

JSS3 BUSINESS STUDIES LESSON NOTES - THIRD TERM

Scheme of Work

SN	WEEK	TOPICS
1	WEEK 1	KEYBOARDING
2	WEEK 2	TYPES OF DISPLAY HEADING
3	WEEK 3	MANUSCRIPT
4	WEEK 4	ERASING TECHNIQUES
5	WEEK 5	CORRECT KEYBOARDING TECHNIQUES
6	WEEK 6	ALPHANUMERIC KEYS
7	WEEK 7	REVISION AND BECE

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Wenbin Ji



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