# CONTENTS OF BUSINESS STATISTICS SYLLABUS

**1.**     **Nature of Statistics**

What is statistics? Subject matter, fields of statistics and the types of questions it can answer, importance of statistics in different fields.

**2.**     **Statistical Data**

a.     Types of data – Primary and secondary

b.     Sources of data and methods of collection

**3.**     **Presentation of Data**

a.     Classification-the bases of classification

b.     Tabulation-simple and compound tables

c.     Representation of data through diagrams and charts, Bar diagrams, Circular diagrams, Graphs of frequency distribution

**4.**     **Averages of the First Order**

Means, Mode, Median

**5.**     **Index Number**

**6.**     **Probability Theory**

An elementary treatment, excluding probability distributions (Brief Introduction)

# RECOMMENDED REFERENCE BOOKS

In contrast to the previous practice the examination will not be based on a single textbook, but will now be curriculum based to support the examination reforms. Therefore, the students and teachers are encouraged to widen their studies and teaching respectively to competitive textbooks and other available material.

Following books are recommended for reference and supplementary reading:

1.  Business Statistics
    Developed by: Sindh Textbook Board, Jamshoro
    Published by: National Book Foundation, Islamabad

2.  Business Statistics
    Written by:    Nadeem Akhtar Siddiqui
                   Tariq Ali Khan

3.  An Introduction to Statistics
    Written by:    Walpole

4.  Elementary Statistics
    Written by:    Iqbal Bhatti

5.  Business Statistics
    Written by:    Ashfaq Ahmed

6.  Statistics
    Written by:    G.H. Gill