

TECHNICAL AND VOCATIONAL EDUCATION (TVE)

INTERMEDIATE LEVEL

TEACHING GUIDE FOR THE NEW ITVEE IN:

- **Accounting – ACC**
- **Administrative and Communication Techniques – ACT**
- **Home Economics – HEC**
- **Marketing – MKTG**

FOR 2025 AND SUBSEQUENT TVEE

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1- CONTEXT AND JUSTIFICATION

The General Certificate of Education Board released Circular No 000029/2024/GCEB/HTMT/TMT1/TMT2/EO-OLT/EO-ALT/EO-BACC et al of October 10 2024, bearing on the Implementation of the Calendar for the Testing (Evaluation) of the New Assessment Syllabuses of the Technical and Vocational Education Examinations in the Accounting, Home Economics, Marketing, Taxation and Information Management Systems and the Tourism Specialties for the Field of Tertiary Sciences and Technologies. Based on this circular, the Pedagogic Offices concerned with the coordination and monitoring of teaching activities for these specialties at the National Level concerted to bring out some directives and guidelines to be implemented by Teachers in Preparing Candidates for these examinations based on the content of the new assessment syllabuses to be implemented as from the 2025 examination session for the above mentioned specialties and as from 2026 for all other specialties, in particular the Secretarial Administration and Communication Specialty for our field of studies.

2- BRIEFING ON CHANGES IN SYLLABUSES AND DIRECTIVES

Important to this, the GCE Board indicates that change of structure in the new syllabuses will only go applicable as from the 2026 examination session; meaning that **ONLY CHANGES IN SUBJECT SYALLABUS CONTENTS** are concerned with the 2025 examination session for the Accounting, Home Economics and Marketing Specialties at the Intermediate Level. That is, no change in speciality name, subject name, nor in the core and related subjects structure for the 2025 examination session.

Bearing on the above, the new teaching syllabuses that incorporate these changes for these existing specialties are to be introduced in FORM THREE, the level at which the teaching of the examination syllabuses begin so as to prepare them for the 2026 and subsequent examination sessions. Therefore, directives and guidelines laid down in this teaching guide as well as all its content concern the following specialties of the field of Tertiary Sciences and Technologies at the Intermediate Level:

- Accounting – ACC;
- Secretarial Administration and Communication (changes applicable as from the 2026 examination session).
- Home Economics – HEC;
- Marketing – MKTG; and

A brief description of the changes and directives to be adopted in preparing candidates for the above indicated specialties at the Intermediate Level are summarised in the following table:

BRIEF CHANGES AND DIRECTIVES IN TEACHING EXAMINATION SUBJECTS AT THE INTERMEDIATE LEVEL

Specialty	Changes in ITVEE		Directives to be employed in preparing candidates as from the 2024-2025 school Year	
	2025	2026 and subsequently	2025 ITVEE (Form 5 only)	2026 and subsequent ITVEE (forms 1 to 4)
Accounting*	- No change in structure applicable. - Minor changes in the content of subjects (see explanatory note on change in content of ACC subjects)	- No change in the structure of core subjects - Change in the structure of related Subjects with the introduction of Professional Communication Techniques to replace Economics (see new table of specification).	- No introduction of a new subject in form five; - Respect content of new syllabuses as per the subjects in the existing (2019) structure. 0505 for GCE candidates.	- Respect content of new syllabuses as per the subjects in the new structure in Forms 1 to 4. - Introduce Professional Communication Techniques AS COMPULSORY in the time tables of Forms 3 and 4 ACC. - Economics becomes an Elective Subject. - OHADA Fin. Acctg (5005) OR Int. Fin. Acctg (5015) for GCE Candidates.
Secretarial Administration and Communication (Administrative and Communication Techniques)	- No change in structure applicable. - No change in subject names and content applicable.	- The specialty name will be changed from SAC to Administrative and Communication Techniques (ACT). - Office Practice shall be replaced by Office and Administrative Management (OAM) and will ONLY be taken by candidates of this specialty (See new table of specification). - Practicals are done only by candidates of this specialty. - Changes in the structure of Information Processing and Professional Communication Techniques (PCT). Law and Government to	- No introduction of a new subject in form five; - Respect content of old syllabuses as per the subjects in the existing (2019) structure.	- Respect content of new syllabuses as per the subjects in the new structure as from Form 1 to Form 4. Introduce Law and government, OHADA Financial Accounting and Commerce in the timetables for Form 3 and 4 ACT since they are the related subjects. (see new table of specification). Business Mathematics becomes an elective subject.

		replace Business Mathematics in the related subjects. • No more shorthand in PCT and in the specialty. • PCT can be taken as either a core, related or elective subject by TST specialties. • Graphic Designing to be introduced as a new subject in Forms 4 and 5 to be tested under Information Processing.		
Home Economics	• No change in structure applicable. • Minor changes in the content of subjects (see explanatory note on change in content of HEC subjects)	• No change in the structure of core subjects. • Change in the structure of related Subjects with the introduction of Application of Management Software (see new table of specification).	• No introduction of any new subject in form five; • Respect content of new syllabuses as per the subjects in the existing (2019) structure.	• Respect content of new syllabuses as per the subjects in the new structure in Forms 1 to 4. • Introduce Application of Management Software AS COMPULSORY in the time tables of forms 3 and 4 HEC.
Marketing	• No change in structure applicable. • Minor changes in the content of subjects (see explanatory note on change in content of MKTG subjects)	• No change in the structure of core subjects. • No change in the structure of related Subjects. • Minor changes in the content of subjects (see explanatory note on change in content of MKTG subjects)	• No introduction of any new subject in form five; • Respect content of new syllabuses as per the subjects in the existing (2019) structure.	• No introduction of new subjects. • Respect content of new syllabuses as per the subjects in the new structure in Forms 1 to 4.

*** NO SEPARATE ACCOUNTING PAPER FOR GENERAL EDUCATION CANDIDATES IN THE 2026 AND SUBSEQUENT SESSIONS. THEY SHOULD BE PREPARED TO TAKE EITHER OHADA FINANCIAL ACCOUNTING (5005) OR INTERNATIONAL FINANCIAL ACCOUNTING (5015) AT THE ORDINARY LEVEL.**

3- NEW TABLES OF SPECIFICATION FOR SUBJECTS AND WEEKLY LOADS

The new Tables of Specification for subjects and weekly loads to be employed in preparing Candidates at the TVEE Intermediate Level for the new assessment syllabuses for the 2026 and subsequent examination sessions are as indicated below; with the **DIRECTIVE THAT THESE TABLES ARE APPLICABLE ONLY IN FORMS THREE AND FOUR FOR THE 2024/2025 SCHOOL YEAR, AND PROGRESSIVELY IN FORM FIVE IN THE 2025/2026 SCHOOL YEAR.**

SO THE FORM FIVES OF THE 2024/2025 ACADEMIC YEAR MAINTAIN THEIR TABLES OF SPECIFICATION.

ACCOUNTING (ACC) SPECIALTY – FIRST CYCLE
TABLE OF SPECIFICATION FOR SUBJECTS, WEEKLY LOADS AND COEFFICIENTS

SUBJECTS	Form One Commercial		Form Two Commercial		Form Three ACC		Form Four ACC		Form Five ACC	
	weekly load	Coef	weekly load	Coef	weekly load	Coef	weekly load	Coef	weekly load	Coef
CORE SUBJECTS										
OHADA Financial Accounting	/	/	/	/	3H	3	3H	3	3H	3
OHADA Fin. Reporting - Year-End Accounting	/	/	/	/	/	/	3H	3	3H	3
International Financial Accounting	/	/	/	/	2H	2	2H	2	2H	2
Computer-Aided Accounting	/	/	/	/	2H	2	2H	2	2H	2
TOTAL FOR CORE SUBJECTS					7H	7	10H	10	10H	10
RELATED SUBJECTS										
Business Mathematics	/	/	/	/	2H	2	2H	2	2H	2
Commerce	/	/	/	/	2H	2	2H	2	2H	2
Professional Communication Techniques	/	/	/	/	3H	3	3H	3	3H	3
TOTAL FOR RELATED SUBJECTS					07H	07	07H	07	07H	07
OTHER SUBJECTS (OBSERVATION, ORIENTATION, COMPULSORY AND ELECTIVE)										
French (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
English (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Mathematics (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Entrepreneurship (Compulsory)	/	/	/	/	2H	2	2H	2	2H	2
TOTAL FOR COMPULSORY	12H	12	12H	12	14H	14	14H	14	14H	14
Economics (Elective)	/	/	/	/	2H	2	3H	3	3H	3
Law and Government (Elective)	/	/	/	/			2H	2	2H	2
TOTAL FOR ELECTIVE					2H	2	3/2H	3/2	3/2H	3/2
Accounting	3H	3	3H	3	/	/	/	/	/	/
Marketing	3H	3	3H	3	/	/	/	/	/	/
Commerce	2H	2	2H	2	/	/	/	/	/	/
Information Technology	2H	2	2H	2	/	/	/	/	/	/
Home Economics	1H	1	1H	1	/	/	/	/	/	/
Legislation	1H	1	1H	1	/	/	/	/	/	/
Office and Admin. Management	3H	3	3H	3	/	/	/	/	/	/
Geography	2H	2	2H	2	/	/	/	/	/	/
Citizenship	2H	2	2H	2	/	/	/	/	/	/
TOTAL FOR OTHER SUBJECTS	19H	19	19H	19						
COMPLEMENTARY EDUCATION										
Sports and Physical Education	2H	2	2H	2	2H	2	2H	2	2H	2
Manual Labour	2H	2	2H	2	2H	2	/	/	/	/
TOTAL FOR COMP. EDUCATION	4H	4	4H	4	4H	4	2H	2	2H	2
TOTAL FOR THE CLASS	35H	35	35H	35	36H	36	36/35H	36/35	36/35H	36/35

GUIDE ON THE PREPARATION OF CANDIDATES FOR THE TECHNICAL AND VOCATIONAL EDUCATION EXAMINATION (TVEE) IN ACCOUNTING AT THE INTERMEDIATE LEVEL (I/L)

- 1) In **FORM ONE** and **FORM TWO**, **ALL SUBJECTS** are compulsory for the students.
- 2) **COMPLEMENTARY EDUCATION SUBJECTS** shall be compulsory for all Accounting Students, but shall not be written in the final TVEE. However, these subjects and the marks obtained **SHALL** appear in their first cycle report cards.
- 3) Specialisation starts as from Form three.
- 4) The following subjects shall be **COMPULSORILY** taken by all Accounting Students at the TVEE I/L:
 - I. All **THREE CORE SUBJECTS** as per the GCE Board ITVEE Structure. That is:
 - **OHADA Financial Accounting.**
 - **OHADA Financial Reporting** (made up of two teaching subjects: OHADA Year-end Accounting and Computer-Aided Accounting).
 - **International Financial Accounting.**
 - II. All **THREE RELATED SUBJECTS** as per the GCE Board ITVEE Structure.
 - III. The **FOUR COMPULSORY SUBJECTS**: English Language, French, Mathematics, Entrepreneurship.

This gives a number of **TEN COMPULSORY SUBJECTS**.

- 5) **ONE ELECTIVE SUBJECT** can be added to the above listed compulsory subjects by Accounting Students at the TVEE Intermediate Level to make the **MAXIMUM NUMBER OF ELEVEN** as per the GCE Board Examination Structure. That is:
 - i. **ECONOMICS**; or
 - ii. **LAW AND GOVERNMENT.**

As such, these **TWO SUBJECTS** shall be placed **DURING THE SAME PERIOD** on the time tables of forms three, four and five ACC.

ADMINISTRATIVE AND COMMUNICATION TECHNIQUES (ACT) SPECIALTY – FIRST CYCLE

TABLE OF SPECIFICATION FOR SUBJECTS, WEEKLY LOADS AND COEFFICIENTS

SUBJECTS	Form one Commercial		Form two Commercial		Form Three ACT		Form Four ACT		Form Five ACT	
	weekly load	Coef	weekly load	Coef	weekly load	Coef	weekly load	Coef	weekly load	Coef
CORE SUBJECTS										
Office and Administrative Management	/	/	/	/	3H	3	3H	3	3H	3
Information Processing	/	/	/	/	3H	3	3H	3	3H	3
Professional and Communication Techniques	/	/	/	/	3H	3	3H	3	3H	3
Graphic Designing	/	/	/	/	/	/	2H	2	2H	2
TOTAL 1					9H	9	11H	11	11H	11
RELATED SUBJECTS										
Law and Government	/	/	/	/	2H	2	2H	2	2H	2
Commerce	/	/	/	/	2H	2	2H	2	2H	2
OHADA Financial Accounting	/	/	/	/	3H	3	3H	3	3H	3
TOTAL 2					7H	7	7H	7	7H	7
OTHER SUBJECTS (OBSERVATION, ORIENTATION, COMPULSORY AND ELECTIVE)										
French (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
English (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Mathematics (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Entrepreneurship (Compulsory)	/	/	/	/	2H	2	2H	2	2H	2
TOTAL FOR COMPULSORY	12H	12	12H	12	14H	14	14H	14	14H	14
Business Mathematics (Elective)	/	/	/	/	2H	2	2H	2	2H	2
Economics (Elective)	/	/	/	/			3H	3	3H	3
TOTAL FOR ELECTIVE					2H	2	2/3H	2/3	2/3H	2/3
Accounting	3H	3	3H	3	/	/	/	/	/	/
Marketing	3H	3	3H	3	/	/	/	/	/	/
Commerce	2H	2	2H	2	/	/	/	/	/	/
Information Technology	2H	2	2H	2	/	/	/	/	/	/
Home Economics	1H	1	1H	1	/	/	/	/	/	/
Legislation	1H	1	1H	1	/	/	/	/	/	/
Office and Administrative Management	3H	3	3H	3	/	/	/	/	/	/
Economic Geography	2H	2	2H	2	/	/	/	/	/	/
Citizenship	2H	2	2H	2	/	/	/	/	/	/
TOTAL	19H	19	19	19	/	/	/	/	/	/
COMPLEMENTARY EDUCATION										
Sports and Physical Education	2H	2	2H	2	2H	2	2H	2	2H	2
Manual Labour	2H	2	2H	2	2H	2	/	/	/	/
TOTAL	4H	4	4H	4	4H	4	2H	2	2H	2
TOTAL FOR THE CLASS	35H	35	35H	35	36H	36	36/37H	36/37	36/37H	36/37

**GUIDE ON THE PREPARATION OF CANDIDATES FOR THE TECHNICAL AND VOCATIONAL
EDUCATION EXAMINATION (TVEE) IN ADMINISTRATIVE AND COMMUNICATION TECHNIQUES
(ACT) AT THE INTERMEDIATE LEVEL (I/L)**

- In **FORM ONE** and **FORM TWO**, **ALL SUBJECTS** are compulsory for the students.
- **COMPLEMENTARY EDUCATION SUBJECTS** shall be compulsory for all Administrative and Communication Techniques (ACT) Students but shall not be written in the final TVEE. However, these subjects and the marks obtained **SHALL** appear in their first cycle report cards. Specialisation starts as from Form three.
- The following subjects shall be **COMPULSORILY** taken by all Administrative and Communication Techniques (ACT) Students at the TVEE I/L:
 - a. 3 technical and vocational core subjects (TVCS),
 - **Information Processing** (made up of TWO teaching subjects: Information Processing and Graphic Designing).
 - **Office and Administrative Management.**
 - **Professional Communication Techniques.**
 - b. 3 technical and vocational related subjects (TVRS),
 - Law and Government
 - Commerce
 - OHADA Financial Accounting
 - c. 4 Compulsory Subjects:
 - English Language
 - French
 - Mathematics
 - Entrepreneurship.
 - d. 1 elective subject (ES). **ONE OF** the following Elective Subjects **CAN BE** added to the above listed compulsory subjects by ACT Students at the TVEE Intermediate Level to make the **MAXIMUM NUMBER OF ELEVEN** Subjects as per the GCE Board Structure
 - Business Mathematics
 - Economics
 - Economic Geography

This makes a **MINIMUM OF 10 SUBJECTS** and a **MAXIMUM OF 11 SUBJECTS** at the Intermediate Technical and Vocational Education Examination for candidates going in for the ACT Specialty.

However, ITVEE candidates can decide to register **ONLY** for the TVCS, TVRS, and CS which are compulsory and reduce or leave out the Elective subject.

As such, these **THREE SUBJECTS** shall be placed **DURING THE SAME PERIOD** on the timetables of forms three, four and five of the ACT Specialty.

- Sports and Manual Labour may be done after school for examination classes when need be.

COMPLEMENTARY EDUCATION SUBJECTS shall be compulsory to all ACT Students but shall not be written in the final TVEE. However, these subjects and the marks obtained **SHALL** appear in their first cycle report cards and transcripts.

HOME ECONOMICS (HEC) SPECIALTY – FIRST CYCLE
TABLE OF SPECIFICATION FOR SUBJECTS, WEEKLY LOADS AND COEFFICIENTS

SUBJECTS	Form One HEC		Form Two HEC		Form Three HEC		Form Four HEC		Form Five HEC	
	Hourly Load	Coef	Hourly Load	Coef	Hourly Load	Coef	Hourly Load	Coef	Hourly Load	Coef
CORE SUBJECTS										
Food,Nutrition and Health	4H	4	4H	4	3H	3	3H	3	3H	3
Resource Management on Home Studies	3H	3	3H	3	3H	3	3H	3	3H	3
Family Life Education and Gerontology	4H	4	4H	4	3H	3	3H	3	3H	3
TOTAL FOR CORE SUBJECTS	11H	11	11H	11	9H	9	9H	9	9H	9
RELATED SUBJECTS										
Natural Science	2H	2	2H	2	2H	2	2H	2	2H	2
Business Mathematics	/	/	/	/	2H	2	3H	2	3H	2
Application of Mgt. Software	/	/	/	/	3H	2	3H	2	3H	2
TOTAL FOR RELATED SUBJECTS	2H	2	2H	2	7H	6	8H	6	8H	6
OTHER SUBJECTS (OBSERVATION, ORIENTATION, COMPULSORY AND ELECTIVE)										
French (compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
English (compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Mathematics (compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Entrepreneurship (compulsory)	/	/	/	/	2H	2	2H	2	2H	2
Information Technology	2H	2	2H	2	/	/	/	/	/	/
Legislation	1H	1	1H	1	/	/	/	/	/	/
Geography	2H	2	2H	2	/	/	/	/	/	/
Law and government	/	/	/	/	2H	2	2H	2	2H	2
Economic Geography	/	/	/	/						
Commerce	/	/	/	/						
Economics	/	/	/	/						
Product mastery	/	/	/	/						
TOTAL FOR OTHER SUBJECTS	19H	19	19H	19	16H	16	16H	16	16H	16
COMPLEMENTARY EDUCATION										
Sports and Physical Education	2H	2	2H	2	2H	2	2H	2	2H	2
Manual Labour	2H	2	2H	2	1H	1	1H	1	1H	1
TOTAL FOR COMPLEMENTARY EDUCATION	4H	4	4H	4	3H	3	3H	3	3H	3
TOTAL FOR THE CLASS	36H	36	36H	36	35H	35	36H	36	36H	36

GUIDE ON THE PREPARATION OF CANDIDATES FOR THE TECHNICAL AND VOCATIONAL EDUCATION EXAMINATION (TVEE) IN HEC AT THE INTERMEDIATE LEVEL (I/L)

- The following subjects shall be **COMPULSORILY** taken by all Home Economics Students at the TVEE I/L:
 - i. 3 technical and vocational core subjects (TVCS),
 - ii. 3 technical and vocational related subjects (TVRS),
 - iii. 4 Compulsory Subjects (CS - language required subjects (LRS), Mathematics and Entrepreneurship), and
 - iv. 1 elective subject (ES).

This makes a **MINIMUM OF 10 SUBJECTS** and a **MAXIMUM OF 11 SUBJECTS** at the Intermediate Technical and Vocational Education Examination for candidates going in for the Home Economics Specialty.

However, ITVEE candidates can decide to register **ONLY** for the TVCS, TVRS, and CS which are compulsory and reduce or leave out the ES subject.

- **ONE OF** the following Elective Subjects **CAN BE** added to the above listed compulsory subjects by Home Economics Students at the TVEE Intermediate Level to make the **MAXIMUM NUMBER OF ELEVEN** Subjects as per the GCE Board Structure.
 - i. Law and Government
 - ii. Product Mastery
 - iii. Economic Geography
 - iv. Commerce
 - v. Economics

As such, these **FIVE SUBJECTS** shall be placed **DURING THE SAME PERIOD** on the timetables of forms three, four and five of the HOME ECONOMICS Specialty.

- Sports and Manual Labour may be done after school for examination classes when need be. **COMPLEMENTARY EDUCATION SUBJECTS** shall be compulsory to all HOME ECONOMICS Students, but shall not be written in the final TVEE. However, these subjects and the marks obtained **SHALL** appear in their first cycle report cards and transcripts.

