

Numeracy Centre Reading Passage

Numeracy Centre

Many business and marketing courses require knowledge of introductory statistics, computing or mathematics. If you feel inadequately prepared for your course, you can get help from the Numeracy Centre, which offers FREE elementary help in maths and statistics. Grab a timetable from the Centre and drop in when it suits you.

COURSE A

The first course available to students is a Revision Course in Basic Maths. This 3-hour lecture will review mathematical concepts necessary for elementary statistics, such as fractions, area and percentages up to a Year 8 level of mathematics. It is not necessary to book, so feel free to drop in. This session is FREE!

COURSE B

For those students doing marketing courses, and other courses requiring statistical analysis, there is the Bridging Course in Statistics for Marketing. This three-day course introduces ideas in elementary statistics to provide a starting point for further developments in statistical skills later on in other courses. The course is run in sessions of three hours, in the form of a one-hour lecture followed by a two-hour tutorial. Examples will be drawn from the reference books listed. The tutorials will be interactive where possible (eg. drawing random samples from the population of numbered cards in class) with hands-on experience of data manipulation using MINITAB on a bank of PCs.

COURSE C

Statistics for the Practitioner is slightly different from the previous course, which must be completed before this course. This course is largely non-mathematical.

It will instead concentrate on the interpretation and application of statistics rather than on computation. The statistical package MTNITAB will be used as a teaching tool. This course will be conducted over two days in the form of workshops and small group discussions, with a

strong emphasis on hands-on experience of data manipulation using computers.

COURSE D

A further course of interest to many students is English for Computer Studies. Students with English as their second language who will be needing elementary computing for their courses are encouraged to enroll in this 8-hour course. Students will learn through workshops giving hands-on experience. The cost of the course is \$15 which includes notes and refreshments.

Questions

Questions 1-8

Complete the required details in the chart using information from the passage. Write your answers in boxes 1-8 on your answer sheet.

Course	Cost	No of hours/day	Previous study required	Teaching method
A	1 _____	3 hours	none	2 _____
B	-	3 _____	none	Lecture and 4 _____

C	-	2 days	5 _____	6 _____ and small groups
D	7 _____	8 hours	none	8 _____

Questions 9-13

Courses A to D is each aimed at helping a specific group of students. Below is a list of different students. Match the students to the course that would help them most.

In boxes 9-13 on your answer sheet write the letter A, B, C or D for the number of the course, or N if there is no course available for the student's needs.

9. Narelle, from Taiwan, has to use a computer to do assignments in her business studies classes.

10. Joe, who left high school 10 years ago, wants to brush up on his maths before he starts his studies for the year.

11. Jenny needs an advanced course on computer graphics for her studies in Graphic Design.

12. Geoff, who has to read many articles containing statistics, needs to know how to interpret and apply the facts and figures.

13. Bob needs to know how to perform some of the basic statistic equations for the assignments in his business course.