

JAMB UTME SYLLABUS FOR COMMERCE

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COMMERCE GENERAL OBJECTIVES

The aim of the Unified Tertiary Matriculation Examination (UTME) syllabus in Commerce is to prepare the candidates for the Board's examination. It is designed to test their achievement of the course objectives, which are to:

- 1) acquire the basic concepts of Commerce;
- 2) examine the relationship between Commerce and other related business subjects;
- 3) apply the principles of Commerce in Nigeria;
- 4) appreciate modern, dynamic and positive changes in commercial activities.

DETAILED SYLLABUS

TOPICS/CONTENTS/NOTES	OBJECTIVES
1. Commerce (i) Meaning (ii) Functions	Candidates should be able to: (i) differentiate between Commerce and other related subjects; (ii) identify the functions of Commerce.
2. Occupation (i) Meaning (ii) Types (industrial, commercial and services)	Candidates should be able to: (i) Compare the different types of occupation.
3. Production (i) Meaning (ii) Factors, characteristics and rewards (land, labour, capital and entrepreneur) (iii) Division of Labour (iv) Specialization (v) Types (primary, secondary and tertiary)	Candidates should be able to: (i) differentiate between production and its factor; (ii) identify the factors of production and their rewards; (iii) distinguish between Division of Labour and specialization; (iv) classify the types of production.
4. Trade (i) Meaning (ii) Classification:	Candidates should be able to: (i) identify the classes of trade; (ii) compare the various types of retailers; (iii) identify the functions of retailers; (iv) classify modern retailing practices;
A. Home Trade (i) Retail trade - types of retailers - functions of retailers	

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- trends in retailing (branding, self service, vending machines, the use of luncheon and fuel vouchers) - advantages and disadvantages of retailers	(v) identify the advantages of retail business and its disadvantages;
(ii) Wholesale trade - Types of wholesalers (merchant, agent and general) - Functions of wholesalers - Advantages and disadvantages of wholesalers	(vi) classify the types of wholesalers; (vii) determine the functions of wholesalers to manufacturers and retailers; (viii) analyse the merits and demerits of the existence of the middleman;
Foreign trade	(ix) analyse the basic issues in foreign trade;
(i) Basic issues in foreign trade (balance of trade visible and invisible, balance of payments and counter trade)	(x) differentiate between visible and invisible balance of trade;
(ii) Procedures and documents used in export, import and entrepot trade	(xi) distinguish the procedures from the documents used in foreign trade;
(iii) Barriers to international trade.	(xii) identify the barriers to international trade.
5. Purchase and Sales of Goods	Candidates should be able to:
(i) Procedure and documentation (enquiry, quotation, order, invoice, proforma invoice, statement of accounts, indent, consular invoice, bill of lading, certificate of origin, consignment note, etc)	(i) examine the procedures and documents used in the purchase and sale of goods;
(ii) Terms of trade (trade discount, quantity discount, cash discount, warranties, C.O.D., C.I.F., F.O.B., and E. and O. E.)	(ii) determine the terms of trade;
(iii) Terms of payments a. Cash - Legal tender b. Credit - Meaning - Types and functions - merits and demerits	(iii) distinguish between cash and credit forms of payment; (iv) identify the types of credit; demerits of credit transactions. (v) Analyse the merits and demerits of credit transactions.
6. Aids-to-trade a. Advertising (i) Types and media (ii) Advantages and disadvantages	Candidates should be able to: (i) distinguish between advertising and advertisement; (ii) identify the different types of advertising and its media;

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<p>b. Banking</p> <p>(i) Types of banks (ii) Services (iii) Challenges</p>	<p>(iii) analyse the advantages and disadvantages of advertising; (iv) categorize the different types of banks; (v) assess the roles of western union, money gram and automated teller machine (ATM) in business transactions; (vi) identify the services rendered by banks;</p>
<p>c. Communication</p> <p>(i) Process (ii) Types (iii) Trends (iv) Merits and demerits (v) Barriers</p>	<p>(vii) appraise the various means of payments; (viii) apply acquired banking knowledge in solving challenges facing banks; (ix) specify the different stages in the communication process; (x) analyse the types of communication; (xi) differentiate between the demerits of and barriers to communication; (xii) appraise the contributions of courier services, GSM, etc., to businesses. (xiii) distinguish between the types of insurance;</p>
<p>d. Insurance</p> <p>(i) Types (ii) Principles (iii) Terms (iv) Benefits</p>	<p>(xiv) apply the principles of insurance to life situations; (xv) appraise the relevance of the National Health Insurance Scheme (NHIS); (xvi) identify the relevant terms in tourism;</p>
<p>e. Tourism</p> <p>(i) Terms (ii) Benefits (iii) Challenges</p>	<p>(xvii) differentiate between the benefits and challenges of tourism; (xviii) appraise the relevance of the various forms of transportation;</p>
<p>f. Transportation</p> <p>(i) Importance (ii) Forms/mode (iii) Advantages and disadvantages (iv) Regulatory agencies</p>	<p>(xix) determine the advantages and disadvantages of transportation; (xx) compare and contrast the functions of Nigeria Ports Authority;</p>
<p>g. Warehousing</p> <p>(i) Importance (ii) Types (iii) Functions (iv) Location</p>	<p>(xxi) evaluate the factors that determine the siting of warehouses; (xxii) appraise the contributions of private and public warehouses to businesses.</p>
<p>7. Business Units</p> <p>(i) Forms of ownership</p>	<p>Candidates should be able to: (i) identify the different forms of</p>