MARKETING (MKTG) SPECIALTY– FIRST CYCLE

TABLE OF SPECIFICATION FOR SUBJECTS, WEEKLY LOADS AND COEFFICIENTS

SUBJECTS	Form 1 Commercial		Form 2 Commercial		Form 3 MKTG		Form 4 MKTG		Form 5 MKTG	
	weekly load	Coef	weekly load	Coef	weekly load	Coef	weekly load	Coef	weekly load	Coef
CORE SUBJECTS										
Product Mastery	/	/	/	/	3H	3	3H	3	3H	3
Sales Methods and Communication	/	/	/	/	4H	4	4H	4	4H	4
Digital Marketing Practice	/	/	/	/	3H	3	4H	4	4H	4
TOTAL					10H	10	11H	11	11H	11
RELATED SUBJECTS										
Business Mathematics	/	/	/	/	2H	2	2H	2	2H	2
Commerce	/	/	/	/	2H	2	2H	2	2H	2
Economics	/	/	/	/	2H	2	3H	3	3H	3
TOTAL FOR RELATED SUBJECTS					6H	6	7H	7	7H	7
OTHER SUBJECTS (OBSERVATION, ORIENTATION, COMPULSORY AND ELECTIVE)										
French (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
English (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Mathematics (Compulsory)	4H	4	4H	4	4H	4	4H	4	4H	4
Entrepreneurship (Compulsory)	/	/	/	/	2H	2	2H	2	2H	2
Total For Compulsory	12H	12	12H	12	14H	14	14H	14	14H	14
Law and Government (Elective)	/	/	/	/	2 H	2	2H	2	2H	2
Professional Communication Technics (Elective)	/	/	/	/						
Economic Geography (Elective)	/	/	/	/						
TOTAL FOR ELECTIVE					2H	2	2H	2	2H	2
Accounting	3H	3	3H	3	/	/	/	/	/	/
Marketing	3H	3	3H	3	/	/	/	/	/	/
Commerce	2H	2	2H	2	/	/	/	/	/	/
Information Technology	2H	2	2H	2	/	/	/	/	/	/
Home Economics	1H	1	1H	1	/	/	/	/	/	/
Legislation	1H	1	1H	1	/	/	/	/	/	/
Office and Adm. Management	3H	3	3H	3	/	/	/	/	/	/
Geography	2H	2	2H	2	/	/	/	/	/	/
Citizenship	2H	2	2H	2	/	/	/	/	/	/
TOTAL	19H	19	19H	19	/	/	/	/	/	/
COMPLEMENTARY EDUCATION										
Sports and Physical Education	2H	2	2H	2	2H	2	2H	2	2H	2
Manual Labour	2H	2	2H	2	2H	2	/	/	/	/
TOTAL FOR COMP. EDUCATION	4H	4	4H	4	4H	4	2H	2	2H	2
TOTAL FOR THE CLASS	35H	35	35H	35	36H	36	36H	36	36H	36

GUIDE ON THE PREPARATION OF CANDIDATES FOR THE TECHNICAL AND VOCATIONAL EDUCATION EXAMINATION (TVEE) IN MARKETING AT THE INTERMEDIATE LEVEL (I/L)

- 1) In **FORM ONE** and **FORM TWO**, **ALL SUBJECTS** are compulsory for the students.
- 2) **COMPLEMENTARY EDUCATION SUBJECTS** shall be compulsory for all Accounting Students, but shall not be written in the final TVEE. However, these subjects and the marks obtained **SHALL** appear in their first cycle report cards.
- 3) Specialisation starts as from Form Three.
- 4) The following subjects shall be **COMPULSORILY** taken by all Marketing Students at the TVEE I/L:
 - i. All **THREE CORE SUBJECTS** as per the GCE Board ITVEE Structure. That is:
 - **Product Mastery,**
 - **Sales Methods and Communications,** and
 - **Digital Marketing.**
 - ii. All **THREE RELATED SUBJECTS** as per the GCE Board ITVEE Structure.
 - iii. The **FOUR COMPULSORY SUBJECTS:** English Language, French, Mathematics, Entrepreneurship.

This gives a number of **TEN COMPULSORY SUBJECTS**.

- 5) **ONE ELECTIVE SUBJECT** can be added to the above listed compulsory subjects by Marketing Students at the TVEE Intermediate Level to make the **MAXIMUM NUMBER OF ELEVEN** as per the GCE Board Examination Structure. That is:
 - i. Law and Government.
 - ii. Professional Communication Techniques; or
 - iii. Economic Geography.

As such, these **THREE SUBJECTS** shall be placed **DURING THE SAME PERIOD** on the time tables of forms three, four and five MKTG.

4- EXPLANATORY NOTES ON CHANGES IN CORE SUBJECT SYLLABUSES

4.1) CHANGES IN THE SYLLABUSES OF THE ACCOUNTING SPECIALTY CORE SUBJECTS AT THE INTERMEDIATE LEVEL

CORE TEACHING SUBJECT	TOPIC/SUB TOPIC	CHANGES IN TOPIC / SUB TOPIC CONTENT	
		Newly introduced into syllabus	Removed from syllabus
1. OHADA FINANCIAL ACCOUNTING	Fundamentals of OHADA financial accounting practice	/	- The eight-columns trial balance.
	Transactions related to invoicing	/	- Exchange gains and losses from foreign currency transactions as well as their adjustments. - Bonuses and losses on consignment and destruction of containers.
	The settlement of trade debts and credits	/	- Difficulties in the circulation of trade bills. - Cancellation and renewal of trade bills.
	The recording and control of other transactions	/	- Acquisitions of fixed assets by life annuity and leasing contracts
2. INTERNATIONAL FINANCIAL ACCOUNTING	Control systems in accounting	/	- Single entries and incomplete records
	Adjustments to financial statements	/	- Reducing balance method of depreciation. - Prorated periodic Sum-of-the years' digists depreciation.
	Financial Statements of sole traders	/	The T-format (horizontal presentation) of preparing financial statements.
	IFRS approach to the preparation of financial statements	/	Analysis of financial statements.
3. COMPUTER-AIDED ACCOUNTING	Application of Accounting Software	iPLANS ERP EDUCATION SOFTWARE	LE SAGE CV6 SOFTWARE
4. OHADA FINANCIAL REPORTING - YEAR-END ACCOUNTING	Adjustments to financial statements	/	- Reducing balance method of depreciation. - Prorated periodic Sum-of-the years' digists depreciation.

4.2) CHANGES IN THE SYLLABUSES OF THE ADMINISTRATIVE AND COMMUNICATION TECHNIQUES (ACT) SPECIALTY CORE SUBJECTS AT THE INTERMEDIATE LEVEL

CORE TEACHING SUBJECT	TOPIC/SUB TOPIC	CHANGES IN TOPIC / SUB TOPIC CONTENT	
		Newly introduced into syllabus	Removed from syllabus
1. OFFICE AND ADMINISTRATIVE MANAGEMENT (Newly introduced subject to replace Office Practice)	Office Management	Newly introduced topic	-
	Office Furniture, Fittings and Accessories	Newly introduced topic	-
	The Office and its Services	Newly introduced topic	-
	Information Storage and Transmission Media	- E-forms - Using IPLANS ERP to conceive electronic forms	-
	Office Conduct	- Newly introduced topic	-
	Human Relations in the Office	- Newly introduced topic	-
	Administrative Practices	- Newly introduced topic	-
	Measurement of Office Work and Management of Office Time	- Newly introduced topic	-
	Public Relations/Workplace Ethics	- Newly introduced topic	-
	Filing of Documents in The Enterprise	- iCloud storage of documents - storage on google drive and other online storage media - Use the iPLANS ERP SOFTWARE to file, extract and update files	Terminal digit filing
2. INFORMATION PROCESSING	Archiving	- Tools for electronic archiving (tapes, cloud, disks, hard drives)	Microfilming
	Fundamentals of Computing	Application software	-
	IPLANS ERP	Newly introduced software package	-
	Using the Accounting Machines	Newly introduced topic	-
	The Internet	- Social media communication and research using google and other search engines. - Artificial intelligence	-

	Preparation of specialised documents	- Newly introduced topic	-
	Advanced display	- Newly introduced topic	-
	Electronic data processing	- Newly introduced topic	-
	MS. Access	- Newly introduced topic	-
	Management of Visits and Appointments	- Newly introduced topic	-
	Management of Business Communication	- Newly introduced topic	-
	Administrative Management of Personnel	- Newly introduced topic	-
3. PROFESSIONAL COMMUNICATION TECHNIQUES	The combination of Professional Correspondence and Communication Techniques)		
			Shorthand has been removed entirely
	Communication in the enterprise	Verbal and nonverbal communication	
	Tools for Communication at Workplace	Newly introduced topic	-
	Proof Reading	Newly introduced topic	-
	Mass Communication	zoom, web-based conferencing	-
	Note Taking/Notemaking	Newly introduced topic	Shorthand
4. GRAPHIC DESIGNING		Greeting etiquette, telephone etiquette, e-mail etiquette, meeting etiquette. Netiquette, personal etiquette	-
		Subject newly introduced into the teaching syllabus as part of the evaluation syllabus of Information Processing which is incorporated into 5100.	

4.3) CHANGES IN THE SYLLABUSES OF THE HOME ECONOMICS SPECIALTY CORE SUBJECTS AT THE INTERMEDIATE LEVEL

CORE TEACHING SUBJECT	TOPIC/SUB TOPIC	CHANGES IN TOPIC / SUB TOPIC CONTENT	
		Newly introduced into syllabus	Removed from syllabus
Food, Nutrition and Health			
Family Life Education and Deontology			
Application of Management Software (new subject)	Generalities on computer	Generalities on computer	
	Microsoft word	Microsoft word	
	Microdosft excel	Microdosft excel	
	Management Software principles and applications	The iPLANS ERP EDUCATION SOFTWARE	

4.4) CHANGES IN THE SYLLABUSES OF MARKETING SPECIALTY CORE SUBJECTS AT THE INTERMEDIATE LEVEL

CORE TEACHING SUBJECT	TOPIC/SUB TOPIC	CHANGES IN TOPIC / SUB TOPIC CONTENT	
		Newly introduced into syllabus	Removed from syllabus
PRODUCT MASTERY	Fundamentals of the product	Product systems mixes	- Layout of sales area has been moved to sales method and communication
	Consumers' buying behaviour	- Consumers' buying behaviour	- Completion of the contract of sales (sales activities)
	Product management	- New product development Product portfolio analysis	- Company skills
	Distribution	- Distribution including electronic channels of distribution	- Practical works on various topics in form five
	Transportation	- Documents used in transport	- Development of a point of sales
	Warehousing	- Warehouse layout	- Commercial documents moved to sales methods and communication.
	Markets	- Market structures, types of markets.	
SALES METHODS AND COMMUNICATION	Distribution	/	- Moved to Product Mastery
DIGITAL MARKETING PRACTICE	Application of Marketing Software	The iPLANS ERP EDUCATION SOFTWARE	- Components of CPU - Software application - Data measurements unit - Data transfer - Windows operating systems - Maintenance of computer
	Notion of computer	Generalities on the computer	

5.1

ACCOUNTING (ACC)

SPECIALTY

(GCE Candidates are to take either OHADA Financial Accounting (5005) or International Financial Accounting (5015))

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. The organisation of financial accounting <i>(Indicative duration: 18 hours of theoretical and practical lessons).</i>	Prepare general and subsidiary books of accounts.	- Preparing for accounting records (pre-recording and pre-totalling); - Correction of errors; - The process of keeping compulsory books of accounts. - Subsidiary books accounting system (subsidiary journals of cash, bank; purchases and sales, completing general journal and ledger entries from subsidiary books).	Be able to appropriately prepare general and subsidiary books of accounts.	- The method recommended by OHADA for correcting errors is the cancellation of the wrong entry using negative signs and presenting the right entry thereafter. - Limit to 4-columns trial balance. - Subsidiary journals should be based on simplified cases of cash, bank, purchases and sales subsidiary journals.
2. The recording of current transactions <i>(Indicative duration: 39 hours of theoretical and practical lessons)</i>	Establish and record business documents related to ordering, supplying, and invoicing.	- Application and calculation of VAT on trading transactions. - Determination of VAT Due or VAT Credit. - Establishment and recording of documents relating to ordering, supplying and invoicing of goods. - Record invoices and credit notes with trade or commercial reductions and VAT (record different invoices and credit notes of sales and purchases in the accounting system of the same entity).	Be able to accurately establish and record the documents listed in the recommendation.	- Documents to be established are customer and supplier statements of accounts, requisitions, enquiries, purchase orders, goods received note, goods issued notes, invoices, credit notes, debit notes). - Invoices should be recorded progressively with VAT but without reductions, followed by invoices with reductions. - Transport, containers, advanced payments on accounts and transactions in foreign currencies ARE NOT to be treated at this level.
3. The recording of payments for current transactions <i>(Indicative duration: 9 hours of theoretical and practical lessons)</i>	Prepare and record payment documents related to invoices for current transactions.	- Definition and preparation of means of cash payments (bank and giro bank cheques, cash vouchers and receipts, payment and credit cards, internet and telephone payments, transfer orders, cash deposit, domiciliation, standing orders); - Recording of cash payment	Be able to correctly prepare and journalise cash and deferred payments documents.	Unfilled physical cash payment documents should be provided to students for them to fill.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
<i>practical lessons)</i>		instruments and transactions. • Preparation of deferred payment documents (bills of exchange and promissory notes); • Recording of the creation and collection of bills and promissory notes.		

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	3 hours per week for 22 weeks = 66 hours
Integration activities	3 hours per week for 06 weeks = 18 hours
Evaluation activities	3 hours per week for 06 weeks = 18 hours
Total for the subject	3 hours per week for 34 weeks = 102 Hours

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Transactions related to invoicing <i>(indicative duration: 27 hours of theoretical and practical lessons)</i>	Prepare and record invoices and credit notes in the accounting system of an entity.	- The Value Added Tax (computation and recording in commercial documents) - Commercial Containers (classification, purchase, sale, consignment and normal return) - The recording of documents for trading transactions (preparation and recording of invoices and credit notes under perpetual and periodic inventory procedures with trade and cash discounts, with advances and payments on account, with accessory expenses (transport, insurance, custom duties, commissions), with commercial containers (non-returnable containers, consignments) with VAT and with transactions in foreign currencies).	Correctly Prepare and journalise invoices and credit notes in the accounting system of an entity.	- Invoices should be treated progressively with trade and cash discounts, then with accessory expenses (transport, insurance, custom duties, commissions) and commercial containers (non-returnable containers, consignments); followed by those with advances and payments on account; and finally with the case of transactions in foreign currencies). - Credit notes (for return of goods and returnable containers on consignment without bonus, for post-invoice trade discounts and for post-invoice cash discounts). - The students should be working within the accounting system of the same entity.
2. The settlement of trade debts and credits <i>(Indicative duration: 15 hours of lectures and practical exercises or tutorials)</i>	Prepare and record documents used in payments of trade debts.	- Cash payments (prepare and record cash receipts and vouchers and cheques from financial institutions) - Electronic money instruments (cash in, cash out, transfers of funds) - Trade bills (creation, collection, domiciliation, negotiation, endorsement)	Be able to correctly prepare and journalise documents used in payments of trade debts.	- Trade bills should be treated from their creation to their negotiation, excluding cases of unpaid bills and their renewal. - Trading transactions in foreign currencies with exchange gains and losses as well as their adjustments are not to be treated at this level.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
3. The recording of other current transactions <i>(Indicative duration: 15 hours of lectures and practical exercises or tutorials)</i>	Record other current transactions related to financing, investments and payroll.	• Business Financing transactions (by contributions, by loans from financial institutions and related debts, by deposits and cautions received) • Investment transactions (Record transactions related to tangible, intangible, financial fixed assets and marketable securities: their entry from construction and acquisition in cash or credit or bills) and their removal through disposals/sales). • Personnel Expenses (calculation of gross salary, identify the various withholdings on salary: taxes and social contributions, garnishments, advances on salaries, identify employer deductions, establish the payslip and record transactions on personnel expenses).	Be able to accurately record other current transactions related to financing, investments and payroll.	• All financing transactions should be treated without workings or preliminary calculations required to obtain the amounts to be recorded. • The treatment of employee and employer deductions should be done without preliminary calculations and with the provision of all required data. The objective at this level is to identify, use them in establishing the pay slip and in presenting the required accounting records.
4. Special Purpose Accounting Systems <i>(indicative duration: 09 hours of lectures and practical exercises or tutorials)</i>	Record transaction in books of accounts.	• Cash accounting in the minimum cash system (keep a single cash book, keep the journal of pending accounts receivable, keep the journal of pending accounts payable). • The subsidiary books System (keep subsidiary journals, make journal and ledger entries from subsidiary books).	Be able to correctly journalise transactions and post them to the related ledgers.	• for the MCS (Minimum Cash System), separate journals should be used for cash in hand and bank transactions and the owner's account may be added when need be in the analysis column; • The subsidiary books System should be limited to the cash in hand, bank, sales, purchases and general journals.

Subject: OHADA FINANCIAL ACCOUNTING
Class: FORM FIVE
Specialty: ACCOUNTING (ACC)

Minimum weekly load: 03 Hours
Minimum annual load: 66 Hours
Coefficient: 03

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Transactions related to invoicing and their subsequent payments. <i>(indicative duration: 15 hours of theoretical and practical lessons)</i>	Conceive and record trading and payment documents.	- The recording of documents for trading transactions - The recording of documents for the provision of services (services sold or accessory revenues). - The recording of payments in cash, with bills, with electronic money instruments.	Be able to accurately conceive and record trading and payment documents.	- The objective here is to reinforce what was done in the previous years through practical exercises and to give the students a solid base to manipulate and record trading and payment documents; - All current transactions are to be treated with VAT. - The treatment of trading containers should be based on purchase, sale, consignment, return of consignment without bonus, losses and destruction) - Trade bills should be treated from their creation to their negotiation, excluding cases of unpaid bills and their renewal; - Trading transactions in foreign currencies with exchange gains and losses as well as their adjustments are not to be treated at this level
2. The recording of other current transactions <i>(indicative duration: 18 hours of theoretical and practical lessons)</i>	Compute and record items related to financing, investment and payroll.	- Business Financing transactions - Investment transactions (transactions related to tangible, intangible and financial fixed assets and S.T securities: construction and acquisition in cash or credit or bills and their removal through disposals/sales)	Be able to accurately compute and record items related to financing, investment and payroll transactions.	- Business financing transactions should be limited to capital contributions, loans and related debts, deposits and cautions received in sole proprietorships. - The treatment of employee and employer deductions should be done without preliminary calculations and with the provision of all required data. The objective at this level is to identify and use them in establishing the pay slip and in accounting records.
		Personnel Expenses (calculation of gross salary, Identification of various withholdings on		

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
		salary, identify employer taxes and expenses; establish the payslip and record transactions on personnel expenses).		
3. Special Purpose Accounting Systems <i>(indicative duration: 09 hours of lectures and practical exercises or tutorials)</i>	Record transaction in books of accounts in the subsidiary and minimum cash systems.	- Subsidiary books accounting system - Cash accounting in the minimum cash system	Appropriately record transaction in the books of accounts of the subsidiary and minimum cash systems.	- for the MCS (Minimum Cash System), separate journals should be used for cash in hand and bank transactions and the owner's account may be added when need be in the analysis column; - The subsidiary books System should be limited to the cash in hand, bank, sales, purchases and general journals.
4. Organisation of management accounting and full costing method <i>(Indicative duration: 24 hours of theoretical and practical lessons).</i>	Calculate the cost price of products and services and the profit/loss on them.	- Introduction to management accounting. - Data for cost calculation. - Cost centre analysis (without reciprocal exchange of services) - Pricing stock receipts and issues. - The calculation of costs and costing results	Be able to appropriately calculate the cost price of products and services and the profit/loss on them.	- The framework shall be limited to trading and manufacturing businesses; - All calculations should be done using tables; - Cases with products in process, waste, by-products, work-in-progress and residual products are not to be tackled at this level;

Subject: INTERNATIONAL FINANCIAL ACCOUNTING
Class: FORM THREE
Specialty: ACCOUNTING (ACC) / GCE CANDIDATES

Minimum weekly load: 02 Hours
Minimum annual load: 44 Hours
Coefficient: 02

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Fundamentals of International Accounting Practice. <i>(indicative duration: 14 hours of theoretical and practical lessons)</i>	Prepare the trial balance from ledger accounts.	• International Accounting standards (IAS/IFRS). • Accounting concepts, conventions and principle. • The Financial position of the business (define the financial position of the business, present the financial position of the business, present the balance sheet equation, evaluate items of financial position) • The double entry system (define the double entry principle, identify the accounts of double entry, post entries into ledger accounts, record transactions directly into ledger accounts, calculate the balance of an account, present a simple trial balance).	Be able to appropriately prepare the general ledger and the trial balance.	• Simplify the presentation of accounting standards and principles. • Emphasis should be laid on enhancing attitudes on the application of the double entry system by using more illustrative examples and exercises.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
2. Books of prime entries and ledgers <i>(indicative duration: 30 hours of theoretical lessons and practical exercises)</i>	Prepare books of accounts and complete ledger entries.	• Nature of Day books (define day books, present the accounting cycle, identify the various daybooks to be kept and their uses). • Sales day book and ledger. • Purchases day book and ledger. • Returns inwards journal. • Returns outwards journal • Cash book • Petty cash book. • The journal.	Be able to accurately record transactions in books of accounts and prepare the general ledger.	• Entries should be made in books of prime entry and postings to ledger accounts should follow thereafter. • A consolidation should be done at the end where many subsidiary books are involved in the same consolidation exercise.

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	2 hours per week for 22 weeks = 44 hours
Integration activities	2hours per week for 06 weeks = 12 hours
Evaluation activities	2hours per week for 06 weeks = 12 hours
Total for the subject	2 hours per week for 34 weeks = 68 Hours

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Accounting Cycle of a sole trader (Indicative duration: 14 hours of theoretical and practical lessons)	Prepare books of accounts and final accounts of the sole trader.	- Books of prime entry - Ledger accounts and the trial balance - Statement of Comprehensive Income - Statement of Financial Position.	Be able to correctly prepare books of accounts and final accounts of the sole trader .	- The main objective is to enhance the skills of the students in handling books of accounts for a sole trader through as many practical exercises as possible. - Establish statements using the vertical presentation as required by IAS1. - No horizontal format of financial statements - Notes and statement of changes in equity are NOT required.
2. Adjusting items in final accounts (Indicative duration: 14 hours of theoretical and practical lessons)	Calculate and record adjustments for the preparation of final accounts.	- Adjustments to Financial Statements (Accruals, Prepayments, Depreciation (straight line and sum-of-the-years' digits methods), Provisions, Provision for doubtful debts and bad debts, Impairments) - Capital and revenue expenditure.	Correctly adjust records for the preparation of final accounts.	Depreciation methods should be limited to the straight-line and sum-of-the-years' digits.
3. Control systems in accounting	Prepare control statements and correct errors in books of accounts.	- Accounting errors and their correction - Bank reconciliation (update the cash book and prepare a bank reconciliation statement)	Be able to correctly prepare control statements and correct errors in	- Errors and their corrections should be based on simple errors. - Single entries and incomplete records are not to be treated at this level.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
(Indicative duration: 16 hours of theoretical and practical lessons)		Control accounts (sales ledger control account, purchases ledger control account).	books of accounts.	

