study Organizer spreadsheet follow the same overall sequence of assignments, although they differ in the amount of detail shown.

The Study Organizer provides an extremely detailed, day-by-day schedule. The specific Official Guide problems assigned in the Study Organizer are the Benchmark Problems described above.

The Study Organizer can be downloaded from the Student Center. Click on the "Class Resources" tab, and then click on "Course Downloads."

Typical Acronyms

Math Areas

EIV = Equations, Inequalities, & VICs (Variables In Choices)

FDP = Fractions, Decimals, & Percents

GEO = Geometry

NP = Number Properties

WT = Word Translations

Math Problem Types

DS = Data Sufficiency

PS = Problem Solving

Diagnostic Test

D before a number = Diagnostic Test (on pages 20–44 of the Official Guide, 12th Edition)

Verbal Areas

CR = Critical Reasoning

RC = Reading Comprehension

SC = Sentence Correction

Other

AWA = Analytical Writing Assessment

OG = Official Guide, 12th Edition