

THE WEST AFRICAN EXAMINATIONS COUNCIL

TEST DEVELOPMENT DIVISION, OGBA

SYLLABUS DEVELOPMENT REPORT FORM

1. **SUBJECT:** Store Keeping
2. **VENUE OF MEETING:** Test Development Division, Lagos.
3. **DATE:** JANUARY 23-26, 2013
4. **INTERNATIONAL SUBJECT PANEL MEMBERS:**

NAME	INTEREST GROUP	ADDRESS
Omopariola, E. A.	Academics	Omole Grammar School, Ikeja, Lagos.
Olawoyin, B. S.	Academics	Dept of Management and Accounting, OAU, Ile-Ife, Nigeria.
Bolarinwa, K. O.	Academics	Adeyemi College of Education, Department of Business Education, Ondo.
Ikhu-Omoregbe G.O.	Academics	University of Benin, Department of Accounting Edo State
Alfred Morrison	Academics	University of Education, P.O. 1277, Kumasi, Ghana.

5. CONTENT

S/N	MAJOR TOPICS INCLUDED	ESTIMATED % OF TOTAL CONTENT
1	Overview of Store Keeping	11
2	Equipment and facilities	11
3	Warehousing	11
4	Requisitioning	11
5	Inventory and Inventory Control	11
6	Stock Valuation	11
7	Identification of Store Items	11
8	Safety and Environmental Issues	12
9	Entrepreneurship	11

6. SCHEME OF EXAMINATION

PAPER TITLE	DURATION
Objective	50 minutes
Essay	2 hours

7. LIST OF FACILITIES AND MAJOR EQUIPMENT/MATERIALS REQUIRED: NIL

8. RESTRICTIONS (IF ANY): NIL

9. APPENDICES

Attached are the following documents:

Appendix A – Detailed Scheme of Examination

Appendix B – Item Specification Table

Appendix C – Examination Syllabus

Appendix D – Specification Questions

Appendix E – E- Suggested Reading List (Where applicable)

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NAME AND SIGNATURE OF SUBJECT OFFICER	DATE

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NAME AND SIGNATURE OF HEAD OF SECTION	DATE

Appendix A

THE WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION

STORE KEEPING

1. PREAMBLE

The subject, Store Keeping is designed to equip candidates' with basic knowledge required in store record keeping and other store activities.

2. AIM AND OBJECTIVES

The examination in this subject is meant to test candidates':

- (i) understanding and appreciation of store keeping, basic concepts, store organization and layout.
- (ii) understanding of the functions of store keeping and warehousing.
- (iii) ability to relate concepts to the management of inventory and inventory control.

3. There will be two papers, Papers 1 and 2, both of which will be a composite paper, to be taken at one sitting.

PAPER 1: will consist of forty multiple-choice objective questions to be answered within 50 minutes for 40 marks.

PAPER 2: Will consist of six essay questions, out of which candidates will be required to answer any four within 2 hours. All questions will carry equal marks and the paper will carry a total of 80 marks.

Appendix C

DETAILED SYLLABUS

S/NO	TOPICS	NOTES
1	Overview of Store Keeping	<p>1.1 Introduction to Store Keeping</p> <ul style="list-style-type: none">(i) Meaning and importance of store keeping;(ii) Components of Store Keeping:<ul style="list-style-type: none">- warehousing;- requisition;- inventory and inventory control.(iii) Areas where store keeping is required. <p>1.2 Career Opportunities:</p> <ul style="list-style-type: none">(i) Definition(ii) Job opportunities(iii) factors influencing choice of career in store keeping(iv) Skills required for store keeping:<ul style="list-style-type: none">- numerical- administrative- computer <p>1.3 Roles, Attributes and Qualification of a Store Keeper:</p> <ul style="list-style-type: none">(i) Functions of a Store Keeper:<ul style="list-style-type: none">- receipt of goods;- store requisition;- store issues;- counting and grading;- weighting and classification;- record keeping;