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	2 hours per week for 22 weeks = 44 hours
Integration activities	2 hours per week for 06 weeks = 12 hours
Evaluation activities	2 hours per week for 06 weeks = 12 hours
Total for the subject	2 hours per week for 34 weeks = 68 Hours

Subject: INTERNATIONAL FINANCIAL ACCOUNTING
Class: FORM FIVE
Specialty: ACCOUNTING (ACC) / GCE CANDIDATES

Minimum weekly load: 02 Hours
Minimum annual load: 44 Hours
Coefficient: 02

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. An overview of the accounting process for the sole trader. <i>(Indicative duration: 10 hours of theoretical and practical lessons)</i>	Present accounting records for the sole trader.	- Sole trader books of accounts (record transactions in daybooks, present ledger accounts and extract a trial balance). - Adjustments to financial statements of the sole trader. - Sole trader final accounts.	Be able to correctly prepare books of accounts for the sole trader.	- Objective at this level is to reinforce the skills of students in handling books of accounts and preparing financial statements for the sole trader. - Adjustments to financial statements shall treat accruals, prepayments, depreciation (straight line and sum-of-the-years' digits methods), provisions and impairments.
2. Review of control systems in accounting. <i>(Indicative duration: 12 hours of theoretical and practical lessons)</i>	Control accounting records and correct errors emanating from them.	- Accounting errors and their correction - Bank reconciliation (updating cash book, preparation of bank reconciliation statement). - Control accounts (sales ledger and purchases ledger control accounts).	Be able to accurately control accounting records and correct errors detected in them.	- Errors and their corrections and control accounts should be based on simple errors. - Single entries and incomplete records are not to be treated at this level.
3. Special purpose accounts and financial statements <i>(Indicative duration: 12 hours of theoretical and practical lessons).</i>	Prepare accounting records and financial statements for specific entities.	- Departmental accounts (profit and loss account and statement of financial position). - Manufacturing accounts (manufacturing account, a statement of comprehensive income and a statement of financial position of a manufacturing entity)	Be able to appropriately prepare accounting records and financial statements for specific entities.	Financial statements should be in vertical presentation.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
3. Special purpose accounts and financial statements (Indicative duration: 10 hours of theoretical and practical lessons)	Prepare accounting records and financial statements for specific entities.	- Pricing material issues (present the layout of a stock bin card, define and describe FIFO, LIFO and WAC and use them in determining the value of the closing stock of materials). - Not-for-profit entity accounting (sources of funds for non-profit organisations, receipts and payments account, subscriptions and subscription account, income and expenditure account, prepare a statement of accumulated funds).	Be able to appropriately prepare accounting records and financial statements for specific entities.	

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	2 hours per week for 22 weeks = 44 hours
Integration activities	2 hours per week for 06 weeks = 12 hours
Evaluation activities	2 hours per week for 06 weeks = 12 hours
Total for the subject	2 hours per week for 34 weeks = 68 Hours

Subject: OHADA FINANCIAL REPORTING - YEAR-END ACCOUNTING
Class: FORM FOUR
Specialty: ACCOUNTING (ACC)

Minimum weekly load: 03 Hours
Minimum annual load: 66 Hours
Coefficient: 03

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Fundamentals of year-end accounting procedures <i>(indicative duration: 06 hours of theoretical and practical lessons)</i>	Identify how OHADA Accounting concepts and conventions are used in carrying out year-end procedures.	- Nature and organisation of year-end accounting procedures (define the objectives and purpose of year-end accounting procedures, describe physical inventory procedures, describe the organisation of inventory work) - Accounting principles guiding year-end procedures (list and define OHADA accounting concepts, list and define OHADA accounting conventions).	Be able to correctly identify how OHADA Accounting concepts and conventions are used in carrying out year-end procedures.	Accounting principles should be based on the OHADA Accounting Law.
2. Specific periodic adjustments <i>(indicative duration: 12 hours of theoretical and practical lessons)</i>	Prepare cash control and reconciliation statements and record adjustments thereof.	- The control and adjustment of cash in hand and electronic money instruments (statement of inventory of cash in hand, recording differences resulting from inventory of cash in hand, balance and reconcile cash in electronic money instruments).. - The control and adjustment of cash accounts in financial institutions (the bank reconciliation statement and recording of transactions resulting thereof).	Be able to correctly prepare cash control and reconciliation statements and record adjustments thereof.	- These are periodic controls and adjustments which are done within the accounting period (daily, weekly, monthly or quarterly basis). - Inventory and control of cash accounts should be based on simple cases.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
3. Year-end Adjustments for final accounts <i>(indicative duration: 39 hours of theoretical and practical lessons)</i>	Adjust accounting records for final accounts.	- Accounting for depreciations and impairments (depreciations on fixed assets, impairments on fixed, on current and cash assets; preparation of the statements of inventory of stocks, of doubtful and bad debts and of securities). - Adjustments on the disposal of fixed assets (adjustments on the disposal of financial, tangible and intangible fixed assets). - Accruals and prepayments	Be able to compute and record depreciation expenses, impairment losses, accruals and prepayments.	- Depreciation methods should be limited to the straight line and sum-of-the-years' digits methods at this level. - The starting date of depreciation is the date on which the asset is brought into use and in the place to be used by the enterprise. - Only full year depreciation should be treated for sum-of-the-years' digits method. - Disposal is to be limited to sale. - Profit and Losses on disposals are not to be treated at this level
4. The establishment of final accounts <i>(indicative duration: 09 hours of theoretical and practical lessons)</i>	Prepare financial statements for the minimum cash system.	Annual final accounts of the Minimum Cash System (transition from cash accounting to the annual financial statements, determination of net results, the balance sheet, profit and loss account.)	Be able to correctly prepare the balance sheet and income statement of the minimum cash system.	- the annual final accounts of the Minimum Cash System shall be established without consideration of variations of stocks, variation of accounts receivable and of accounts payable; - Notes to accounts are not treated at this level.

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	3 hours per week for 22 weeks = 66 hours
Integration activities	3 hours per week for 06 weeks = 18 hours
Evaluation activities	3 hours per week for 06 weeks = 18 hours
Total for the subject	3 hours per week for 34 weeks = 102 Hours

Subject: OHADA FINANCIAL REPORTING - YEAR-END ACCOUNTING
Class: FORM FIVE
Specialty: ACCOUNTING (ACC)

Minimum weekly load: 03 Hours
Minimum annual load: 66 Hours
Coefficient: 03

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Review of specific periodic adjustments <i>(indicative duration: 12 hours of theoretical and practical lessons)</i>	Control cash accounts and record adjustments thereof.	- The control and adjustment of cash in hand and electronic money instruments (statement of inventory of cash in hand, record differences resulting from inventory of cash in hand, balance and reconcile cash in electronic money instruments) - The control and adjustment of cash accounts in financial institutions (the bank reconciliation statement; record transactions resulting from bank reconciliation statement).	Be able to correctly control and record adjustments in cash accounts.	Cases of unadjusted balances brought forward from the previous period should be avoided in bank reconciliations at this level.
2. Year-end Adjustments for final accounts <i>(Indicative duration: 36 hours of theoretical and practical lessons)</i>	Adjust daily accounting entries to match with the realities of the period ended.	- Depreciation of fixed assets (straight line and sum-of-the-years' digits methods only). - Impairments of assets (fixed assets, stocks, customers and cash accounts) - Adjustments on the retirement of fixed assets (disposal/sale and part exchange methods only). - Adjustments on expenses and revenues.	Be able to correct adjust daily accounting entries to match with the realities of the period ended.	- Emphasis at this level should be based on enhancing and deepening the knowledge acquired in form four. - Only full year depreciation should be treated for sum-of-the-years' digits method. - The adjustment of VAT on the disposal of fixed assets should not be treated at this level.
3. The establishment of final	Prepare financial statements for the standard	- Elements of financial statements - The annual accounts of the standard system (profit and loss account and balance sheet).	Be able to correctly prepare financial statements for the	Detailly describe the documents used and procedures of establishing financial statements.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
accounts <i>(Indicative duration: 18 hours of theoretical and practical lessons)</i>	and minimum cash systems.	Annual accounts of the minimum cash system (profit and loss account, balance sheet and all notes to accounts)	standard and minimum cash systems.	the annual final accounts of the Minimum Cash System shall be established with the consideration of variations of stock, the variation of accounts receivable and of accounts payable

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	3 hours per week for 22 weeks = 66 hours
Integration activities	3 hours per week for 06 weeks = 18 hours
Evaluation activities	3 hours per week for 06 weeks = 18 hours
Total for the subject	3 hours per week for 34 weeks = 102 Hours

TOPIC	COMPETENCES	CONTENT	INDICATORS OF PERFORMANCE	RECOMMANDATIONS
I - Hardware	List and explain the physical parts of computer	• Stating the different categories of computers and their brief historical evolution. • Listing the types of personal computers • Definition of hardware • Identification of the various components that appear in front and behind the central processing unit. • Naming and identifying the different IDE ports • Identifying and stating the role of the following components: motherboard, sound card, video card, network card, modem • Stating the role of microprocessor and name its various components. • Comparing many computers in function of their speed, storage capacity (capacities of the RAM)	Correctly List and explain the physical parts of computer	
II - software	Differentiate between hardware and software	• Definition of software • Stating the differences between systems software and applications software. • Stating some common software applications and their uses: MS word, MS Excel, MS access, etc	Rightly differentiate between hardware and software	
III - Data measurement unit	List the different data measurement units	• Listing the measuring units in computer science, the multiple	Correctly list the different data	

		as well as sub multiples (Byte, kilo byte, Megabyte, Giga byte, Terabyte) • Definition of measuring units of hardware (screen, memory, processor, burner, printer) • Converting in data-processing measurements units (Byte, Kilo byte, Megabyte, Giga byte, Terabyte) • Definition of the following units: DPI, Inch, Hertz, BPS, Pixel and X • Calculation of the resolution of a screen	measurement units	
IV - Transfer of data	Copy data from one location to another.	• Definition of the following expressions: digital band-width, data flow • Definition of analogical data and digital data, represent them and say in which part of the computer a data takes the analogical form and in which part it takes the digital form • Naming the types of flows in a transfer of data • stating the difference between a flow and a band-width.	Appropriately copy data from one location to another	
V- Windows operating system	State the functions of windows operating system	• Enumerating the functions of an operating system • Installation and uninstalling an application or program • Modifying the appearance of elements in the desktop • Utilisation of some integrated tools in the operating system (calculator, webcam, Game...) • Creating a user with a profile	Correctly state the functions of windows operating system	

		• Choice of a starting option of the computer • Description of the starting stages of the computer • Distinction between different types of files • Working on the tasks menu of folders • Identification of the properties of a file or folder (date of creation, size, author, type, name ...) • Creation, renaming, deleting, copying, moving a file or a folder • Compression and uncompressing of a file or a folder • uninstalling safely an application • Freeing space on a disk • Using the Devices manager • Identification of the type of multimedia files • Naming some type of music format • Searching a file or a folder • Identification of the various part of an application open on the screen • Minimising, moving, restoring down, maximising, closing a window • Using a multi windows environment • Hard Drive management • Formatting a hard drive • Verifying the state of a hard drive • Renaming a hard drive		
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VI - Maintenance of the computer	State the different ways of computer maintenance	• Carrying out preventive maintenance of a computer • Stating the protection measures of computer equipment • Stating the protection measures of the software • listing the causes of mal functioning of the hardware and software of computers • Installing and updating antivirus	Right state the different ways of computer maintenance	
VII - Functioning of the computer	Launch the MS word document.	• Starting up the computer • Starting-up MS word • Presentation of MS word window • Closing the software • Shutting down the computer	Correctly launch the MS word document	Emphasis should be put on practice.
VIII - Studying of the keyboard	Exercise of fingers on the keyboard	• Identification of the home keys • Identification of the various keys • Using the: Typing (alphanumeric) keys; Control keys; Function keys; Navigation keys; Numeric keypad • Listing rules for touch typing	Correctly exercise of fingers on the keyboard	Emphasis should be put on practice.
IX-Typing and displaying of a passage	Type and display a word document	• Typing of a text or passage in a high speed • Selection of a character, word, sentence, paragraph... • Copying, cutting and pasting • Modifying margins of a document • Changing font style and size • Carrying out spell check	Correctly type and display a word document	Emphasis should be put on practice.
X - Printing of documents	Print a word document	• Opening and saving of a document • Setting the parameters of the printer • Opening and printing a document	Rightly print a word document	Emphasis should be put on practice.

XI - Formatting of a document	format a word document	• Justifying a paragraph • Alignment of Text • Applying a tab to a paragraph • Creating a drop cap • formatting a paragraph • Putting a text in columns • Changing page orientation • Creating bullets	Correctly format a word document	Emphasis should be put on practice.
XII – Drawing in a word document	Carry out a drawing in a document	• Displaying a drawing tool bar • Inserting a textbox • Re-dimensioning the frame of a text box • Inserting an image or an object in a textbox	Appropriately carry out a drawing in a document	Emphasis should be put on practice
XIII - Creation of complex tables	Create and format a complex table	• Creating a complex table • Splitting a table and cells • Merging cells • Converting a table into a text and vice versa • Choosing a background colour • create a graph from a table • Changing a back ground colour	Rightly create and format a complex table	Emphasis should be put on practice
XIV - Insertions	Carry out insertion in a word document	• Inserting a word Art • Inserting a page break • Inserting a text in the footer • Inserting page number • Inserting a mathematical equation • Inserting a symbol • Inserting water mark in a document	Correctly carry out insertion in a word document	Many exercises should be given to learners to practice

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	2 hours per week for 22 weeks = 44 hours
Integration activities	2 hours per week for 06 weeks = 12 hours
Evaluation activities	2 hours per week for 06 weeks = 12 hours
Total for the subject	2 hours per week for 34 weeks = 68 Hours

Subject: COMPUTER-AIDED ACCOUNTING Class: FORM FOUR Specialty: ACCOUNTING (ACC)	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
I - Starting with EXCEL	Understand the different elements of the MS Excel window	- Defining the following words: spreadsheet, rows, columns, cell, cell address, active cell, cell pointer, workbook, labels, values, formula, function and chart - Opening a worksheet - Identifying the different elements of the Excel ribbon - Closing the worksheet - Quitting Excel	Rightly open and close a worksheet.	There should be detailed study of the Excel window.
II - Preparing the first EXCEL worksheet	Enter data into a worksheet.	- Entering of Data in a worksheet - Selecting Cells –continuous and non-continuous - Using cut, copy and Paste commands in a worksheet - Performing spell-check in worksheet - Carry out auto correct.	Correctly enter data into a worksheet.	
III - Formatting Cells	Work in a spreadsheet	- Adjusting row and column area - Setting currency symbol, decimal places, date and time - Changing font setting - Highlighting cells - Setting cell alignment - Setting the orientation of a cell - Conditional formatting - Sorting and filtering of data - Inserting rows and columns - Text wrapping	Correctly work in a spreadsheet	

		• Applying borders • Protection of file with a password • Printing a section on a page. • Saving and retrieving a file		
IV – Formulae and operators	Carry out mathematical calculations in a spreadsheet	• Defining a formula • Stating the different arithmetic operators • Stating the different comparison operator • Stating the reference operators • Identifying the text operator • Stating the sequence of evaluation of operators • Carrying out calculations on a spreadsheet	Rightly carry out mathematical calculations in a spreadsheet	
V - Basic functions in MS Excel	Use basic functions in an Excel worksheet	• Defining a function • using the basic functions: SUM Function, COUNT Function, COUNTBLANK function , AVERAGE Function, MAX Function, MIN Function, If function TODAY Function, NOW Function, DAYS360 Function	appropriately use the basic functions in an Excel worksheet	
VI – Excel Charts	Insert, adjust and delete a chart in a spreadsheet	• Defining a chart • Listing the types of charts • Choosing an appropriately chart type • Setting the chart title • Setting the axis title • Resizing a chart • Moving a chart • Converting a chart type into another • Deleting a chart	Rightly Insert, adjust and delete a chart in a spreadsheet	

VII - Presentation of the ERP software environment	Describe the ERP Accounting software environment	• Presentation of the software • Description of the functions of the ERP management software for the accounting service in organisations	Correctly launch the Management software	Open each window of the and explain
VIII - Configuration of the software.	Create various working files.	• Creation of entities (sites) • Creation of a customer's files • Creation of suppliers files • Creation of VAT imputation file • Creation of a product family • Creation of a product category • Creation of a settlement mode	Correctly configure the software for invoicing	Provide all the information to the learners
IX - Configuration	Configure the system for invoicing.	• Creation of entity • Creation of customer file • Creation of supplier file • Creation of VAT file • Creation of product family • Creation of a product category • Creation of payment mode	Correctly configure the invoicing operations	Provide all the necessary information to the learners
X - Invoicing	Produce invoices	• Creation of an article • Establishment of an Order • Establishment of a Delivery Note • Establishment of an Invoice • Edition of an Invoice	Correctly fill and print invoices.	Provide all the necessary information to the learners
XI - Bookkeeping	Record transactions in the system.	• Uploading the OHODA charts of accounts • Creation of accounts • Creation of Journals • Recording of entries	Correctly record transactions in the system.	Provide all the necessary information to the learners

XII - Administrative management of personnel	Produce payslips from the accounting system.	• Creation of the employee file • Creation of an hour • Creation of an absence • Creation of a mission	Correctly create and print payslips.	Provide all the necessary information to the learners
Fixed asset management	Generate depreciation tables from the system.	• Generalities • Creation of a fixed family • Creation of fixed assets • Calculation of annuities/depreciation • Printing the depreciation table	Record the entry of a fixed assets and generate the various annuities	Provide complete application exercises following all the steps of the software.

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	2 hours per week for 22 weeks = 44 hours
Integration activities	2 hours per week for 06 weeks = 12 hours
Evaluation activities	2 hours per week for 06 weeks = 12 hours
Total for the subject	2 hours per week for 34 weeks = 68 Hours

Subject: COMPUTER-AIDED ACCOUNTING Class: FORM FIVE Specialty: ACCOUNTING (ACC)	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
I - Creation of tables in MS Excel	Carryout relative and absolute referencing, calculations on two sheets and filtering of data	• Entering of data • Formatting • Using Relative and Absolute references • Calculations on data from different sheets • Translating a conditional structure into calculation formula • Sorting and filtering of data	Correctly carryout relative and absolute referencing, calculations on two sheets and filtering of data	The exercises given to learners should not be complicated.
II - Using Logical functions	Use the logical functions in your sheet	• IF Function, SUMIF Function, COUNTIF Function, AND Function, OR Function	Appropriately use the logical functions in your sheet	More than 03 conditions, the formula should be given to the learners
III - Using other functions	Use other functions : RANK function, PRODUCT function, SEARCH function... etc	• RANK Function, SUM function, PRODUCT Function, MIN and MAX Function, ROUND Function, AVERAGE function, AUTOSUM function, Date And Time Functions, CONCATENATE function, SEARCH Function, FORMATTING functions.	Correctly use other functions	Advanced functions like Financial functions, statistical functions, INDEX-MATCH functions etc should not be taught. Use only simple formatting functions.
IV - Data representation on charts	Choose an appropriate chart to represent your data.	• Types of charts • Choosing the chart type for any given data • Setting the chart options	Choose rightly an appropriate chart to represent your data.	

V - Preparation for printing	Prepare a worksheet for printing	• Changing worksheet margins, orientation and printing preview. • printing proper. • Protection of the file with a password • Printing your work • Save and retrieve a file	Appropriately prepare a worksheet for printing	
VI - Configuration	Configure the system for invoicing.	• Creation of entity • Creation of customer file • Creation of supplier file • Creation of VAT • Creation of product family • Creation of a product category • Creation of payment mode	Configure rightly the invoicing operations	Provide all the necessary information to the learners necessary to carry out all the operations of configuration
VII - Invoicing	Conceive Invoices in the system.	• Creation of an article • Establishment of an Order • Fill the Delivery Note • Fill the Invoice • Edition of the Invoice	Correctly conceive invoices in the system.	
VIII - Bookkeeping	Record transactions in the system.	• Uploading of the OHODA chart of accounts • Creation of accounts • Creation of Journals • Recording of entries • Modification of an entry • Consultation of entries • Edition of general ledger • Edition of Trial balance • Edition of the Balance sheet • Edition of Result account	Correctly record transactions in the system.	Conceive concrete and well elaborated applications exercises having the entire situation.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
IX- Fixed asset management	Generate depreciation tables from the system.	• Generalities • Creation of a fixed family • Creation of fixed assets • Calculation of annuities/depreciation • Disposal of fixed assets • Printing of the Depreciation table • Generation of entries	Correctly enter fixed assets into the system and generate their depreciation tables.	Provide complete application exercises following all the steps of the software.
X - Declaration of the Value Added Tax (VAT)	Fill and generate the VAT declaration form.	• Calculation of VAT due or VAT credit • Generation of the VAT declaration form	Correctly fill and generate the VAT due or VAT credit.	Use simple application exercises.
XI - Cash desk management	Record cash operations in the system.	• Creation of the cash register • Recording of cash operations • Carrying out filters on cash operations	Correctly record operations in the cash register	Use simple application exercises.

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	3 hours per week for 22 weeks = 66 hours
Integration activities	3 hours per week for 06 weeks = 18 hours
Evaluation activities	3 hours per week for 06 weeks = 18 hours
Total for the subject	3 hours per week for 34 weeks = 102 Hours

5.2

ADMINISTRATIVE AND COMMUNICATION TECHNIQUES (ACT) SPECIALTY

- OHADA FINANCIAL ACCOUNTING.
- GRAPHIC DESIGNING.
- INFORMATION PROCESSING.
- OFFICE AND ADMINISTRATIVE MANAGEMENT.
- PROFESSIONAL COMMUNICATION TECHNIQUES.

