

INSTRUCTOR: Dianna Cichocki **EMAIL:** diannaci@buffalo.edu
OFFICE: 242 Jacobs **PHONE:** 645-1542

OFFICE HOURS: Tuesday/Thursday 11am-12pm or by appointment – simply email me! I will be glad to arrange a day/time to meet with you.

LECTURE: Class is recorded Tuesdays and Thursdays from 8:00am to 9:20am, Jacobs 106

TEACHING ASSISTANTS There are 5 TA's for MGQ201 (see chart below). They will conduct the Lab sessions (Recitations) and grade your Lab Assignments and homework.

Name	Address	Phone	Office Hours	e-mail
Kathleen Stack	250 Jacobs	645-2849	Thursdays, 9:30 – 10:30 am	krstack@buffalo.edu
Marita Paredes	250 Jacobs	645-2849	Tuesday, 9:00 – 10:00 am	mparedes@buffalo.edu
Ankit Manchanda	250 Jacobs	645-2849	Tuesday, 9:30 – 10:30 am	ankitman@buffalo.edu
Victoria Lojacono	252 Jacobs	645-5247	Mondays, 8:00 – 9:00 am	vclojaco@buffalo.edu
Joshua Dombrowski	252 Jacobs	645-5247	Fridays, 9:00 – 10:00 am	joshuado@buffalo.edu

Mr. Allen Lok, Singapore TA, can be reached by phone: 97300675 or e-mail: allenlok@singnet.com.sg

DIGITAL ACCESS – “Lecture” – delivered by Professor Cichocki
<http://mgt.buffalo.edu/students/digital>

Lectures are recorded and digitized and then posted to UBlerns. Regardless whether you registered for the live section (Tues/Thurs 8-9:20am, Buffalo time) or an “Arranged” section (ARR), you may attend the live lectures (and)/or view them at your convenience. Generally, lectures will be posted no later than the (next) morning after they are delivered live. **If you do not have internet access or experience internet connection difficulty you can view the lectures in UB computer labs.** You will need headphones as the lectures are not closed-captioned.

LABS – “Recitations” – conducted by Teaching Assistants

Each of you has enrolled in a lab (recitation). You needed to enroll in a lab (recitation) in order to be likewise enrolled in a lecture section. Labs begin the first day of UB classes. Lab attendance is required. The TA's are required (by me) to take attendance. If you are there for the entire session, you should receive some credit for your attendance, although there will typically be a lab assignment as well. If you are there and are disruptive, you can lose attendance points. In addition, if you drop in for the taking of attendance and then leave OR if you arrive late, you should not expect to receive any recognition (points) for attendance. In fact I always encourage the TA's to take attendance twice, if necessary, just to make sure people have been there the entire session. ***Unless an obvious error has been made, I do not change grades submitted by my TA's.***

SINGAPORE

The fall 2013 MGQ 201 class includes students in Singapore. The Singapore students will all (obviously) view the lectures via the internet. The grading and other course requirements will be the same for the Singapore students as the Buffalo students. Singapore students should note the last lecture might be recorded 5-December. Your final exam will be scheduled sometime **AFTER 6-December**. Please confirm the date of your final before making any travel arrangements.

COURSE DESCRIPTION

Familiarizes students with statistical concepts and computer skills which are valuable in a variety of life and work applications, as well as creates a foundation for more advanced coursework. Word-processing, spreadsheet, and statistical applications form an important part of the course. Includes topics from descriptive statistics, such as measures of central tendency, standard deviation, probability distributions, Central Limit Theorem, the normal distribution and requires the use of Excel, Word, and PowerPoint necessary to run statistical functions and to present analysis of data.

