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