Subject: OHADA FINANCIAL ACCOUNTING

Class: FORM THREE

Specialty: ADMINISTRATIVE AND COMMUNICATION TECHNIQUES (ACT)

Minimum weekly load: 03 Hours

Minimum annual load: 66 Hours

Coefficient: 03

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. The organisation of financial accounting <i>(Indicative duration: 18 hours of theoretical and practical lessons).</i>	Prepare general and subsidiary books of accounts.	- Preparing for accounting records (pre-recording and pre-totalling); - Correction of errors; - The process of keeping compulsory books of accounts. - Subsidiary books accounting system (subsidiary journals of cash, bank; purchases and sales, completing general journal and ledger entries from subsidiary books).	Be able to appropriately prepare general and subsidiary books of accounts.	- The method recommended by OHADA for correcting errors is the cancellation of the wrong entry using negative signs and presenting the right entry thereafter. - Limit to 4-columns trial balance. - Subsidiary journals should be based on simplified cases of cash, bank, purchases and sales subsidiary journals.
2. The recording of current transactions <i>(Indicative duration: 39 hours of theoretical and practical lessons)</i>	Establish and record business documents related to ordering, supplying, and invoicing.	- Application and calculation of VAT on trading transactions. - Determination of VAT Due or VAT Credit. - Establishment and recording of documents relating to ordering, supplying and invoicing of goods. - Record invoices and credit notes with trade or commercial reductions and VAT (record different invoices and credit notes of sales and purchases in the accounting system of the same entity).	Be able to accurately establish and record the documents listed in the recommendation.	- Documents to be established are customer and supplier statements of accounts, requisitions, enquiries, purchase orders, goods received note, goods issued notes, invoices, credit notes, debit notes). - Invoices should be recorded progressively with VAT but without reductions, followed by invoices with reductions. - Transport, containers, advanced payments on accounts and transactions in foreign currencies ARE NOT to be treated at this level.
3. The recording of payments for current transactions <i>(Indicative duration: 9 hours of theoretical and practical lessons)</i>	Prepare and record payment documents related to invoices for current transactions.	- Definition and preparation of means of cash payments (bank and giro bank cheques, cash vouchers and receipts, payment and credit cards, internet and telephone payments, transfer orders, cash deposit, domiciliation, standing orders); - Recording of cash payment	Be able to correctly prepare and journalise cash and deferred payments documents.	Unfilled physical cash payment documents should be provided to students for them to fill.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
<i>practical lessons)</i>		instruments and transactions. • Preparation of deferred payment documents (bills of exchange and promissory notes); • Recording of the creation and collection of bills and promissory notes.		

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	3 hours per week for 22 weeks = 66 hours
Integration activities	3 hours per week for 06 weeks = 18 hours
Evaluation activities	3 hours per week for 06 weeks = 18 hours
Total for the subject	3 hours per week for 34 weeks = 102 Hours

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Transactions related to invoicing <i>(indicative duration: 27 hours of theoretical and practical lessons)</i>	Prepare and record invoices and credit notes in the accounting system of an entity.	- The Value Added Tax (computation and recording in commercial documents) - Commercial Containers (classification, purchase, sale, consignment and normal return) - The recording of documents for trading transactions (preparation and recording of invoices and credit notes under perpetual and periodic inventory procedures with trade and cash discounts, with advances and payments on account, with accessory expenses (transport, insurance, custom duties, commissions), with commercial containers (non-returnable containers, consignments) with VAT and with transactions in foreign currencies).	Correctly Prepare and journalise invoices and credit notes in the accounting system of an entity.	- Invoices should be treated progressively with trade and cash discounts, then with accessory expenses (transport, insurance, custom duties, commissions) and commercial containers (non-returnable containers, consignments); followed by those with advances and payments on account; and finally with the case of transactions in foreign currencies). - Credit notes (for return of goods and returnable containers on consignment without bonus, for post-invoice trade discounts and for post-invoice cash discounts). - The students should be working within the accounting system of the same entity.
2. The settlement of trade debts and credits <i>(Indicative duration: 15 hours of lectures and practical exercises or tutorials)</i>	Prepare and record documents used in payments of trade debts.	- Cash payments (prepare and record cash receipts and vouchers and cheques from financial institutions) - Electronic money instruments (cash in, cash out, transfers of funds) - Trade bills (creation, collection, domiciliation, negotiation, endorsement)	Be able to correctly prepare and journalise documents used in payments of trade debts.	- Trade bills should be treated from their creation to their negotiation, excluding cases of unpaid bills and their renewal. - Trading transactions in foreign currencies with exchange gains and losses as well as their adjustments are not to be treated at this level.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
3. The recording of other current transactions <i>(Indicative duration: 15 hours of lectures and practical exercises or tutorials)</i>	Record other current transactions related to financing, investments and payroll.	- Business Financing transactions (by contributions, by loans from financial institutions and related debts, by deposits and cautions received) - Investment transactions (Record transactions related to tangible, intangible, financial fixed assets and marketable securities: their entry from construction and acquisition in cash or credit or bills) and their removal through disposals/sales). - Personnel Expenses (calculation of gross salary, identify the various withholdings on salary: taxes and social contributions, garnishments, advances on salaries, identify employer deductions, establish the payslip and record transactions on personnel expenses).	Be able to accurately record other current transactions related to financing, investments and payroll.	- All financing transactions should be treated without workings or preliminary calculations required to obtain the amounts to be recorded. - The treatment of employee and employer deductions should be done without preliminary calculations and with the provision of all required data. The objective at this level is to identify, use them in establishing the pay slip and in presenting the required accounting records.
4. Special Purpose Accounting Systems <i>(indicative duration: 09 hours of lectures and practical exercises or tutorials)</i>	Record transaction in books of accounts.	- Cash accounting in the minimum cash system (keep a single cash book, keep the journal of pending accounts receivable, keep the journal of pending accounts payable). - The subsidiary books System (keep subsidiary journals, make journal and ledger entries from subsidiary books).	Be able to correctly journalise transactions and post them to the related ledgers.	- for the MCS (Minimum Cash System), separate journals should be used for cash in hand and bank transactions and the owner's account may be added when need be in the analysis column; - The subsidiary books System should be limited to the cash in hand, bank, sales, purchases and general journals.

Subject: OHADA FINANCIAL ACCOUNTING

Class: FORM FIVE

Specialty: ADMINISTRATIVE AND COMMUNICATION TECHNIQUES (ACT)

Minimum weekly load: 03 Hours

Minimum annual load: 66 Hours

Coefficient: 03

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
1. Transactions related to invoicing and their subsequent payments. <i>(indicative duration: 15 hours of theoretical and practical lessons)</i>	Conceive and record trading and payment documents.	• The recording of documents for trading transactions • The recording of documents for the provision of services (services sold or accessory revenues). • The recording of payments in cash, with bills, with electronic money instruments.	Be able to accurately conceive and record trading and payment documents.	• The objective here is to reinforce what was done in the previous years through practical exercises and to give the students a solid base to manipulate and record trading and payment documents; • All current transactions are to be treated with VAT. • The treatment of trading containers should be based on purchase, sale, consignment, return of consignment without bonus, losses and destruction) • Trade bills should be treated from their creation to their negotiation, excluding cases of unpaid bills and their renewal; • Trading transactions in foreign currencies with exchange gains and losses as well as their adjustments are not to be treated at this level
2. The recording of other current transactions <i>(indicative duration: 18 hours of theoretical and practical lessons)</i>	Compute and record items related to financing, investment and payroll.	• Business Financing transactions • Investment transactions (transactions related to tangible, intangible and financial fixed assets and S.T securities: construction and acquisition in cash or credit or bills and their removal through disposals/sales)	Be able to accurately compute and record items related to financing, investment and payroll transactions.	• Business financing transactions should be limited to capital contributions, loans and related debts, deposits and cautions received in sole proprietorships. • The treatment of employee and employer deductions should be done without preliminary calculations and with the provision of all required data. The objective at this level is to identify and use them in establishing the pay slip and in accounting records.
		• Personnel Expenses (calculation of gross salary, Identification of various withholdings on salary, identify employer taxes and		

TOPICS	COMPETENCES	CONTENT	PERFORMANCE INDICATORS	RECOMMENDATIONS
		expenses; establish the payslip and record transactions on personnel expenses).		
3. Special Purpose Accounting Systems <i>(indicative duration: 09 hours of lectures and practical exercises or tutorials)</i>	Record transaction in books of accounts in the subsidiary and minimum cash systems.	- Subsidiary books accounting system - Cash accounting in the minimum cash system	Appropriately record transaction in the books of accounts of the subsidiary and minimum cash systems.	- for the MCS (Minimum Cash System), separate journals should be used for cash in hand and bank transactions and the owner's account may be added when need be in the analysis column; - The subsidiary books System should be limited to the cash in hand, bank, sales, purchases and general journals.
4. Organisation of management accounting and full costing method <i>(Indicative duration: 24 hours of theoretical and practical lessons).</i>	Calculate the cost price of products and services and the profit/loss on them.	- Introduction to management accounting. - Data for cost calculation. - Cost centre analysis (without reciprocal exchange of services) - Pricing stock receipts and issues. - The calculation of costs and costing results	Be able to appropriately calculate the cost price of products and services and the profit/loss on them.	- The framework shall be limited to trading and manufacturing businesses; - All calculations should be done using tables; - Cases with products in process, waste, by-products, work-in-progress and residual products are not to be tackled at this level;

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	3 hours per week for 22 weeks = 66 hours
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Evaluation activities	3 hours per week for 06 weeks = 18 hours
Total for the subject	3 hours per week for 34 weeks = 102 Hours

SUBJECT:	GRAPHIC DESIGNING	MINIMUM WEEKLY HOURS:	2H
CLASS:	FORM FOUR	MINIMUM YEARLY HOURS:	44H
SPECIALTY:	ACT	COEFFICIENT:	2

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
GRAPHIC DESIGN BASICS	Acquisition of basic knowledge in graphic designing	Concepts on Graphic Designing • Definition of graphic designing • Importance and purpose of graphic designing • Uses of graphic designs • Design elements and principles (typography, colour, Layout and composition, images) • Application and skills • Types of graphic designs • Software applications (photoshop, Ms Word, sketch, inkscape, photopea, PhotoScape, CorelDRAW, pixel Lab phone etc.)	Proper acquisition of basic knowledge in graphic designing	Practical exercises
		The graphic designer • Definition of a graphic designer • Skills of a graphic designer • Role of a graphic designer • Types of graphic designers • Tools used by a graphic designer		
GRAPHIC DESIGNING USING MS OFFICE	Using Ms Word for graphic designing	Word ART • WordArt Overview • Insert and delete word art • WordArt Tools Tab • Text group • Text styles group • Shadow effects group • 3-D effects group • Arrange group • Size group	Effective execution of tasks using WordArt	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		• Display of a drawing tool bar • Inserting and editing a text box • Insert and Re-dimension the frame of a text box • Insert an image or an object in a text box and put in a hidden or visible manner • Add and deactivate a page boarder • Use word Art special effects • Draw objects using the drawing toolbar		Practical exercises
		SmartArt • Insert SmartArt graphic and add a text • Add or delete shapes • Change colours • Apply style • Formatting SmartArt	Effective use of SmartArt for graphic designing	
GRAPHIC DESIGNING USING MS. PUBLISHER	Using Ms. Publisher for graphic designing	1. Overview • Launching the software • Welcome page/ template page • Study of the interface • The ribbon ○ Using ribbon (tab, group, commands) ○ Showing and collapsing ribbon • Quick access toolbar • File menu • Title bar, help menu, display option menu • Publisher organisation tools • Saving a publication ○ Saving a new publication ○ Saving an existing publication in a different location ○ Saving as other document type (PDF) • Understanding the different types of	Proper use of Ms. Publisher for graphic designing	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		publications: calendar, business card and forms, flyers, greeting cards, incitation cards, letterheads, brochures, certificates, banners, logo, e-mail, envelopes, resumes etc		
	Using Ms. Publisher for graphic designing	2.Working with publications • Page layout / design • Working with Master page • Working with text boxes (manipulation and formatting) • Adding and Editing text in in a publication ○ Importing a word document ○ Editing text from Word ○ Checking spelling ○ Text effect and text styles ○ Text font and colour ○ Wrapping and aligning text ○ Grouping and ungrouping text boxes • Creating and formatting WordArt • Working with Graphics ○ Format Graphics ○ Clip organizer ○ Positioning and sizing a graphic ○ Modifying the appearance of a graphic • Creating bullets and number list • Editing an existing publication	effective formatting using Ms. Publisher	Practical exercises
	Using Ms. Publisher for graphic designing	Insertion and formatting • Working with Pictures ○ Add and changing pictures to text ○ Formatting pictures using the picture tool ○ Wrapping text around pictures • Working with Tables ○ Entering text ○ Adjusting rows and columns	Accurate use of shapes in Ms. publisher	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		○ Applying table styles ○ Using fills and tints ○ Using sample fill ● Working with shapes ○ Selecting shapes ○ Drawing and inserting shapes ○ Resizing, moving and aligning shapes ○ Grouping shapes ○ Changing fill ○ Drawing lines ○ Deleting shapes ● Building blocks ○ Inserting page parts ○ Inserting Calendar ○ Borders and Accents ○ Inserting Advertisements ○ Clipart ○ Page numbers		
	Using Ms. Publisher for graphic designing	5.Creation of Publications from a template: ● Calendars (Pocket calendars) ● Business cards (complimentary cards) and ● Flyers, ● Greeting cards, ● Invitation cards (Single and double sided) ● Banners, logo, e-mail, envelopes, resumes etc. ● Postcards (single or both sides) ● Creating postcards using mail merge ● Posters ○ Setting up document size and orientation ○ Setting up columns ○ Adding text and image to a poster ○ Adding title and captions to a poster, maps, tables or other graphics	Create of publications from a template correctly	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		○ Formatting text ○ Converting to PDF ○ Print publication ● Brochures ○ Formatting paragraphs ○ Inserting watermarks ○ Inserting multiple columns ○ Flowing text objects ● Letterheads, ● Certificates, ● Banners, ● Logo ● Newsletters ● Magazines ● Table of content ○ Copyfitting Text ○ Inserting pages ● Change colour and format text to the publications - Insert objects to the publications etc.		
		6.Previewing a publication ● Printing publications ● Print setup ● Closing a publication	Proper printing of publications using Ms. Publisher	Practical exercises
GRAPHIC DESIGNING USING PHOTOSCAPE	Using Photoscape for graphic designing	● Downloading PhotoScape ● Getting started ● Editing photos ● Effects and filters ● Using PhotoScape for: ○ Photo Editor ○ Photo Batch-Editor ○ Collage Creator	Proper use of Photoscape for graphic designing	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		Printing and saving files		
GRAPHIC DESIGNING USING PHOTOPEA	Using Photopea for graphic designing	Launching photopea - Back or forward editing - Opening a file - Rotating images - Straightening images - Cropping images - Displaying images in full screen - Adjusting layer-level - Deleting a layer - Dodging and burning - Saving a file Using photopea for image editing, making illustrations, web design or converting between different image formats...	Use of Photopea to execute graphic designing tasks correctly	Practical exercises
GRAPHIC DESIGNING USING PHOTOSHOP		1. Photoshop Panels and Tools - Definition - Uses of photoshop - Advantages of Photoshop - Features - Elements (menu bar, option bar, tool bar, pallets, document window, active image area) - Adobe photo tools - Customizing a workspace 2. Basic operations - Opening files (open, open as, open as smart object), saving and creating a new document	Proper use of Photoshop for graphic designing	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		3. Navigating and Zooming • The navigation panels • The hand tools • The zoom tools • Keyboard shortcuts		
		4. Adjustments (Levels, Hue saturation)		
		5. Aligning and moving layers • Layer interactions • Blend modes • Naming layers		
		6. Simple Selections • Magic wand tool • Marquee selection • Lasso tools		
		7. Choosing colours • The foreground colours • The Swatch panel • The colour panel		
		8. History • Snapshot, keyboard short cuts, brush and fill, cropping, guides and rulers • SKeyboard shortcuts • The history brush and fill history		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		9. Printing Create images for print: • Photo Editing • Logo designing • Print images • Prepare social Media messages • Removing background from photos • GIF animations • Photo Editing • Web designing e • collages etc respecting formats, resolution raster, vector	Proper use of Photoshop for graphic designing	Practical exercises

SUBJECT:	GRAPHIC DESIGNING	MINIMUM WEEKLY HOURS:	2H
CLASS:	FORM FIVE	MINIMUM YEARLY HOURS:	44H
SPECIALTY:	ACT	COEFFICIENT:	2

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
GRAPHIC DESIGNING USING MS. PUBLISHER	Using Ms Publisher to create publications	1. Overview • Launching the software • Welcome page/ template page • Study of the interface • The ribbon ○ Using ribbon (tab, group, commands) ○ Showing and collapsing ribbon • Quick access toolbar • File menu • Title bar, help menu, display option menu • Publisher organisation tools • Saving a publication ○ Saving a new publication ○ Saving an existing publication in a different location ○ Saving as other document type (PDF) Understanding the different types of publications: calendar, business card and forms, flyers, greeting cards, incitation cards, letterheads, brochures, certificates, banners, logo, e-mail, envelopes, resumes etc	Proper identification of the basic concepts of Ms Publisher	Practical exercises
	Using Ms Publisher to create publications	2. Creation of Publications from a template: • Postcards (single or both sides) • Creating postcards using mail merge • Posters ○ Setting up document size and orientation	Proper use of Ms Publisher to create publications	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		○ Setting up columns ○ Adding text and image to a poster ○ Adding title and captions to a poster, maps, tables or other graphics ○ Formatting text ○ converting to PDF ○ Print publication ● Brochures ○ Formatting paragraphs ○ Inserting watermarks ○ Inserting multiple columns ○ Flowing text objects ● Letterheads, ● Certificates, ● Banners, ● Logo ● Newsletters ● Magazines ● Table of content ○ Copyfitting Text ○ Inserting pages ● Change colour and format text to the publications ● Insert objects to the publications etc.		
	Using Ms Publisher to create publications	3.Previewing a publication ● Printing publications ● Print setup ● Closing a publication	Effective printing of Ms Publisher publications	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
GRAPHIC DESIGNING USING INKSCAPE	Using Inkscape for designing projects	• Inkscape Basics • Shapes • Advance • Bitmap Tracing • Calligraphy • Interpolate • Elements • Using Inkscape for • Clip art, Logos, Typography, Diagram, Flowchart, posters and flyers etc. • Saving and printing	Proper designing of projects using Inkscape	
GRAPHIC DESIGNING USING ADOBE PHOTOSHOP	Using Adobe Photoshop for designing projects	Adobe photoshop • Launch the software • Get start using photoshop • Work with images • Resize and crop images • Work with basic selections • Layers • Paint in photoshop • Retouch photo • Correct colour • Use mask and quick mask mode • Use the pen tool • Create special effect • Paint and export work • Design using the elements of a design (Colour, line, shape, space, texture, value) • Design using the principles of a design (balance, contrast, emphasis/dominance & harmony, movement/rhythm, repetition/pattern,	Using Adobe Photoshop effectively to design projects	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		unity variety) • Create images for print (logos, album covers, collages etc) respecting formats, resolution raster, vector Use Adobe Photoshop to: • Remove background from photos • GIF animations • Photo Editing • Web designing etc		
GRAPHIC DESIGNING USING CORELDRAW	Using CorelDRAW for designing projects	Getting Started with CorelDraw • Introduction CorelDraw • Starting with CorelDraw	Using CorelDraw effectively for graphic designing projects	Practical exercises
		CorelDraw Basic • Save File, Export To jpg, pdf and import image • Object Position • Align and Distribute Object • Object order • Group, ungroup Object and Lock, unlock Object • Distributing object Same Space Undo and Redo and Repeat Object • Insert page and insert page number • Fit text path • Weld Object • Trim Object • Intersect, Simplify, Fron • minus Back, Back Minus Front Object • Power clip object		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		CorelDraw Projects • Brochure Design • Business card Design • Flyer design, banners, billboards • Label design • Logo designs • Social media images • Advertisements • Vehicle wraps		
GRAPHIC DESIGNING USING PIXELLAB PHONE APPLICATION	Using Pixel lab for designing	Graphic designing using PixelLab phone application • Notion of PixelLab • Understanding PixelLab interface • Working with text • Text design with background • 3D text design • 3D coloured texted design • Quote design • Mokups etc • Working with images • Removing background etc • Working with text and images • Logo design • Business card design • Book cover • Letterhead • Converting work into PDF • Printing and Saving works in PixelLab	Effective use of pixel lab application for graphic designing	Practical exercises

