**Chapter One**

- Meaning of the Word Statistics

- Definition of Statistics

- Classification of Statistics

- Importance of Statistics

- Limitations of Statistics

- Stages in Statistical Investigation

- Basic Statistical Terms

- Types of Variables and Scales of Measurement

**Chapter Two -** Method of Data Collection

- Source of Data

- Method of Primary Data Collection

- Secondary Data Collection

- Methods of Data Presentation

- Frequency Distribution

\* Categorical Frequency Distribution

\* Discrete/Ungrouped Frequency Distribution

\* Continuous/Grouped Frequency Distribution

\* Relative Frequency Distribution

- Diagrammatic Presentation of data

- Graphical Presentation of Data

**Chapter Three**

**-** Definition of Measure of Central Tendency

- Objectives of Measuring Central Tendency

- Types of Measures of Central Tendency

- The Mean

\* Arithmetic mean

\* weighted arithmetic mean

\* Geometric mean

\* Harmonic mean

- The median

- The Mode

- The midrange

- Quantiles

\* Quartiles

\* Deciles

\* Percentiles