		<ul style="list-style-type: none"> - Maintaining clean store environment <p>(ii) Attributes of a store keeper:</p> <ul style="list-style-type: none"> - Honesty; - Quality consciousness; - Flair for details, etc. <p>(iii) Qualification of a store keeper.</p>
2	Equipment and facilities	<p>2.1 Types of store equipment;</p> <p>2.2 Uses of storage equipment;</p> <p>2.3 Care of storage equipment and facilities.</p>
3.	Warehousing	<p>3.1 Meaning of warehousing.</p> <p>3.2 Forms of warehousing (room, cold room, silos).</p> <p>3.3 Factors for setting up a warehouse.</p> <p>3.4 Store keeping Document.</p> <p>3.5 Government regulations on warehousing:</p> <ul style="list-style-type: none"> - NAFDAC. - SON.
4.	Requisitioning	<p>4.1 Meaning</p> <p>4.2 Importance</p> <p>4.3 Procedure</p> <p>4.4 Documentation (requisition and issue notes)</p> <p>4.5 E-requisitioning (use of computer)</p>
5.	Inventory and Inventory Control	<p>5.1 Inventory:</p> <p>(i) Meaning;</p> <p>(ii) Uses of inventory;</p> <p>(iii) Inventory items;</p> <p>(iv) Types of inventory control (perpetual and periodic);</p> <p>(v) Store keeping terms and their computation:</p> <ul style="list-style-type: none"> - stock out - lead time

		<ul style="list-style-type: none"> - maximum stock level - minimum stock level - economic order quantity
6.	Stock Valuation	<p>6.1 meaning.</p> <p>6.2 Reasons for stock valuation.</p> <p>6.3 Determination of stock values using:</p> <ul style="list-style-type: none"> - LIFO method - FIFO method

7.	Identification of Store Items	<p>7.1 Need for identification of items.</p> <p>7.2 Classification of materials in store.</p> <p>7.3 Codification system:</p> <ul style="list-style-type: none"> - alphabetic - numerical - alphanumeric - decimal
8	Safety and Environmental Issues	<p>8.1 Store Organization and Layout:</p> <ul style="list-style-type: none"> (i) Meaning; (ii) Importance; (iii) Store layout (iv) Factors influencing store layout. <p>8.2 Safety and Safety Standard:</p> <ul style="list-style-type: none"> (i) Meaning of safety in store; (ii) Importance of safety at work; (iii) Methods of providing safety at work place: <ul style="list-style-type: none"> - First Aid Box - Fire extinguisher - Shielding of electrical installation

		<ul style="list-style-type: none"> - Safety wear, Types and uses (gloves, boots and helmets) - Health and safety at work Act <p>8.3 Environmental Issue: (1) Meaning ,importance of environment; (ii) Characteristics of a good environment.</p>
9	Entrepreneurship	<p>9.1 Meaning of entrepreneurship.</p> <p>9.2 importance of entrepreneurship.</p> <p>9.3 Entrepreneurship skills: - managerial - accounting - marketing - promotion</p> <p>9.4 Idea generation.</p> <p>9.5 Feasibility study.</p> <p>9.6 Writing a proposal on a type of business in store keeping.</p>

Appendix B

TABLE OF SPECIFICATION

WASSCE – STORE KEEPING

S/NO.	TOPIC	NO OF ITEMS	TYPE OF THINKING				
			A	B	C		
1	<p>1.0 <u>Overview of Store Keeping:</u></p> <p>1.1 Introduction to Store Keeping</p> <p>(i) Meaning and importance of store keeping;</p> <p>(ii) Components of Store Keeping: - warehousing; - requisition; - inventory and inventory control.</p> <p>(iii) Areas where store keeping is required.</p> <p>1.2 Career Opportunities: (i) Definition (ii) Job opportunities</p>	5	2	2	1		

	<p>(iii) factors influencing choice of career in store keeping</p> <p>(iv) Skills required for store keeping:</p> <ul style="list-style-type: none"> - numerical - administrative - computer <p>1.3 Roles, Attributes and Qualification of a Store Keeper:</p> <p>(i) Functions of a Store Keeper:</p> <ul style="list-style-type: none"> - receipt of goods; - store requisition; - store issues; - counting and grading; - weighting and classification; - record keeping; - Maintaining clean store environment <p>(ii) Attribute of a store keeper:</p> <ul style="list-style-type: none"> - Honesty; - Quality consciousness; - Flair for details, etc. <p>(iii) Qualification of a store keeper.</p>						
2.	<p>2.0 <u>Equipment and facilities:</u></p> <p>2.1 Types of store equipment;</p> <p>1.1 Uses of storage equipment;</p> <p>2.3 Care of storage equipment and facilities.</p>	2	-	1	1		
3.	<p>3.0 <u>Warehousing:</u></p> <p>3.1 Meaning of warehousing.</p> <p>3.2 Forms of warehousing (room, cold room, silos).</p>	5	2	1	2		

