

Scheme of work for office practice for third term

Class: SS1

Week 1 Revision

Week 2 Communication

Week 3 Post Office Services

Week 4 Business Organization (Sole Proprietor)

Week 5 Partnership

Week 6 Limited liability Company

Week 7 Limited Liability Company

Week 8 Cooperative Society

Week 9 & 10 Public Enterprise

Week 11 Revision

Week 12 Examination