COURSE OVERVIEW

- **MGQ 201 is REQUIRED for all School of Management undergraduate students.**
- The prerequisite for MGQ201 is Sophomore standing.
- The course consists of two distinct components; an introduction to personal computers and an introduction to statistics.
- In addition to attending the required weekly lecture either live or delivered via Digital Access, there is a mandatory Laboratory (or Recitation).
 - You should enroll in the recitation that fits your life, as you are free to attend or watch lectures, regardless your recitation.
 - **You might want to consider when the final exams are scheduled for each recitation.** Section 'A' recitations have a final Monday, Dec. 9th at 8am, while Section 'B' & 'C' recitations have theirs Tuesday, Dec 10th at 8am. The Optional Early Final is Saturday, Dec. 7th at 8am (for this exam it makes no difference what section you are in, but....you MUST register in UBLearns to be admitted to the Optional Early Final).
- If you are intending to be a Management Major, DO NOT take this course pass/fail (P/F). Please consult your Undergraduate catalog and/or your Academic Advisor for information on Pass/Fail option.

COURSE TOPICS

Descriptive Statistics

Numerical Measures (Location: mean, types of means, median, mode, percentiles, quartiles; Spread: range, variance, standard deviation, skew), Linear Relationships (covariance and correlation).

Exploratory Data Analysis and Graphical & Tabular Display: Tables (frequency distribution, cross-tabulation, quality of communication), Single variable graphics (dotplot, histogram, stem-and-leaf display, box-plot) Time-series plots, Relationship graphics (Scatter diagram).

Probability Basics

Rules for computing probabilities, Joint, Marginal & Conditional probabilities, Venn Diagrams, Contingency tables, Dependence/Independence and Counting Rules

Probability Distributions

Random Variables, Expected Value and Variance of a Probability Distribution, Discrete distributions (Bernoulli, Binomial, other) v. Continuous distributions (Uniform, Normal, t, F, Other), Binomial Distribution (Computation, Tables, Expected Value, Standard Deviation, example), Normal Distribution (Standard Normal Distribution, Areas under the Normal Curve, examples)

MS Excel, PowerPoint & Word

Variety of skills necessary to run statistical functions and present the analysis of data.

REPEATING THE COURSE?

I have been informed that the SECOND time one takes a course it replaces the grade from the FIRST time (even if it's a worse grade). I have also been informed that a third attempt is useless, in the eyes of the School of Management. Check with your advisor if you are repeating this course. You want to make sure it will count!

WAIVERS

Students who have previous coursework in both statistics and computers might be eligible to waive the course. Waivers do not decrease the number of hours required for graduation. Waiver forms are available at 204 Alfiero Center. Since I make the decisions regarding eligibility for waivers, please see me if you have questions. The basic thought is I do not want to waste your time if you have already had all the material we cover in this course. Also, since the course is approximately half statistics: if you are only interested in the computer component, I suggest CSE 101 as an alternative.

Office of Disability Services (ODS)

If you are registered with the Office of Disability Services, you are **required** to forward the corresponding paperwork to me, Professor Cichocki. Failure to do so will jeopardize your ability to take tests in their Office. You must either bring a copy to me (at lectures or my office) or you may have the ODS staff send my copy.

UBLEARNS & UBMAIL

UBlearns is where you will find the **course content** and access to the **video lectures**.

You are expected to use your UB email account to communicate with me. The University provides accounts for students. If you have not gotten an account, check with the consultant (not the Teaching Assistant) at your lab site. I strongly recommend you use your UB e-mail account. Additionally, I urge you to save your email correspondences to myself and/or the Teaching Assistants. Each semester we have a problem or two with items that were never acknowledged, because they were never received. Your copy of the email you sent might be the only proof anyone has the item was actually submitted.

