BUSINESS STUDIES

JSS THREE (FIRST TERM)

WEEKS. TOPICS /CONTENTS

1. ADVERTISING /MEDIA / JINGLES

- State the meaning of advertising

- Mention types of advertising

- Functioning - Radio, Television

- List various forms of advertising media.

- Different jingles used in advertising media.

2. TRANSPORTATION

- Explain the meaning of transportation

- Enumerate the importance of effective transpor system in business.

- Mention five types of transportation.

3. ADVANTAGES/DISADVANTAGES OF TRANSPORTATION (OF EACH TYPES

OF TRANSPORTATION)

- State the advantages and disadvantages of each types of transportation.

4. COMMUNICATION

- State the meaning of communication

- Mention means of communication.

- Explain each means communication

- State the importance of communication in business

5. COMMUNICATION

- Services provided by communication agencies

6. SIMPLE SINGLE BUSINESS GOALS

- State the strength of and identifies business they wish to pursue

- State the weakness of an identified business they wish to pursue.

- State the opportunities of an identified business

- Identify the thrusts to an identified business they wish to pursue.

7. DRAWING A SIMPLE SINGLE BUSINESS PLAN

- Define business plan

- Procedure for drawing up simple single business plan

- Drawing up a simple single business plan

8. CONSUMER PROTECTION AGENCIES

- State the meaning and Uses of consumer protection agency

- National communication commission (NCC)

- Standard organisation of Nigeria (SON)

- National Electricity Regulatory Commission (NERC)

- National Agency for food and Drug Administration Control (NAFDAC)

- Need for consumer production and regulations

- Mention the national communication on consumer protection agencies

- Mention the needs for consumer protection agencies (I. E NCC, SON, NERC,

NAFDAC)

- Roles and responsibilities of consumer protection agencies.

9. HOW TO MAKE COMPLAINTS

- Explain what a complaint is

- Distinguish between a justify and unjustified complaint

- State the steps in lodging a complaint

10. HOW TO MAKE COMPLAINTS

- Writing a complaint letter

- Reasons of borrowing claim cards

- Procedures for burning chemicals not suitable for use.

- Reason for restricting chemicals not suitable for use.

11. REVISION

12. EXAMINATION

BUSINESS STUDIES

JSS THREE (SECOND TERM)

WEEKS. TOPICS/CONTENTS

1. REVISION OF LAST TERM'S WORK

2. HOW TO SEEK REDRESS

- Meaning of consumer right and redress

- Ways of seeking redress

- Benefit of providing redress

3. PERSONAL FINANCE

- Explain the meaning of personal finance

- Source of finance for individual.

- Consumer and choice

- Scale of preference - modesty,attributes

- State the uses of personal budget

- Manage personal funds and keep records of expenditure

- Identify good that are necessity

4. EFFECT OF LIVING MODESTLY

- Link modest behaviour and extravagances

- Explain what modesty is

- State the attributes of modesty

- Preparation of individual budget

5. TRIAL BALANCE

- Explain the meaning of a trial balance

- Uses

\* Balance that form trial balance

\* Formation of trial balance from ledger

\* Identification of balance sheet item from the trial balance

6. FORMS OF TRIAL BALANCE

- Meaning

- Identify the forms of trial balance ; Trading profit and loss accounts

7. FORMS OF TRIAL BALANCE

- Profit and loss account - Balance sheet

- Draw the forms of trial balance, trading, profit and loss account,

balance sheets

8. TRADING, PROFIT AND LOSS ACCOUNT

- Meaning

- State the purpose of trading, profit and loss account

- Trading Account

- Rules for constructing simple profit and loss account

- Calculate the cost of goods sold

- Determine net sales

- Determine net profit or loss and gross profit.

9. BALANCE SHEET

- Explain the meaning of balance sheet

- Contents (State the items in a balance sheet)

- State the uses of balance sheet

- Classification of item - Asset liabilities, Capital,

- Classify assets into fixed and current, Distinguish capital

from liabilities.

- Preparation and simple format at a balance sheet

- Differentiate between vertical and horizontal balance sheet.

10. PROCEDURE OF MAKING PAYMENT AND RECEIPTS IMPORTANCE

AND ACCOUNTS.

- Meaning I. E Cash bank transfer, Cheques, Bank draft, e - payment

- Explain the procedure for making payment.

- Keep an imprest account

- Define the term's Store Records

- Delivery note, gate pass.

- Importance of stock taking

11. REVISION

12. EXAMINATION

BUSINESS STUDIES

JSS THREE (THIRD TERM)

WEEKS. TOPICS /CONTENTS

1. REVISION OF LAST TERM'S WORK

2. ERASING TECHNIQUES USING

- Rubber

- Correction liquid

- Correction paper

- Develop the erasing techniques using rubber, Correction Fluid or liquid.

- Erasing on the following - Top copy, Carbon copy, Carbon copies

- Create a duplicate for erasing techniques using carbon copies

3. MEMORANDUM

- Explain the meaning of memorandum

- List the purpose of memorandum

- Layout

- State the special features of memorandum

- Mention way of addressing letters, etc

\* Personal letters - Address, data, salutation, body, closing

\* Envelop Addressing

4. BUSINESS LETTER

- Define Business letter

- List the format of business letter - Heading, Opening, body, closing

- Layout of business letters - blocked style, indented /semi-blocked style,

Modified block style.

5. BUSINESS LETTER WITH

- List different ways of writing letters

\* Subject heading

\* Enclosure (s)

\* Letter head

\* Carbon paper

\* Filmsy

6. SIMPLE

- Tabulation

- Table creation ( Create a simple table)

- Keyboard items into a table ( Keyboard items into a table)

7. REVISION AND EXAMINATION