

NATIONAL EXAMINATIONS COUNCIL
(NECO)

BASIC EDUCATION CERTIFICATE
EXAMINATION
(BECE)

SYLLABUS

FOR CANDIDATES IN UPPER BASIC
(JSS1-3) IN NIGERIA UNDER THE
UNIVERSAL BASIC EDUCATION (UBE)
PROGRAMME.

BECE

SECOND EDITION

BUSINESS STUDIES
DETAILED SYLLABUS CONTENT
JSS ONE

1. INTRODUCTION TO BUSINESS STUDIES

- (a) Meaning of business studies
- (b) Importance of Business Studies
- (c) Components:
 - I. Office practice
 - II. Commerce
 - III. Book-Keeping
 - IV. Keyboarding/computer
 - V. Career opportunities

2. THE OFFICE

- a. Meaning
- b. Types
 - I. Small office
 - II. Large office
- c. Functions
- d. The different offices in an organization

3. CLERICAL STAFF

- a. Meaning
 - I. Functions
 - II. Qualities of office information

4. RIGHT ATTITUDE TO WORK

- (a) Meaning of punctuality and regularity
 - I. Attributes
- (b) Meaning of devotion to duty,
- (c) Effects on productivity and development,
- (d) Devotion to duty

5. THE DEPARTMENTS IN AN OFFICE/ORGANIZATION

- a. Various departments in an organization
 - I. Administrative
 - II. Purchasing
 - III. Accounting
 - IV. Sales

- V. Personnel
- VI. Planning
- VII. Transport, etc.

b. Functions of various departments

6. INTRODUCTION TO COMMERCE

- (a) Meaning of commerce
- (b) Importance
- (c) Activities which aid commerce

7. DIVISIONS OF COMMERCE

- (a) Commerce and its Division
- (b) Trade types

Home:

- I. Wholesale
- II. Retail

(c) Foreign:

- I. Import
- II. Export

8. PRODUCTION

- (a) Meaning
- (b) Types
- (c) Industry
 - I. Extractive
 - II. Manufacturing
 - III. Constructive
- (d) Commerce
 - I. Trade
 - II. Aids to trade
 - III. Services
- (e) Effects of production on the environment/society

9. FACTORS OF PRODUCTION

- I. Land
- II. Labour
- III. Capital
- IV. Entrepreneur

10. TYPES OF OCCUPATIONS

- (a) Meaning
- (b) Divisions
 - I. Primary
 - II. Industrial
 - III. Commercial
 - IV. Services
- (c) Factors which affect occupations
- (d) Difference between direct and indirect services

11.HONESTY IN BUSINESS

- (a) Meaning of truthfulness
- (b) Attributes of truthfulness
- (c) Factors that cause people to lie
- (d) Rewards for being truthful
- (e) Consequences of not being truthful
- (f) Meaning of fair play
- (g) Attributes of fair play

12.ETHICS IN SOURCING CHEMICALS/NEED FOR MONITORING AND CONTROL OF CHEMICAL

- a) Meaning of chemicals
- b) Chemicals suitable and not suitable for use
- c) Need for monitor and control of food, drugs and chemicals
- d) Meaning of ethics
- e) Ethics of sourcing chemicals
 - I. Licensed chemicals vendors
 - II. Good techniques in handling chemicals
 - III. Proper disposal of chemicals

13.ENTREPRENEURSHIP

- a) Meaning of entrepreneurship
 - I. Enterprise
 - II. Self employment
- b) Facilities available for self employment
- c) Successful entrepreneurs in
 - I. Nigeria
 - II. International

14.IMPORTANCE OF ENTERPRENEURSHIP

- (a) Importance of entrepreneurship

15.FORMS OF BUSINESS ORGANIZATION

- (a) Sole proprietorship
- (b) Partnership
- (c) Limited liability companies
- (d) Co-operative societies
- (e) Advantages and disadvantages of each form of business

16.CONSUMER MARKET AND SOCIETY

- (a) Meaning of
 - I. Consumer
 - II. Market
 - III. Society
- (b) Need for consumer education
- (c) Importance of consumer education
- (d) Consequences of lack of consumer education

17.INTRODUCTION/MEANING OF BOOK-KEEPING

- (a) Meaning of book keeping
- (b) Importance of book keeping
- (c) Essential qualities of book keeping
- (d) Common book keeping practices

18.SOURCE DOCUMENTS

- (a) Meaning of source documents
- (b) Uses of source documents
- (c) Types of invoice
 - I. Sales invoice
 - II. Purchase invoice
- (d) Receipts for payment made:
 - I. Credit notes
 - II. Debit notes
 - III. Cheques
 - IV. Cash register tapes

19.JOURNALS

- (a) Meaning of journals
- (b) Types of journals
- (c) Forms of journal

20.DOUBLE ENTRY BOOK KEEPING

- (a) Meaning of double entry book keeping
- (b) Double entry treatments of assets
- (c) Double entry treatment of liabilities
- (d) Double entry treatment of expenses
- (e) Meaning of ledgers
- (f) Classes of ledgers
 - I. Real
 - II. Personal
 - III. Impersonal accounts
 - IV. Nominal

21.INTRODUCTION TO KEYBOARDING

- (a) Meaning
- (b) Importance
- (c) Correct sitting posture for keyboarding

22.PARTS OF COMPUTER KEYBOARD

- (a) Uses
- (b) Differences and similarities with typewriter and computer keyboard

23.CARE OF THE COMPUTER

- a. Care of the computer
- b. Items used for the care of the computer

24.CORRECT KEYBOARDING TECHNIQUES/HOME ROW KEYS

- A. Keyboard rows:
 - I. Top
 - II. Upper
 - III. Home
 - IV. Bottom
- B. Divisions of the keyboard
 - I. Left hand side
 - II. Right hand side

25.ALPHANUMERIC KEYS

- a) Identification
- b) Soft touch manipulation

26.BASIC SERVICE KEY

- (a) Correct finger placement on the basic service keys

- (b) The manipulation of the basic service keys using soft touch

27.CORRECT SPACING AND PUNCTUATION MARKS

- (a) Identification
- (b) Correct finger placement
- (c) Correct use of punctuation mark keys
- (d) Correct spacing after punctuation