

**BUSINESS STUDIES**  
**JUNIOR SECONDARY SCHOOL (JSS 2)**  
**FIRST TERM**

<b>WEEK</b>	<b>TOPICS/CONTENTS</b>
<b>1.</b>	<b>THE RECEPTION OFFICE</b> I. Describe the Reception Office II. Explain the Meaning of Receptionist III. State the Importance of a Receptionist IV. List the Qualities of Receptionist V. Outline the Duties of a Receptionist VI. State How to Treat Visitors VII. Explain Appropriate Office Dress Code VIII. Outline the Procedure for answering the Telephone IX. Documents Handled by the Receptionist X. Identify and Design Visitor's book, Request Form
<b>2.</b>	<b>OFFICE</b> I. State and Explain Types of Correspondence Records II. State the Uses of Correspondence Records III. List ways through which Mail comes into an Organization IV. Outline the procedure for Handling Correspondence V. Handling of Mail
<b>3.</b>	<b>OFFICE DOCUMENT</b> I. Explain the term Office Document II. Enumerate the Types of Office Document –Sales Department III. Preparation IV. List the uses of Sales Documents V. Mention the uses of Purchase Documents – Preparation, Uses

**4. TRADE**

- I. Explain the Meaning of Trade
- II. List Importance of Trade
- III. Forms of trade – Home Trade, Foreign Trade.

**5. AIDS TO TRADE**

- I. Describe forms of trade – Banking, Insurance, Advertising, Communication, Transport and television Warehousing
- II. Explain the services that made Trade Easy
- III. Roles of Custom of the Channels of Distribution
- IV. Identify licensed Channels Vendors

**6. MARKET**

- I. Define the term Market
- II. List the Features of a Market
- III. Types – Capital Market and Money Market
- IV. Commodity Market Institutions and Instruments traded in each Market

**7. CAREER IN THE CAPITAL MARKET**

- I. Mention the Career opportunities available in the Capital Market
- II. Buying and Selling
- III. Explain Buying and Selling by Cash and (or) Credit
- IV. Transactions – Cost of sales, Make up, Turn over, Profit and loss.

**8. DISTRIBUTION**

- I. Explain the meaning of distribution
- II. Channels of Distribution – Producer/Manufacturer, Wholesaler, Retailer and Consumer
- III. List the Agents involved in Distribution
- IV. Functions of each of the Channels of Distribution

**9. DISTRIBUTION**

- I. Licensed Chemical Vendors

- II. Identify Safe Ways of Handling Chemicals
- III. Handling and Distribution of Chemical
- IV. Effects of Wrong Handling of Chemicals
- V. When Production Ends

**10. BANK SERVICE**

- I. Define Commercial Bank
- II. Explain the Services provided by the Banks
- III. Ethical Issues in Banking

**10. | 12. REVISION AND EXAMINATION**

**BUSINESS STUDIES**  
**JUNIOR SECONDARY SCHOOL (JSS 2)**  
**SECOND TERM**

<b>WEEK</b>	<b>TOPICS/CONTENTS</b>
<b>1.</b>	<b>INSURANCE</b> I. Define Insurance II. Explain Services provided by Insurance Companies III. Mention Types of Insurance – Fire, Vehicle, Burglary, Money, Life Insurance, Pension and Health IV. Benefit of Insurance
<b>2.</b>	<b>PERSONAL QUALITIES OF AN ENTREPRENEUR</b> Mention the Personal Qualities of Entrepreneur Qualities of Entrepreneur
<b>3.</b>	<b>BUSINESS OPPORTUNITIES</b> I. Define Business Opportunities II. Types – Local, National and International
<b>4.</b>	<b>CONSUMER RIGHT</b> I. Meaning of Consumer Right II. Origin of Consumerism III. Eight Universal Consumer Right IV. Identify Ways and Manners of Consumer Right in the Society, Nation and Communities at Large
<b>5.</b>	<b>RESPONSIBILITIES OF A CONSUMER</b> I. Meaning of Consumer Responsibilities II. Responsibilities of the Consumers III. Explain each of the Responsibilities of a Consumer
<b>6.</b>	<b>SHOPPING TIPS</b> I. Meaning of Needs and Wants

