

Cleveland State University
 Levin College of Urban Affairs
 Department of Urban Studies
 Instructor: Winifred Weizer
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**Fundamentals of Applied Reasoning
 (UST/PAD/PDD 501 M 6-10:00pm UR27)
 Fall, 2008**
 Email: w.weizer@csuohio.edu

Course Description: This course is designed to prepare the student to apply quantitative reasoning in work-setting decisions. The course takes a hands-on approach by using real life examples from algebra, probability and descriptive statistics. Material covered in this course draws from applications in public administration, planning, and policy decision making.

Course Objective: The objective of the course is to provide the student a wide array of tools that they can use as preparation for the 601 (Quantitative reasoning) and 602 (Applied Quantitative Reasoning) classes as well as everyday applications.

Course Method: This course will combine lectures by the instructor with class discussions. This course includes computer lab sessions. An introduction to SPSS will also be a part of the class.

Grading Policy: Grades are based on the results of two midterms and a final, weekly assignments and a book review. The final grade will consist of the following;

Midterm #1	15%
Midterm #2	15%
Final	30%
Weekly Assignments	20%
Book Review	10%
Attendance and Participation	10%

Exam attendance is required. Makeup exams will only be given with the prior approval of the instructor. Assignments are due on the date noted when they are distributed. The book review due date is noted in the syllabus. Late submission of any assignment will result in a 5% grade penalty per week late.

Grading scale: 95- 100 A 94-90 A- 89-87 B+ 86-83 B 82-80 B- 79-75 C+
 74-70 C Below 70 F

Book Reviews: Sometimes finding "how to" books are quite helpful in assisting us to answer our questions or come to a better understanding of the material. Students will do a book review for this class. Reviews should be 2 pages in length, word-processed, double spaced, grammar and spell checked. The student may choose either a book on algebra or statistics to review.

You should look for a book that is helpful to you. The book should allow you to make sense of material that you may have difficulty with. Your review should not be a

laundry list of the chapter content. Rather, the review should cover why you felt the book was helpful (layout, writing style, explanations, etc) or was difficult to understand. The purpose of the review is to share why you think this particular book is helpful (or not). Would it be a book that you would recommend to a student who might be having problems with the material? What about the book makes it something that can assist a student (or hinder them)? We will share the reviews with one another in the class.

Instructor Expectations: The nature of this class makes it imperative that students attend each class and come on time. Makeup exams will only be done with prior approval of the instructor. Late assignments are subject to a 5% penalty assessed weekly. Students are also required to maintain adherence to the academic regulations of Cleveland State University.

University Policies

Students should refer to the Graduate Bulletin for procedures regarding add/drop and withdrawals.

Physically challenged/Special Needs

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216)687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively. Further information regarding the office can be accessed on the web at <http://www.csuohio.edu/clc/disability/>.

Writing Assistance All submitted work is to be written according to academic standards with appropriate citations. The student should contact the instructor **before** submitting work if unsure about how to paraphrase material or how to cite correctly, The Writing Center at Cleveland State is available to assist the student with writing issues. Information on the writing center is found at <http://www.csuohio.edu/writingcenter/index.html>.

Questions regarding the university calendar (holidays and finals week schedule) can be resolved by using the following link to the registrar's office.

<http://www.csuohio.edu/enrollmentservices/registrar/calendar/>

Text: There is no formal text for this class. When possible handouts will be provided weekly. There are numerous websites that provide on line help for algebra and statistics. You might also consider your local office or computer supply store where algebra and statistics tutorial programs on CD Rom are available for under \$20. These can also be purchased through on-line sites like Amazon.com and you may find them at a lower price on these sites.

Class Schedule and Readings

August 25: Course Overview and Expectations, Basic Algebra

August 29: Last day to add until 8:00 pm

September 1: Labor Day, No Class

September 5: Last day to drop until 8:00 pm

September 8: Algebra

September 15: Algebra

September 22: MIDTERM #1

September 29: Algebra

Book Review is due

October 6: Algebra

October 13: Columbus Day, No Class

October 20: Statistical Notation or (It's all Greek to me!)

October 27: Probability

October 31: Last day to withdraw by 8:00 pm

November 3: MIDTERM # 2

November 10: Descriptive Statistics

November 17: Descriptive Statistics

November 24: Descriptive Statistics

November 27 - 30 Thanksgiving recess

December 1: Descriptive Statistics

December 8: Final 6 – 9:30 pm