	3.3 Factors for setting up a warehouse. 3.4 Store keeping Document. 3.5 Government regulations on warehousing: <ul style="list-style-type: none"> - NAFDAC. - SON. 						
4.	<u>4.0 Requisitioning:</u> 4.1 Meaning 4.2 Importance 4.3 Procedure 4.4 Documentation (requisition and issue notes) 4.5 E-requisitioning (use of computer)	4	2	1	1		
5.	<u>5.0 Inventory and Inventory Control:</u> 5.1 Inventory: (i) Meaning; (ii) Uses of inventory; (iii) Inventory items; (iv) Types of inventory control (perpetual and periodic); (v) Store keeping terms and their computation: <ul style="list-style-type: none"> - stock out - lead time - maximum stock level - minimum stock level - economic order quantity 	5	1	1	3		
6	<u>6.0 Stock Valuation:</u> 6.1 meaning. 6.2 Reasons for stock valuation. 6.3 Determination of stock values using:	4	1	1	2		

	- LIFO method and FIFO method						
7.	<u>7.0 Identification of Store Items:</u> 7.1 Need for identification of items. 7.2 Classification of materials in store. 7.3 Codification System: <ul style="list-style-type: none"> - alphabetic - numerical - alphanumeric - decimal 	4	1	1	2		
8.	8.0 Safety and Environmental Issues: 8.1 Store Organization and Layout: <ul style="list-style-type: none"> (i) Meaning; (ii) Importance; (iii) Store layout (iv) Factors influencing store layout. 8.2 Safety and Safety Standard: <ul style="list-style-type: none"> (i) Meaning of safety in store; (ii) Importance of safety at work; (iii) Methods of providing safety at work place: <ul style="list-style-type: none"> - First Aid Box - Fire extinguisher - Shielding of electrical installation - Safety wear, Types and uses (gloves, boots and helmets) - Health and safety at work Act 8.3 Environmental Issue: <ul style="list-style-type: none"> (1) Meaning ,importance of environment; (ii) Characteristics of a good environment. 	6	2	2	2		
9.	<u>9.0 Entrepreneurship:</u>	5	2	1	2		

9.1 Meaning of entrepreneurship.						
9.2 importance of entrepreneurship.						
9.3 Entrepreneurship skills:						
- managerial;						
- accounting;						
- marketing;						
- promotion.						
9.4 Idea generation.						
9.5 Feasibility study.						
9.6 Writing a proposal on a type of business in store keeping.						

TYPES OF THINKING

Items should be written to test the following:

- A. Knowledge** - recall of information (terminologies, acts, definitions).
- B. Comprehension** - ability to explain or interpret information, facts or principles.
- C. Application** - ability to apply principles, procedures, methods to solve problems.

Appendix D

SPECIMEN QUESTIONS ON OBJECTIVE AND ESSAY

1. In organizing a store, the storekeeper must consider
 - a. cost paid for goods
 - b. the nature of goods
 - c. value of goods
 - d. obsolete goods.
2. Which of the following document will be needed when goods are received in the store?
 - a. Debit note
 - b. Credit note
 - c. Consignment note
 - d. Delivery note
3. Which of the following is not important in store layout arrangement?
 - a. Proper layout
 - b. Proper lighting
 - c. Adequate security

d. Adequate staffing

4 A warehouse owned and controlled by an independent business firm is called

- a. bonded warehouse
- b. private warehouse
- c. public warehouse
- d. company warehouse

5 A document which authorizes the issue of materials for use is

- a. record requisition
- b. materials requisition
- c. bill requisition.
- d. maintenance

6 A purchase requisition will include the following heading except

- a. materials description
- b. purchase order number
- c. stock code number
- d. delivery number

7 The purpose of inventory is to

- a. ensure the store is not empty.
- b. keep the storekeeper busy.
- c. ensure regular flow of production activities.
- d. facilitate efficient use of funds.

8 (a) Explain five advantages of public warehouse

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

(b) State *five* functions of a warehouse

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (vi) _____

(9) Describe *five* factors to be considered in choosing store layout.

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____

10. Explain the following

- (a) Maximum stock level _____

- (b) Minimum stock level _____

- (c) Economic order quantity _____