

## **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. EXAMINATION SCHEME**

There will be two papers, Papers 1 and 2, both of which will constitute 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.

**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"> <li>(i) Meaning and importance of store keeping;</li> <li>(ii) Components of Store Keeping:               <ul style="list-style-type: none"> <li>- warehousing;</li> <li>- requisition;</li> <li>- inventory and inventory control.</li> </ul> </li> <li>(iii) Areas where store keeping is required.</li> </ul> <p>1.2 Career Opportunities:</p> <ul style="list-style-type: none"> <li>(i) Definition</li> <li>(ii) Job opportunities</li> <li>(iii) factors influencing choice of career in store keeping</li> <li>(iv) Skills required for store keeping:               <ul style="list-style-type: none"> <li>- numerical</li> <li>- administrative</li> <li>- computer</li> </ul> </li> </ul> <p>1.3 Roles, Attributes and Qualification of a Store Keeper:</p> <ul style="list-style-type: none"> <li>(i) Functions of a Store Keeper:               <ul style="list-style-type: none"> <li>- receipt of goods;</li> <li>- store requisition;</li> <li>- store issues;</li> <li>- counting and grading;</li> <li>- weighting and classification;</li> <li>- record keeping;</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Maintaining clean store environment</li> </ul> <p>(ii) Attributes of a store keeper:</p> <ul style="list-style-type: none"> <li>- Honesty;</li> <li>- Quality consciousness;</li> <li>- Flair for details, etc.</li> </ul> <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"> <li>- NAFDAC.</li> <li>- SON.</li> </ul>
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> <ul style="list-style-type: none"> <li>(i) Meaning;</li> <li>(ii) Uses of inventory;</li> <li>(iii) Inventory items;</li> <li>(iv) Types of inventory control (perpetual and periodic);</li> <li>(v) Store keeping terms and their computation: <ul style="list-style-type: none"> <li>- stock out</li> <li>- lead time</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- maximum stock level</li> <li>- minimum stock level</li> <li>- economic order quantity</li> </ul>
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"> <li>- LIFO method</li> <li>- FIFO method</li> </ul>

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"> <li>- alphabetic</li> <li>- numerical</li> <li>- alphanumeric</li> <li>- decimal</li> </ul>
8	Safety and Environmental Issues	<p>8.1 Store Organization and Layout:</p> <ul style="list-style-type: none"> <li>(i) Meaning;</li> <li>(ii) Importance;</li> <li>(iii) Store layout</li> <li>(iv) Factors influencing store layout.</li> </ul> <p>8.2 Safety and Safety Standard:</p> <ul style="list-style-type: none"> <li>(i) Meaning of safety in store;</li> <li>(ii) Importance of safety at work;</li> <li>(iii) Methods of providing safety at work place: <ul style="list-style-type: none"> <li>- First Aid Box</li> <li>- Fire extinguisher</li> <li>- Shielding of electrical installation</li> </ul> </li> </ul>

		<ul style="list-style-type: none"><li>- Safety wear, Types and uses (gloves, boots and helmets)</li><li>- Health and safety at work Act</li></ul> <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>

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