

## COMMERCE

### SCHEME OF EXAMINATION:

There will be two papers, Paper I and Paper 2, both of which will constitute a composite paper to be taken at one sitting.

**PAPER I:** Will consist of fifty multiple choice questions to be answered in 50 minutes for 50 marks.

**PAPER II:** Will consist of eight essay type questions out of which candidates will be required to answer any five within 2 hours for 100 marks.

### DETAILED SYLLABUS

S/NO	CONTENTS	NOTES
1.	INTRODUCTION	<ol style="list-style-type: none"><li>i. Definition of Commerce and E - Commerce</li><li>ii. History/Background of Commerce</li><li>iii. Scope of Commerce and E Commerce</li><li>iv. Functions of Commerce and E Commerce</li></ol>
2.	OCCUPATION	<ol style="list-style-type: none"><li>i. Meaning of Occupation</li><li>ii. Types;- Industrial, Commercial, Service Occupation</li><li>iii. Factors that determine types of occupation / employment Career Opportunities</li></ol>
3.	PRODUCTION	<ol style="list-style-type: none"><li>i. Meaning</li><li>ii. Factors – land, labour, capital and entrepreneurship</li><li>iii. Types:- Primary, Secondary and Tertiary production</li><li>iv. Division of labour/specialization</li></ol>

		<ul style="list-style-type: none"> <li>- meaning</li> <li>- types</li> <li>- advantages and disadvantages,</li> <li>- limitation</li> </ul> <p>v. Inter-relationship between production and exchange</p>
4.	BUSINESS UNITS	<p>i. Meaning and objectives of business</p> <p>ii. Forms of business units</p> <ul style="list-style-type: none"> <li>— Sole proprietorship,</li> <li>— Partnership,</li> <li>— Co-operative Societies,</li> <li>— Credit Union and Thrift Societies,</li> <li>— Public enterprises,</li> <li>— Companies -</li> </ul> <p>iii. Types, Formation, characteristics, comparison, advantages and disadvantages</p> <p>iv. Sources of capital of each forms of business</p> <p>v. Meaning and purpose of</p> <ul style="list-style-type: none"> <li>- Amalgamations,</li> <li>- Mergers and acquisitions</li> <li>- Trust,</li> <li>- Holding companies and Subsidiaries</li> <li>- Consortium and Cartel</li> </ul> <p>vi. Dissolution/Liquidation of Companies/Partnership.</p>
5.	TRADE ASSOCIATIONS	<p>Aims and functions of</p> <p>i. Trade Association</p> <p>ii. Chamber of Commerce, Employers Association</p> <p>iii. Consumer Association/Consumerism</p>

6.	BUSINESS CAPITAL AND PROFITS	<ul style="list-style-type: none"> <li>i. Meaning and types - Authorized/Registered/Normal capital, called-up, paid-up capital, capital owned, liquid/circulating capital</li> <li>ii. Credit - Meaning, Sources, Instrument and Functions</li> <li>iii. Calculation of working capital, the Importance of working capital</li> <li>iv. Profits - Meaning, types and calculation of profit</li> <li>v. Turnover - Meaning, calculations and factors affecting turnover.</li> </ul>
7.	<p>TRADE</p> <p>(a) HOME TRADE</p>	<p>Purpose and branches of trade –</p> <p>Home Trade and Foreign Trade – Meaning and Differences</p> <ul style="list-style-type: none"> <li>i. Retail trade: Functions of retailer <ul style="list-style-type: none"> <li>- Factors to consider in starting a retail business</li> <li>- Reasons for success/failure of retail business.</li> </ul> </li> <li>ii. Small scale and large scale retailing – Types of Retail Outlets, <ul style="list-style-type: none"> <li>- Unit shops, Stalls, Hawkers, Kiosks, Mobile shops, Supermarket, Chain Stores, Department Stores, Shopping malls, Hypermarkets and Mail Order business</li> </ul> <p>The main characteristics of each.</p> <ul style="list-style-type: none"> <li>- Advantages and disadvantages.</li> <li>- Modern trends in retailing – branding, self service, Vouchers. Vending machines, credit cards.</li> </ul> </li> <li>iii. Wholesale trade - Functions of Wholesalers Types</li> </ul>

