BUSINESS STUDIES
JUNIOR SECONDARY SCHOOL (JSS 1)
FIRST TERM

WEEKS TOPICS/CONTENTS

1. REVIEW OF LAST TERM WORK

2. INTRODUCTION TO BUSINESS STUDIES
   I. Explain the Meaning of Business Studies
   II. State the Importance of Business Studies
   III. Identify the Components of Business Studies
   IV. List Career/Employment Opportunities in Business Studies

3. THE OFFICE
   I. Define an Office
   II. Differentiate between two Types of Office
   III. The different officers in an organization
   IV. Mention the functions of an office
   V. List two offices in their school

4. OFFICE STAFF
   I. Meaning
   II. Describe a Clerical Staff
   III. State Functions of a Clerical Staff
   IV. Explain the Qualities of a Clerical Staff
   V. State ways of keeping Office Information Confidential

5. RIGHT ATTITUDE TO WORK
   I. Meaning
   II. Attributes
   III. Explain the Concepts of Punctuality and Regularity
   IV. Demonstrate how Punctuality and Regularity Results in High
   V. Explain consequences of not being Functional and Regular
   VI. Link Punctuality with Reward and Irregularity with Punishment
VII. Explain the Meaning of Devotion to Duty.
VIII. Explain the Effect Devotion on Productivity and Development.

6. THE DEPARTMENT IN AN OFFICE/ORGANIZATION
I. Different Department in an Organization
II. Function of the various Department

7. INTRODUCTION TO COMMERCE
I. Define Commerce
II. List Importance of Commerce
III. Activities which Aid Commerce

8. DIVISION OF COMMERCE
I. Classify Commerce
II. Differentiate between Home and Foreign Trades
III. Explain Import and Export Trades
IV. List Products involved in Home and Trade
V. List Products involved in Foreign Trade

9. PRODUCTION
I. Define Production
II. Explain Types of Production
III. Effective of Production on Environment/Society

10. | 11. REVISION

12. EXAMINATION
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<td>TYPES OF OCCUPATION</td>
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<td>V. Differentiate between Direct and Indirect Services</td>
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<td>I. State the Meaning of Entrepreneurship</td>
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<td>II. State the Meaning of Enterprise</td>
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III. Define Self Employment
IV. Maintain facilities available for Self Employment
V. List successful Entrepreneurs in your Locality - Nigeria and Internationally.

6. IMPORTANCE OF ENTREPRENEURSHIP
   I. Meaning and importance of Entrepreneurship
   II. Functions of Entrepreneurship

7. FORMS OF BUSINESS ORGANISATION
   I. Explain the Features of each Types of Business Organization
   II. Enumerate the Advantages and Disadvantages of each Form of Business

8. CONSUMER, MARKET AND SOCIETY
   I. Explain Who is a Consumer
   II. Explain the Meaning of Market and Society
   III. Mention three needs for Consumer Education
   IV. State the importance of consumer education
   V. Explain the consequences of Lack of Consumer Education

9. NEED FOR MONITORING AND CONTROL OF CHEMICALS
   I. Explain the meaning of chemicals
   II. Distinguish between chemical suitable and not suitable for use
   III. Explain the need for monitoring and controlling chemicals suitable and not suitable for use.

10. INTRODUCTION TO BOOK KEEPING
   I. State the Meaning of Book Keeping
   II. Explain the Importance of Book Keeping to Business
   III. Identify qualities of Book Keepers
   IV. Identify Common Book Keeping Practices

11. 12. REVISION AND EXAMINATION
BUSINESS STUDIES
JUNIOR SECONDARY SCHOOL (JSS 1)
THIRD TERM

WEEKS TOPICS/CONTENTS

1. SOURCE DOCUMENTS
   I. Explain the Meaning of Source Documents
   II. Mention the Uses of Source Documents
   III. Types of Documents
   IV. Explain the Content of Source Document
   V. Differentiate between Cash and Credit Transaction
   VI. Extract Information from Source Documents for Book Keeping Purposes

2. JOURNAL
   I. Explain the Meaning of a Journal
   II. Draw the Correct Form of a Journal
   V. List different Types of Journals
   IV. Forms of a Journals
   V. Identify the Content of Books of Original Entry
   VI. Use Source Documents for the Preparation of Appropriate Books of Original Entry.
   VII. Enter correctly, Information from Source Documents into Books of Original Entry

3. DOUBLE ENTRY BOOK – KEEPING
   I. State the Meaning of Double Entry Book Keeping
   II. Double Entry Treatment of Assets Liabilities, Treatment of Expenses
   III. Analyse events and Transaction using Double Entry System
   IV. Match Debit Entry with Corresponding Credit Entry.
   V. Meaning of Journals
   VI. Meaning of Ledger
   VII. Classes of Ledger
   VIII. Classification of Accounts
   IX. Identify accounts to credited and accounts to be debited
X. Post from journals to ledgers

4. INTRODUCTION OF KEYBOARDING
   I. Explain the Meaning of Keyboarding
   II. Mention the importance of keyboarding
   III. Demonstrate the correct position of keyboarding

5. PART OF COMPUTER KEYBOARD
   I. Meaning of Computer Keyboard
   II. Mention the used of the Parts of Computer Keyboard
   III. Identify the Points of a Computer Keyboard
   IV. Identify the similarities between the typewriter and Computer Keyboard

6. CARE OF THE COMPUTER
   I. Meaning of Care of the Computer
   II. Explain How to take Care of the Computer
   III. List the Item Use for the Care of the Computer
   IV. Demonstrate How to Care for the Computer

7. CORRECT KEYBOARDING TECHNIQUES
   I. Key Roles
   II. Identify the Four Rows on the Keyboard
   III. Identify the Two Divisions on the Keyboard
   IV. Demonstrate Correct Finger Position

8. HOME ROW KEYS
   I. Uses of the Rows Keys
   II. Identify the Four Rows of the Keyboard
   III. Division of the Keyboard
   IV. Identify the Two Divisions on the Keyboard

9. ALPHANUMERIC KEYS
   I. Identify the Alphanumeric Keys
   II. Soft Touch Manipulation
10. **BASIC SERVICES**
   I. Concept Finger Placement on the Basic Service Keys
   II. Manipulation of the Basic Service Keys using Soft Touch
   III. Demonstrate Manipulation of the Service Key using Soft Touch

11. **CORRECT SPACING AND PUNCTUATION MARKS**
   I. Identification the Spacing Keys and Punctuation
   II. Demonstrate Correct Finger Placement on the Spacing Keys
   III. Demonstrate the Correct Use of Punctuation Marks Keys
   IV. Demonstrate Correct Spacing after Punctuation Mark Keys

12. **REVISION/EXAMINATION**