

BUSINESS STUDIES
JUNIOR SECONDARY SCHOOL (JSS 2)
FIRST TERM

WEEK	TOPICS/CONTENTS
1.	THE RECEPTION OFFICE I. Describe the Reception Office II. Explain the Meaning of Receptionist III. State the Importance of a Receptionist IV. List the Qualities of Receptionist V. Outline the Duties of a Receptionist VI. State How to Treat Visitors VII. Explain Appropriate Office Dress Code VIII. Outline the Procedure for answering the Telephone IX. Documents Handled by the Receptionist X. Identify and Design Visitor's book, Request Form
2.	OFFICE I. State and Explain Types of Correspondence Records II. State the Uses of Correspondence Records III. List ways through which Mail comes into an Organization IV. Outline the procedure for Handling Correspondence V. Handling of Mail
3.	OFFICE DOCUMENT I. Explain the term Office Document II. Enumerate the Types of Office Document –Sales Department III. Preparation IV. List the uses of Sales Documents V. Mention the uses of Purchase Documents – Preparation, Uses

Jss Islamic Studies Scheme Of Work

Michael Seilmaier



Jss Islamic Studies Scheme Of Work:

Curriculum Renewal for Islamic Education Nadeem A. Memon, Mariam Alhashmi, Mohamad Abdalla, 2021-05-10 This book demonstrates why and how it is necessary to redesign Islamic Education curriculum in the K 12 sector globally From Western public schools that integrate Muslim perspectives to be culturally responsive to public and private schools in Muslim minority and majority contexts that teach Islamic studies as a core subject or teach from an Islamic perspective the volume highlights the unique global and sociocultural contexts that support the disparate trajectories of Islamic Education curricula Divided into three distinct parts the text discusses current Islamic education curricula and considers new areas for inclusion as part of a general renewal effort that includes developing curricula from an Islamic worldview and the current aspirations of Islamic education globally By providing insights on key concepts related to teaching Islam case studies of curriculum achievements and pitfalls and suggested processes and pillars for curriculum development contributors present possibilities for researchers and educators to think about teaching Islam differently This text will benefit researchers doctoral students and academics in the fields of secondary education Islamic education and curriculum studies Those interested in religious education as well as the sociology and theory of religion more broadly will also enjoy this volume Daily Graphic Yaw Boadu-Ayeboaf, 2006-03-22 **Arts & Humanities Citation Index**, 1997 Curriculum Renewal for Islamic Education Taylor & Francis Group, 2021-05-11 This book demonstrates how and why it is necessary to redesign Islamic Education curriculum in the K 12 sector globally From Western public schools that integrate Muslim perspectives to be culturally responsive to public and private schools in Muslim minority and majority contexts that teach Islamic Studies as a core subject or teach from an Islamic perspective the volume highlights the unique global and sociocultural contexts that support the disparate trajectories of Islamic Education curricula Divided into three distinct parts the text discusses current Islamic education curricula and considers new areas for inclusion as part of a general renewal effort that includes developing curricula from an Islamic worldview and the current aspirations of Islamic education globally By providing insights on key concepts related to teaching Islam case studies of curriculum achievements and pitfalls and suggested processes and pillars for curriculum development contributors present possibilities for researchers and educators to think about teaching Islam differently This text will benefit researchers doctoral students and academics in the fields of secondary education Islamic education and curriculum studies Those interested in religious education as well as the sociology and theory of religion more broadly will also enjoy this volume *Methodology of Teaching Religious Lessons* Gentian Jetishi, Discover a groundbreaking guide that bridges classical Islamic pedagogy with modern teaching methodologies *Methodology of Teaching Religious Lessons* by Gentian Jetishi is a comprehensive research backed manual designed for teachers educators imams and scholars involved in religious education whether in mosques madrasas universities or secular institutions Combining Islamic tradition with contemporary educational science this book offers Historical Foundations Insights from classical scholars such

