**JOY INTERNATIONAL COLLEGE**

A CHRISTIAN CO-EDUCATIONAL BOARDING INSTITUTE

KM 12 KADUNA ABUJA EXPRESS WAY P.O. BOX 4045

**SCHEME OF WORK FOR FIRST TERM 2016/2017 ACADEMIC SESSION**

**JSS 3 BUSINESS STUDIES.**

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| WEEK | TOPICS | CONTENTS | PRACTICE QUESTIONS. |
| 1. | OFFICE PROCEDURE | -Meaning , Importance ,procedures for preparing bills, making payment, invoices, receipt, keeping an imprest, the role of wages and salaries unit. | 1. What is the meaning of office procedure?  2. list five reasons why office procedure is important.  3. Define the following:  i. bill. ii. Invoice. iii.Receipt.  4. Identify and explain five procedures for making payment. |
| 2. | Transportation | -Meaning, importance , means, advantages and disadvantages of each means of transportation. | 1.Explain the meaning of transportation.  2. state four reasons for the importance of transportation in commerce.  3. Name and briefly five types of transportation.  4. state the advantages and disadvantages of each of the types of transportation . |
| 3. | Communication | Meaning, importation, means. | 1. Define communication. 2. State four means of communication. 3. List five reasons why communication is important. 4. List five services provided by communication agencies. |
| 4. | Setting simple business goals. | Meaning.  SWOAT analysis. | 1. Define a simple single business plan. 2. Why is a business plan important? 3. List the procedure for drawing up a simple business plan. |