Class Hours: MWF 2:00 – 2:50 p.m. MAIN HALL 205
Office Hours: MWF 12:00 – 1:00 p.m. (also by appointment)

Prerequisites: Must have taken and earned a minimum grade of C-
Math 1316 / Stat 131 – Biostatistics, or
Math 3316 / Stat 332 – Intro. to Statistical Methods / Statistics for Scientists & Engineers

Moodle: I will use Moodle for the announcements and assignments. However, you are responsible for all announcements and assignments that are given in class or by e-mail. To access Moodle: Go to the Montana Tech’s homepage (www.mtech.edu) and click on the MyMTech in the top right corner.

Course Content: The goal of the course is to introduce you to the statistical computing environment and exploratory data analysis. The main emphasis will be placed on the use of MINITAB.
The following is a condensed list of topics that will be covered this semester in this course:
- Data formats, reading data files, subscribing data files, data creation, data management, importing/exporting data, descriptive statistics, displaying data efficiently, various parametric and nonparametric tests.

Attendance Policy: I will not take formal attendance. However, you need to realize that regular attendance is very important and is essential for your success in this class. In addition, you should realize that you are responsible for all announcements made and material covered in class, regardless of whether or not you were present.

Cell Phone Policy: The use of cell phones, pagers, PDAs, or similar communication devices during scheduled classes is not allowed. All such devices must be turned off or put in a silent mode and ordinarily should not be taken out during class. No texting is permitted during the class period. You cannot have them sitting on top of the desk.
Cell phones, pagers, MP-3s, PDAs, or similar communication devices are not allowed during the exam. If any student is seen using or looking at such devices, he/she will receive a grade of zero on the exam. If you are expecting an emergency call, please notify me before the exam and I will hold your phone for you.
Classroom Etiquette: Rudeness will not be tolerated. Rude behaviour, including but not limited to arriving late, leaving early, talking out of turn, texting during class, surfing the internet, e-mailing, and playing games will result in one warning. If the behaviour continues, 5 points per infraction will be subtracted from the offender’s point total.

Disability Services Policy: Students with disabilities who believe they may need accommodations in this class are encouraged to contact a Montana Tech Disability Coordinator (DSC) at 496-4429 (North Campus) as soon as possible.

Any student who may need an accommodation due to a disability, please make an appointment to see me early in the semester. A letter from a Montana Tech DSC authorizing your accommodations is needed.

Quizzes/Assignments: There will be several quizzes, in-class and lab assignments throughout the semester. Quizzes and lab assignments may or may not be announced in advance and will be given either in the beginning or towards the end of the class period. There are NO make-ups on quizzes and assignments under ANY circumstances!!!

Exams: There will be 3 midterm exams (see the dates under the Tentative Examination Dates section). A missed exam will earn the grade of zero, unless the student has a legitimate reason (such as an accident or sudden severe illness) to miss the exam that day. Those students must contact me as soon as possible. In such cases, you MUST provide a proof (such as a medical certificate or a police report) in order to have a make-up exam.

Grading Policy: Grades will be assigned on the basis of

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes, Homework, In-class assignments/Labs</td>
<td>40%</td>
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<tr>
<td>3 midterm exams (20% each)</td>
<td>60%</td>
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</tbody>
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And the following grade scale will be utilized:

- 93 to 100%: A
- 85 to 92.9%: A-
- 83 to 84.9%: B+
- 79 to 82.9%: B
- 75 to 78.9%: B-
- 70 to 74.9%: C+
- 65 to 69.9%: C
- 60 to 64.9%: C-
- 56 to 59.9%: D+
- 53 to 55.9%: D
- 50 to 52.9%: D-
- 0% to 49.9%: F

Tentative Exam Dates:

- Exam 1: Friday, February 14th
- Exam 2: Monday, March 31st
- Exam 3: Monday, May 5th

Drop Deadline: March 24, 2014. A grade of ‘W’ will be assigned.

I wish you all a happy and profitable semester.