MATERIALS

- 1) **Custom Exploring Microsoft Office 2010, Volume 1**, Grauer (Custom Edition) Pearson Custom Publishing **SECOND EDITION**
- 2) **Business Statistics, Vol I**, Donnelly (Custom Edition) Pearson Custom Publishing
- 3) **MathXL Student Access Kit**, Pearson/Prentice Hall – see Course ID below (required for registration)
- 4) **OFFICE 2010** for your computer available through: <http://ubit.buffalo.edu/software/win/office2010.php>

Items 1-3 are shrink-wrapped together. The ISBN# is: 1269244051

OUR COURSE ID FOR MATHXL REGISTRATION IS: XL19-3115-901Z-5PB2

***NOTE:** access to MathXL includes an on-line view of the textbook, and all the book pages you need are available. So if you have an old (but still valid) MathXL code or a used book, you can view the course book pages through MathXL. You **CANNOT**, however, purchase a “used” MathXL code. Once it is activated the user information cannot be changed! Do **NOT** purchase a used access code either online or from a “friend!”*

ACADEMIC DISHONESTY (CHEATING)

This is **NOT** tolerated. Anyone found cheating will not only receive a grade of “F” for the course, but will also be subject to any and all disciplinary action allowed by the University and/or the School of Management. Academic Dishonesty includes (but is not limited to): submitting someone else’s work as your own, copying someone else’s answers on homework or during a test, ALLOWING someone to copy your work, talking to another student during a test, and removing a test from a classroom without my permission. These items especially pertain to CASES. Each Case that you submit must be the original work of each group member. **THIS IS NOT INTENDED TO BE AN EXHAUSTIVE LIST. RATHER IT IS PROVIDED TO GIVE YOU AN IDEA OF BEHAVIOR CONSIDERED TO BE INTOLERABLE. THERE IS A LINE BETWEEN “WORKING TOGETHER” AND SUBMITTING THE SAME WORK FOR TWO PEOPLE.** If someone “steals” your work, you (and the perpetrator) will be held liable. Under NO circumstances should you “share” a file with another individual. BOTH parties will be held responsible if/when the same file arrives twice. I suggest you NOT work with anyone else/another group (other than your own) to avoid any semblance of impropriety. Should you wish to read more on Academic Integrity, the following paragraph is indicative of material that can be found in the Undergraduate Handbook.

<http://mgt.buffalo.edu/files/degrees/undergrad/handbook.pdf> (page 32)

GRADED REQUIREMENTS - THE ITEMS FOR WHICH YOU ARE RESPONSIBLE

1. Syllabus Quiz (MathXL) (12 points)
2. Statistics Quizzes (MathXL) (4 @ 30 points = 120 points total)
3. Tests (3 @ 70 points = 210 points total)
4. Lab Homework #1: Internet Research assignment (10 points)
5. Lab Homework #2: Microsoft PowerPoint Lab assignment (14 points)
6. Lab Homework #3: Microsoft Word Lab assignment (10 points)
7. Lab Homework #4: Microsoft Excel Lab assignment (20 points)
8. Lab (recitation) weekly attendance & assignments (54 points)

Total points available = 450

LECTURE ATTENDANCE is obviously not required. **However, it is expected you will view the lectures either in person or online.** If you discover you have difficulty following the material in the lectures when you view them, ask questions! Ask questions of myself and my TA’s. Send an e-mail, do something. Do not just assume that if you are watching online you cannot ask a question!

COURSEWORK FURTHER DEFINED (as listed in "GRADED REQUIREMENTS" above)

1. **SYLLABUS/COURSE INFO. QUIZ (via MathXL)** Available between 9:30 am, Aug. 29th and 11pm, Friday, Sept. 20th, Buffalo time.

A quiz based on this syllabus and the first 2 lectures. It is posted in MathXL. The password required for access to the quiz will be provided in lecture. For a maximum of 12 points, you must take the quiz during the dates/times listed, after which time it will no longer be available. At that time anyone who has not taken the quiz will receive a grade of zero. This quiz is intended to ensure you have read this syllabus. You may certainly use this syllabus to help you answer the questions.

CAUTION: do not start the quiz and expect to finish it another time. You are allowed 2 attempts with the AVERAGE score counting for your grade (so do not "blow off" the first attempt). **I advise you not start it without the syllabus nearby and not until you have watched the first 2 lectures!**

2. **STATISTICS QUIZZES (via MathXL)** See Course Calendar for Due Dates.

