

## SECOND TERM SCHEME OF WORK FOR JSS2

### BUSINESS STUDIES

WEEKS	TOPICS
1	Consumer Right <ul style="list-style-type: none"><li>• Responsibilities of A Consumer</li></ul>
2	Shopping Tips
3	Book – keeping Ethics
4	Ledger Entries
5	Petty cash book
6	Cash book – single column cash book
7	Double column cash book
8	Three column cash book
9.	Printers correction signs / speed development
10	Techniques Development in keyboard and accuracy skills
11	REVISION
12	EXAMINATION

## **WEEK ONE**

### **TOPIC: CONSUMER RIGHT**

Consumerism – Is the actions of individuals and government is responsible to consumer dissatisfaction in exchange relation. In other words, consumerism is a protest of consumers against unfair business practices and business injustices. Consumerism make sure that businesses provides useful information and make sure that consumers get quality for their money.

**Meaning of A Right** – Is something that one is morally, legally and socially allowed to do or have. Right are social, legal and fundamental principles of what is allowed to people by a legal system.

**Meaning of Consumer Right** – Refers to a consumer right to satisfy to be informed to choose and to previe manufactures with information concerning their product.

### **RIGHTS OF CONSUMER**

- Safety and hygienic product
- Right to be heard
- Right to choose
- Seeking redness
- Right to consumer education
- Right to healthy environment
- Right to basic needs

### **RESPONSIBILITIES OF A CONSUMER**

Rights and responsibilities are two sides of the same coin along with consumer rights, there are also consumer responsibilities. They are as follows:

- To provide adequate information to the seller
- To exercise caution in purchasing
- To file a complaint in case of genuine grievances
- To be quality conscious
- To exercise his legal rights
- To be cautious against false and misleading advertisements

- To insist on cash memo or receipt
- Social concern
- Environmental awareness

**Assignment**

(1) What is the meaning of Right?

(2) What is the meaning of consumer rights? (3) List and explain five universal right of a consumer

WEEK TWO

**TOPIC: SHOPPING TIPS**

Meaning of Needs and Wants

A. Needs refer to things we cannot do without. There are things we need to satisfy our basic requirement such as food, shelter, cloth.

B. Wants are things we would like to have, goods and services that are necessary but we desire or wish to have them.

All business activities should be directed to satisfy the customer. Emphasis on the needs and wants of consumers keeps the business on the right track.

Needs are fundamental to human survival, wants are something additional that a human being desires after he has satisfied his needs

**DIFFERENCES BETWEEN NEEDS AND WANTS**

<b>NEEDS</b>	<b>WANTS</b>
They are necessary for one to survive	They are desire either to use in the present or future
Needs are the same. They do not differ from one person to another	Wants differ from the person to another

Meaning of Impulse buying: refers to buying things without planning in advance to do so.

**EFFECTS OF IMPULSEBUYING** – it affects the family budget adversely. At last, the buyer often buy things that are not needed or storing in excess of needs.

**MEANING OF AFTER SALES SERVICE** : this refer to any assistant a seller renders to a buyer after a service or goods has been sold , it a means of ensuring that a buyer is satisfy with the product or service he/she purchase.

**BENEFIT OF AFTER SALES SERVICE**

- it build and sustains customer’s loyalty
- free service during the guarantee period is the best selling point
- Sales campaign will achieve remarkable success.
- It builds up and maintains seller’s goodwill.
- Complaints and grievance regarding service will be promptly and efficiently dealt with by the seller.

**WARRANTLY** –is a written document made by a seller or company to a buyer of a product or service. It says that if the product or service does not function properly within a particular period, it would be replaced, repaired or the money would be refunded.

Warranty is an assurance of the quality, service and performance of the product.

**TYPES OF WARRANTLY:**

- Warranty against the defects.
- Express warranty.
- Extended warranty.

Installation means setting up a system or machinery for used. Installation differ from company to company some companies, installation at no cost while some charges their customers.

**Assignment**

- Define needs, wants, and impulse buyers.

- Write a short note on :
- Warranty
- After sales service.
- Installation.

### WEEK THREE

#### **TOPIC: BOOK – KEEPING ETHICS**

Corruption is everywhere, it is a universal problem and everybody wants to eradicate it.

