BUSINESS STUDIES
JUNIOR SECONDARY SCHOOL (JSS 2)
FIRST TERM

WEEK | TOPICS/CONTENTS
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1. | THE RECEPTION OFFICE
   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

2. | OFFICE
   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

3. | OFFICE DOCUMENT
   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 Chemicals
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

WEEK TOPICS/CONTENTS

1. INSURANCE
   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

2. PERSONAL QUALITIES OF AN ENTREPRENEUR
   Mention the Personal Qualities of Entrepreneur Qualities of Entrepreneur

3. BUSINESS OPPORTUNITIES
   I. Define Business Opportunities
   II. Types — Local, National and International

4. CONSUMER RIGHT
   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

5. RESPONSIBILITIES OF A CONSUMER
   I. Meaning of Consumer Responsibilities
   II. Responsibilities of the Consumers
   III. Explain each of the Responsibilities of a Consumer

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