- Included with the purchase of the course materials was an access code to MathXL. Or perhaps you purchased access online. Either way you will need our course ID to register.
- In addition to being your homework/quiz source, MathXL provides excellent tutorials and an ebook.
- **In MathXL you will see that there are 7 homework assignments. Homework, MUST be mastered (score at least 80%) to gain access to quizzes.**
- Think of the homework as your gateway to the quizzes. In the homework assignments, if you get an answer incorrect, you may re-do the question (usually with different numbers). So with diligence, you are able to master each assignment. This will help you master your quizzes!
- **You will only be allowed access to the quizzes with mastery the associated homework assignments.**
- Quizzes are intended to help you with SOME of the concepts that you will see on the Tests. They are not intended to necessarily be a valid predictor of what to expect on a test
- There will be 4 quizzes via MathXL. Each quiz will be worth 30 points:

QUIZ 1 (Chapters 1-2), QUIZ 2 (Chapter 3), QUIZ 3 (Chapters 4-5), & QUIZ 4 (Chapters 6-7)

- ✓ See Course Calendar for Quiz due dates.
- ✓ **You will only be allowed access to quizzes with mastery on associated homework (see above).**
- ✓ Not the same as homework assignments; you may NOT re-do problems until you get them correct.
- ✓ **You may complete the ENTIRE quiz twice. If you choose to use both attempts the final score will be the AVERAGE of the two attempts.**
- ✓ **Once you begin a quiz in MATHXL, you must complete it.**
- ✓ **They will be password-protected. The purpose of the password (which will be provided in lecture), is to make certain you are aware of the parameters for quizzes as is described in lecture.**
- ✓ **Quizzes are due by 11pm (Buffalo time) on the due dates.**
- ✓ There are NO MAKEUP QUIZZES. The quizzes will "close" on their due dates at 11pm (Buffalo time). If you do not take a quiz in the appropriate time frame than you must accept a zero on the quiz. If you are in the middle of taking your quiz at the deadline it will close out and you will not be able to complete what you started. Do not wait until the last minute!!!!

3. **TESTS:** There will be 3, including the FINAL.

- **TEST 1 - TAKEN IN YOUR RECITATION**, beginning Thursday, October 24th and ending Wednesday, Oct. 30th.
 - ✓ Will be statistics only, based on Chapters 1- 3 of the statistics text.
 - ✓ You will be allowed one 8.5 by 11 inch paper, BOTH SIDES of notes. The material on your paper may be typed, printed, handwritten or in whatever format you wish. Notes will be collected and destroyed.
 - ✓ Test 1 will be a 45-minute test, assuming you are on time, and will be administered in your lab/recitation.
 - ✓ Bring a calculator! Be on time! WE DO NOT PROVIDE CALCULATORS and YOU MAY NOT USE A COMPUTER FOR CALCULATIONS.
- **TEST 2 - TAKEN IN YOUR RECITATION**, beginning Thursday, November 14th and ending Wednesday, Nov. 20th.
 - ✓ Will be based on the EXCEL material we cover.
 - ✓ You are allowed neither notes nor access to EXCEL during this test.
 - ✓ It will follow the same format as test 1 in that it will be administered in your lab.
 - ✓ Test 2 will have a 25-minute time limit, again assuming you are on time. Be on time!

