

SUBJECT:BUS- STUDIES

WEEK:1

TOPIC: intriduction to Business Studies

Business Studies is the study of the component parts of business environment such as office practice,book keeping,keyboarding,commerce,and computer.

Importance of business studies

1. It teaches one how the office functions
- 2.It teaches one how to keep account and enter transactions into different books
- 3.It enables one to keep document properly
- 4.It helps one to own and run a business properly
- 5.It help own to manipulate the keyboard

COMPONENTS OF BUSINESS STUDIES

- i.office practice
- ii.Book-keeping
- iii.Commerce
- iv.Keepboarding
- v.Computer Education

CAREER OPPORTUNITIES IN BUSINESS STUDIES

- 1.Secretary
- 2.Accountant
- 3.Bankers
- 4.Cashier
- 5.Marketer

WEEK 2

## TOPIC : OFFICE

What is an office ?

An office is a room in an organisation where people work. The office is the centre of all activities of the organisation. The type of work being done in an office is sometime used to describe the office.

## TYPES OF OFFICE

### 1. SMALL OFFICE

A small office is usually found in small organisation because of the volume of activities there is small.

### 2. LARGE OFFICE

A large office can be found in big organisations with more than ten workers. An example of large office is the Bank.

## FUNCTIONS OF AN OFFICE

- a. Giving information
- b. Receiving information
- c. Recording information
- d. Arranging information
- e. Processing information
- f. Storing information.

WEEK:3

## TOPIC: THE OFFICE STAFF

A Clerical staff is a person who performs mainly routine job in an office. A clerical staff files letters, keeps records and does other jobs in an office.

## FUNCTIONS OF A CLERICAL STAFF

- a. He/she writes official letters to other organisations, private or public, as directed by a superior
- b. He/she treats mail on staff matters
- c. He/she despatches mail within and outside the organisation

d.He/she receive mail coming into the organisation

e.He/she post and collect mail from the pst office

Grades of clerical staff

i.clerical officer

ii.clerical assistance

iii.senior clerk

#### PERSONAL QUALITIES OF A CLERICAL STAFF

a.Some educational backgroundand basic education

b.Good appearance

c.Good health

d.Ability to listen to instruction carefully

e.Being polite to people the come in contact with

#### WEEK 4

##### TOPIC:RIGHT ATTITUDE TO WORK

The concept of work

work can be define as the activities that one engages in to earn a living .

Having the right attitude means to have a positive state of mind at your work.You,as an individual ,determine your attitude ;you alone cancan decide to the extent to go when you are given a task to perfom.

Attribute of people with the right attitude to work

a.punctuality

b.regularity at work(absenteeism)

c.performing to the best of your ability

d.hardwork

e.honesty

f.reliability

g.consistency

## WEEK:5 DEVOTION TO DUTY

Devotion means having a strong attachment to someone or something.Devotion to duty therefore means the extent of commitment a person shows to his or her work or duty in an organisation

Effects of devotion to duty on productivity and Development.

Devotion on duty shows that worker is :

- 1.Committed to the organisation that employed him or her
- 2.Interest in what they have been employed to do, and that any assignment given to them is carried out promptly ;and
- 3.Consistent when it comes to punctuality and regularity at work.

## WEEK:6

### TOPIC: DEPARTMENT IN AN OFFICE/ORGANISATION

#### Meaning of department

A department is one of the many divisions or parts of a big organisation concern with a particular area of work.

A small organisation can also be divided into various departments, but the number of department or staff is less . Organisations such as hospita,universities,companies,government and so on are dived into department.

#### Departments in an organisation

The type of department in an organisation depend on the type of business the organisation does.The following are some of the department an organisation could have :

- 1.Administrative
- 2.Account or finance
- 3.sales
- 4.Personnel

5.Planning

6.Transport.

7.Production.

8.Purchasing

9.Marketing

10.Editorial