SUBJECT:	INFORMATION PROCESSING	MINIMUM WEEKLY HOURS:	3H
CLASS:	FOR THREE	MINIMUM YEARLY HOURS:	66H
SPECIALTY:	ACT	COEFFICIENT:	3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
KEYBOARD MASTERY	Demonstrating competence in keyboarding techniques	• Typing of warm-up drills (timed and untimed) • Keyboarding Techniques • Posture at the computer – arm reach, seat height, screen- to- eye- level contact • Special keys (tab, escape, insert) • Keyboard shortcuts (ctrl and alt; and function keys) • Spacing after punctuation marks (after a full stop, comma, semicolon, colon, question mark, exclamation mark, apostrophe, parenthesis, quotation marks). • Practical exercises, printing and filing the exercises	• Practise and development of speed and accuracy at the keyboard and passages using proper touch keyboarding techniques on alphanumeric keys. • Apply correct posture at the computer – practise correct posture, arm reach, seat height, screen-to- eye- level contact	• The recommended speed in this class is 15wpm • Practice the touch method of keyboarding (you may choose to blot the keyboard) • A warm-up exercise must precede the lesson of the day • Apply keyboard shortcuts where appropriate
FUNDAMENTALS OF COMPUTING	Use input and output devices	The computer and its peripherals • Typing of speed tests and calculate speed • Definition and identification of the types of computers • Advantages and disadvantages of computer usage • Input devices (Keyboard, touchscreen, mouse, light pen, microphone, document scanner, character readers (OCR, OMR), barcode readers and	• Proper usage of the different input and output devices • Take proper care of input and Appropriate use of specific software to perform specific task	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		other current devices). • Output devices; Printer (impact and non-impact) types; line, page, laser, inkjet, dot matrix, monitors, speakers, multimedia projector and other current devices. • Types of storage media and their practical application; Compact Disc (CD ROM), Digital Video Disc (DVD), Hard Disk, CD-RW, Flash drives, memory sticks, smartphones and other current storage media • Care of computers and peripherals in the working environment • Health and safety factors associated with computer use Application software • Typing exercises, speed drill and calculation speed • Definition of application software • Types of application software (word processing, spread sheet, data base management, presentation) • Uses of each application software • Purpose of a word processor (instances in which word processing should be used) • Difference between application software and system software	• Apply the features of a word processing application output devices	
ORGANISING, CREATING AND SAVING OF FILES AND FOLDERS	Organise and create files and folders Saving and retrieval of documents	• Typing speed tests (timed and untimed) • Types of files • Working on the tasks menu of folders • Properties of a file or folder (date of creation, size, author, type, name ...) • Organisation of files and folders (by date)	• Proper organisation of files and folders • Proper production of digital copies of documents	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		• Saving and retrieval documents using the directory • Creating a folder (a combination of files) and name it • State the rules for effective file management • File explorer (search for information in the machine and in the internet) • Naming and renaming, deleting, moving, copying files and folders • Creating, saving, deleting, copying and moving files and folders • Saving and retrieval of documents • Using the Devices manager • Identify the type of multimedia files • Printing and filing		
PRINTING	Print documents from internal and external devices	• Typing of warm-up drills (timed and untimed) • Preview and Print Documents • Open and print a document • Shrink to print a document • Apply keyboard shortcut for printing • Printing of documents from external devices (Memory card, Mobile phones, Scanners, USB, CDs etc). and file	Accurate printing of documents from internal and external devices	Practical exercises
FORMATTING/ EDITING/PROOFING	Use formatting, editing features and proofing tools	Formatting operations • Type timed and untimed speed and calculate speed • Apply formatting features to enhance specific documents (font types, font styles, font sizes, colour and effects on business documents) • Apply and modify bold, underline, italics, line spacing, alignment, bullets	Carryout proper text formatting and editing	• Practice the touch method of keyboarding • A warm-up exercise must precede the lesson of the day

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		and numbering, margins to documents • Modification of page layout and line spacing • Use drop caps • Modification page orientation and margins • Set and modify tabs • Text alignment (left, right, centre and justify) • Indentation of paragraphs (left, right, first line, hanging) • Setting tab stops with leader dots • Setting and modification tab stops (left, right centre, decimal)		
		Editing operations • Typing timed and untimed speed and calculation speed • Editing techniques to prepare documents • Proofreading documents and correct errors on screen to produce suitable mailable documents • Editing techniques (cut, copy, paste, move, search, find and replace, add and delete, spelling and grammar check, thesaurus etc. to correct document) • Practical exercise, printing and filing	• Apply editing techniques to prepare documents correctly • Proofread documents and correct errors on screen to produce suitable mailable documents correctly	• Practice the touch method of keyboarding • A warm-up exercise must precede the lesson of the day • Apply keyboard shortcuts where appropriate
		Proofing operations • Spellings and grammar • Synonyms and thesaurus to replace words • AutoCorrect tool • Find and replace a text • Practical exercises, printing and filing		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
INSERTIONS	Carryout insertions of all types.	• Typing of timed and untimed speed tests and calculate speed • Insert Word art • Insert textbox • Insert Page break • Insert page numbers • Insert Headers and footers • Insert Footnotes • Insert borders and shadings, watermarks, endnotes • Insert Mathematical equation • Insert Special symbols • Insert Superscript/subscript • Insert shapes and draw • Insert Smart Art (classical organisation charts) • Practical exercises, printing and filing	Proper execution of tasks involving insertions of all types	• Practice the touch method of keyboarding • A warm-up exercise must precede the lesson of the day
LETTER PRESENTATION, KINDS OF PARAGRAPHS AND PAPER SIZES	Display letters with or without tables using different styles and address envelopes	• Typing of timed and untimed speed tests and calculate speed • Display letters respecting all the rules • Display of letters (blocked, semi blocked, indented) etc • Display of letters with pre prepare letter heads including tables • Typing letters with attention lines, confidential and urgent using water mark • Addressing envelopes using different displays • Paper sizes and their uses • Type addresses on envelopes using different displays • Paragraphs Display (Blocked Paragraph Indented Paragraph,	• Proper display of letters using different styles and appropriate paper sizes • Address envelopes in the correct order • Apply rules governing the different types of and headings	• Strict respect of typing principles in displaying letters and envelopes • Practice the touch method of keyboarding • A warm-up exercise must precede the lesson of the day • Apply keyboard shortcuts where appropriate

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		Hanging paragraph, Marginal or side paragraph • Display of headings (main heading, subheading, paragraph, shoulder, numbered) • Practical exercises, printing and filing		
OFFICE TECHNOLOGY	Identify and use office automation tools	• Definition of concepts (Office Automation, Office Technology, Office equipment) • Objectives of office automation • Functions of office automation • Advantages and disadvantages of office automation • Evolution of office technology • State and describe different equipment and office tools	Proper use of available office equipment and tools	
USE OF SMALL OFFICE MACHINES AND TOOLS	Identification and use of small office machines and tools	• Definition small office machines and office tools • Types of small office machines (sorting machine, document assembly machine, perforator, spiral binder, stapling machine and staple remover attendance recording machine, biometric time clock) • Types of office tools (date and time stamps, stamp pad, round stamps, etc.) • Definition and role of each small office machine and each office tool • Description each small office machine and tool • Factors to be considered when selecting office machines • Advantages and disadvantages of each	Proper use of small office machines and tools	• Incite heads of institutions to provide available equipment • Carryout visits to enterprises • Use the available small office tools correctly

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		small office machine and tool studied		
PROCESSING OF MAIL	- Process incoming, outgoing mail and electronic mail - Register incoming and outgoing mail using IPLANS ERP	- Definition related term (mail, mailroom, mail processing) - Description of the types of mail (personal, official, urgent, confidential mail) - Nature of mail (e-mail, physical mail, interdepartmental mail) - Identification of agencies that transmit mail - Definition incoming mail and outgoing mail - Description the materials and equipment used for incoming mail and outgoing mail - Fill incoming and outgoing mail registers - Use IPLANS software to register incoming mail - Definition electronic mail - Description of the sources of electronic mail - Advantages of electronic mail - Procedures for handling electronic mail		
EQUIPMENT AND TOOLS USED FOR THE MULTIPLICATION OF DOCUMENTS	Multiply documents using the available reprographic equipment	- Definition and history of reprography - Categories of reprography - Traditional Reprography (Carbon Copying, no carbon required (NCR)) - Duplication (Offset lithography, Risograph) - Reproduction (Diaz copying etc., Direct Printing, (photocopier, digital copying machine)	Proper multiplication of documents using the available reprographic equipment	Manipulate the available equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		○ Microfilming • Definition each method studied • Description of each method • Role of each method • Principles of elaboration for each method • Advantages, disadvantages and uses of each method		
LAUNCHING THE SOFTWARE AND THE SPIDER MENU	Present the management software ERP	• Starting the software • Description of the Spider menu • Starting the software	Start and close correctly the software	Detail explanation of the Architecture of the SPIDER MENU
REGISTRATION OF A NEW EMPLOYEE	Register a new employee	• Fill the “employee form” and save • Edit the information and save • Add a photo	Effective registration of a new employee	
CREATION OF A USER ACCOUNT	Create a user account	• Procedure for creating an account • Set access conditions to the module	Access and protect individual user account	Let each student create his/her password from the employee card created above
CONFIGURATION	Configure the software data	• Creation of the entity (Site) • Creation of the customer file • Creation of the supplier file • Creation of a VAT • Creation of a product family • Creation of a product category	Configure rightly the invoicing operations	Teachings are done on machines with well elaborated exercises

SUBJECT:	INFORMATION PROCESSING	MINIMUM WEEKLY HOURS:	3H
CLASS:	FORM FOUR	MINIMUM YEARLY HOURS:	66H
SPECIALTY:	ACT	COEFFICIENT:	3

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
CONCEPTION AND PRESENTATION OF A PRINTED MATTER	Conceive, display, fill and print printed matters of all types and e-forms	• Typing of timed and untimed speed tests and calculation of speed • Conception of printed matters of all types (Invoices, Orders, CVs, Telephone message pad, Debit note, Credit note, Receipts Vouchers, Cheques) using all the dispositions (lines, combs, columns, boxes). • Conception and filling of e- forms of all types (google forms, online registration forms, flight reservation forms, passport forms etc.) • Practical exercises, printing and filing	Proper conception, filling and printing of Printed Matters and E-Forms	• Practice the touch method of keyboarding • A warm-up exercise must precede the lesson of the day
MODIFICATION OF TABLES AND GRAPHS	Modify simple and complex tables	TABLES • Creation and modification simple and complex tables using different methods • Modification and editing of tables of simple tables • Modification and editing of tables complex tables • Covert a table into a text and vice versa • Background colour/shading • Apply borders • Align table on a page • Sort data in tables	Proper display of information in using simple and complex tables	• Apply keyboard shortcuts where appropriate • Practical exercises,

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		• Insert, modify or apply fixed lengths to columns and rows • Apply AutoFormat to tables GRAPHS • Insertion of graphs of all types • Modification of graphs • Insertion of graph components (headings, axes, values, labels, gridlines) • Modification of chart components • Selection of data for graph • Generate graphs of various types from tables		
TYPING OF DOCUMENTS OF VARIOUS TYPES	Type and display of different types of documents	• Display of circular letters respecting all the rules • Display of letters with return slips • Display of memos, notices, announcements and “communiqués” respecting all the rules of presentation • Display of minutes using various styles • Display of agendas of meetings • Display of itineraries using different presentations	Proper display of various documents respecting typing rules	• Practice the touch method of keyboarding • A warm-up exercise must precede the lesson of the day
MAKING A FAIR COPY	Make fair copies of documents having correction signs	• Typing timed and untimed speed tests and calculate speed • Manuscript correction signs • Practical exercises, printing and filing	• Proper interpretation and typing of passages with manuscript correction signs • Apply appropriate language skills to produce a professionally finished document (correct use	• Apply keyboard shortcuts where appropriate

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
			of punctuation, grammar, spelling and knowledge of abbreviations)	
USE OF TEMPLATES AND WIZARDS	Creation of documents using templates and wizards	• Typing timed (25wpm) and untimed speed tests and calculate speed • Create a document using a template and wizards for future use • Customize template • Creating templates with or without the use of wizard and help options • Practical exercises, printing and filing	Use template and wizards correctly	Practical exercises
WORKING WITH COLUMNS AND PICTURES	Display of Newspaper columns and inserting pictures in a document	• Typing timed and untimed speed tests and calculation of speed • Creation newspaper columns • Inserting pictures and graphics from different locations • Manipulation simple graphics for insertion into a document; Graphics including graphs, charts, pictures. • Practical exercises, printing and filing	Proper display of Newspaper columns and inserting pictures in a document	
PROTECTION OF A DOCUMENT	Protection of a document with a password	• Typing speed timed and untimed speed tests and calculate speed • Protection a document with a password • Practical exercises, printing and filing	Proper Protection of a document with a password	
USING THE ACCOUNTING MACHINES	Carryout mathematical operations using the different types of	• Definition of a calculating machine • Description of the different categories of Calculators ○ Based on the Source of Power	Effectively carryout mathematical operations using the different accounting machines	• Use available equipment • Carryout visits to enterprises

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	accounting machines	(Electric Battery and Solar) ○ Based on functions (Simple pocket, Scientific, Printing, Graphic or Programmable, Cash Register) • Role of each equipment • Description and role of the different types accounting machines (book keeping machine, electronic cheque writer, note counting and fake note) detecting machine, payroll machine) • Advantages and disadvantages the different accounting machines		
ORAL COMMUNICATION DEVICES	Identify and use Oral Communication Devices	• Description of different oral communication devices (fixed and mobile and fixed telephones, interphone and the different installations) • Description of the different types of telephone peripherals • Functional principles of the different types of telephone peripherals • Advantages, disadvantages and uses of the different types of telephone peripheral • Making and receiving a telephone call (provide information, filter calls, take an appointment, end a call). • Installation of the interphone and the walkie talkie • Advantages, disadvantages and uses of each type of installation	Communicate effectively using oral communication devices	• Use available equipment • Carryout visits to enterprises

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		(interphone and walkie talkie)		
THE INTERNET	Accessing the internet for communication and research	• Definition and role of the internet • Equipment used for internet connection • Functioning principle of the internet • Services offered by the internet • Conditions to access the internet • Using the internet to send and receive information and advertisement • Advantages and disadvantages of the internet • Creation of e-mail addresses and send and receive mail • Communication with social media using mostly used social media applications • Research and consultation of documents through Google and other search engines • Organise research material and print	• Proper use of internet serves • Effectively communicate using the internet • Research through Google • Carry out research through the internet • Copy and paste research material in Ms Word • Organise researched materials	Practical Exercises
CONFIGURATION	Configure the software data	• Creation of an entity (Site) • Creation of a customer file • Creation of a supplier file • Creation of a VAT • Creation of a product family • Creation of a product category	Configure rightly the invoicing operations	Teachings are done on machines with well elaborated exercises
INVOICING	Conceive invoicing documents	• Creation of an article	Fill appropriately the invoicing documents	Teachings are

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		• Filling of an Order • Filling of a Delivery Note • Filling of an Invoice • Editing of an Invoice		done on machines with well elaborated exercises
CASH DESK MANAGEMENT	Manage daily the cash of the entity	• Creating of a Petty cash register; • Entering of cash operations • Carrying out filters on cash operation.	Manage exactly the cash of the entity on daily basis	
ELECTRONIC MAIL MANAGEMENT	Send and receive electronic mail	• Sending and Receiving mails • Sending and receiving SMS • Downloading mails • Printing of mails	Send, receive and print electronic mail and SMS	

SUBJECT:	INFORMATION PROCESSING	MINIMUM WEEKLY HOURS:	3H
CLASS:	FORM FIVE	MINIMUM YEARLY HOURS:	66H
SPECIALTY:	ACT	COEFFICIENT:	3

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
PREPARATION OF SPECIALISED DOCUMENTS	Simple Display of specialised documents	• Typing timed and untimed speed tests and calculation of speed • Paper sizes and orientation • Types of stationery (full range of international sizes) • Display a given assignment on letterheads, forms, labels, etc. • Display of envelopes and labels using mail merge or other methods • Page layout and follow rules of letter display (alignment, use of one or more pages, insertion of tables in a letter, display of the different parts of a letter etc.) • Display of memoranda in various styles using appropriate stationery; Short, long, indented and blocked. • Preparation of meeting documents (Notice of meeting, agenda, minutes etc.) • Centre and display work – simple and complex tables - ruled and unruled, notices, menus etc. • Display of letters using different styles (administrative and business documents) with optional notations (enclosures, postscript, copy notation) • Practical exercises, printing and filing	• Effective and creative display of a given task with or without manuscript correction signs • Display of memoranda in various styles using appropriate stationery; Short, long, indented and blocked. • Display letters using the most appropriate styles (administrative and business documents)	The recommended speed is 30wpm
ADVANCED DISPLAY OF SPECILASED DOCUMENTS	Advanced display of technical and specialised documents	• Typing, editing and displaying of administrative, legal and business documents • Newsletters 4/6/8-page leaflets, reports, proposals, continuation pages, news and other forms of press releases. • Legal documents -Wills, leases, conveyance documents, agreements, endorsements contracts etc. • Technical documents (Builder or Architect Specifications, Bills of Quantity and scope of works).	Effective and creative display of a given task with or without manuscript correction signs	

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- Literary documents -Plays for radio, theatre and television; actors' scripts; index cards. - Financial statements, Balance Sheet, Profit and Loss Statement, Income and Expenditure, Invoice, Bank Statement, Receipts		
WORKING WITH MULTIPLE WORKSHEETS	Insert Organisational Charts (SmartArt) to a document	ORGANISATIONAL CHARTS - Description different types of organisational charts - Input data in organisational charts - Insert, modify the position and appearance of shapes in a chart - Modification of chart layout - Drawing of organisational charts - Print tasks and file	Proper Insertion of Organisational Charts (SmartArt)	Practical Exercises
MS EXCEL	Carryout operations Operations on Workbook Typing/Formatting	- Type timed and untimed speed tests and calculate speed - Study of the environment and launching of the software - Notion of workbook, spread sheet - Instances in which spreadsheets should be used - Simple and principal operations on the excel workbook - Create, delete, displace, copy, rename a spreadsheet, insert or delete a cell. - Change colour a spreadsheet window - Modify the structure (height, width) - Manipulate numeric data - Type data - Format character - Merge cells - Apply colours etc. - Add, subtract, divide and multiply using Excel - Print task and file	Proper use of spreadsheets	
CONCEPTION AND PREPARATION OF A PRINTED MATTER	Conception and Filling of Printed Matters	- Typing timed and untimed speed tests and calculate speed - Conception and filling printed matters of various types using different dispositions (offline and online forms) - Print and file work	Proper conception and filling of printed matters	Practical Exercises

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
ELECTRONIC DATA PROCESSING	Identification and usage of electronic data processing tools	• Electronic Data Processing • Definition of data • Types of data • Objectives of data processing • Components of electronic data processing • Definition and types of computer networks • Advantages and disadvantages of each type of computer network • Wireless technologies (Bluetooth, Wi-Fi, infrared radio links, satellite)	Proper use of electronic data processing tools	Carryout real life situation together with the students. Create e-mail accounts and communicate and other account to send and receive information
MAIL MERGE	Creation of multiple letters, labels, envelopes etc using information stored in a list, database or spreadsheet.	• Definition, uses, functions and importance of mail merge • Differentiate between main document and data source • Opening and preparing a Document as a Main Document for A Mail Merge • Selecting a mailing list and other files for use in a mail merge • Insert data fields in mail merge main document (Letter, address, labels) • Merging a mailing list with a letter, label document as a new file or printed output • Printing, transmission and filing of mail merged outputs	Effective use of mail merge for bulk e-mail, labels and envelopes	Start each lesson with a warm up exercise
RECORDING AND CONSERVATION /TRANSCRIPTION OF INFORMATION	Recording of information using the different types of recording devices and transcription techniques	Recording • Definition of terms • Types of recording devices ○ Tape recorder ○ Dictating machine ○ Optic Disk (CD, DVD) ○ Removable Disks(internal and external hard drive) ○ Mobile telephones(Smartphones) ○ Computers • Definition and role of each recording device • Functional principle of each recording device • Recording of information using the available equipment • Advantages, disadvantages and use of each recording device • Definition of transcription	Effective recording and transcription of information using the different recording devices	Practical exercises with the recording devices are highly recommended

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- Types of transcription - Recording and transcription Techniques (Most recent)		
ELECTRONIC BANKING EQUIPMENT	Description of the different electronic banking equipment	- Description of a cash withdrawal machine - Functional principle of a cash withdrawal machine - Steps of withdrawing cash from an ATM - Advantages and disadvantages of an ATM - Definition and description of a cash deposit - Functional principles of a cash deposit machine - Steps of depositing cash in a cash deposit machine - Advantages and disadvantages of a cash deposit machine	Proper description and usage of the different electronic banking equipment	
WRITTEN/AUDIO VISUAL COMMUNICATION DEVICES	Communicate using the different types of communication devices	Written - Factors to be considered in the selection of communication media - Description of the different types of written communication devices (telecopier, mobile phones (sms), computer (e`-mail)) - Definition of each tool, give the procedures for sending and receiving messages - Types of mobile phones - Characteristics of mobile phones - Services offered by the mobile phone and internet - Advantages, disadvantages and uses of each type of written communication devices - Importance of audio-visual communication - Definition, description, functional principle, advantages, disadvantages and uses of each type of audio-visual communication devices - Characteristics of type of audio visual; communication devices - Description and usage of audio-visual communication devices (Television, web camera, computer, smartphones, videophones VCD player, LCD player, projector.)	Effective communication with the use of different types of written and audio-visual communication devices	Visit enterprises

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MICROSOFT ACCESS 20...	Creation of databases (DB) and objects for storage and retrieval of information	• Definition and role of access • Definition terms (tables, queries, forms and reports.) • Start the application • Get familiar with the ACCESS window. • Purpose of data base management • Feature of database application • Creation of a new database and objects • Naming the database • Modification of date • Extracting and sorting data • Creating tables in the data base • Conceive tables structure • Entering information in the tables • Rename a table • Close and open a table • Import and export data • Creation of a query • Execute. Modify, save, close, rename, open and delete a query. • Create a form and modify content of a form • Modify, save and close a form • Merged information of many tables from a single complaint • Establishment of relationship between tables • Modification of a relationship • Extraction of information from a DB • Update a DB • Inserting a file in a DB • Generating reports from DB objects • Practical exercises, printing and filing	• Proper Identification instances in which data bases should be used • Accurate storage and manipulation of data in a table for easy retrieval	Practical exercises and highly recommended
MANAGEMENT OF VISITS AND APPOINTMENTS	Plan and follow up visits of customers and other users	• Registering of a visitor • Editing the visitor form • Creating a customer file • Printing the visitor form	Fill visitor's form and manage visitors properly	Conceive concrete and well elaborated exercises

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
MANAGEMENT OF BUSINESS COMMUNICATION	Manage incoming and outgoing mail	• Managing messaging • Managing Incoming and Outgoing mails • Handling of Reception • Managing digital archive • Printing of mail registers using different formats	Send and receive appropriately business communication	Conceive concrete and well elaborated exercises
ADMINISTRATIVE MANAGEMENT OF PERSONNEL	Carry out administrative management of personnel	• Creating of site • Creation of the employee file • Setting working days and time • Creating of worker's gender • Creating the type of contract • Creation of salary agreement • Creation of an absence • Adding employee photo Managing mission	Enter appropriately employee information into the software	• Provide all the information to the learners. • No salary processing

