Bachelor of Business Administration (B.B.A)

Teacher name: Dr Amita, Paper 3 Semester 3rd

October 2020

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| Introduction, definition, scope, functions, importance, limitations and distrust of statistics; types of statistical methods; data collection and analysis; types of data: primary and secondary data; characteristics of a graph: types of graph and their merits and demerits. |

November 2020

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| Measures of central tendency: meaning and definition; Types of averages, median, mode, arithmetic mean, geometric mean, harmonic mean, quadratic mean, moving average, progressive average; relation between mean, median and mode. |

December 2020

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| Measures of dispersion and skewness : absolute and relative measures of dispersion range, quartile deviation, mean and standard deviation; difference between skewness and dispersion , empirical relation among various measures of dispersion, moments and kurtosis. |

January2021

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| Sampling: introduction, census versus sample errors in sampling, types of sampling, judging reliability of sample. Business forecasting: meaning, steps in business forecasting and methods of forecasting |

February 2021

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| Index numbers: introduction, types of index numbers, methods of constructing index numbers, uses of index numbers.  Computation of above mentioned statistical techniques with Microsoft excel. |