AUTO PARTS MERCHANDISING

SCHEME OF EXAMINATION

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

- **PAPER 1:** Will consist of forty multiple choice questions all of which must be taken in 50 minutes for 40 marks.
- **PAPER 2:** Will consists of two sections, Sections A and B. Both sections will last for 2 hours and carry 100 marks.

Section A: Will consist of three questions including a compulsory one and drawn on the technical part of the syllabus. Candidates will be required to answer two questions, including the compulsory one. The section will carry 40 marks.

Section B: Will consist of four questions based on the merchandising part of the syllabus. Candidates will be required to answer three of the questions for 60 marks.

TECHNICAL			
	(A) AUTOMOBILE	(1) SAFETY IN AUTO PARTS	
SECTION	PARTS	MERCHANDISING SHOP:	
		i. Definition of safety.	
		ii. Safety clothing (helmet,	
		goggle, hand glove, nose	•
		mask, foot boot, over all	
		dress)	
		iii. Fire extinguisher: types of	of
		extinguishers	
		iv. Causes and prevention of	f
		accident	
		(2) ENGINE PARTS:	
		i. Identification of parts,	
	SECTION	SECTION PARTS	 i. Definition of safety. ii. Safety clothing (helmet, goggle, hand glove, nose mask, foot boot, over all dress) iii. Fire extinguishers: types of extinguishers iv. Causes and prevention of accident (2) ENGINE PARTS:

DETAILED SYLLABUS

examples Piston, Pis	ton
rings, Connecting ro	
Camshaft, Cranksha	
Valves, Cylinder hea	
Oil pump.	
ii. Sketching of Engine	parts as
listed above.	-
iii. Location and function	ns of
engine parts.	
(3) TRANSMISSION	
SYSTEM(CLUTCH):	
i. Identification of part	s of a
clutch.(flywheel, clu	
plate, pressure plate	
assembly and release	2
bearing)	
ii. Functions of the clut	ch parts.
(4) TRANSMISSION SYSTE	М
(GEAR BOX):	
i. Types of gear box:	
(manual – 3, 4 & 5 s	speeds
and automatic transm	nission)
ii. Functions of gear bo	x.
(5) TRANSMISSION SYSTE	М
(PROPELLER SHAFT A	ND
REAR AXLE ASSEMBLY	Z):
i. Types of propeller sl	hafts and
universal/sliding joir	its.
ii. Functions of the	
transmission system	parts.
iii. Identification of part	s of axle

	assembly.
(6) SI	USPENSION SYSTEM:
i.	Types. (Normal beam and
	independent suspension
	system.)
ii.	Parts of suspension system-
	Damper, spring (coil
	springs, torsion bar, leaf
	spring)
iii	. Functions of the parts.
(7) C	OOLING SYSTEM:
i.	Types.(water and air
	cooling system)
ii.	Functions of the cooling
	system.
iii	. Parts of water and air
	cooling systems.(Radiators,
	fan blade, fan belt, water
	pump, water host and
	thermostat).
(8) ST	FEERING SYSTEM:
i.	Types. (Manual and power
	assisted steering.)
ii.	Parts of a steering (steering
	gearboxes, steering wheel,
	steering shaft and tie-rod.
iii	. Functions of the parts.
(9) B	RAKING SYSTEM:
i.	Types. (Disc and drum)
ii.	Parts. (master cylinder,
	wheel cylinder, connecting

		pipe, brake pads, brake
		shoes/ lining)
	iii.	Functions of the parts.
	(10)	LUBRICATION
	SYS	TEM:
	i.	Parts. (Oil tank/sump, Oil
		filter, Oil cooler, Oil seal,
		Pressure switch and Oil
		pump & types
	ii.	Types of lubricant (Oil and
		grease)
	iii.	Types of Oil (SAE40,
		SAE60 and SAE 30/20w)
	iv.	Quality and uses of oil and
		grease.
	(11)	ELECTRICAL PARTS:
	i.	Components (Battery, fuse,
		electrical control unit/brain
		box, alternator, ignition,
		coil, bulb, and cut-out)
	ii.	Identification of the
		components.
	iii.	Functions of the component.
(B) <u>TOOL, TEST</u>	(12)	WHEELS AND TYRES:
EQUIPMENT AND	i.	Types of wheel (Spoke
ACCESSORIES		wheel, alloyed wheel and
		pressed steel wheel)
	ii.	Types of tyres (tube and
		tubeless)
	iii.	Sizes of wheel and tyre.
	iv.	Functions of wheel and tyre.