SUBJECT: OFFICE AND ADMINISTRATIVE MANAGEMENT	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM ONE	MINIMUM YEARLY HOURS: 66H
SPECIALTY: COMMERCIAL	COEFFICIENT: 3

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
OVERVIEW OF AN ENTERPRISE	Identify the different types of enterprises and the different departments of an enterprise.	- Definition an enterprise 1. Classification of enterprises - Classification of enterprises according to sector of activity: - Primary –Production Enterprises - Secondary –Distribution Enterprises - Tertiary – Services enterprises - Classification enterprises according to ownership: - Sole Proprietorship - Partnership (General and Limited) - Private (Private Limited and Public Limited) - Public companies - Para-statals - Classification of enterprises according to size - Small size enterprises - Medium size enterprises - Large enterprises - Procedures (formalities) to start an enterprise. 2. Departments of an enterprise - Different departments of an enterprise (production department, personnel department, account department, marketing/sales department, purchasing department)	Proper Classification of enterprises and describe the different departments of an enterprise	Give a complete explanation of technical notions in simple and straight forward language.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
OFFICE MANAGEMENT	Carryout simple office management functions	• Definition of terms (office, office management) • Nature and objective, of office management • Importance, role and Functions of office management • Elements of effective office management • Activities of office management • Advantages and disadvantages of office management	Correct execution of simple office management	Demonstrate simple office management functions in class
THE OFFICE	Description of an office, office staff and office automation	1. The Office • Definition, importance and Characteristics of an office • Nature and functions of an office (Basic functions, Administrative) • Types of offices (small offices, large offices, virtual offices, automated office) • Things found in an office and activities of an office • Relationship of an office and other departments (production department, personnel department, account department, marketing/sales department, purchasing department) 2. The Office Staff • Definition and role of an office staff • Types of office staff (Administrative staff, Office manager and types, Clerical staff etc.) • Qualities and duties of an office manager 3. Office automation • Definition office automation • Importance of office automation • Advantages and disadvantages of office	Proper description of an office, office staff and office automation	Give a complete explanation of technical notions in simple and straight forward language.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
		automation		
ADMINISTRATIVE WORK	Identify the functions of administrative work	• Define administrative work • Role administrative work • Stages of administrative work • Functions of administrative work	Correct description and identification of administrative work and stages	Give a complete explanation of technical notions in simple and straight forward language.
INFORMATION AND DECISION MAKING IN ADMINISTRATIVE WORK	Elaborate the different elements of information and decision making in administrative work	1 Sources of information • Definition of information • Sources of information (Internal, External) • Qualities of a good information 2. Forms of information (Textual, Visual, audio, Audio-Visual) 3. Movement of information in an enterprise (Ascending, Descending, Lateral or Horizontal, Parallel) 4. Introduction to decision making • Definition and importance of decision-making • Types of decisions • Levels of decision making • Role of information in decision making 5. Information storage devices (classical and modern aids)	Proper identification of the different elements of information and decision making in administrative work	Give a complete explanation of technical notions in simple and straight forward language.
INTRODUCTION TO COMMUNICATION	Acquire basic knowledge in commercation	Types of Communication • Definition of communication • Define and describe the different types of communication (oral, written, audio visual etc)	Effective elementary communication	Give a complete explanation of technical notions in simple and straight forward language.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
		• Types of communication • Methods/media of communication ○ Prints: newspapers, directories, flyers etc. ○ Electronic: radio, television, audio and video conferencing etc. • Definition of communication service providers (CAMTEL, MTN, NEXTEL ORANGE Media houses, Satellite stations, internet) the • Services offered by communication service Providers • Advantages and disadvantages of each type of communication		
OFFICE AUTOMATION	Acquire effective skills in the processing of information in a modern office	• Definition office automation • Importance of office automation • Advantages and disadvantages of office automation Automatic processing of information in the office • Definition of information processing • Role and importance of information processing • Stages or steps in information processing (collect and record information, process information, present information, analyse information, make decision, review information) • Description of the different equipment used in information processing • Effective skills in information processing	• Proper description of steps in information processing and information processing tools and equipment • Adopt effective skills in information processing	Use available information processing equipment

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
INFORMATION PROCESSING	Process information using the different steps and tools Acquire and use effective skills in information processing	- Definition of information processing - Role and importance of information processing - Stages or steps in information processing (collect and record information, process information, present information, analyse information, make decision, review information) - Description of the different equipment used in information processing - Effective skills in information processing	- Proper description of steps in information processing and information processing tools and equipment - Adopt effective skills in information processing	Use available information processing equipment
KEYBOARD MASTERY	Practice touch typing	Enhancing typing in the office - Types of keyboards (QWERTY and AZERTY) - Keyboarding Techniques - Progressive and gradual study of the keyboard (home keys, upward row keys, downward row keys, numerical extension keys, arrow keys and function keys and keyboard shortcuts). - Application of typing principles in the study of the keyboard - Setting posture when typing - Arrangement of typing post of work - Uses of the function keys - Changing the keyboard language - Practical exercises at 10wpm	Position and move fingers correctly while typing exercises on keyboard mastery	- Practice the touch (blind) method of keyboarding (you may choose to blot the keyboard) - A warm-up exercise must precede the lesson of the day - The use of a didactic software is recommended (Mavis Beacon, Dance Mat etc.) - Prepare handouts containing the speed drill and procedures of the lesson of the day and hand to each student (if there is no recommended manual for this)

SUBJECT: OFFICE AND ADMINISTRATIVE MANAGEMENT	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM TWO	MINIMUM YEARLY HOURS: 66H
SPECIALTY: COMMERCIAL	COEFFICIENT: 3

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
RECORD MANAGEMENT	Examine the importance of records for day-to-day business activities and its functions.	1. Concepts on record management • Definition, objectives, and importance of records • Characteristics of a record and Sources of records • Definition of record management and objectives of record management • Types of records (correspondence, accounting, purchases and sales records, personal records, administrative records, miscellaneous records) • Types of record keeping (Manual record keeping, digital record keeping)	Proper verification of the principles of maintaining records	Treat three rules maximum per lesson for the choice of key words in alphabetical filing and file the rubrics used in the examples
		2. Managing Records • Manage records (Creating records, storing records, Retrieving records) • Criteria for creating records • Life cycle of record management		
INTRODUCTION TO FILING OF DOCUMENTS	File documents using the main method of filing	Main/Principal Methods of Filing • Definition some key words; method of filing, key word (caption) and indexing rules. • Procedures of filing documents • Principles of the main methods of filing (alphabetical, numerical, subject filing methods) • Derived methods of filing • Advantages, disadvantages, and uses of each method of filing • Filing of documents according to the principal methods of filing • Systems of filing (manual and electronic)	Accurate storage and retrieval of documents using the main methods of filing	• Treat lessons on filing by placing the learner in a real-life situation as much as possible (office within and out of the institution)

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INDEXING AND SIGNALLING	Carryout indexing and signalling	1. Indexing • Definition of indexing and objectives of indexing • Qualities of good indexing • Advantages of indexing 2. Signalling • Definition of signalling • Types of signalling (Fixed or permanent signalling and Mobile or changeless signalling) • Definition of each type of signalling • Characteristics of each type of signalling • Means to indicate fixed and of mobile\changeable signalling • Practical exercises	Properly show the different sections of filing and materialise fixed and mobile characteristics on files	Practical exercises

OFFICE STATIONERIES, FORMS AND FURNITURE	Identify and use office stationeries, forms and furniture	1. Office Stationeries • Definition of office stationeries • Importance and types of office stationeries • Factors to be considered when selection office stationeries	Minimise wastage in the use of office forms, stationeries and furniture	Demonstration and practical use of the different types of office forms, stationeries and furniture
		2. Office Forms • Definition of office forms • Classification of office forms ○ Based on the office function ○ Based on place of utilisation ○ Based on number of copies ○ Based on data processing • Purpose of office forms • Advantages of office forms • Factors to be considered when designing office forms		
		3. Office Furniture • Definition of office furniture • Types of office furniture • Control of office furniture • Principles of selecting and purchasing office furniture • Types of office furniture (executive furniture, built-in furniture, general furniture)		
INFORMATION IN AN ENTERPRISE	Represent the structure of information	1. Classification and Types of Information in The Enterprise • Definition, importance and role (functions) of information • Types of information according to: ○ Source (internal and external) ○ Role and processing or treatment (Entry, commanding and exit information) ○ Nature (Numerical and non-numerical information) ○ Duration (constant and variable)	Proper representation of the structure of information	Practical Exercises

		Mode of collection (Basic or elementary and resulting information)		
		2. The Structure of Information Structure of information. (Character, Word, Rubric, Article, Card index)		
		3. Nature of Information Representation of the nature of information: (Entity, Attribute, Measure/value)		
USE OF SMALL OFFICE MACHINES AND TOOLS	Use small office machines and tools	1. Office machines - Definition of small office machines - Description of the different types of small office machines (sorting equipment, document assembly machine, perforator, spiral binder, stapling machine and staple remover) - Definition and role of each small office machine - Advantages and disadvantages of each small office machine studied 2. Office Tools - Definition of office tools - Types of office tools (date and time stamps, stamp pad, round stamps, etc.) - Definition and give the role of each tool studied - Advantages and disadvantages of each small office tool studied	Use small office machines and tools correctly	Practical use the available small office machines and tools
PROCESSING OF MAIL	Process incoming and outgoing mail with the available equipment	1. Incoming mail - Definition of related term (mail, mailroom, mail processing) - Description of the types of mail (personal, official, urgent, confidential mail or exceptional, very high, high, average, low)) - Definition of incoming mail - Materials used for incoming mail - Equipment used for processing incoming mail	Use the available incoming and outgoing mail equipment correctly and IPLANS ERP software	Practical use the available and outgoing mail equipment

		2. Outgoing mail • Definition of outgoing mail • Materials used for outgoing mail • Equipment used for processing outgoing mail		
INTRODUCTION TO LETTER BUSINESS WRITING	Display business and administrative letters	1. Concepts on Letter Writing • Definition business letters • Reasons for Writing Letters • Rules for writing letters • Stages of writing letters • Types of letters (Formal Letters, Informal Letters) • Forms of letters (Printed Letters, electronic Letters) • Categories of Letters (Administrative Letters, Business Letters, and Circular Letters etc.). 2. Letter Display • Display of business letters (Blocked style, Semi-blocked (modified blocked) style, indented style, semi-indented style) • Display of administrative letters	Attractive display business and administrative letters correctly	Practical exercises are highly recommended
OVERVIEW OF WORD PROCESSING	• Freely move with the mouse, scroll bars and keyboard • Sit properly on a post of work Prepare	• Definition of word processing • History of word processing • Importance of Word Processing • Types of computers • Components of a computer • Sitting position while typing • Adjusting a work post • moving with the mouse • Moving with the scroll bars • Moving with the keyboard Materials needed for a post of work	• Adopt a proper sitting position while typing • Properly adjust a post of work • Freely move with the mouse, scroll bar and keyboard • Proper identification and preparation of materials needed for a post of work	• Demonstrate how to sit in front of a computer • Move with mouse, keyboard, scroll bars with the students

FUNCTIONING OF THE COMPUTER	Carryout basic functions in Ms Word	• Description of the parts of the windows office • Starting and closing up MS word • Applying Minimise, Maximise and Restore screens features • Modifying page layout (paper sizes, paper orientation, margins) • Manipulating the basic functions studied	• Start and shut down Ms word correctly • Setting appropriate margins and using correct paper size • Proper modification of page layout (paper sizes and page orientation, margins)	• The subject enables students to face real office situations by manipulating the (computer • The use of a didactic software is recommended
KEYBOARD MASTERY	Type effectively without looking at the keyboard	• Progressive and gradual study of the keyboard • Practical exercises at 15wpm	• Effective study of the keyboard	

SUBJECT: OFFICE AND ADMINISTRATIVE MANAGEMENT	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM THREE	MINIMUM YEARLY HOURS: 66H
SPECIALTY : ACT	COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
ADMINISTRATIVE WORK	Identify the functions and stages of administrative work	Overview of Administrative Work • Definition of administrative work • Role of administrative work • Stages of administrative work • Functions of administrative work (Coordinating, Planning, Forecasting, Etc.)	Carryout basic administrative work correctly	
INFORMATION AND DECISION MAKING IN ADMINISTRATIVE WORK	Gather different forms of information from various sources for decision making and circulate and store	1. Sources of information • Definition of information • Sources of information (internal, external) • Qualities of a good information 2. Forms of information (Textual, Visual, audio, Audio-Visual) 3. Movement of information in an enterprise (Ascending, Descending, Lateral or Horizontal, Parallel) • Advantages and disadvantages of each type of movement of information 4. Introduction to decision making • Definition of decision-making • Importance of decision-making • Types of decisions • Levels of decision making • Role of information in decision making 5. Information storage devices (Classical and modern information storage devices)	Gather different forms of information from various sources for decision making and circulate and store accurately	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INFORMATION IN AN ENTERPRISE	Classify and structure information	Classification and Types of Information in The Enterprise - Definition, importance and role of information - Classification and types of information - Source (internal and external) - Role and processing or treatment (Entry, commanding and exit information) - Nature (Numerical and non-numerical information) - Duration (constant and variable) - Mode of collection of information (Basic or elementary, commanding and resulting information) The Structure of Information (Character, Word, Rubric Article Card index) Nature of Information (entity, attribute, measure/value)	Proper classification and structure of information Accurate representation of the nature of information	Practical exercises
OFFICE MANAGEMENT	Carryout basic office management functions	The Office - Definition of terms (office, office management) - Definition, importance and characteristics of an office - Nature and function of an office (Basic functions administrative functions) - Activities and things found in an office - Relationship of an office and other departments (production department, personnel department, account department, marketing/sales department, purchasing department)	Proper execution of basic office management functions	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		2. Office Management • Nature, objectives and Importance of office management • Functions and role of office management • Elements of effective office management • Activities of office management • Advantages and disadvantages of office management		
		3. The office manager • Define an office manager • Functions of an office manager • Essential of an office manager • Leadership, administrative, managerial, supervision qualities of an office manager • Skills of an office manager • Types of office managers (corporate, medical, legal virtual etc.)		
RECORD MANAGEMENT	Organise and manage all types of office records using appropriate storage, retrieval, transfer and disposal in manual and electronic filing systems File documents using the main and derived methods of filing	1. Concepts on Record Management (filing) • Definition of basic concepts • Reasons for filing documents Qualities of a good filing method/system • Criteria for the choice of a filing method/system • Types of filing (manual, mechanised, automatic (electronic filing) • Filing procedures (receiving a document, dealing with the document, follow-up action, collection of documents to be filed, sorting, filing, indexing, cross referencing, storage) • Advantages of filing documents • Definition of record management, Importance, and Characteristics of a record • Sources of records File documents using each	• Effective organisation and management of all types of records at all stages using appropriate storage, retrieval, transfer and disposal in manual and electronic filing systems • Accurate storage	Carryout practical/real life situation in the offices of the institution. Make use of the available equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		derived method of filing (practical/real life situation) • Definition, importance and Objectives of record management • Stages of record management (creation of records, storage of records, retrieval of records, disposal of records) • Principles of record management • Organisation and Management of records (creation, storage and retrieval of records) 2. Types of Records • Manual records (correspondence, accounting, purchases and sales records, personal records, administrative records, miscellaneous records) • Electronic records (e-mail records, e-form templates, data base) 3. Main/Principal Methods of Filing • Definition key words; method of filing, key words (caption) and indexing rules. • Principles of the main methods of filing (alphabetical, numerical, subject filing methods) • Advantages and disadvantages and uses of each method of filing • File documents using each principal method of filing (practical exercises /real life situations) 4. Derived or combined methods of filing • Definition of derived method of filing (Alphanumerical filing, Chronological filing, Geographical filing, Decimal filing) • Principles of each derived method of filing • Advantages, disadvantages and uses of each method of filing	and retrieval of documents using the main and derived methods of filing	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		5.Record Retention Schedule • Definition and purpose of record/document retention policy • Importance /benefits of record retention schedule (policy) • Guidelines for file retention schedule • Document retention periods • Creation of hard and digital schedule of records • Guidelines for document retention • Steps for organisation document retention for: ○ Manual documents ○ Electronic records (e-mail, PDF documents, text formatting files, web page files)		
FILES AND FOLDERS	Use files and folders of various types to store documents	Files and Folders • Definition a file and a folder • Characteristic of files and folders. • Categories and types of files and folders • Creating and organising files and folders	Accurate storage and retrieval of documents in different files and folders	Practical exercises and visits to enterprises
LEVELS OF FILING AND THE ORGANISATION OF THE FILING DEPARTMENT	Identify different levels of filing and filing location	1. Levels of filing documents • Active • Semi active • Dead files or archive • Pending file 2. Organisation of the filing department • Individual filing • Centralised filing • Decentralised filing • Advantages and disadvantages of each type of filing location	Proper filing of documents at ala levels in different filing location	Visit enterprises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INDEXING AND SIGNALLING	Carryout indexing and signalling	1. Indexing - Definition and objectives of indexing - Qualities of good indexing - Advantages of indexing 2. Signalling - Definition of signalling - Types of signalling (Fixed or permanent signalling and Mobile or changeless signalling) - Definition of each type of signalling - Characteristics of each type of signalling - Means to indicate fixed and of mobile signalling - Practical exercises	Carryout indexing and signalling correctly	- Carryout practical exercises carrying out indexing and signalling using the available filing cabinets - Visit enterprises
SYSTEMS OF FILING	File documents using the manual and digital filing systems	1. Manual filing systems - Definition of manual filing system - Characteristics of a good filing system - Different filing systems - Horizontal or flat filing system - Standing or upright. - Vertical Filing system - Ordinary vertical filing system - Suspended vertical filing with lateral visibility - Suspended vertical filing with upper visibility - Principles of each filing system - Filing documents using different filing systems - Advantages, disadvantages and uses of each filing system - Maintaining an effective manual filing system 2. Digital filing systems - Definition digital filing systems - Principles of each modern filing system	Store and retrieve documents using the manual and digital filing systems correctly	Carryout practical exercises as much as possible

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- Types of modern filing systems - Micro filming - Computer data storage and retrieval (Compact Disk (CD), Digital Versatile Disk (DVD), Computer hard drive, Universal Serial Bus (USB), Memory Cards, Smart phones) - Online file storage (Cloud storage, Google drive, one drive, drop box, i-cloud, Google, cloud storage etc.) - Give the importance of online file storage - Principles of effective electronic file management - Filing and retrieval documents electronically - Advantages, disadvantages and uses. - Maintaining an effective electronic filing system - Use the iPLANS SOFTWARE to create folders and file documents		
OFFICE FURNITURE, FITTINGS AND ACCESSORIES	Identify and use different types of office furniture and fittings	1. Office Furniture - Definition office furniture - Principles of selecting office furniture - Types of office furniture - Selecting good office furniture 2. Office Fittings and Accessories - Definition of office fittings and accessories - Principles of selecting office fittings and accessories - Types of office fittings and accessories - Selecting good office fittings	Use different types of office furniture and accessories correctly	

SUBJECT: OFFICE AND ADMINISTRATIVE MANAGEMENT	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM FOUR	MINIMUM YEARLY HOURS: 66H
SPECIALTY: ACT	COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
THE OFFICE AND ITS SERVICES	Identify different types of offices and Choose the best form of office service	1. The Office - Definition, Importance and Characteristics of an office - Nature and function of an office (Basic functions, administrative functions) - Features of a virtual office - Elements of the automated office - Things found in an office - Activities of an office - Relationship of an office and other departments (production department, personnel department, account department, marketing/sales department, purchasing department)	Proper identification the different types of offices	Use the iPLANS SOFTWARE to conceive data bases and digital signatures
		2. OFFICES SERVICES Centralised office service - Definition and objectives of centralising office service - Advantages and disadvantages of a centralizing office services Decentralized office service - Definition and objectives of decentralising office service - Advantages and disadvantages of a decentralizing office services	Proper selection of the best office service	
		3. Office Assignment - Definition office assignment - Steps in Managing office assignment - Understanding the Assignment - Creating an Assignment Plan - Taking Action - Reviewing the Work	Report Results in the management of office assignment accurately	

		• Reporting Results of office assignments		
	• Enumerate the different types of offices • Use the different technologies with electronic forms	1. Types of offices • Small offices • Large offices • Paperless offices (automated) ○ Definition of a paperless office (automated) ○ Purpose and Importance of a paperless office ○ Characteristics of an automated office ○ Advantages of an automated office ○ Technologies with electronic forms automation ▪ Portable Document Format (PDF) ▪ E-form (electronic form) ▪ Databases ▪ Workflow platforms ▪ Digital signature solutions ▪ Web servers • Use the iPLANS SOFTWARE to conceive data bases and digital signatures • The virtual office ○ Definition of a virtual office ○ Functioning of a virtual office ○ benefits of a virtual office ○ Virtual of requirements • Advantages and disadvantages of a virtual office Office Supervision • Definition and function of office supervision • Role and qualities of an office supervisor • Supervision styles • Knowledge and skills of supervisors	Conceive and fill electronic forms	Use the iPLANS SOFTWARE to conceive data bases and digital

OFFICE STATIONERIES, FORM AND FORM SETS	Use available office stationeries, forms and form sets	1. Office stationeries/supplies - Define office stationery - Give the importance of office stationery - Outline the factors to be considered when selecting office stationery - Manage office stationeries (purchase of office stationery, storing office stationery, guideline for good stock keeping in offices) - Identify methods of purchase of office stationeries - List purchase procedures of office stationeries - Use office stationeries judiciously - Control the consumption of office stationeries using different methods	Proper use of the available office stationeries, forms and form sets correctly Proper use of the available office stationeries, forms and form sets	
		2. Office Forms - Definition of office forms - Classification of office forms - Based on the office function - Based on place of utilisation - Based on number of copies - Based on data processing - Purpose of office forms - Advantages of office forms - Factors to be considered when designing office forms		
		3. Office form sets - Define office form set - Types of office form sets		
OFFICE MACHINES AND TOOLS	Use available office machines and tools	1. Office machines - Definition of small office machines - Description of the different types of small office machines (sorting equipment, document assembly machine, perforator, spiral binder, stapling machine and staple remover) - Definition and role of each small office machine - Advantages and disadvantages of each small office	Use available machines and tools correctly	Practical use of the available machines and tools

		machine studied 2. Office Tools • Definition of office tools • Types of office tools (date and time stamps, stamp pad, round stamps, etc.) • Definition and give the role of each tool studied • Advantages and disadvantages of each small office tool studied		
INFORMATION STORAGE AND TRANSMISSION MEDIA	Conceive and fill manual and electronic printed matters	1. Printed Matters (Manual) • Definition a printed matter • objectives, roles, and importance of a printed matter • Qualities of a good printed matter • Paper sizes used for the conception of a printed matter • Weight and strength of Paper • Paper Orientation (Layout) • Characteristics of Linking printed matter from a position printed matter • Dispositions on a Printed matter (Lines, Combs, Boxes, Columns) • Difference between manual and computerised printed matters • Conception of a printed Matter with the use of IPLANS ERP 2. E-forms • Definition of E-form (Electronic form or computerised office forms) • Benefits of e-forms • Purpose of e-forms • Difference between online and offline forms • Fill offline and online forms of various types correctly • Conceive linking and position printed matte 3. Record Cards • Definition a record card • Categories, types and characteristics of record cards (ordinary record cards, visible record cards (shifted	• Conceive and fill manual and electronic printed matters correctly • Carrying out Indexing and signalling on Record cards	Practical exercises

		vertical record, horizontal record card, T or shoulder record card, suspended record cards) • File, extract and update a card • Conceive record cards • Carrying out Indexing and signalling on Record cards • Advantages, disadvantages and uses		
STORAGE AND CONSULTATION OF FILES	Practice follow-up system and indexing	1. Follow Up Systems • Define follow up system • Types of follow-up systems (Daily scanning, Manual and electronic diaries, Absent folder and absent marker, Tickler system, Cross referencing) • Give the procedures for thinning and updating of files (miscellaneous files) • Steps involved in searching a file and filing a document) 2. Indexes • Define and objectives of an index • Qualities of a good index • Outline the criteria for selecting a suitable index • Types of indexes (Book or page index, Card index, Visible index, Rotary or wheel index) • Give the advantages of indexing • Manual and electronic indexes (manual and electronic) • Produce manual and electronic repertories using the iPLANS	• Carryout indexing and follow-up system appropriately (practical exercises)	
CODIFICATION OF INFORMATION	Codify and decode and control the validity of numerical codes using modulo 97, 10, and 23	Functional Codification • Definition terms; code, codification, functional codification • Qualities of a code • Types, nature and capacity of codes • Control of the validity of the code ○ By the Operator ○ With the of use Control Keys (Mod 97, 10 and 23) • Advantages and disadvantages of codification • Practical exercises	• Codify and decode information accurately • Effective control of the validity of numerical codes.	