The concept of TAP came about because of this reason.

T – Transparency.

A – Accountability

P – Probity.

T – Transparency means to be clear, easily understood or quality of being truthful or without a hidden agenda. It also means being honest and trustworthy.

A – Accountability means to be responsible for any action that takes place. That is someone is answerable for his/her action and responsible to rectify issue and errors resulting from decisions.

Accountability means being able to give a reason or explanation for an action you have taken.

P – Probity means to be upright and have high morals, integrity and to be very honest in your position, responsibility, money in your custody and your office.

Need for transparency, accountability and probity {TAP}. It is compulsory for the public and private sector to maintain transparency, accountability and probity in management because:

- It promotes public integrity.
- The rule of laws should be maintained.
- Business should be done in a good way both by government and private sector.
- It reduces the incidence of bribery and corruption in every field.

- Good governance and good government should be maintained.
- It encourages foreign direct investment, FDI.
- It can reduce wastes tax payer's money.
- It can make the citizens of the Nigerian well informed about the action taken by the government.

#### **ATTRIBUTE OF TAP:**

Public, private and government and business most exhibit to be seen to be transparency, accountability and above board in their dealings:

- Truthfulness
- Openness
- Fairness
- Impartiality
- Due process
- Respect for the rules of laws.

#### **LACK OF TAP / PROBLEM OF LACK OF TAP.**

- Increased case of bribery.
- Embezzlement
- Diversion of public funds into private pockets.
- Poor infrastructure – roads, water, and electricity will not be maintained
- Increased incidence of fraud.
- Disregard for the rules of law.
- Increased nepotism in Nigeria government operations.
- Tax payers, funds are wasted on thins not really needed.
- Perversion of the justice system.
- Lack of openness in one conduct of government

ASSIGNMENT;

Explain these terms-

1. Transparency
2. Accountability
3. Probity

#### WEEK FOUR

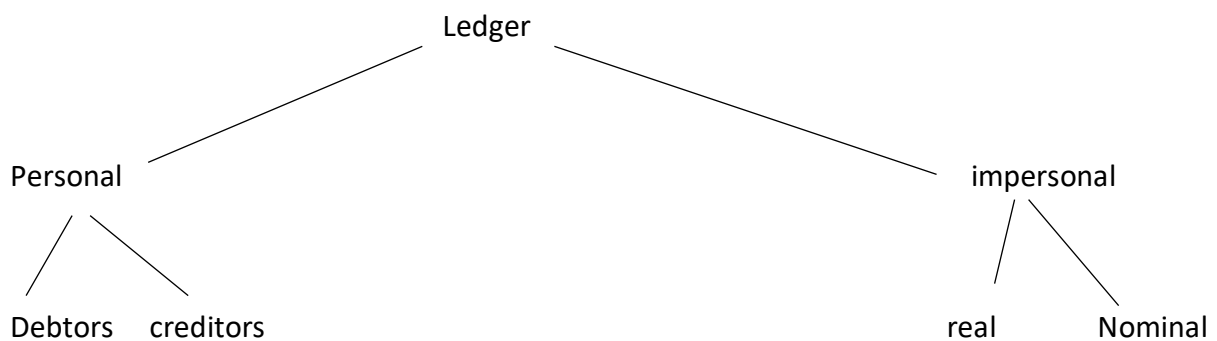
#### TOPIC: LEDGER ENTRIES

Ledger is a principal book in which transaction are recorded in a summarize form. It is final destination of all transactions in the subsidiary book.

Dr Format of ledger Cr

Date	Particular	Folio	Amount	Date	Particular	Folio	Amount
			₹				₹

#### SIMPLE CLASSIFICATION OF LEDGER ACCOUNT



**1. PERSONAL ACCOUNT:** This ledger account record the persons account such as debtors, creditors, capital and bank account

**2. IMPERSONAL ACCOUNT:** This records non – persons account such as real and normal account.

**a. Real Account:** records the assets of the business such as building, motor vehicle, furniture, stock etc.

**b. Norminal Account:** records the income and expenses of the business such as insurance, transport, salary etc.

Ledger Account is divided into

- Sales ledger / debtors ledger

- Purchases ledger / creditors ledger
- General ledger
- Private ledger

**SALES LEDGER/DEBTORS LEDGER:** This is used to record account relating to debtors. Debtors are those who owe money that belongs to an organisation.

