

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 TWO

1. THE RECEPTION OFFICE

- (a) Meaning
- (b) The receptionist
 - I. Meaning
 - II. Importance
 - III. Qualities
- (c) How to receive and treat visitors
- (d) Appropriate office dress code
- (e) Documents handled by the receptionist

2. OFFICE CORRESPONDENCE

- (a) Correspondences
 - I. Types
 - II. Uses
- (b) Ways mail come into an organization
- (c) Handling of mails

3. OFFICE DOCUMENTS

- a) Meaning
 - I. Types
- b) Sales documents operation
 - I. Uses
- c) Purchases documents
 - I. Preparation
- d) Uses

4. TRADE

- (a) Meaning
 - I. Importance
- (b) Forms of trade
 - I. Home trade
 - II. Foreign trade
- (c) Aids to trade
 - I. Banking

- II. Insurance
- III. Advertizing
- IV. Communication
- V. Transport
- VI. Tourism
- VII. Warehousing
- VIII. Commerce

(d) Roles of custom and excise in foreign trade

5. MARKET

- a. Meaning
 - I. Features
- b. Types
 - I. Capital market
 - II. Money market
- c. Commodity market
- d. Institutions and instrument traded in each market
- e. Buying and selling
 - I. Meaning
 - II. Cash
 - III. Credit
- f. Transactions:
 - I. Cost of sales
 - II. Mark up
 - III. Turnover
 - IV. Profit and loss

6. DISTRIBUTION

- (a) Meaning
- (b) Channels of distribution
 - I. Producer/manufacturer
 - II. Wholesaler
 - III. Retailer
 - IV. Consumer
- (c) Functions of each of the channel of distribution
- (d) Licensed chemical vendors
- (e) Handling and distribution of chemicals

(f) Effects of wrong handling of chemicals

(g) When production ends

7. BANK SERVICE

a) Commercial bank

I. Definition

II. Bank service

III. Ethical issues in banking

8. INSURANCE

(a) Definition

I. Insurance services

(b) Types of insurance (policies)

I. Vehicle

II. Fire

III. Burglary

IV. Marine

V. Life assurance

VI. Pension

VII. Health

(c) Benefits of insurance

9. PERSONAL QUALITIES OF AN ENTREPRENEUR

(a) Personal qualities of an entrepreneur

10. BUSINESS OPPORTUNITIES

a) Meaning of business opportunities

b) Types

I. Local

II. National

III. International

11. CONSUMER RIGHTS

(a) Meaning of consumer right

(b) Origin of consumerism

(c) Eight universal consumer rights

12. RESPONSIBILITIES OF A CONSUMER

(a) Meaning of consumer responsibility

(b) Responsibilities of the consumer

13. SHOPPING TIPS

- a) Meaning of needs and wants
- b) Differences between needs and wants
- c) Making decisions about needs and wants
- d) Impulse buying
- e) Effects of impulse buying
- f) After sales services
 - I. Warranty
 - II. Installation, etc

14.BOOK KEEPING ETHICS

- a) Transparency, accountability and probity (TAP)
 - I. Meaning
 - II. Need for TAP
 - III. Attributes of TAP
- b) Due process
 - I. Meaning
 - II. Operation
 - III. Truthfulness
 - IV. Openness
 - V. Fairness
 - VI. Impartiality
 - VII. Respect for the rule of law
 - VIII. Problems created by lack of TAP and their solutions

15.LEDGER ENTRIES

- (a) Meaning of ledger
- (b) Items on the ledger
 - I. Date
 - II. Particulars
 - III. Folio
 - IV. Discounts
 - V. Amount
- (c) How to record cash received/payments
 - I. Discount received
 - II. Discount allowed
 - III. Contra entries

16.PETTY CASHBOOK

- (a) Meaning
- (b) Columns in a petty cash book
- (c) Recording receipts
- (d) Preparation
- (e) Imprest system
 - I. Retirement
 - II. Reimbursement

17.CASHBOOK

- (a) Meaning of cashbook
- (b) Types
 - I. Single column
 - II. Two column
 - III. Three column cashbook
- (c) Items on cashbook
 - I. Cash column
 - II. Bank column
 - III. Discount column
- (d) Preparation of cashbook

18.PRINTERS CORRECTION SIGNS

- (a) Proof reader's Marks and signs
 - I. Identification
 - II. Uses of each

19.SPEED DEVELOPMENT AND ACCURACY SKILL

- (a) Alphabetic sentence drills
- (b) One-line sentence drills
- (c) Accuracy and speed drills
- (d) Speed burst of one to ten minutes

20.TECHNIQUES DEVELOPMENT IN KEYBOARDING

- (a) Create tables
 - I. Techniques of using the "create table" function
- (b) Line space regulator
 - I. Description
 - II. Uses
 - III. Techniques of uses
- (c) Enter key

- I. Description
- II. Uses
- III. Techniques of uses

21.PARAGRAPHING

(a) Methods of paragraphing

- I. Blocked
- II. Indented
- III. Hanging

22.PAGE SETUP

- I. New page
- II. Correct page alignment
- III. Production of document

23.MEMORANDUM/E-MAIL

(a) Meaning of memorandum

- I. Features
- II. Format

(b) Meaning of e-mail

- I. Features
- II. Format