



<b>Indicative content</b>
Statistics: Data Collection Methods, Presentation of Data, and Measures of Averages & Spread. Regression & Correlation: Calculation and Interpretation of Regression Line and Correlation Coefficient. Time Series Analysis: Moving Averages, Exponential Smoothing, and Seasonally Adjusted Forecasts. Further Spreadsheets: Use of various built in functions and graphing facilities.

<b>Essential material for independent learning</b>
Owen & Jones, (1994), Statistics, 4e, Pitman Publishing.
Morgan & O' Neill, (2000), Essential Computer Applications, 3e, Gill & Macmillan
<b>Supplementary material for independent learning</b>
Francis, A, (1998), Business Mathematics and Statistics, 5e, Letts International.