**PURCHASES LEDGER:** This records account of creditors. Creditors are people to whom money is owned or person from whom goods have been bought.

**GENERAL LEDGER:** This takes care of both real and nominal account

**PRIVATE LEDGER:** This is ledger where properties confidential accounts are recorded.

WEEK FIVE

### TOPIC: PETTY CASH BOOK

A petty cash book is a cash book used for recording small or minor expenses of the business.

Petty means small, the minor expenses may include postage stamp, carriage, telegram, stationary, telephone, envelopes etc.

To establish the petty cash an amount called cash float is disbursed to the petty cashier in the beginning of a month, the cash float is credited to the main cash book while the petty cash book is debited.

The keeping of the petty cash book is the responsibility of the petty cashier who is supervised by the main cashier.

The petty cashier is re-imbursed in the beginning of another month to make up the cash float.

The Need for keeping Petty Cash Book are:

- The time wasted posting the minor expenses to the ledger is saved
- Petty cash book reduces the burden of the major cash book

### Differences between cash book and petty cash book

Cash book	Petty cash book
It has many sources of receipt	It has only one source which is cheque drawn from the bank



It records the major items of cash transactions	It records the minor items of transaction
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### Form of a petty cash book

Receipt	F	Date	Voucher No	Total expenses	Travelling expenses	Postage stamp	Stationery	Carriage	Telegram
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Example:

Enter the following into the petty cash book showing the analysis column for postage, travelling expenses, stationery, carriage and sundry expenses.

May 1	Petty cash in hand	2,000
May 3	Paid for postage stamp	150
May 5	Paid for travelling expenses	700
May 6	paid for stationery	500
May 10	Paid for carriage	100
May 20	Paid for sundry expenses	100
May 22	Paid for stationary	200

### Petty Cash Book

Receipt	F	Date	Details	Voucher	Total expenses	Postage stamp	Trade expenses	Stationary	Corn ea	Sundry expense
	C.	May 1	Postage stamp	1	150	150				
	B	May 3	Travelling expenses	2	700		700			
		Ma						500		

		y 5	e	3	500				100	
			Stationery	4	100					100
		Ma y 6	Carnage	5	100					
		Ma y 10	Sundry expenses	6	200			200		
					1,750	150	700	700	100	100
2,000		Ma y 20	Stationary		250					
250			Balance		2,000					
		Ma y 22	Balance b/d							
		Ma y 25								
		Jun e 1								

### Class Work

Enter the following transaction into a petty cash book with these headings. Postage and stationery, travelling expenses, carriage, office expenses.

Jan 1	Petty cash in hand	3000
Jan 2	Bought stamp	500
Jan 4	Travelling expenses	300
Jan 8	Bought stamp	200

Jan 10	Paid carriage	100
Jan 12	Repairs of office equipment	500
Jan 15	Bought envelope	150
Jan 25	Paid office cleaner	200

## WEEK SIX

### TOPIC: CASH BOOK

Cash book is a book of accounting or ledger account used for recording cash receipt and payments of money. It is used to record all cash received and paid out by the organisations.

The cash of a business constitutes cash in hand and cash bank.

There are three types of cash book

- Single column / one column cash book
- Double column / two column cash book
- Three column cash book

### SINGLE COLUMN/ONE COLUMN CASH BOOK

This cash book takes care of cash only. It is used to record cash received and cash payment.

It is called single column cash book because it has only cash in both debit and credit sides.

Dr	Single Column Cash Book				Cr		
Date	Particular	F	amount	Date	Particular	F	Amount

Single Column Cash Book

Example: Prepare single column cash book of Madam Kofo as at 31<sup>st</sup> Jan, 2000 and open all necessary ledger.

