

COURSE SYLLABUS
FOR FULL-TIME UNDERGRADUATE PROGRAMS

(Issued under Decision No.1380/QĐ-ĐHKTQĐ on 15/8/2016 by the University President)

1. COURSE NAME: English for Statistics

Code: TKKT1112

Number of Credits: 02

2. DEPARTMENT IN CHARGE OF INSTRUCTION:

Socio-Economic Statistics

Office: Room 401-402, Building No 7, NEU

Office Hours: 8:00 – 17:00, from Monday to Friday

Office Telephone: 04.38693275

3. PRE-REQUISITE:

- Basic English (09 credits), and a minimum level of English equivalent to level B1-CEFR

- Theory of Statistics-I

- Theory of Statistics-II

4. COURSE DESCRIPTION:

English for Economic Statistic course is designed to meet the needs of learners in the workplace and study environment of statistic major. The modules focus on theoretical issues and practice in the field of statistics such as: Basic concepts of Statistics, methods of aggregating and analyzing data, data reading skill ,etc. In this course, students are also encouraged to use the knowledge and skills which were learned from other statistic courses in Vietnamese to practice integrated English during the study.

Through the activities inside and outside class related to the topics of Statistics, students have opportunities to develop thinking, language skills – especially discussion, group work, presentations skills as well as statistics analyzing and aggregating ability,in internationalized environment.

5. COURSE OBJECTIVES:

English for Economic Statistic course is designed to help students achieve the objectives of language skills and the ability to practice student's future profession :

** The targets for language skill development:*

- Improve the vocabulary of statistics major and the ability to use vocabulary actively of students;
- Develop students' scanning skill through specialized documents to find the main information, or the right information to summarize, analyze, and aggregate the data on the request of the Statistics major;
- Develop students' s skill to express correctly in written language through group and individual assignments related to the Statistics major in the real working environment, focusing on summarizing, analysing, aggregating and data reporting skills;
- Consolidate students' analytical listening skill with critical thinking through multi-perspective discussion included in the lectures;
- Improve students' speaking skills, which help them know how to use vocabulary and terms correctly and effectively when making comments, exchanging views in group discussions or presentations;

*** *The goals of professional practice in the field of statistics:***

- Accessing and processing typical statistic documents in English (reports, tables, etc.);
- Reading and understanding data reports from statistical software;
- Analysing and aggregating statistical data in accordance with international standards;
- Developing soft skills and other job- related skills such as team work, logical thinking, judgment, problem solving , handling situations at work, etc.

In the learning process, students practice all the contents which were learned individually or in groups through presenting research findings.

6. COURSE CONTENT:

TENTATIVE SCHEDULE

<i>No</i>	<i>Contents</i>	<i>Total hours</i>	<i>In details</i>		<i>Notes</i>
			<i>Theory</i>	<i>Practice, Discussion, Exams</i>	
1	Chapter 1	4	2	2	
2	Chapter 2	12	6	6	
3	Chapter 3	4	2	2	
4	Chapter 4	8	4	4	
5	Revision	2		2	
	Total	30	14	16	

CHAPTER 1 – INTRODUCTION TO STATISTICS

Chapter 1 provides students with the general concepts of statistics, the importance of statistics in administration, economy and society. This section also refers to the basic concepts, levels of measurement as well as introduction to the process of statistic research to help student get the overview of the subject.

1.1. Roles of statistics

1.2. Basic concepts

1.3. Levels of measurement

1.4. Process of Statistic research

Texts and readings for the chapter:

1. Tran Ngoc Phac and Tran Thi Kim Thu (2006), *Statistical Theory*, Statistical Publishing House
2. Tran Thi Kim Thu (2012), *Statistical Theory*, Statistical Publishing House
3. ISI-International Statistical Institute (2009), *SI Multilingual Glossary of Statistical Terms*
4. Gerald Keller (2005), *Statistics for Management and Economics*, 7th edition. Thomson Brooks/Cole.
5. Paul Newbold (1995), *Statistics for business and economics*, 4th edition. Prentice Hall.
6. Timothy C.Urdan (2011), *Statistics in Plain English*. Taylor & Francis Group.
7. www.coursera.org

CHAPTER 2 – DESCRIPTIVE STATISTICS AND GRAPHICAL ANALYSIS

Chapter 2 provides students with the knowledge and practical skills of descriptive statistics for data presentation in the form of tables, graphs and characteristic parameters. Students will get acquainted with all kinds of tables and graphs commonly used in statistics and data analysis expressed in the table and graph. Students will also be introduced additional vocabulary on the subject of parameters, distribution format so that they can practice analysis distribution structure based on boxplot sequence.

2.1. Statistical tables

2.2. Statistical graphs

2.3. Numerical measures

Texts and readings for the chapter:

1. Tran Ngoc Phac, Tran Thi Kim Thu (2006), *Statistical Theory*, Statistical Publishing House
2. Tran Thi Kim Thu (2012), *Statistical Theory*, Statistical Publishing House
3. Gerald Keller (2005), *Statistics for Management and Economics*, 7th edition. Thomson Brooks/Cole.
4. Marija J. Norusis, *SPSS Statistics 17.0 Guide to Data Analysis*, Prentice Hall.