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<p>(ii) Characteristics/features (iii) Registration of businesses (iv) Business Mergers (v) Determination of choice of business units (vi) Dissolution and liquidation of businesses</p>	<p>business units; (ii) analyse the features of the forms of business units; (iii) apply the knowledge of the procedures and documents gained in registering business; (iv) appraise the different forms of business mergers and the reasons for merging; (v) analyse the factors which determine the choice of business units; (vi) differentiate between the dissolution and liquidation of business.</p>
<p>8. Financing Business</p> <p>(i) Sources of finance (personal savings, sale of shares and bonds, loans, debentures, mortgage, bank overdraft, ploughing back to profit, credit purchase, leasing (ii) Problems of sourcing finance (iii) Types of capital (share capital, capital owned, authorized (registered or nominal) capital, issued capital, called-up capital, paid-up capital, liquid capital, working capital and owners' equity) (iv) Calculation of forms of capital, profits (gross and net) and turnover (v) Bureaux de change</p>	<p>Candidates should be able to: (i) identify the various ways of financing a business; (ii) appraise the problems associated with sourcing finances for business; (iii) determine the different types of capital; (iv) compute the different forms of capital, profits and turnover; (v) assess the role of bureau de change in assisting businesses.</p>
<p>9. Trade Associations</p> <p>(i) Objectives and functions of trade associations (e.g. Cocoa Farmers' Association, Garri Sellers' Association, Poultry Farmers' Association) (ii) Objectives and functions of consumer association (e.g. thrift, credit and loans)</p>	<p>Candidates should be able to: (i) differentiate between the objectives and functions of trade associations; (ii) analyse the objectives and functions of consumer association; (iii) evaluate the objectives and functions of Chambers of</p>

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(iii) Objectives and functions of Chambers of Commerce (e.g. NACCIMA)	Commerce.
10. Money	Candidates should be able to:
(i) Evolution	(i) trace the origin of money;
(ii) Forms	(ii) categorize the forms and qualities of money;
(iii) Qualities/characteristics	(iii) appraise the functions of money.
(iv) Functions	Candidates should be able to:
11. Stock Exchange	(i) determine the importance and functions of the Stock Exchange;
(i) Importance and functions	(ii) analyse the procedure of transactions and speculation on the Stock Exchange;
(ii) Procedure of transactions and speculations	(iii) classify the different securities traded on the Stock Exchange;
(iii) Types of securities (stocks, shares, bonds, debentures, etc)	(iv) apply the knowledge acquired on the Stock Exchange for investment purposes.
(iv) Second-tier securities Market (STSM)	Candidates should be able to:
Listing requirements for the market, advantages and operating regulations of the market.	(i) appraise the functions of management;
12. Elements of Business Managements	(ii) apply the principles of management to business and other situations;
(i) Functions (planning, organizing, staffing, coordinating, motivating, communicating and controlling)	(iii) interpret various organizational structures;
(ii) Principles (span of control, unity of command, delegation of authority, etc)	(iv) assess the functional areas of business.
(iii) Organizational structure (line, line and staff, functional, matrix and committee)	Candidates should be able to:
(iv) Functional areas of business (production, marketing, finance and personnel)	(i) distinguish between the functions and importance of marketing;
13. Elements of Marketing	(ii) relate the marketing concept to different situations;
(i) Functions and Importance	(iii) evaluate the elements of marketing mix and channels of distribution;
(ii) The marketing concept (consumer orientation, customer satisfaction and integrated marketing)	(iv) determine the basis for segmentation;
(iii) Marketing mix (product, price, place (distribution and promotion)	(v) appraise the quality of customer service.
(iv) Market Segmentation	
(v) Customer Service.	

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14. Legal Aspects of Business	Candidates should be able to:
(i) Meaning and validity of a simple contract	(i) analyse the elements of the validity of a simple contract;
(ii) Contract Agency, Sale of Goods Acts and Hire Purchase Act	(ii) interpret Contract Agency, Sale of Goods Acts and Hire Purchase Acts;
(iii) Rights and obligations of employer and employee	(iii) compare the rights and obligations of employers with those of employees;
(iv) Government regulations of business – registration of business, patents, trade marks and copyrights	(iv) distinguish between patents, trade marks and copyrights;
(v) Consumer protection – need for, and means of protection (Government legislation, Foods and Drugs Act, Standards Organization Act, Trade Descriptions Act, Consumer Association, Consumer Protection Council, NAFDAC, NDLEA, Customs and Excise, etc.)	(v) identify the functions consumerism;
15. Information and Communication Technology (ICT)	(vi) assess the relevance of Government Agencies and Acts in the provision of safe goods and drugs.
a. Computer	Candidates should be able to:
(i) Appreciation/application	(i) apply the knowledge gained from computer to solve problems;
(ii) Types	(ii) determine the types and functions of computer;
(iii) Functions	(iii) appraise the challenges of using the computer in order to take precautionary measures;
(iv) Advantages and disadvantages	(iv) analyse the merits and demerits of each activity.
(v) Challenges	Candidates should be able to:
b. Terms (Internet, Intranet, browsing, password, e-mail, www.google, yahoo, search, cyber café, Local Area Network, etc.)	(i) classify the types of business environment;
c. Activities	(ii) assess the role of social environment in the provision of safe products;
(i) e-commerce	(iii) identify the different types of pollution;
(ii) e-banking	(iv) assess their implications on business.
(iii) e-business	
16. Business Environment and Social Responsibility	
(i) Legal, political, economic, social, cultural, technological, environment, etc	
(ii) Safe products, philanthropic and social environment and societal consideration	
(iii) Types of pollution (water, air and land) and their implications.	