REPRESENTATION OF THE ORGANS OF AN ENTERPRISE	Draw classical structures	Classical Structures • Definition of classical structure • Functions of the different departments of an organisation • Role and purpose of a classical structures • Types of classical organisational structures • Types of classical structures • Definition of each type of classical structure • Draw the different types of classical structures • Advantages and disadvantages of each type of classical organisational structures	Proper conception of different types of classical structures	Use the computer to draw the classical structures
DECISION MAKING	Identify the different levels of decision making in an organisation	Levels of Decision Making • Define decision making • Categories of decision making • Different levels of decision making ○ Top management ○ Middle management ○ Bottom Management	Proper identification of the different levels of decision making in an organisation	
OFFICE CONDUCT	Build up personal and professional habits in the office	1. Personal habit • Define personal habit at workplace • personal habits in an office • Practically demonstrate some personal habits in office runnings 2. Professional standard and workplace expectations • Different professional conduct in the office: ○ Professional conduct (customer service, teamwork, courtesy, ethics, safety, responsibility and accountability, confidentiality and professionalism) ○ Time and attendance (sick leave, overtime, standard work hours) ○ Lunch and relief periods ○ Leave requests ○ Communication (e-mail etiquette, telephone communication etc.)	Proper demonstration of some personal habits and professional conduct in office runnings	
		Concepts on human relations		

HUMAN RELATIONS IN THE OFFICE	Acquire skills of human relations in the office	• Definition of human relations • Importance of good human relations at workplace • Ways of improving human relations at workplace • Factors affecting human relations in the office • Human relations skills in the offices • Advantages of human relations in the office	Effective practice of human relations	
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SUBJECT: OFFICE AND ADMINISTRATIVE MANAGEMENT	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM FIVE	MINIMUM YEARLY HOURS: 66H
SPECIALTY: ACT	COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
INTRODUCTION TO ADMINISTRATIVE PRACTICE	Carryout administrative activities without stress and on time	Concepts on administrative practice • Definition and importance of an administrative manager • Types of administrative managers • Changing profile of administrative managers (routine and miscellaneous duties) • Qualification and personal qualities of an administrative manager • Definition and importance of time management to an administrative manager • Bad time management (wasters) and better time management (savers) • Definition of stress management • reasons and symptoms of stress in administrative work • Practice how to manage stress	• Proper execution of some administrative activities • Proper management without stress and on time	
MANAGEMENT OF OFFICE ACCOMODATION AND LAYOUT	Manage office accommodation and layout	Office Location • Definition of office location • Principles of office accommodation • Factors to be considered when selecting office accommodation • Principles of selecting office premises (building) and location 1. Layout of an Office • Definition of office layout (office implantation) • Objectives and importance of office layout • Principles of office layout • Guidelines for choosing office layout • Advantages and disadvantages of	Effective management of office accommodation and layout	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		office layout • Types of office layouts (open, closed, cubicle semi-opened plan, mixed office plan, etc.) • New trend in office layout (landscaped office, moveable partition office, modular units) • Advantages and disadvantages of each type of office layouts 2. Office Environment • Definition of ambiance factors • Objectives and importance of ambiance factors • Types of ambiance factors: ○ Office security ○ Office lighting ○ Ventilation and temperature ○ Decoration and furnishing ○ Freedom from noise ○ Sanitation and cleanliness		
MEASUREMENT OF OFFICE WORK AND MANAGEMENT OF OFFICE TIME	Measure office work and time	Measurement of office work • Definition, Importance, purpose of measuring office work • Reasons for measuring office work • Difficulty in measuring office work. • ways of measurement, • Definition of work standards • Methods of setting of work standards • Benefits of work standards • Techniques of setting standards. 1 Management of office time management • Definition and importance of time management • Bad time management • Better time management • Types of time management techniques • Ways to effectively manage time	Effective measurement of office work and time	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		2. Diary management and appointment - Principles of maintenance of appointment diaries - Principles of managing diaries - Definition and importance of electronic diary - Management of electronic diaries - Use the iPLANS SOFTWARE manage appointments - Practical Exercise		
RECEPTION IN AN ENTERPRISE	Carryout physical reception	- Definition terms (Reception, Reception activities, Receptionist, the receptionist's zone) - Reception activities - Procedure to receive visitors (physical reception) - Procedure for answering Telephone calls - Qualities of a receptionist (personal and professional) - Duties of a receptionist. - Conception and filling of reception documents (Visitor's book, visitor's request form, business card, telephone message pad, diary) - Organisation of a receptionist service - Greeting customers properly - Handling telephone calls and electronic messages - Management visitors (including difficult visitors) and Follow-up appointment - Use the iPLANS SOFTWARE to manage visitors and book appointments	Carryout physical reception effectively	- Create customers' cards using IPLANS ERP from the management of visitors - Carryout practical physical reception with students

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
THE POST OF WORK	Organise a Post of Work	• Definition and arrangement a post of work • Qualities of a good post of work • Documents of a post of work • Arrangement of the post of work	Proper arrangement of a Post of Work	Carryout practical organisation of a post of work
FINANCIAL RECORD KEEPING	Prepare and use Petty Cash Book	• Definition a petty cash book • Format of Petty Cash Book • Types of Petty Cash Systems (The ordinary system, The imprest) system • Advantages and disadvantages • Procedures in recording of petty cash register • Notion of replenishment of petty cash fund • Practical exercises	Effective management of Petty Cash Book	
CODIFICATION OF INFORMATION	Codify and decode information	• Definition terms; code, codification, functional codification • Diagram of codification • Qualities of a code • Types, nature and capacity of codes • Control the validity of the code ○ By the Operator ○ With the of use Control Keys (Mod 97 and 23,10) • Advantages and disadvantages • Practical exercise	Proper codification and decoding of information	
PUBLIC RELATIONS/WORKPLACE ETHICS	Establish a cordial relationship in the office and in the public	• Definition of public relations • Benefits of public relations • Role of public relations (internal and external) • Functions of public relations office • Definition of public relations manager • Qualities of a public relations manager • Qualifications of a public relations manager	Proper establishment of a cordial relationship in the office and in the public	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Workplace Ethics • Organisation of work and work station; submission of assignments; execution of effective time management; follow-up procedures. • Desirable habits and work attitudes. • Elements of desirable habits and work attitudes	Effective planning and prioritization of acceptable standards at workplace	
FILING OF DOCUMENTS IN THE ENTERPRISE	File documents manually and electronically	1. Methods of Filing • Solve and carryout practical exercises on methods of filing 2. Systems of Filing • And carryout practical exercises on systems of filing (manual and electronic) 3. Manual Documents Management • Types of documents (records) to be filed • Methods of rapid identification of information (indexing, signalling) • File, extract and update a file • Handle active, semi active and inactive documents • Use the iPLANS SOFTWARE to file, extract and update files 4. Electronic Document Management Distinguish between a manual and electronic filing system; (Definitions and comparisons Advantages and disadvantages. • Types of documents used in data processing; • Electronic filing system; (Organisation of drives, folders and files in a hierarchical structure) • Use the iPLANS SOFTWARE to constitute electronic documents	Proper storage and retrieval of electronic and manual documents	• Carryout practical exercises in the offices of the institution • Visit enterprise

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
ARCHIVING	Carryout manual and electronic archiving	1.Basic concepts on archiving • Definition of archiving and archiving terminologies • Importance and reasons for archiving • Types of archiving (active, semi active, dead) • Legal obligations of archiving • Role of (The archivist, Management, IT staff) • Principles of archiving • Factors to be considered when archiving documents • Advantages of archiving • Practical exercises	Effective manual and electronic archiving	• Practical exercises are highly recommended
		2.Manual Archiving • Definition of manual archiving • Stages of manual archiving • Materials for manual archiving • Usage of the iPLANS software to archive manual documents • Advantages of manual archiving		
		3. Electronic Archiving • Definition of electronic archiving • Importance of electronic archiving • Types of electronic archive • Stages of Electronic archiving • Tool s for electronic archiving (tapes, cloud, disks, hard drives) • Usage of the iPLANS software to archive electronic documents • advantages and disadvantages of electronic archiving • Practical exercises		

SUBJECT: PROFESSIONAL COMMUNICATION TECHNIQUES	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM THREE	MINIMUM YEARLY HOURS: 66H
SPECIALTY : COMMON COURSE	COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INTRODUCTION TO COMMUNICATION	Outline the basic concepts of communication	1. Concepts on Communication - Definition, nature and scope of communication - Importance of communication - Evolution of communication - Characteristics of communication - Qualities of effective communication - Sketch the elements of a communication process - Guidelines of effective communication 2.Forms of Communication - Definition of each form of communication - Forms of communication (Interpersonal Communication, Intrapersonal Communication, Small group communication One-to-group communication, Mass communication) - Advantages and disadvantages of each form of communication 3.Communication Networks - Definition and types of communication networks (formal, informal, personal, star, ring etc.) - Advantages and disadvantages of the different types of networks 4.Communication Flows - Definition and types of communication flows (downward, upward horizontal, diagonal,	Proper identification of the basic concepts of communication	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		external) Importance, advantages and disadvantages of the different flows.		
	Analyse the types of Communication	5. Analysis of a communication situation Apply the key questions: Who? When? What? Where? How? How Many? And Why? to solve oral, written and visual situation of communication	Proper Analysis of the Types of Communication	
VERBAL COMMUNICATION	Carryout verbal communication and use oral communication devices	1. Oral Communication - Definition and importance of oral communication - Elements of Oral Communication: - Speaking - Listening - Advantages of Oral Communication - Disadvantages of Oral Communication - Definition and Description of the different types of oral communication (face-to-face communication, Speeches, Theatres, presentations, CDs, memory cards, tape recorder) etc. - Definition, description and give the advantages, disadvantages and uses of each type of oral communication) - Different situations of face-to-face communication 2.Oral Communication Devices - Definition and Description of the different oral communication devices (telephone, interphone, walkie talkie, loudspeaker, radio network, radiophone, cordless telephone, tonnoy)	Effective verbal communication and proper use of oral communication devices	- Practical exercise - Use the available equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		• Characteristics of each type of oral communication devices • Description of each oral communication device • Preparation of a telephone communication (prepare to make and receive calls, prepare the environment) • Making and receiving a telephone call (provide information, filter calls, take an appointment, end a call). • Types of interphones and the walkie talkie installation • Advantages, disadvantages and uses of each type of oral communication device • Definition, description an interphone • Advantages and disadvantages uses of each type of installation (interphone and walkie talkie)		
INTRODUCTION TO LETTER WRITING	Identify the different parts of a letter	Concepts on Letter Writing Definition of business letters • Reasons for Writing Letters • Stages of writing outline the types of letters (Formal Letters, Informal Letters) • Parts of a business letter • Forms of Letters (Printed Letters, electronic Letters) • Categories of Letters (Administrative Letters, Business Letters, and Circular Letters etc.).	Proper identification of the different parts of a letter	Practical exercises
DISPLAY OF BUSINESS LETTERS	Display business letter using different styles	• Display of business letters (Blocked style, Semi-blocked (modified blocked) style, indented style, semi-indented style) • Display of administrative letters	Display business letters correctly	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Rules for business and administrative writing letters		
CORRESPONDENCES PRECEDING THE PLACEMENT OF AN ORDER	Write letters preceding the placement of goods and replies	Request for Information - Definition Enquiry (Request for information) - Description and types of information requested (price, specimen, budget...) - Description and types of enquiries (general, specific) - The commercial situation - Plan of the letter - Write the corresponding letter and reply Call for Tenders or Invitation to Tender and Tenders - Definition a call for tender – - Definition a tender - Description and types of call for tenders and tenders (open and closed) - Draft and write call to tenders and their replies Quotation - Definition a quotation - Description of terms used with the quotation - Draw a commercial situation - Plan of the letter - Write the letter	Effective writing of letters preceding the placement of goods and replies	Practical exercises
ENVELOPE DISPLAY	Display envelopes of types and sizes	- Define an envelope - Describe the different types of envelopes - Ways of folding an envelope - Paper sizes and their dimensions - Display addresses on envelopes	Proper display of different types of envelopes and sizes	Practical exercises
CORRESPONDENCES RELATING TO PURCHASE AND SALES OF GOODS	Write letters relating to the purchase and sales of goods	An Order - Definition of an order - Ways of placing an order (Order Form, Order letter, Order by telephone, Order by internet)	Effective writing of letters relating to the purchase and sales of	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		• Different sales conditions (Price, Quality and quantity, Delivery date ...) • Draw a commercial situation • Plan of the letter • Practical exercises	goods	
		2.Acknowledgement of an Order • Definition of acknowledgement of an order • Different ways of acknowledging an order ○ Acceptance of order (advice Note) ○ Partial delivery ○ Rejection (declining) an order • Draw the commercial situation • Plan of the letter • Practical exercises 3.Order on Condition • Definition of order on condition • Rules of presentation of the content and structure of an order on condition • Draw the commercial situation • Plan of the letter • Practical exercises • Reply to an order on condition • Practical exercises 4.Modification of an Order • Definition • Draw the commercial situation of each letter • Plan of each letter • Drafting and writing letters modifying an order by the supplier and customers + reply 5.Cancellation of an Order • Definition • commercial situation of each letter • plan of each letter		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Drafting and writing letters cancelling an order by the supplier and by the customer + reply		
		6.Purchases and Sales Conditions • Definition and description of the different Methods of delivery • Different forms of discounts granted to customers (Cash Discount, Trade Discount, Rebate, VAT, Freight etc.) • Miscellaneous documents relating to buying and selling • Draw the commercial situation of each letter • plan of each letter • Write letters relating to Sales		
DOCUMENTS/CORRESPONDENCE RELATING TO DELIVERY	Write letters corresponding to delivery of goods and fill related documents	Delivery of goods • Definition of the notion, delivery note, goods received note and consignment note. • Circumstances in which partial or total delivery notes are used • Documents relating to delivery of goods (delivery note, goods received note, consignment note) • Drafting and writing letters relating to delivery of goods • Drafting and writing letter acknowledging reception of goods	Effective Writing of letters corresponding to delivery of goods and fill related documents	Practical exercises
CORRESPONDENCES RELATED TO COMPLAINTS	Plan and write correspondences relating to complaints	Complaints relating to delivery • Draw the commercial situation of each letter • Plan of each letter • Drafting and writing letters relating to damaged goods, wrong goods, non-delivery of goods, delays, loss of goods, errors on delivery, poor quality delivered, less quantity of goods delivered and excesses	Writing letters relating to complaints relating to delivery correctly	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Complaints on settlements - Types of complaints on settlement: Overdue or unpaid account (undercharge and overcharge) - Other complaints (complaints related to errors on invoicing) - Draw the commercial situation of each letter - Elaborating the plan of each letter - Drafting and writing each letter	Proper planning and writing of letters relating to settlement correctly	Practical exercises
		Adjustments - Make adjustments on: - Credit note - Debit note - Statement of account - Conceive and fill the credit note, debit note, statement of account. - Write a cover note or letter	Planning and writing letters adjusting complaints correctly	Practical exercises
CORRESPONDENCES RELATING TO SETTLEMENT	Write letter relating to settlement of goods	Methods of Settlement and Modalities - Different methods of settlement: - Manual payment methods - Filling the different documents correctly - Write a cover note or letter - Electronic payment systems (Credit cards, Smart cards, E-cheques, Digital cash, Debit cards, E-Wallet, Mobile money, orange money)	Effective use of the different methods of settlements	Practical exercise
		Invoices - Definition of the different types of invoices - Calculation of an invoices - Write a cover note or letter	Calculation of sales invoice and writing a cover letter correctly	Practical exercise