as al Zarnuji and Ibn Khaldun with a comparative view on medieval and modern teaching practices Prophetic Model of Teaching A detailed study of Prophet Muhammad s methodologies including storytelling question and answer techniques gradual learning and inclusive education Modern Pedagogical Tools Lessons on using technology artificial intelligence and distance learning to enhance religious education Practical Skill Building Step by step guidance in Lesson planning and writing objectives Public speaking and classroom presence Testing and assessment strategies Critical and creative thinking skills Microteaching Observational Practice Hands on training modules for student teachers and trainers Ethics and Human Relations in the Classroom Exploring motivation discipline communication and teacher student interaction Whether you re a religious teacher seeking to refine your instructional approach or a scholar aiming to modernize curriculum development this book provides a rare and essential roadmap Ideal for Islamic studies instructors University lecturers Madrasah educators Imams and mosque leaders Students in religious education faculties I have been sent as a teacher Prophet Muhammad peace be upon him Let this book guide your journey in honoring and professionalizing that noble mission Curriculum Guide for Islamic Studies Talat Sultan,1990 The Islamic Studies Curriculum in Jordan Majid Zaki Jallad,1997 *The Islamic Studies Curriculum in Jordan* Majid Zaki Jallad,University of Manchester. Faculty of Education,1997 **40 Lessons for Every Islamic Studies Classroom, Masjid and Youth Group** Waseem Peracha,2013-10-01 Islamic studies teachers Imams and anyone working with Muslim youth know how difficult teaching in the 21st century can be With this in mind this work provides ready to be implemented lesson plans that take a student centered approach where students are researching discussing debating and most importantly learning With these lessons the teacher is a facilitator and guides the students in their learning rather than the traditional lecture style With over a decade in the teaching field the author provides 40 of his students favorite and most beneficial lessons Look out for another volume of this valued teacher s work in the near future

Teaching Syllabus for Islamic Religious Studies (Senior High School 2 -4) Republic of Ghana. Ministry of Education, Science & Sports (Accra),Republic of Ghana,2008 *Goodword Islamic Studies Grade 10* Farida Khanam,2006 This course has been designed to present the young students comprehensive Islamic education comprising general Islamic knowledge based on the Quran and Hadith Instead of teaching moral principles directly they are taught through themes chosen from the Quran and other Islamic sources A major portion of the course comprises the text of the Quran which is followed by exercises to test the depth of understanding of the students Though basically intended for use as a school text book it is also an ideal tool for home schooling involving both the parents and the children In this way children will nt only learn the ethical values conveyed by the message of Islam but will also be stimulated to want to know more about Islamic teachings when they grow up Methodology of Primary Islamic Studies B. Aisha Lemu,1980 **An Exploration of Islamic Studies** Nader Sudqy Al-Refai,2011 **Islamic Education** Zafar Alam,2003 **Islamic Studies Project on Islamic School** Amina N. Yerima,1978 **Instruction of the Student**

Burhān al-Dīn Zarnūjī,2003 This is a remarkable volume that touches upon the method by which students of the classical Muslim world learned their studies in a traditional way Its author Imam al Zarnuji has attracted the attention of Western men of learning for centuries as they tried to decipher the secret behind the stunning educational success of Islamic civilisation

Desire of the Aspirant Al-Shahid al-Thani,2016-06-13 The present work is a translation of al Shahid al Thanis Munyat al Murid fi Adab al Mufid wa al Mustafid The original Arabic work written in 954 AH 1547 CE quickly established itself as a core text in the Islamic seminaries and it has long been an important source of reference for anyone interested in Islamic education and spiritual development Now available in English for the first time this classic work will be a valuable addition to the core reading lists of courses On Islamic ethics and spirituality The current edition also contains an insightful introduction consisting of a biography of the author an overview of the body of his work a survey of his predecessors views on education a study of his ideas on education and an examination of his methodology of education **Syllabus and Guidelines** Ghulam Sarwar,1980-01-01

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