		<p>of Wholesalers. Factors. Merchant and agent Wholesalers</p> <p>iv. Factor making for elimination and survival of middlemen</p> <p>v. Channel of Distribution: Meaning, Types. Factors for choice of Channel</p>
	(b) FOREIGN TRADE	<p>i. Meaning - Types: Import, export and entreport</p> <p>ii Basic concept in International trade - terms of trade, balance of trade, balance of payment -favourable, unfavourable, visible and invisible items, bilateral and multilateral agreements and counter trade</p> <p>iv. Advantages and Disadvantages</p> <p>v. Barriers to Foreign trade –</p> <p>vi. Tariffs – Meaning Reason for tariffs,</p> <p>vii. Functions of port and Airports Authorities, Customs and Excise Authority and Shipping, Clearing and forwarding Agents. Exports promotion Council.</p>

8	PURCHASE AND SALE OF GOODS IN HOME AND FOREIGN TRADE	<ul style="list-style-type: none"> <li>i. Procedure and documents used in business - Order, Indent, Consular Invoice, Ordinary Invoice, Credit/Debit notes, Proforma Invoice, Letter of hypothecation, documentary credit, certificate of origin, certificate of inspection, insurance certificate.</li> <li>ii. Price Quotation - Trade discount, Cash discount, Quantity discount, COD, CWO, CIF, FOB, E &amp; OE, Ex-works, LOCO, FAS, FOR and Franco</li> <li>iii. Terms of Payment: Cash/Spot Payment, Purchase and deferred payment.</li> <li>iv. Means of payment - Legal tender – (bank notes and coins), cheques, standing order, bank draft, stamps, postal-orders, money orders, bills of exchange and promissory Note, mail transfer, traveller’s cheques, telegraphic transfer. Epayment</li> </ul>
9.	FINANCE AND FINANCIAL INSTITUTIONS  A. MONEY          B. BANKS	<ul style="list-style-type: none"> <li>i. Meaning</li> <li>ii. Evolution/History</li> <li>iii. Forms</li> <li>iv. Qualities and functions.</li> </ul> <ul style="list-style-type: none"> <li>i. Types of Banks - Central Bank, Commercial Banks and other specialized banks e.g. Development Bank, Mortgage Bank, Building Society, Micro finance institutions, - their features and Functions. Bureau-de-change (Meaning and Functions)</li> <li>ii. E. Banking – Meaning, forms - ATM, Money transfer -</li> </ul>

	<p>C. INSURANCE</p>	<p>E Payment – online transfer</p> <p>iii. Types of Accounts: Current, Savings and Fixed Deposit Account - Their main features</p> <p>i. Meaning and basic principles – utmost good faith, insurable interest, indemnity and subrogation, Contribution and proximate cause</p> <p>ii. Types of Insurance</p> <p>a. life Insurance</p> <ul style="list-style-type: none"> <li>- Whole life Assurance</li> <li>- Endowment</li> </ul> <p>b. Non life Insurance</p> <ul style="list-style-type: none"> <li>- Motor vehicle</li> <li>- Fire</li> <li>- Fidelity</li> <li>- Burglary/Robbery/Theft</li> <li>- Accidents</li> <li>- Consequential Loss</li> <li>- Marine</li> </ul> <p>c. Types of Risk</p> <p>i. Insurable Risk e.g. fundamental risks</p> <ul style="list-style-type: none"> <li>- Pure risk</li> </ul>
--	---------------------	---