- II. Differences between Needs and wants
- III. Making Decision about Needs and Wants
- IV. Improve Buying of Needs and Wants
- V. Effects of Pure Buying in Needs and Wants
- VI. After Sales Services – Warranty, Installation, etc
- VII. State the Steps involving in Making Decision about Needs and Wants
- VIII. Explain Impulse Buying and Its Effects
- IX. Identify after Sales and Services Available to Consumers on products and Services and their Important Areas

**7. BOOK KEEPING**

- I. Ethnics
- II. Explain Transparency Accountability and Probity
- III. State the Need for Transparency, Accountability and Probity (TAP) in Public Domain
- IV. List Attributes of Transparency, Accountability and Probity
- V. Describe Challenges contacted by the Lack of TAP
- VI. Examine Solution of TAP
- VII. Explain the process and its operation.

**8. LEDGER ENTRIES**

- I. Meaning of Ledger
- II. Identify the Items on the Ledger – Date, Particulars, Discounts, Folio and Amounts (Cash and Bank)
- III. Record of Cash Receipt and Cash Payments
- IV. How to Record Cash received and Payment
- V. Discount Received, Discount Allowed, and Contra Entries

**9. PETTY BOOK**

- I. Meaning of Petty Cash Book
- II. Columns in a Petty Cash Book
- III. Recording Receipts and Payment on the Petty Cash Book
- IV. Imprest system – Cash flow Imprest, Imprest System, Retirement and Reimbursement

- V. Analyse the items of expeditions in the Petty Cash Book
- VI. Who is a Petty Cashier?
- V. State the Need for keeping Petty Cash Book
- VI. Preparation/Format of a Petty Cash Book

**10. CASH BOOK**

- I. Meaning of Cash Book
- II. Types of Cash Book – Single Column Cash Book, Two column Cash Book
- III. Item as a Cash Book
- IV. Cash column, Bank Column and Discount Column
- V. Preparation of a Cash Book
- VI. Records Cash Receipts in a Cash Book
- VII. Records Bank Transaction and Cash Book
- VIII. Differentiate between Cash Book and Petty Cash

**11. | 12. REVISION/EXAMINATION**

**BUSINESS STUDIES**  
**JUNIOR SECONDARY SCHOOL (JSS 2)**  
**THIRD TERM**

<b>WEEK</b>	<b>TOPICS/CONTENT</b>
<b>1.</b>	<b>PRINTERS CORRECTION SIGNS</b> I. Proof Reading Marks and Signs Identification II. Demonstrate the use of Proof Reader Sign
<b>2.</b>	<b>SPEED DEVELOPMENT AND ACCURACY SKILLS</b> I. Keyboard Factor by practicing Alphabetic Sentence Drill II. Demonstrate improved Techniques by Key loading one line Sentence Drill Accurately III. Accuracy and Speed Drills IV. Speed Burst at one to ten minutes (Keyboard for ten minutes at 20 words per minutes with 98% accuracy.
<b>3.</b>	<b>TECHNIQUES DEVELOPMENT IN KEYBOARDING</b> I. Math Table Techniques of Wing they create Table Function II. The spec Regulator - Description, Uses, Techniques of Uses III. Enter Key, Description, Uses, Techniques of Use IV. Demonstrate the use of the insert table function V. Demonstrate the use of enter keys.
<b>4.</b>	<b>PARAGRAPHING</b> I. Mention the Different Method of Paragraphing II. Identifying the Different Method of Paragraphing III. Demonstrate the use of Different Method of Paragraphs
<b>5.</b>	<b>PAGE SETTING</b> I. Different Types of Page Setup II. Choose the correct alignment – Left – Centre, Right – Justification III. Production of Documents

**6. MEMORANDUM**

- I. State what a Memorandum is.
- II. List features of a memorandum.
- III. Format
- IV. Procedure of a Memorandum

**7. EMAILS**

- I. Define Emails
- II. Mention the Features at an Email
- III. Formatting
- IV. Send an e-mail

**8. OFFICE PROCEDURE**

- I. Explain the Meaning of Office Procedure
- II. List the importance of Office Procedure
- III. Way and Manners of Preparing Bills, Invoice and Receipt

**9. OFFICE EQUIPMENT**

- I. Explain the Meaning of Office Equipment
- II. Identify Office Equipment
- III. List Types of Office Equipment
- IV. List Importance of Office Equipment
- V. Explain Use(s) of the Different Office Equipment
- VI. Explain Care of Office Equipment

**10. REVISION**

**11. | 12. EXAMINATION**