**Lesson Plan for Odd Semester 2022-23**

**Name: PARDEEP KUMAR**

**Subject: BUSINESS STATISTICS**

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| **Month/Week** | **Topic** |
| **September:**  **Week 1** | Introduction of statistics: concept, scope, usefulness & limitations of statistics, distrust of statistics. |
| **Week 2** | Collection of data: primary and secondary data, methods of collection of data. Measure of central tendency: mean, median, mode, |
| **Week 3** | harmonic mean and geometric mean. |
| **Week 4** | Measure of dispersion: range, inter-quartile range, quartile deviation, |
| **Week 5** | mean deviation, standard deviation, coefficient of variation, Lorenz curve. Index numbers: meaning, types and uses of index numbers, methods of preparation of |
| **October:**  **Week 1** | index numbers: simple or unweighted and weighted index number, problems in the preparation of index numbers |
| **Week 2** | Tests of adequacy; Chain-base index numbers; Base shifting, Splicing and deflating, |
| **Week 3** | Consumer price index. |
| **Week 4** | DIWALI HOLIDAY |
| **November:**  **Week 1** | Analysis of Times Series: causes of variation in time series data; |
| **Week 2** | Components of a time series; Decomposition: additive and multiplicative models; |
| **Week 3** | Determination of trend: moving averages method and |
| **Week 4** | Method of Least Squares (including linear second degree, parabolic, and exponential trend); |
| **Week 5** | Computation of seasonal-indices by sample averages |
| **December:**  **Week 1** | Ratio-to-trend,. |
| **Week 2** | Ratio-to moving average and link relative methods |
| **Week 3** | REVISION |

**Lesson Plan for Odd Semester 2022-23**

**Name: PARDEEP KUMAR**

**Subject: BUSINESS COMMUNICATION**

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| **Month/Week** | **Topic** |
| **September:**  **Week 1** | Business communication: meaning; forms of electronic communication; online communication |
| **Week 2** | models and processes; theories of communication. |
| **Week 3** | Corporate communication: |
| **Week 4** | audience analysis; formal and informal communication network; |
| **Week 5** | communication barriers |
| **October:**  **Week 1** | ; improving communication; |
| **Week 2** | effective presentation skills: individual and group presentation |
| **Week 3** | ; practices in business communication: group discussion, mock-interview and seminars; |
| **Week 4** | DIWALI HOLIDAY |
| **November:**  **Week 1** | report writing: principles and contents. |
| **Week 2** | Self-development and communication: development of positive attitude; |
| **Week 3** | SWOT analysis; body language: kinesics, proxemics, para language; |
| **Week 4** | Principles of effective listening: oral, written and video session; |
| **Week 5** | Interviewing skills: appearing and conducting; writing resume; |
| **December:**  **Week 1** | Writing business letters and emails; Etiquettes in verbal, |
| **Week 2** | Writing business letters and emails; Etiquettes in verbal, written |
| **Week 3** | Online communication |

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**Name: PARDEEP KUMAR**

**Subject: BUSINESS STATISTICS**

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| **Month/Week** | **Topic** |
| **September:**  **Week 1** | Introduction: Definition, scope, functions, importance, limitations and distrust of statistics |
| **Week 2** | types of statistical methods; data collection and analysis; |
| **Week 3** | types of data: primary and secondary data |
| **Week 4** | characteristics of a graph: types of graph and their merits and demerits. |
| **Week 5** | Measures of Central Tendency: Meaning and definition; types of averages, median, mode, |
| **October:**  **Week 1** | arithmetic mean, geometric mean, harmonic mean, quadratic mean, moving average, |
| **Week 2** | progressive average, relation between mean, median and mode. |
| **Week 3** | Measures of Dispersion and Skewness: Absolute and relative measures of dispersion |
| **Week 4** | DIWALI CELEBRATION |
| **November:**  **Week 1** | range, quartile deviation, mean and standard deviation; difference between skewness and dispersion, |
| **Week 2** | empirical relation among various measures of dispersion, moments and  kurtosis. |
| **Week 3** | Sampling: Introduction, census versus sample errors in sampling, types of sampling. judging reliability of sample |
| **Week 4** | Business Forecasting: meaning, steps in business forecasting and methods of  forecasting. |
| **Week 5** | Index Numbers: Introduction, types of index numbers, methods of constructing index numbers |
| **December:**  **Week 1** | Uses of index numbers. |
| **Week 2** | Computation of above mentioned statistical techniques with Microsoft excel |
| **Week 3** | REVISION |