Jan 1 Started business with 10,000 cash  
 Jan 2 Paid office expenses 1,500  
 Jan 10 Bought goods worth 3,500  
 Jan 20 Paid rent 500  
 Jan 25 Cash sales 2,800  
 Jan 26 Paid insurance 300  
 Jan 27 Mr Timilehin paid cash 1,200  
 Jan 30 Paid wages 600

Madam Kofi

Single Column Cash Book

Date	Particular	F	Amount	Date	Particular	F	Amount
Jan 1	Capital		N : K 10,000	Jan 2	Office expenses		N : K 1,500
Jan 25	Sales		3,800	Jan 10	Purchases		3,500
Jan 27	Mr Timilehin		1,200	Jan 20	Rent		500
				Jan 26	Insurance		300
				Jan 30	wages		600
				Jan 31	Balance c/d		8,600
			1,500				15,000
Feb 1	Balance b/d		8,600				

Ledger Account

Capital Account

	Jan 1:	cash	10,000
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Sales Account

	Jan 25:	cash	10,000	
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Purchases Account

Jan 10:	cash	3,500		
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Office expenses

Jan 2:	cash	2,500		
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Mr Timilehin Account

	Jan 27:	cash	1,200	
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Rent Account

Jan 20:	cash	500		
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Wages

Jan 30:	cash	600		
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Insurance

Jan 26:	cash	300		
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## WEEK SEVEN

### TOPIC: DOUBLE COLUMN CASH BOOK

This is a cash book that takes care of both cash and bank. It is called double column cash book because it has cash and book column on both debit and credit side.

The cash column is used for recording cash and cheque received while the credit side is used for recording all payments made by cheque and cash received and paid into the bank.

The debit side is for receipt of cash and cheque and credit side for payment.

Double / Two Column Cash Book

Date	Particulars	F	Cash	Bank	Date	Particulars	F	Cash	Bank
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Contra Entry: Is the recording of single entry in both debit and credit sides of the same cash book.

Example:

Mr. More Blessing started a business with #5000 cash and #7,000 bank on June 2014.

June 3	Purchase goods by cash	2,500
June 5	with draw cash from bank	1000
June 6	Cash sales	1800
June 10	Receive cash from Ngozi	1200
June 15	Cash sales	1000
June 20	Paid insurance by cash	500
June 25	Paid wages by cheque	1000

Dr Double Column Cash Book Cr									
Date	Particulars	F	Cash	Bank	Date	Particulars	F	Cash	Bank

### Assignment

Enter the following transactions into the cash book of which Oluwaseyi Nig. Ltd as at 1<sup>st</sup> of May, 2014.

May 1	Cash in hand	7,000
	Cash in Bank	10,000
May 4	Cash sales	2,000
May 6	Bought goods for sale	3,000
May 8	Received cheque from papa	1,500

May 12	Cash sales	2,000
May 15	Bought furniture by cheques	12,000
May 20	Paid rent by cheque	800
May 25	Paid wages by cash	700
May 27	Cash paid into bank	1000

## WEEK EIGHT

### TOPIC: THREE COLUMN CASH BOOK

This is made up of cash column, bank column and discount column on both sides of the cash book.

**1. CASH DISCOUNT:** This is an allowance received or reduction made when cash is paid promptly. It is classified into discount allowed and discount received.

**a. Discount Allowed** – Is an allowance or reduction given by the business organisation to debtors / customers for prompt payment of cash? It is an expenses and posted to debit side of profit and loss account and cash book.

**b. Discount Received** – This is an allowance or reduction granted by creditors/suppliers to the business organisation for prompt payment. It is a revenue item and credited to both the profit and loss account and the cash book.

**2. CONTRA ENTRY:** Is a situation whereby double entry for a particular transaction is completed in the same book of account. It is represented by letter 'C' in the folio column.

### Three Column Cash Book

Dr					Cr.				
Date	Particulars	F	Dis.allo	Cash	Bank	Particulars	F	Cash	Bank

Example: Olowolayemo started business with #10,000 cash as at 1<sup>st</sup> Jan., 2014

Jan 3	Paid rent by cash	1,500
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Jan 5	Paid Insurance by cash	250
Jan 7	Received cheques from Mutai	3,000
Jan 9	Cash sales #1000 with 5% discount	
Jan 12	Cash purchase 3% discount	2,000
Jan 15	Paid office expense by cheque	400
Jan 18	Paid transport by cheque	200
Jan 20	Withdraw #1200 from cash into bank	
Jan 25	Purchase goods by cash with 5% discount	1,500

