

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	Introduction to Store Keeping (i) Meaning and importance of store keeping; (ii) Components of Store Keeping:

- warehousing;
- requisition;
- inventory and inventory control.

(iii) Areas where store keeping is required.

1.2 Career Opportunities:

(i) Definition

(ii) Job opportunities

(iii) factors influencing choice of career in store keeping

(iv) Skills required for store keeping:

numerical

administrative

computer

Roles, Attributes and Qualification of a Store Keeper:

Functions of a Store Keeper:

receipt of goods;

store requisition;

store issues;

counting and grading;

weighting and classification;

record keeping;

Maintaining clean store environment

Attributes of a store keeper:

Honesty;

Quality consciousness;

Flair for details, etc.

Qualification of a store keeper.

2	Equipment and facilities	2.1 Types of store equipment; Uses of storage equipment; Care of storage equipment and facilities.
3.	Warehousing	3.1 Meaning of warehousing.

		<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> <ul style="list-style-type: none"> (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
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 Safety wear, Types and uses (gloves, boots and helmets) Health and safety at work Act <p>8.3 Environmental Issue:</p> <ul style="list-style-type: none"> (1) Meaning ,importance of environment; (ii) Characteristics of a good environment.
9	Entrepreneurship	<p>9.1 Meaning of entrepreneurship.</p> <p>9.2 importance of entrepreneurship.</p> <p>9.3 Entrepreneurship skills:</p> <ul style="list-style-type: none"> - managerial - accounting - marketing - promotion <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>

