

SUBJECT : BUSINESS STUDIES

TOPIC : INTRODUCTION TO BUSINESS STUDIES

CLASS : JSS1

WEEK : WEEK 2

LEARNING OBJECTIVES :

1. Definition of business and business studies
2. Components of business studies
3. Importance of Business studies
4. Careers in Business studies

Definition of business and business studies

Business can be defined as any legal service rendered to satisfy human needs or desires, which is aimed at making profits in order to earn a living.

Business studies may be defined as a study which covers the basic elementary knowledge and skill in organizing business enterprise, as well as the general administration. It can be define as the study of the component parts of business environment.

Components of business studies

The components of business studies includes;

- 1. Office practice:** these are clerical duties, carried out on a daily basis 1 in the office, in order to achieve the aims and objectives that have been set by the organization.
- 2. Book-keeping :** this has to do with the recording of all cash and credit transaction, in the exact manner.
- 3. Commerce :** this is the activity which involves the buying and selling of goods and services.
- 4. Keyboarding :** this is the process of inputting data or information into a computer system.
- 5. Computer Education :** this is the study that helps to make office functions easier and more effective through the use of a computer.

Importance of Business studies

The importance of business studies includes ;

1. It prepares student for office work
2. It gives opportunities for self-reliance
3. It helps one to own and run a business enterprise
4. It teaches how to keep accounts and enter transactions into different books.
5. It helps to make students useful members of the society, capable of contributing to the economic development of their society.

Careers in Business studies

The careers opportunities in business studies includes ;

1. Secretary
2. Accountants
3. Bankers
4. Transporters
5. Cashier
6. Computer operator
7. Marketers etc.

Assignment :

1. From your own understanding, define business studies
2. List four (4) careers in business studies.
3. State two major differences between a small office and large office.