

JAMB Topics for Commerce

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Broad Topic

Sub Topics

Commerce

- Meaning and scope
- Characteristics
- Functions

Occupation

- Meaning and importance
- Types (industrial, commercial and services)
- Factors that determine choice of occupation

Production

- Factors, characteristics and rewards (land, labour, capital and entrepreneur)
- Division of Labour and specialization
- Types (primary, secondary and tertiary)

Trade - Home Trade

- Retail trade: Types of retailers, Functions of retailers, Factors to consider in setting up retail trade, Trends in retailing, Advantages and disadvantages of retailers
- Wholesale trade: Types of wholesalers, Functions of wholesalers, Advantages and disadvantages of wholesalers

Trade - Foreign Trade

- Basic issues in foreign trade
- Procedures and documents used in trade
- Barriers to international trade
- Role of regulatory authorities in foreign trade

Purchase and Sale of Goods

- Procedure and documentation
- Terms of trade
- Terms of payments - Cash and Credit

Aids-to-Trade - Advertising

- Types and media
- Advantages and disadvantages

Broad Topic

Sub Topics

Aids-to-Trade - Banking

- Types of bank
- Services
- Challenges

Aids-to-Trade - Communication

- Process and procedure
- Types
- Trends
- Merits and demerits
- Barriers

Aids-to-Trade - Insurance

- Types
- Principles
- Terms
- Importance

Aids-to-Trade - Tourism

- Importance
- Agencies that promote tourism
- Challenges

Aids-to-Trade - Transportation

- Mode
- Importance
- Advantages and disadvantages

Aids-to-Trade - Warehousing

- Importance
- Types and functions
- Factors in siting a warehouse

Business Units

- Forms and features
- Registration of businesses
- Business Mergers
- Determination of choice
- Dissolution and liquidation
- Merits and demerits

Financing Business

- Sources of finance
- Types of capital
- Calculation of capital, profits and turnover
- Problems of sourcing finance

Broad Topic

Sub Topics

- Role of Bureau de change

Trade Associations

- Objectives and functions of trade associations
- Objectives and functions of Chambers of Commerce

Money

- Evolution
- Forms and qualities
- Functions

Stock Exchange

- Importance and functions
- Types of securities
- Procedure of transactions and speculations
- Second-Tier Securities Market

Elements of Business Management

- Functions
- Principles
- Organizational structure
- Functional areas of business
- Business resources

Elements of Marketing

- Importance and Functions
- Marketing concept
- Marketing mix
- Market Segmentation
- Public relations and Customer Service

Legal Aspects of Business

- Simple contract
- Agency, Sale of Goods Act and Hire Purchase Act
- Contract of employment
- Government regulations
- Consumer protection
- Regulatory agencies

Information and Communication Technology (ICT)

- Computer: Appreciation, types, merits/demerits, challenges
- Terms: Internet, Intranet, etc.
- Activities: e-commerce, e-banking, e-business

Broad Topic

Sub Topics

Business Environment and Social Responsibility

- Business environments
- Safe products and social responsibility
- Pollution types and implications

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Total Topics: 23

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