

NAME: MRS ILEGBUSI

SCHOOL:STRONG TOWER ACADEMY

SUBJECT: BUSINESS STUDIES

CLASS: JSS2

JSS 2 BUSINESS STUDIES 3RD TERM 2019/2020 SCHEME

1. Revision
2. Speed development and accuracy skills
3. Technique development in keyboarding
4. Printers corrections signs
5. Paragraphing
6. Page set-up
7. Mid-Term examination
8. Memorandum/E-mail
9. Computer skills in Business
10. Computer main memory and other storage devices
11. Revision
- 12-13 Examination