

**Analytic Methods**  
Course Number: 26:834:561-01  
Spring 2003  
Course Credits (3)

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**Text:** O'Sullivan and Rassel. Research Methods for Public Administrators. Third Edition.  
10999 New York: Longman

**Supplemental Texts/Programs:**

Berk and Carey. Data Analysis with Microsoft Excel: Updated for Office 2000  
Dretzke and Heilman, Statistics With Microsoft Excel

**Course Objectives:**

This course is an applied research methods course for public administrators. The course will cover basic analytic tools for collecting, analyzing, presenting and interpreting data. It is intended to help you develop an understanding of the strengths and weaknesses of various statistic concepts and techniques, as well as what the results do and do not reveal.

Although one of the principal objectives of the course is to understand statistics, a secondary objective is to familiarize you with the use of computers in carrying out numerical computations. It is also important that you be able to carry out simple computations with the aid of a calculator since examinations will require come computations.

It is difficult to learn statistics and research methods by just "reading" it. An effective way of learning for this course is to go through the assigned portions of the chapters prior to class, attempt the homework, and reread the text after class. A thorough reading of the sections is absolutely necessary before each session so that you come prepared with some basics and more importantly with questions that you would like to discuss in class. Completing the homework is essential for your understanding of the class material. Homework will be collected, but I will not grade your homework. However, if you have questions I will be glad to give you feed back on a one-to-one basis.

**Course Requirements:**

Class participation and homework	30%
Mid-term	30%
Final	40%

**CLASS OVERVIEW (Updated as of 2/5/03)**

Week 1	1/21/03	Overview of class
Week 2	1/28/03	Handouts - Working with data.
Week 3	2/4/03	Designs for Description and Explanation O'Sullivan Ch 2, 3
Week 4	2/11/03	Univariate Analysis O'Sullivan Chapter 11
Week 5	2/18/03	No Class - work on midterm Mid-term assignment will be e-mailed before 2/18/03
Week 6	2/25/03	<i>CLASS MEETS IN HILL 201 NOT IN CLJ 387</i> Sampling, questionnaires O'Sullivan Ch 5, 6
Week 7	3/4/03	Meet with Roberta Tipton at the Library
Week 8	3/11/03	Mid-term
Week 9	3/18/03	Spring Break
Week 10	3/25/03	Statistical significance O'Sullivan Ch 13
Week 11	4/1/03	Data collection, ethical considerations, human research subjects, analysis O'Sullivan Ch 7, 8, 9
Week 12	4/8/03	Association and Variance O'Sullivan Ch 14
Week 13	4/15/03	Index construction O'Sullivan Ch 10
Week 14	4/22/03	Regression Analysis O'Sullivan Ch 15
Week 15	4/29/03	Review
	5/13/03	Final Exam