- **TEST 3 (the “FINAL”) - AS SCHEDULED BY THE UNIVERSITY** (see MORE FINAL EXAM INFO on next page...)
 - ✓ Will be based on Chapters 4-7 of the statistics text.
 - ✓ You will be allowed one 8.5 by 11 inch paper, BOTH SIDES of notes. The material on your paper may be typed, printed, handwritten or in whatever format you wish. We will collect your notes and destroy them.
 - ✓ You may and should bring a CALCULATOR. NO CELL PHONES ALLOWED!
 - ✓ Will be a 2½-hour (max) final, assuming you are on time. We try to begin 10 minutes or so early.
 - ✓ We will provide tables (binomial, Poisson, normal distribution, etc.) that will be necessary to solve problems on the final. The tables that will be distributed with the exam are posted to the course website in UBlerns in order that you may familiarize yourself with what will be provided.
 - ✓ Computers (laptop or other) are not allowed.
- 4. **INTERNET RESEARCH ASSIGNMENT** is a TA-specific assignment and can vary from things such as “internet scavenger hunts”, computer projects and anything else your TA might dream up. Attend your labs!
- 5, 6, 7. **WORD, EXCEL AND POWERPOINT ASSIGNMENTS** are assigned by the TA in Lab. Various elements of the Microsoft Office Programs will be required. Attend your labs!!
- 8. **LAB WEEKLY ASSIGNMENTS & ATTENDANCE:** you are expected to attend your recitation. In recitation, you will work through some of the projects in the Microsoft Office textbook, and work on projects. BRING YOUR BOOK!

A NOTE ON LAB ATTENDANCE: If you need to miss a lab session, it would be in your best interest to contact your lab’s Teaching Assistant regarding policies for making it up. (Perhaps you would be allowed to attend another lab session that week, for example. But perhaps not)

MISS A TEST?

If you miss a test, you need to notify Professor Cichocki via e-mail as soon as possible, BEFORE the test, if you can. If you do not notify me, I will assume you have either “dropped” the course or have forgotten we had a test. If you do notify me in a timely fashion, the following applies:

- If you miss Test 1 or Test 2 **and notify Professor Cichocki** via e-mail no later than 3 hours after your lab section took the test, you will be allowed to make-up the test without penalty. Make-up tests will be administered in the last week of recitations. If you have scheduled a make-up it will be in YOUR last recitation. If you have taken both tests as scheduled, you have no recitation that day.
- If you notify Professor Cichocki after 3 hours but before 24 hours have passed since the test, you will be allowed to take the make-up but will be penalized the “instructor input” points that are available on each test (see lectures for definition of “instructor input” points).
- If you notify Professor Cichocki more than 24 hours after the test, you should expect to receive zero points.
- If you miss any test (and do not take a make-up test), you will lose the “Instructor Input” points.
- I do not deliberately create extremely difficult make-up tests, but can assure you I will err on that side rather than making them easier!
- Miss Test 3 (the final) and you will receive zero points! Presumably you would contact me and request an “incomplete.” There is no Make-up final. **THERE IS NO MAKE UP FINAL!**
- **Make-up tests are one to a customer.** If you have scheduled a make-up for Test 1 and miss Test 2 you will receive zero points for Test 2 and will probably lose the 2 “Instructor Input” points for the second one missed.
- **Miss any 2 Tests without notifying Prof. Cichocki and receive a grade of “F”**

The basic premise is I will accept any excuses for missing a test as long as you care enough to notify me in a timely fashion (no later than 3 hours after Test 1 or Test 2). On the other hand, I am reluctant to accept any excuse after the deadline.

LATE ASSIGNMENTS

In the **HIGHLY unlikely** event that a late assignment is accepted, expect AT LEAST a 50% penalty. If you talk to my former students you will find out that I do not accept late assignments. Yes, if the deadline is 11pm then 11:01pm is AFTER deadline and thus will not be accepted. Trust me – I am a stickler for deadlines! **Pay attention to them. We are not very sympathetic to those who fail to turn things in on time. Blame that on the 90 to 95% that DO turn things in on time!**

MORE FINAL EXAM INFO. – IMPORTANT!

Each of you (in Buffalo) has been assigned a final exam time and date by the University

- Recitation sections 'A' are scheduled Monday, Dec. 9th at 8am, Nsc 225.
- Recitation sections 'B' & 'C' are scheduled Tuesday, Dec. 10th at 8am, Knox 20.
- In addition, the Buffalo students may choose the "optional early final" on Saturday, Dec. 7th at 8 am, Knox 20.
 - "Optional" means it is totally up to you to determine if you wish to take your final early.
 - You must sign up (via Ublearns) to be scheduled for the early final.
 - You may *not* skip the early final if it is the one you have committed to. (Yes, you can change your mind, but only by doing so in the Ublearns site.)
 - The deadline for switching into and out of the Early Final is 11 pm, November 22nd.