	<p>D. CAPITAL MARKET</p>	<ul style="list-style-type: none"> <li>- Particular risk</li> <li>ii. Uninsurable risk <ul style="list-style-type: none"> <li>- speculative risk</li> </ul> </li> <li>d. Importance of Insurance to business and individual.</li> <li>e. Procedure for taking an Insurance Policy.</li> <li>f. Underwriting - meaning</li> <li>g. Re-insurance - Meaning and purpose <ul style="list-style-type: none"> <li>i. Meaning</li> <li>ii. Functions</li> </ul> </li> <li>iii. Methods of raising funds by companies - offer for sale, offer for subscription, rights issue, private placement, issue by tender</li> </ul> <p>Second tier Security market</p> <ul style="list-style-type: none"> <li>i. meaning and functions</li> <li>ii. Advantages to Companies/Public</li> <li>iii. Requirement for listing <ul style="list-style-type: none"> <li>i. Meaning and functions,</li> <li>ii. Importance</li> <li>iii. Transactions on the stock exchange</li> <li>iv. Speculators - Meaning and Types</li> <li>v. Types of Security - Shares, Stock, Bond gilt edge,</li> </ul> </li> </ul>
--	--------------------------	---

10.	<p>E. STOCK EXCHANGE (first tier)</p> <p>F. COMMODITY EXCHANGE</p> <p>TRANSPORT, TOURISM, COMMUNICATION and WAREHOUSING</p> <p>A. TRANSPORT,</p>	<p>debentures/Convertible loans</p> <p>i. Meaning</p> <p>ii. Types of tradable commodities</p> <p>iii. Requirements for trading - Grading, Standardizing, Warehousing, Clearing system</p> <p>iv. Method of Trading - open outcry and electronic mechanisms</p> <p>v. Benefit of Commodity exchange</p> <p>(i) Meaning</p> <p>(ii) Importance</p> <p>(iii) Choice of transport</p> <p>(iv) Forms</p> <p>(a) Land</p> <p>(b) Water</p> <p>(c) Air</p> <p>(d) Pipeline</p> <p>(v) Advantages and disadvantage of each form</p> <p>(vi) Documents - Waybills, Consignment note, tickets and manifest</p> <p>(i) Meaning</p> <p>(ii) Advantages and disadvantages</p> <p>(i) Meaning</p> <p>(ii) Types – Oral. Written, Visual, Non-verbal, Non-</p>
-----	--	--



		visual, Traditional,
		(iii) Advantages and Disadvantages
		(iv) Importance and services of Post Office
		(v) Courier Agencies and other communication agencies – Telephone system, satellite services, internet- E-mail
		(vi) Computer Appreciation
		- meaning,
		- component parts,
		- advantages and disadvantages.
		(i) Meaning
		(ii) Importance
		(iii) Functions
		(iv) Types
		(v) Advantages
	B. TOURISM	
	C COMMUNICATION	

	D. WAREHOUSING	
11.	ADVERTISING	<ul style="list-style-type: none"> <li>(i) Meaning</li> <li>(ii) Roles, advantages and disadvantages</li> <li>(iii) Types - informative, persuasive, Competitive, mass/specific</li> <li>(iv) Methods - direct and indirect</li> <li>(v) Media- meaning, choice and types</li> </ul>
12	<p>INTRODUCTION TO MARKETING</p> <p>A. MARKETING</p> <p>B. Marketing Concept</p>	<ul style="list-style-type: none"> <li>(i) Meaning</li> <li>(ii) Importance</li> <li>(iii) Functions</li> <li>(iv) Differences between market and marketing, market and marketing research.</li> </ul> <p>The Marketing mix 4ps</p> <ul style="list-style-type: none"> <li>(i) Meaning</li> <li>(ii) Components <ul style="list-style-type: none"> <li>- Products,</li> <li>- price,</li> <li>- place and</li> <li>- promotion</li> </ul> </li> <li>(i) Meaning</li> <li>(ii) Importance</li> </ul>