5. Mark L. Berenson, David M. Levine and Timothy C. Krehbiel (2009), *Basic Business Statistic: Concepts and Application*, 11st edition, Pearson International Edition.
6. www.coursera.org

CHAPTER 3 – ESTIMATION AND TESTING

Chapter 3 introduces the content of estimating the confidence intervals and determining the sample size in the process of working with statistical data. It also presents basic principles and how to test the hypothesis with different categories of data. It helps students practice analyzing test results using software such as Excel, SPSS, STATA to serve the synthesis and analysis of statistical data

3.1. Estimation

3.2. Hypothesis testing

Texts and readings for the chapter:

1. Tran Ngoc Phac and Tran Thi Kim Thu (2006), *Statistical Theory*, Statistical Publishing House
2. Tran Thi Kim Thu (2012), *Statistical Theory*, Statistical Publishing House
3. Burton et al. (2002), *Quantitative methods for business and economics*, 2nd edition, Prentice Hall.
4. D. Aczel and Sounderpandian (2002), *Complete Business Statistics*, 5th Edition, McGraw-Hill/Irwin.
5. Gerald Keller (2005). *Statistics for Management and Economics*, 7th edition, Thomson Brooks/Cole.
6. Jeffrey M. Wooldridge (2003), *Introductory econometrics*, Thomson South Western.
7. Mark L. Berenson, David M. Levine and Timothy C. Krehbiel (2009), *Basic Business Statistic: Concepts and Application*, 11st edition, Pearson International Edition.
8. Marno Verbeek (2002), *A guide to modern econometrics*, John Wiley & Sons, LTD.
9. Paul Newbold (1995), *Statistics for business and economics*, 4th edition. Prentice Hall.
10. www.coursera.org

CHAPTER 4 – DATA ANALYSIS TECHNIQUES

Chapter 4 deals with two methods of statistical analysis which are correlation and regression, and analysis of time series. Students will be introduced the problems of the regression model which includes selected variables, bivariate and multivariate regression model as well as basic concepts of time series, models that combine elements and manipulate time-series analysis as the trend of functional form. Students will have chance to practice how to express the results of analysis and evaluation of regression models generated from SPSS.

4.1. Regression – Correlation

4.2. Time series

Texts and readings for the chapter:

1. Tran Ngoc Phac and Tran Thi Kim Thu (2006), *Statistical Theory*, Statistical Publishing House
2. Tran Thi Kim Thu (2012), *Statistical Theory*, Statistical Publishing House
3. D. Aczel and Sounderpandian (2002), *Complete Business Statistics*, 5th Edition, McGraw-Hill/Irwin.
4. Gerald Keller (2005), *Statistics for Management and Economics*, 7th edition, Thomson Brooks/Cole.
5. Jonathan D.Cryer (1986), *Time series analysis*, PWS-KENT.
6. Paul Newbold (1995), *Statistics for business and economics*, 4th edition, Prentice Hall.
7. www.coursera.org

7. REQUIRED TEXTBOOKS & COURSE MATERIALS:

8. RECOMMENDED TEXTS & OTHER READINGS:

1. Tran Ngoc Phac and Tran Thi Kim Thu (2006), *Statistical Theory*, Statistical Publishing House
2. Tran Thi Kim Thu (2012), *Statistical Theory*, Statistical Publishing House
3. D. Aczel and Sounderpandian (2002), *Complete Business Statistics*, 5th Edition, McGraw-Hill/Irwin.
4. Burton et al. (2002), *Quantitative methods for business and economics*, 2nd edition, Prentice Hall.
5. Gerald Keller (2005), *Statistics for Management and Economics* (7th edition). Thomson Brooks/Cole.
6. ISI-International Statistical Institute (2009), *SI Multilingual Glossary of Statistical Terms*
7. Jeffrey M. Wooldridge (2003), *Introductory econometrics*, Thomson South Western.
8. Jonathan D.Cryer (1986), *Time series analysis*, PWS-KENT.
9. Marija J. Norusis. *SPSS Statistics 17.0 Guide to Data Analysis*. Prentice Hall.
10. Mark L. Berenson, David M. Levine and Timothy C. Krehbiel (2009), *Basic Business Statistic: Concepts and Application*, 11st edition, Pearson International Edition.
11. Marno Verbeek (2002), *A guide to modern econometrics*, John Wiley & Sons, LTD.
12. Paul Newbold (1995), *Statistics for business and economics*, 4th edition. Prentice Hall.
13. Timothy C.Urdan (2011), *Statistics in Plain English*, Taylor & Francis Group.

9. ASSESSMENT & GRADING POLICY:

According to the current regulations of the University of National Economics, namely:

Process assessment:

- 10%: completing 02 written assignments and other assignments at the request of teachers;

- 30%: group assignment. Students are placed in groups of 3. Each group will make a small survey research or secondary data analysis and write an English report on the survey /analysis of secondary data from 1000 to 1500 words. The Surveys/ studies carried out since week 3. The report will be submitted in week 15 in the form of both of hard copy and soft copy.

- 60%: final exam (to test vocabulary, specialized terminology, specialized basic knowledge, reading comprehension and writing analytical tables / graphs / charts).

(To be eligible for final exam, students need to achieve minimum scores of 5 and 3 for attending class and mid-term exam, respectively)

Hanoi, 2016

HEAD OF DEPARTMENT

PRESIDENT

(signed)

(signed)

MSc. Nguyen Thi Xuan Mai

Prof.Dr. Tran Tho Dat