

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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SECOND TERM

WEEKS	TOPICS/CONTENTS
1.	FACTORS OF PRODUCTION I. Meaning and uses of factors of production II. List the factors of production III. State the features of each factor of production IV. Mention the importance of each factor of production of business
2.	TYPES OF OCCUPATION I. Define Occupation II. Division III. Explain the different Types of Occupation IV. Factors which affect Occupation V. Differentiate between Direct and Indirect Services
3.	HONESTY OF BUSINESS I. Explain of truthfulness II. State the attributes of truthfulness III. Factors that cause people to lie. IV. Mention the rewards of being truthful V. Describe the consequences of not being truthful VI. Explain the meaning of fair play VII. Describe the attributes involved in fair play
4.	ETHICS IN SOURCING CHEMICALS Explain the meaning of Ethics guiding sourcing of chemicals
5.	ENTREPRENEURSHIP I. State the Meaning of Entrepreneurship II. State the Meaning of Enterprise

- 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
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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