(1) TYPES OF TOOLS AND THEIR
USES:
i. General tools (Spanner,
harmer, mallet, allen key,
screw driver, and plier)
ii. Special tools (Extractor,
pullers, Sledge hammer, and
lifters)
iii. Differences between general
and special tools
(2) CARE OF TOOLS
i. Ways/means of caring for
tools e.g.(greasing, cleaning
and packing,)
ii. Effects of improper tools
care
(3) TEST EQUIPMENT
i. Types (Spark plug cleaner,
engine analyzer, dwell angle
tester, Exhaust gas analyzer,
and vacuum tester)
ii. Functions of different types
of test equipment.
(4) MAINTENANCE OF TEST
EQUIPMENT
i. Knowledge of starting and
stopping of the equipment.
ii. Importance/Uses of
manufacturers' manuel.
(5) ACCESSORIES
i. Definition.

			ii.	Importance.
			iii.	Care of accessories.
			iv.	Types (steering cover, car
				radio, wheel cover, seat
				cover and car cover)
2.	MERCHANDIS	(A) STORAGE,	(1) STO	RAGE:
	ING SECTION	CATALOGING	i.	Definition
		AND VISUAL	ii.	Process and ways of storing
		PRESENTATION		parts
			iii.	Reasons for proper storing
				of parts
			(2) CAT	ALOGUING:
			i.	Definition.
			ii.	Functions
			iii.	Process of locating Auto
				parts using Catalogue.
			(3) RE-0	ORDER QUANTITY
			i.	Meaning
			ii.	Importance/Advantage of re-
				order quantity.
			iii.	The process of re-ordering
				auto- parts quantity /Stock
			iv.	Principle of maintaining
				parts/stock level and its
				importance.
			v.	Calculations (Re-order level,
				FIFO and LIFO)
			(4) VISU	UAL PRESENTATION:
			i.	Methods of items
				presentation
				/grouping/arrangement of

	parts (by branding and	
	manufacturers/models	
	ii. Advantages of item	
	presentation.	
	(5) INVENTORY:	
	i. Definition.	
	ii. Types(Daily, Periodic and	nd
	annual)	
	iii. Procedure for inventory	
	taking(use of bin card)	
	(6) PRODUCT SOURCING:	
	i. Definition.	
	ii. Ways of sourcing produc	ets
	iii. Importance.	
(B) SALES,	(1) SALES:	
INVOICING,	i. Definition.	
FORCASTING,	ii. Types (Cash, Credit/	
RECORD	deferred sales)	
KEEPING,, FUND	iii. Method of selling (Perso	nal
RAISING,	door-to-door, trade fairs,	
MARKET	open market, unit shops.	
ANALYSIS,	iv. Explanation and procedu	re
ADVERTISING,	for sales calls	iic
VALUE PRICING	(2) INVOICING:	
AND CUSTOMER	i. Meaning.	
SERVICES.	ii. Contents.	
	iii. Uses/Importance.	
	(3) FORECASTING:	
	i. Definition.	
	ii. Need/Reasons for	
	forecasting.	

iii. A	Advantages of forecasting.
4) RECOR	D KEEPING:
і. Т	Sypes of records. (sale
jo	ournal, purchases journal,
S	ales ledger, purchase
le	edger, invoice, receipt and
с	ash book.)
ii. P	rocess of keeping the
re	ecords
iii. U	Jses of the various records.
5) FUND F	RAISING(SOURCE OF
FINAN	CE):
i. D	Definition of fund raising.
ii. T	Types of fund.
iii. S	ource/ways of raising fund.
	The process/procedure of
ra	aising fund.
6) MARKI	ET ANALYSIS:
i. D	Definition of market.
ii. D	Definition of market
a	nalysis.
	Definition of market
S	egment.
iv. E	Explanation of Market
S	egmentation.
	Procedure and basis for
Ν	Aarket Segmentation.
	PRICING:
	Definition.
ii. T	ypes.
	Application.

	(8) ADVERTISING:
	i. Definition.
	ii. Types.
	iii. Media of advertising.
	iv. Advantages.
	(9) CUSTOMER SERVICE:
	i. Meaning
	ii. Types
	iii. Importance/advantages
	iv. Handling of customers'
	complaints
(C) WARRANTY/	(1) WARRANTY/ GUARANTY:
GUARANTY AND	i. Meaning.
REGULATORY BODIES.	ii. Importance.
	iii. Procedure for claiming
	warranty/guaranty right
	iv. Process of losing warranty
	right
	(2) REGULATORY BODIES:
	i. Reason for regulation.
	ii. Quality control (Definition
	and types)
	iii. Ways to improve quality.
	iv. Examples of Regulatory
	Body. (Standard
	Organisation of Nigeria-
	SON, Consumer Protection
	Board and Society of
	Automobile Engineers –
	SAE)
	v. Functions.

(D)	(1) INTRDUCTION TO AUTO
ENTREPRENUERSHIP	PARTS MERCHANDISING:
	i. Definition of merchandising.
	ii. Explanation of Auto parts
	merchandising.
	(2) PERSONAL QUALITIES OF A
	MERCHANDISER:
	i. Qualities of an auto parts
	seller.
	(3) ETHICAL BUSINESS
	BEHAVIOUR:
	i. Definition.
	ii. Type
	iii. Explanation of behavior
	expected of an Auto part
	seller.

RECOMMENDED TEXTBOOKS

- 1. Technology For Motor Vehicle Mechanics, Parts 1, 2 & 3. By Mudd, S.C.
- 2. Motor Vehicle Technology and Practical Work. By Dolan, D. A.
- 3. Principles of Marketing. By Philip Kotler.
- 4. Marketing. By Giles, G.B. (The M&E Hand book)