PAY ATTENTION TO WHAT IS SAID IN LECTURE AND WRITTEN IN UBLEARN!

GRADES of INCOMPLETE

Incompletes are assigned when circumstances preclude you from finishing the semester. According to University Regulations to be eligible for a grade of Incomplete:

- 1). You **MUST** be passing at the time the incomplete is assigned. (Missed work to that point = 0)
- 2). Only the remaining work may be completed. (You may NOT "start over")
- 3). The course does NOT then become an independent study. *Students finishing Incompletes must take tests, etc. on schedule with students in the semester they are completing the course.*

Traditionally, I allow students to complete the work in the next semester, with my class. However, since I am not teaching MGQ201 next semester, I will be EXTREMELY RELUCTANT to assign grades of incomplete. Yes, it is my call! We will need to talk. It will not be "automatic, if you are passing".

MAKEUP ASSIGNMENTS & EXTRA CREDIT

- **These do NOT exist.**
- Any dispute arising in grading should be submitted in writing within 1 week of the posted grade. This appeal should clearly state the basis of the request. Upon resubmission, the entire graded work will be re-graded along with disputed items. Clerical errors will not result in a re-grading.
- **Waiting until the end of the semester to ask for additional points is neither ethical nor acceptable.**
- **That is worthy or repeating....WAITING UNTIL THE END OF THE SEMESTER TO ASK FOR ADDITIONAL POINTS IS NEITHER ETHICAL NOR ACCEPTABLE!**

GRADING & CUTOFFS (points)

Score	GRADE	Score	GRADE
425 or more	A	355 or more	C+
415 or more	A-	340 or more	C
400 or more	B+	330 or more	C-
380 or more	B	315 or more	D
370 or more	B-	less than 315	F

YES....you need over 94% to EARN an A.

REMEMBER – EXTRA CREDIT ASSIGNMENTS DO NOT EXIST and POINTS are NOT "GIVEN"...they are EARNED!

Finally, I do not assign grades until ALL FINALS are corrected. Before an actual grade appears next to your name, please do NOT send an e-mail asking about your grade or explaining why you deserve a specific grade. I do not "give" points and am not known to inflate grades for those who ask. My reply will be that asking for additional points is neither ethical nor acceptable (as was stated twice above). Presumably, if you disagreed with a specific grade you would have submitted such in writing 1 week after the grade was posted as is stated in this syllabus!

WATCH THE LECTURES!

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Hmmm....do you think it would be a good idea to WATCH THE LECTURES?

LECTURE	DATE	DAY	TOPICS	Stat Text Chapters
1	8/27/2013	Tuesday	Syllabus & Course Overview	Syllabus
2	8/29/2013	Thursday	Introduction to Computers	
3	9/3/2013	Tuesday	WORD	
	9/5/2013	Thursday	CLASSES CANCELLED – Rosh Hashanah	
4	9/10/2013	Tuesday	PowerPoint/Prezi	
5	9/12/2013	Thursday	Misleading Statistics/Intro. to Statistics	Chpt 1
6	9/17/2013	Tuesday	Introduction to Statistics	Chpt 1
7	9/19/2013	Thursday	Display Descriptive Statistics	Chpt 2
8	9/24/2013	Tuesday	Display Descriptive Statistics	Chpt 2
9	9/26/2013	Thursday	Calculating Descriptive Statistics	Chpt 3
10	10/1/2013	Tuesday	Calculating Descriptive Statistics	Chpt 3
11	10/3/2013	Thursday	Calculating Descriptive Statistics	Chpt 3
12	10/8/2013	Tuesday	Calculating Descriptive Statistics	Chpt 3
13	10/10/2013	Thursday	Introduction to Probability	Chpt 4
14	10/15/2013	Tuesday	Introduction to Probability	Chpt 4
15	10/17/2013	Thursday	Bayes Theorem/Birthday Paradox	Chpt 4
16	10/22/2013	Tuesday	Discrete Probability Distributions	Chpt 5
17	10/24/2013	Thursday	Discrete Probability Distributions	Chpt 5
18	10/29/2013	Tuesday	Discrete Probability Distributions Review	Chpt 5
19	10/31/2013	Thursday	EXCEL	
20	11/5/2013	Tuesday	EXCEL - continued	
21	11/7/2013	Thursday	Continuous Probability Distributions	Chpt 6
22	11/12/2013	Tuesday	Continuous Probability Distributions	Chpt 6
23	11/14/2013	Thursday	Continuous Probability Distributions	Chpt 6
24	11/19/2013	Tuesday	Continuous Probability Dist. Review	Chpt 6
25	11/21/2013	Thursday	Sampling and Sampling Distributions	Chpt 7
26	11/26/2013	Tuesday	Sampling and Sampling Distributions	Chpt 7
	11/28/2013	Thursday	CLASSES CANCELLED – Thanksgiving Break	
27	12/3/2013	Tuesday	Distributions Review	
28	12/5/2013	Thursday	Final Review	
			*Information subject to change at discretion of Professor	