	<p>C. Customer Services</p> <p>D. Sales Promotion</p>	<p>Types – Pre and after sales services</p> <ul style="list-style-type: none"> <li>(i) Meaning</li> <li>(ii) Methods</li> </ul> <p>Trade fairs, exhibitions, gifts, demonstration</p> <p>Personal Selling</p> <p>Meaning</p> <p>Importance</p>
<p>13.</p>	<p><b>LEGAL ASPECT OF BUSINESS</b></p> <p>Areas of law that relate to Business</p>	<ul style="list-style-type: none"> <li>(i) Contract <ul style="list-style-type: none"> <li>- Meaning -</li> <li>- Elements of a valid contract</li> <li>- Discharge of a contract</li> </ul> </li> <li>(ii) Agency <ul style="list-style-type: none"> <li>- Meaning</li> <li>- Creation</li> <li>- Duties and responsibilities of principals and agents</li> <li>- Termination</li> </ul> </li> <li>(iii) Sales of goods Act</li> <li>(iv) Hire Purchase Act</li> <li>(v) Rights and Obligations of employer and Employee</li> <li>(vi) Government regulation of Business - patents, copyright. Trade mark</li> <li>(vii) Registration of Business</li> </ul>

	Consumer Protection	<ul style="list-style-type: none"> <li>- Meaning and uses</li> <li>(i) Meaning</li> <li>(ii) Need for protection</li> <li>(iii) Means of protection</li> <li>(iv) Consumerism <ul style="list-style-type: none"> <li>Meaning</li> <li>Means, Instrument of protection</li> </ul> </li> </ul> <p>Government Legislation - food and drugs Act standard organization Act - Price Control Act - Factory, Shops and Offices Act – Product quality</p>
14.	<p>Government policies relating to business</p> <p>A. Commercialisation</p> <p>B. Privatisation</p> <p>C. Deregulation</p>	<ul style="list-style-type: none"> <li>(i) Meaning and Reasons</li> <li>(ii) Advantages and disadvantages</li> <li>(iii) Comparison/differences</li> </ul>
15.	<p>INTRODUCTION TO BUSINESS MANAGEMENT</p>	<ul style="list-style-type: none"> <li>i. Meaning</li> <li>ii. Objectives of business</li> <li>iii. Meaning of Business Management</li> <li>iv. Functions</li> <li>v. Business Resources</li> </ul> <p>- Man, Money, Materials Opportunities/Goodwill</p>

		<p>vi. Structure of Business organizational setup</p> <p>Organisational chart, Departments, Functions of each, Authority, Delegation of Authority</p> <ul style="list-style-type: none"> <li>- Responsibility Span of Control</li> </ul> <p>Meanings</p> <p>vii. Business and its environment Economical</p> <ul style="list-style-type: none"> <li>- Political Competition Technological etc</li> </ul> <p>viii. Social responsibility of Business to the Society</p> <p>ix. Importance of Inter and Intra departmental communications</p>
<p>16.</p>	<p>ECONOMIC GROUPINGS</p> <ul style="list-style-type: none"> <li>A. ECOWAS</li> <li>B. NIGERBASIN COMMISSION (NBC)</li> <li>C. LAKECHADBASIN COMMISSION (LCBC)</li> <li>D. MANO-RIVER UNION</li> <li>E. EUROPEAN UNION</li> <li>F. WEST AFRICAN CLEARING HOUSE</li> </ul>	<ul style="list-style-type: none"> <li>i. History</li> <li>ii. Membership</li> <li>iii. Objectives</li> <li>iv. Achievements</li> <li>v. Problems/Obstacles</li> </ul>

## **RECOMMENDED TEXTBOOKS**

- i. Senior Secondary Commerce, Book One, two and three by M. O. Odedokun, P. C. Udokogu and C. O. N. Oguji.
- ii. Basic Marketing- McCarthy Jerome, E. , William Perreault Jr.
- iii. Marketing – G. B. Giles ( The M & E hand book services)
- iv. Consumer Behaviour – Prof. Achumba ( University of Lagos