Olowolayemo

### Three Column Cash Book

Date	Particular	F	Discount allowed	Cash	Bank	Date	Particular	F	Discount Received	Cash	Bank
			N	N	N				N	N	N
Jan 1	Capital			10,000		Jan 3	Rent			1,500	
Jan 7	Mutia				3,000	Jan 5	Insurance			250	
Jan 9	sales		50	950		Jan 12	purchases		60	1940	
Jan 20	Bank	C		1,200		Jan 15	Office expenses				400
						Jan 18	Transport				200
						Jan 20	Cash				1200



						Jan2 6	Purchas es		75	1425	
						Jan3 1	Balance c/d				
			50	12,15 0	3,00 0				135	12,15 0	3,00 0
Feb 1	Balance b/d			7,035	120 0						

### Assignment

Enter the following transactions into the cash book of Goodnews as at 1<sup>st</sup> Dec. 2013.

Dec. 1	Cash in hand	10,000
	Cash in bank	5,000
Dec 4	Cash sales	3,000
Dec 5	Paid rent by cheque	500
Dec 8	Bought goods for sale less 4% discount	2,000
Dec 10	Receive cheque from Kofo less 10% discount	1,000
Dec 15	Withdrew for office use	1,200
Dec 20	Paid Jude by cash	500
Dec 22	Bought stationery for cash	200
Dec 23	Paid wages by cash	400

WEEK NINE

### TOPIC: PRINTER'S CORRECTION SIGNS

Manuscripts are handwritten scripts or document. Manuscripts may contain correction additions, alterations and abbreviations etc.

## Proof correction signs

Symbol	Text Sign	Meaning
Caps/u.c	Change letter business studies	Capital upper case letter used
#	Insert	Insert space
~	University Elias_transpose	Elias University
⌘	insert	Insert comma

## Common Abbreviation

Abbreviation	Meaning
Abt	About
Yrs fly	yours faithfully
Asstt	assistant
Assot	associate
Encls	enclosure
Ps	post script
Manus.	Manuscript
B.A.	Bachelor of Arts
M.A	Masters of Arts
M.B.A	Master in Business Administration
Ph. D	Doctor in philosophy
a/c	amount

amt	advertisement
ad.advt	advertisement
IOU	I owe you

### **Standard Abbreviation**

Abbreviation	Words
NITEL	Nigeria Telecommunication Limited
NIPOST	Nigeria Postal Services
OFN	Operation Feed the Nation
WAI	War Against Indiscipline
RAM	Random Access Memory
CAN	Christian Association of Nigeria
ETC	et cetera
ASUU	Academic Staff Union of University

Before typing a manuscript, read it over to make sure what is written is well understood. Manuscripts are typed on quarto – size paper in double line spacing.

### **Assignment**

- What do you understand by 'Manuscript'?
- Re write:

Thank you very much for yr ltr dated April, 2016, abt the gds we requested. The amt you stated as the price of the gds is acceptable tog in delivery charges as specified by you to be pd before the order is recd at the mango a/c dept.

## WEEK TEN

### TOPIC: DEVELOPMENT IN KEYBOARDING

The success of any secretarial personnel is strongly dependent on the effective application of some of the basic typing techniques. The techniques that must be mastered in typing for expedient and neat typing are:

- Tabular key operation + tab. Key –
- Line – space regulator
- Carriage Return lever
- Margin release lever

#### Alphabetic Sentence Drills

Exercise: You are required to type each sentence four times using single line spacing.

Margin: left – 11                      Right margin 17

Left margin 20,                      Right margin 79 – elite

- The bag was full of eggs
- There is a dig in that house
- You must plan to succeed
- Exercise is good for you
- Look before you leap

#### One – line sentence Drill

The essence of one – line sentences drill is for the typist to type a sentence on a line before proceeding to the next one

#### Exercise 2

You are required to type the following sentences, one on each line three times using single line spacing.

Margin pica – 10 and 70

Elite – 12 and 80

- Ijioma escaped suspension last term for lateness
- Baby is gift from Almighty God
- Success is a product of hardwork
- Panadol is recommended for body pains