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	8/26/2013	8/27/2013	8/28/2013	8/29/2013	8/30/2013
		Welcome to MGQ201			
Week 2	9/2/2013	9/3/2013	9/4/2013	9/5/2013	9/6/2013
				NO LECTURE - Rosh Hashanah	
Week 3	9/9/2013	9/10/2013	9/11/2013	9/12/2013	9/13/2013
Week 4	9/16/2013	9/17/2013	9/18/2013	9/19/2013	9/20/2013
			Chpt 1 Hmwk suggested complete		SYLLABUS QUIZ DUE
Week 5	9/23/2013	9/24/2013	9/25/2013	9/26/2013	9/27/2013
			Chpt 2 Hmwk suggested complete		
Week 6	9/30/2013	10/1/2013	10/2/2013	10/3/2013	10/4/2013
				QUIZ 1 OPEN	QUIZ 1 CLOSE
Week 7	10/7/2013	10/8/2013	10/9/2013	10/10/2013	10/11/2013
			Chpt 3 Hmwk suggested complete		
Week 8	10/14/2013	10/15/2013	10/16/2013	10/17/2013	10/18/2013
			Chpt 4 Hmwk suggested complete	QUIZ 2 OPEN	QUIZ 2 CLOSE
Week 9	10/21/2013	10/22/2013	10/23/2013	10/24/2013	10/25/2013
				Thurs Lab TEST 1	Fri. Lab TEST 1
Week 10	10/28/2013	10/29/2013	10/30/2013	10/31/2013	11/1/2013
	Mon. Lab TEST 1	Tues. Lab TEST 1	Wed. Lab TEST 1	Chpt 5 Hmwk suggested complete	
Week 11	11/4/2013	11/5/2013	11/6/2013	11/7/2013	11/8/2013
				QUIZ 3 OPEN	QUIZ 3 CLOSE
Week 12	11/11/2013	11/12/2013	11/13/2013	11/14/2013	11/15/2013
				Thurs Lab TEST 2	Fri. Lab TEST 2
Week 13	11/18/2013	11/19/2013	11/20/2013	11/21/2013	11/22/2013
	Mon. Lab TEST 2	Tues. Lab TEST 2	Wed. Lab TEST 2	Chpt 6 Hmwk suggested complete	
Week 14	11/25/2013	11/26/2013	11/27/2013	11/28/2013	11/29/2013
			Chpt 7 Hmwk suggested complete	THANKSGIVING - NO CLASS	
Week 15	12/2/2013	12/3/2013	12/4/2013	12/5/2013	12/6/2013
		QUIZ 4 OPEN	QUIZ 4 CLOSE	LAST LECTURE	
FINALS	12/9/2013	12/10/2013	12/11/2013	12/12/2013	12/13/2013