SUBJECT: PROFESSIONAL COMMUNICATION TECHNIQUES

MINIMUM WEEKLY HOURS: 3H

CLASS: FORM FOUR

MINIMUM YEARLY HOURS: 66H

SPECIALTY : ALL TST

COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
VERBAL COMMUNICATION	Carryout out effective verbal communication(written) and non-verbal communication (audio, visual and audio visual)	Written communication • Definition, importance and scope of written communication • Advantages and disadvantages of written communication • Qualities of good written communication • Categories of letters (administrative, business letters, circular letters etc.) • Forms of letters (printed, electronic, formal, informal)	Proper identification of the different forms and categories of letters	Practical exercises
		Written communication media • Tools used for written communication media (letters, fax, telephone (social media), e-mail) • Reasons and stages of writing business letters • Rules for better letter writing • Types, advantages and uses of each type written communication media • Write letters of all categories	Effective communication with written communication media	Practical exercises
		Written communication devices • Description of the different types of written communication devices (telecopier, mobile phones (sms), computer (e-mail) • Definition each tool, give the procedures for sending and receiving messages • Types of mobile phones • Characteristics of mobile phones • Services offered by the mobile phone and internet	Effective use of the available written communication devices	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Advantages, disadvantages and uses of each type of written communication devices		
		Audio communication - Definition and importance of audio communication - Types of audio communication (whistle, horn etc.) - Advantages and disadvantages of audio communication - Communicate using audio communication	Carryout effective audio communication	Practical Exercises
NONVERBAL COMMUNICATION	Carryout verbal communication	Visual Communication - Definition and importance of visual communication - Advantages of visual communication - Definition, description and explain each type of visual communication (charts, graphs, logos, diagrams, sketches, pictures, maps, sign posts, billboards, banners etc.) - Advantages, disadvantages and uses of each type of visual communication	Proper Communication of information using visual communication tools	Practical exercises
		Audio visual communication - Define audio visual communication - Advantages and disadvantages of audio-visual communication - Types of audio-visual communication tools: - Skype Call (Web Camera) - Video call - Slide show Projections - Video Projector - Zoom call and most recent	Effective Communication using audio visual communication too	Carryout real life exercises
		Audio-visual communication devices - Definition of audio-visual communication - Importance of audio-visual communication - Definition, description, and functional principle, advantages, disadvantages and uses of each type of audio-visual communication devices	Effective communication using audio-visual communication devices	Use available equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- Characteristics of each type of audio-visual communication devices - Types of audio-visual communication devices (Television, web camera, computer, smartphones, videophones)		
		Forms of nonverbal communication - Definition, nature and scope of non-verbal communication - Principles of verbal communication - Definition of the different types of non-verbal – KINESICS (gestures, sign language, vocal tone, facial expression, eye contact, fidgeting, body posture head movement communication), - Definition and different forms of non-verbal communication – PROXEMICS/PHYSICAL DISTANCE (Intimate distance Personal distance, social distance) and touch, time, paralanguage, appearance, artifacts and environment. - Advantages, disadvantages and uses of nonverbal communication	Effective Communication using the different forms of non-verbal communication	Real life exercises
COMMUNICATION AT WORKPLACE	Communicate at Workplace using different tools	Tools for Communication at Workplace - Definition and importance of communication at workplace - Types of communication at workplace (verbal, nonverbal, telephone, Facebook, twitter, instant messaging internet, intranet, video chats, newsletters, platforms etc.) - Rules (tips) for effective communication at workplace	Communicate effectively at workplace	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
PROOF READING	Minimise writing errors as much as possible	Concepts on proof reading • Definition and purpose of proofreading • Pre-writing Planning • Draft and revise as you go • Proof-reading a given task • Capitalise and punctuation, spelling, grammar using the spell check program (editing) of a given task • Revision tone, slang, voice and style of a given task • Proof-reading methods (note taking, highlighting words, using signs and symbols to draw attention)	Effective proofreading of tasks	
MEETINGS	Plan and arrange meetings	Forms and types of Meetings • Definition, purpose and importance of a meeting • Definition of meeting terms • Types meetings (Statutory meetings, emergency meetings, board meetings, management meetings, annual general meetings, staff meetings) • Definition and forms of meetings (formal, informal) • Activities before, during and after a meeting) • Preparation documents (agendas, minutes, notices etc.) • Arrangement of meeting halls in a given situation • Run an Effective Meeting • Write meeting notices and agendas • Write minutes of meetings	• Effective planning and organisation running meetings • Write minutes of meetings	
CORRESPONDENCES RELATING TO SETTLEMENT	Write reminders for Settlement	• Definition of letters reminding settlement • Types of reminders (1st, 2nd and 3rd) • Draw the commercial situation of each letter • Planning, Drafting and writing of: ○ Letters of prolonged payment (request + replies) ○ Reminders for settlement (1st reminder letter, 2nd reminder letter, 3rd reminder letter and legal action. • Definition legal action	Effective reminders writing for Settlement	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		- Reasons for legal action - Content and format rules for legal action		
COMMERCIAL INQUIRIES	Write a Status Inquiry	- Definition and notion of commercial inquiry - Rules of presentation of the content and the form rules of the letter - Drafting and writing of a letter of request for enquiries on physical and moral persons + related replies	Effective writing of status inquiries	Practical Exercises
AFTER SALES SERVICE LETTERS	Write after Sales Service Letters	- Definition of after sales service letters - Role of after sales service letters - Types of after sales service letters - Drafting of letter to an after sales service (maintenance, breakdown, defect in manufactured goods etc.) - Reply to the letter	Proper writing after Sales Service Letters	Practical Exercises
CORRESPONDENCES RELATING TO THIRD PARTIES	Writing and filling documents/Letters Relating to Banking Operations and Replies	- Definition of banking terms and types of bank accounts - Advantages and disadvantages of the different types of accounts - Types of modern banking services - Procedures for opening bank accounts - Letters relating to banking operations - Request to open an account - Request for a bank statement - Overdraft and loan applications - Application for a cheque booklet - Application for bank withdrawal cards (ATM Cards, credit cards, debit cards, visa cards etc.) - Request for Standing order - Complaints on high bank charges etc. - Draw the commercial situation of each type of letter	Effective writing of letters Relating to Banking Operations and Replies and filling documents relating to banking Operations and	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		• Plan and writing of each letter • Importance of bank passbook and bank statement • Filling the different forms used in the bank		
EMPLOYMENT CORRESPONDENCES	Writing Correspondences and documents related to employment	• Definition employment correspondence • Correspondence relating to employment: ○ Job advertisement ○ Application package (forms) ○ Application for employment or to sit for competitive examinations ○ Curriculum vitae and statutory documents ○ Request for internship ○ References and testimonials ○ Interviews and engagement letters ○ Assumption and resumption of duty ○ Effective service ○ Letter of observation ○ Query, warning and termination letters ○ Resignation letters ○ Notification of absence by worker ○ Application for leave of absence (annual, study, sick, maternity, paternity, etc.) ○ Others • Plans of the letter • Fill related documents • Write each letter	Proper writing Correspondences and documents related to employment	Practical Exercises

SUBJECT: PROFESSIONAL COMMUNICATION TECHNIQUES

MINIMUM WEEKLY HOURS: 3H

CLASS: FORM FIVE

MINIMUM YEARLY HOURS: 66H

SPECIALTY : ALL TST

COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MASS COMMUNICATION	Carryout mass communication	• Definition, nature and scope of mass communication • Types of mass communication (newspapers, magazines, directories, books/publications etc. (newsprint), billboards, signboards, flyers, posters, banners, etc. (outdoor and transit media), radio, television, audio conferencing, video conferencing like zoom, web-based conferencing (electronic/broadcast) • Preparation of messages for mass communication • Print and electronic media communication • Advantages, disadvantages and uses of each type of media communication	Effective mass media communication	Practical Exercises
NOTE TAKING/NOTEMAKING	Take down notes Notetaking/ Notemaking	• Definition of notetaking • Importance of note taking • Methods of notetaking • Outline the procedure of note making • Guidelines for effective notetaking • Provide a note making format (heading, subheading, point, sub subheading, key or keywords, abbreviations and symbols) • Identify the process of note making • Abbreviations and symbols in note	Practice of effective notetaking and notemaking	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		making Advantages of note making		
COMMUNICATION WITH SERVICE PROVIDERS	Communicate with mobile Network Companies and media houses	Mobile Network Companies - Services offered by the different network companies (CAMTEL, MTN, NEXTELLE, ORANGE, media houses, satellite stations and internet) - Practical exercises	Communicate with mobile Network Companies accurately	Practical exercises
		Media Houses - Definition and services offered by media houses (radio, television, newsprint, satellite stations and the internet) - Practical exercises	Effective Communicate with media houses	Practical exercises
BARRIERS TO COMMUNICATION	Identify communication barriers and overcome them thereby achieving an effective communication	Nature of Barriers - Definition of communication barriers - Definition and nature of communication barriers (verbal, non-verbal barriers para verbal barriers inconsistency barriers, transmitting, decoding, general barriers, semantic barriers, linguistic barriers, psychological barriers, interpersonal barriers, space/time/distant and gender barriers)	Proper identification of communication barriers	Practical exercises
		Overcoming communication barriers Overcome communication barriers of all types (listening barriers, perception related barriers, verbal communication barriers etc.)	Avoid barriers during a communication process	Practical exercise
		Archiving effective communication Achieve an effective communication through manners, first person positive attitude, spicing up the message, visual clues, clarity and patience)	Archive an effective communication	Practical exercise

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
REPORT WRITING	Write reports of all types	• Definition and reasons for writing reports. • Qualities of a good reports • Types of reports: • Routine reports: (progress reports, inspection reports, performance appraisal reports, periodical reports) ○ Formal reports (statutory reports, non-statutory reports) ○ Informal reports ○ Special reports (information reports, investigation reports, feasibility or survey reports, project reports) • Parts of a short report • Write short reports	Write reports of all types accurately	Practical exercises
COMMUNICATION ETIQUETTE	Exercise politeness and good manners in a communication process	• Definition and rules of each type of etiquette (greeting etiquette, telephone etiquette, e-mail etiquette, meeting etiquette. Netiquette, personal etiquette)	Exercise politeness and good manners in a communication process effectively	Practical exercises
LEGAL CORRESPONDENCES AND DOCUMENTS	Write Legal Correspondences and fill related Documents	• Definition legal correspondence • Types of correspondences: ○ Age declaration, attestation of names ○ Application of withdrawal of case file ○ Legal complaints (land dispute, tenancy related problems, arrest warrants etc.) ○ Quit notices • Fill related documents (Age declaration, attestation of names, attestation of lost etc.). • Plan of each letter • Write each letter	Proper display of Legal Correspondences and filling of related Documents	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INTERNAL MAIL	Write Internal Mail of all types	• Definition of internal mail • Types of internal mail: • Plan of each internal mail (Memorandum, Order, instructions, information notes, Meetings-minutes, Official Reports, Notices, Service note) • Definition, Structure of each internal mail • Types of mission and official reports • Write each letter • Write minutes of meetings	Display Internal Mail of all types correctly	Practical Exercises
ADMINISTRATIVE CORRESPONDENCES	Write Administrative Correspondences	• Define each type of administrative correspondence • Describe the types of administrative correspondences • Elaborate the plan of each letter: ○ Administration (DO, SDO, Governor's office) ○ Taxation ○ Customs ○ Treasury etc. • Write each letter	Effective writing of administrative correspondences	Practical Exercises
GOODWILL LETTERS/ MISCELLANEOUS CORRESPONDENCES	Write good Will Letters of all types and miscellaneous correspondences of all types	Goodwill Letters • Definition of each type of goodwill letter • Plan of each letter: ○ Expressing appreciation ○ Extending seasonal greetings ○ Expressing condolence ○ Concession letters ○ Congratulations, etc. • Write the corresponding letters Miscellaneous Correspondences • Definition each type of miscellaneous	Proper display of goodwill and miscellaneous correspondences of all types	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		correspondence - Types of miscellaneous correspondences - Plan of each letter: - Invitations/complementary cards - Transmittals or cover letters - Itinerary and related letters - Drafting announcements - Others Write the corresponding letters		
ELECTRONIC CORRESPONDENCES	Write electronic Correspondences	- Definition of electronic correspondence - Role of electronic correspondences - Social media platforms (WhatsApp, Imo, Messenger, Twitter, Facebook, Instagram) etc. - Definition and services of each social media platform - Create e-mail address and communicate using e-mail - Write and transmit electronic correspondences	Create social media accounts and communicate using social media platforms	Practical exercises

5.3

HOME ECONOMICS (HEC) SPECIALTY

- Family Life Education and Gerontology.
- Food, Nutrition and Health.
- Resource Management on Home Studies.

SUBJECT:	FAMILY LIFE EDUCATION AND GERONTOLOGY (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM ONE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
FAMILY LIFE EDUCATION AND GERONTOLOGY	Master the techniques used to take care of children and elderly in the society	Notion on family life and gerontology Definition of concepts - Family (types of families, functions of each family member) - Family life and Gerontology Education - Bring out the Importance of Family Life Education and gerontology in relation to the mother, child and to the society - Care of elderly and children	Fill correctly the technical form identifying the family member and the care to be giving to each age	Strategy used; illustration of different groups and categories of care
SEX EDUCATION	Master the different sex organs and their functions	Notion on concepts, and genital organs - Define sex education - Outline the Importance of sex education - Bring out the consequences of poor sexual conduct - Define Female and male Genital Organ - Describe Female and male Genital Organ - functions of female and male genital organ - Draw the Diagram of the female and male genital organ State the Role of Hygienic Practice of Female Genital organ	- Draw the sex organs, bring out their functions and fill a technical form for the care of genital organs - Describe Exactly the secondary sexual characteristics	- Illustrate the reproductive systems and differentiate between hygiene of the male and female organs - Present a comparative table of the male and female secondary sexual characteristics - Present a comparative table of the

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		knowledge of secondary sexual characteristics defines secondary - Sexual characteristics - Secondary sexual characteristics of a boy - Secondary sexual characteristics of a girl - Definition of menstruation - Symptoms of menstruation - Hygiene during menstruation		male and female secondary sexual characteristics
PREGNANCY	Master the evolution of a normal and abnormal pregnancy	Notion of fetus development, types and incidents Definitions - The process and formation of identical, non-identical and multiple pregnancies - Types of incidences	Describe correctly the stages of pregnancy and fill a prenatal visit form	Present the stages of pregnancy and a prenatal visit card to learners
GERONTOLOGY	Master the necessary care to the elderly in the society	- Define the following concepts; Gerontology, Geriatrics, old age and aging - Identify the various field of Gerontological activities under; Biological, social and clinical - Draw a chart on the stages of aging	Draw a chart on the stages of aging and Fill the technical form of care to the elderly	Illustrate the stages of aging and present care methods for the elderly
FIRST AID BOX	Master the first help necessary for simple home accidents	Knowledge of first aid assistance - Define First Aid Box - State the Importance of First Aid Box - Outline the Composition of a First Aid Box content - Draw and arrange the family first aid box	Apply first aid of burns, wounds, shocks, suffocation	Practice the first aid of common home accidents

SUBJECT:	FAMILY LIFE EDUCATION AND GERONTOLOGY (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM TWO	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
NEW BORN	Master the types of new born babies and their basic needs	CHILD BIRTH • Definition of child birth • Describe the Different stages of childbirth (labour) • Care of the child and mothers bed room • Care of the baby's layette • Post natal hygiene ANATOMY OF A NEW BORN • Define New born • Explain the Anatomy and physiology of New born • State the Functions of different organs of the new born • Types of new born babies ○ Pre-mature baby ○ Dysmature baby ○ Hypotrophy baby ○ A normal new born baby ○ debility new-born - Definition - Causes, prevention - State the care given to a new born • Draw a diagram of the fontanel	Prepare appropriate technical forms for the care of each care of each type of new born	Present appropriate forms for each type of new born Carry out practical in each case

INDICATION OF GOOD HEALTH	Master the signs of good health and warning signs of a baby	SIGNS OF GOOD HEALTH OF A CHILD • Define Health • Outline Signs of good health of a child • Give the Warning signs e.g. change of toileting, Dress a new born • Apply procedures for dressing up a new born	Carry out practical effectively on how to dress, change and bath a new born baby	With the help of notes and forms Present the procedure on how to dress, change and bath a new born baby
FEEDING NEEDS OF THE NEW BORN	Master the different feeding methods for infants	Notion on Feeding the new born • Define Feeding • Classify Feeding • Outline types of menus in accordance with age • Bring out the Feeding proportions according to age • Realise a menu for the new born BREAST FEEDING • Define Breast feeding • State the Composition of breast milk • Give the Advantages and inconveniences of breast feeding ARTIFICIAL FEEDING • Define Artificial feeding • State the Composition of Artificial milk • Give the Advantages and disadvantages of artificial feeding • Present a chart with a comparative table of cow milk and breast milk MIXED FEEDING • Define Mixed feeding • Outline different suitable methods of mixed feeding • Give the advantages and Disadvantages of mixed feeding	• Draw up a feeding schedule for a new born • Prepare bottle feeds • Fill a technical form for the correct cleaning of a bottle feed	Carry out practical lessons on the preparation of a bottle feed And present a technical form for the composition and cleaning of a bottle feed

		• Outline the instructions on baby milk formula • Realise different meals for mixed feeding CARE OF FEEDING BOTTLES • Demonstrate on the Sterilise of feeding bottles • Outline the procedures and techniques to Prepare feed from different milk (Fresh milk, concentrated sweet milk and non-sweetened milk) at various ages.		
WALKING AIDS	Master the types of walking aids used by different groups of vulnerable persons	DEPENDENCE AND AUTHONOMY • Define walking aids • Classify walking Aids according to different cases stating their advantages • Outline the characteristics of walking aids • State the uses of walking aids • Outline steps to care for walking aids	Draw walking aids and bring out their functions	Illustrations Enterprise visit
BEDDINGS	Master the suitable beddings materials for different groups of people	CHARACTERISTICS OF BEDDINGS • Define Beddings • Classify bedding materials • Give the Characteristics of bedding materials for the following cases; bed sores, bed wetting (incontinence), scab, etc. giving their advantages	Describe beddings materials and make up beds for different groups of people	Illustrations Enterprise visit

SUBJECT:	FAMILY LIFE EDUCATION AND GERONTOLOGY (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM THREE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
RESPONSIBLE PARENTING	Master the different types of family planning methods	Notion on Family planning Birth Control - Define Family Planning - State the Importance of family planning - Give the Points to consider in Family Planning - State the Advantages and Disadvantages of family planning - Draw types of contraceptives on a chart - Define birth Control - State Aims of birth control - List and explain the Different methods of birth control Advantages and disadvantages of each method	Illustrate and describe the family planning methods correctly	Present the different types of birth control
COMPLEMENTARY FOODS	Master the principles and adequate complementary foods	Weaning - Define weaning - State the Purpose of weaning - State the Guidelines and procedures of weaning - Prepare different types of weaning food for a baby Complementary Food - Define complementary food - State the Necessity for complementary food - Principles - Identify different stages of introduction of complementary food - List Accidents that may occur in giving complementary foods to a baby - Identify types of Flours used as complementary food e.g. corn flour, wheat flour etc. - Give the importance of the following food items listed below in complementary feeding;	Propose adequate complementary foods bringing out the procedure in a technical form Carry out practical with these foods	Practical with the different types of foods treated

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- Indicate how the items below can be used for complementary feeding - Vegetables - Meat - Fish - Eggs - Fruits and fruit juice - Legumes		
DIGESTIVE TRACT DISORDERS	Master different types of digestive disorders	NOTIONS ON DIGESTIVE PROBLEMS - Define digestion, digestive system, digestive tract disorders. - Classify digestive tract disorders - Give the Causes. - State the Manifestations, - Give treatment: ; - Anorexia - Regurgitation - Infantile gastro-enteritis constipation - Diarrhoea - Vomiting	Fill a technical form on the care and treatment of digestive disorders	Carry out practicals on care and treatment of digestive disorders
GASTRO-INTESTINAL INFECTIONS	Master different types of gastro -intestinal infections	Infantile gastro-enteritis (IGE); - Ascaris - Amoebic dysentery - Cholera: - Define Cholera - State the causes - Give example of manifestations - Give treatment of each	Diagnose and perfectly apply home treatment of gastro-intestinal infections	Present a treatment form of gastro intestinal infections
NUTRITIONAL EVALUATION/NUTRITIONAL HEALTH DISORDERS	Knowledge on nutritional health disorders	NOTION ON NUTRITIONAL EVALUATION - Define the nutritional state of an individual - Bring of the diagnosis of the nutritional state of an individual - Give the preventive measures to follow in evaluating the nutritional state of an individual	Diagnose and treat nutritional disorders perfectly using foods Fill the methods	Present practical cases of nutritional health disorders

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		NUTRITIONAL DISORDERS - Define nutritional disorders - Types of nutritional disorders (under and over nutrition) - Define under nutrition in adults and children - Give Diagnoses of under nutrition in adult and children - State Causes of both - Give Preventive measures to follow in adults and children - Provide Treatment for under nutritional in adults and children KWASHIORKOR, MARSMUS, RICKET. Under each case - State the Define - Bring out Basic principles on elaborating on complementary foods enriched Pa and purees to treat kwashiorkor - Prepare puree to treat Kwashiorkor	used in a technical form	through brainstorming and observation
RESPIRATORY TRACT ILLNESSES AND HEARING IMPAIRMENT	Master different respiratory tract infections	- Bronchitis and Bronchopneumonia Asthma: Whooping cough: Otitis - Under each case treat: - Define - State the causes - Show Manifestations - Give treatment (preventive a curative	Diagnose and fill the requirements and the procedure for the treatment of respiratory tract infections	Propose and carry out practical home treatment

SUBJECT:	FAMILY LIFE EDUCATION AND GERONTOLOGY (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM FOUR	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
SEXUALLY TRANSMITTED DISEASES	Know the different types of sexually transmitted diseases	GENERAL NOTIONS HIV/AIDS - Define sexually transmitted diseases - Types of sexually transmitted diseases: HIV/AIDS GONORRHOEA; SYPHILIS; Chlamydia; Under each case treat the: - Define - State the Method of transmission - Outline Symptoms - Give the Prevention and care - Bring out the dietetic treatment	Bring out dietetic treatment and prevention of sexually transmitted diseases	Present the different types of birth control
ERUPTIVE AND NON-ERUPTIVE FEVER	Master types of eruptive and non-eruptive fever with their respective treatments	- Define eruptive Fever - Different types of eruptive fever. Measles: Chicken pox: German Measles Small pox: Scarlet -fever: Typhoid fever Small pox: Diphtheria: Tetanus: Tuberculosis: - Definition - State the Causes - Give the symptoms - Prescribe Treatment (prevention and curative)	Take proper care of children with eruptive and non-eruptive fever fill the procedure in a form	Carry out practical on care and treatment of eruptive and non-eruptive

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
Common Skin Infections	Master common skin infections in children	Eczema: Nettle rash: Scab Fungai infection: Impetigo: Rash (Nappy rash): Zona or Shingles • Definition • List the different types of skin infections • State the Causes • Give the Symptoms • Prescribe Treatment (prevention and curative)	Carry out practical and forms for the treatment of skin infection	Present technical forms for the care and treatment of skin infections
INFECTIONS OF THE NERVOUS SYSTEM	Good knowledge of nervous system infections	Meningitis/ Mortality • Define Meningitis • State the Causes • Give the Symptoms • Prescribe Treatment (prevention and curative)	Carry out practical and fill the forms for the treatment of nervous system infections	Present technical forms for the care and treatment nervous system infections
ESTABLISHMENTS AND SOCIAL GROUPS FOR CHILDREN	Master the types of establishments and social groups for children	Nursery schools, Children's Home, Crèches, Day-care or Pre-Nursery • Definition • Classify • State Role • Identify the activities Suitable Materials for toys • Define toy • Types of materials used in making toys • Classify materials for Toys • Role of toys in the mental and physical development (growth) of a child	Elaborate establishments and social groups for children bring out the role of each	Excursion and Observation in the different institutions

The notion of Dependence and Autonomy	Master the group of persons with dependency and autonomy	Dependence and Autonomy • Define Dependence and Autonomy • State the causes of dependent people • Identify the structure of help or ways of taking care of dependent people • Give techniques on how to care for the equipment (e.g. walking)	Elaborate material and care to be given to these groups of people in a form Carry out practical	Excursion and Observation in the different institutions
Common Accidents	Master common accidents in a home	Home Accident • Define Accident • Classify different types of accidents Asphyxia Scald /Burns Electrification /Electrocution The state of Shock Bites Bones and Muscles accidents Taking in Toxic and poisonous products • Define Asphyxiation • State the Causes • State Preventive measure and care • Give the first Aid Treatment	Apply the required first aid Fill the technical form	Carry out practical on first aid at home

SUBJECT:	FAMILY LIFE EDUCATION AND GERONTOLOGY (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM FIVE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
FAMILY LIFE EDUCATION AND GERONTOLOGY	Master the ways to take care of children and elderly in the society	• Notion on Family Life Education and Gerontology • Define Family life education and gerontology • Give the Goals and necessity of mother and childcare • Explain the place of mother and childcare in the society	Fill correctly the technical form identifying the family member and the care to be giving to each age	Strategy used ; illustration of different groups and categories of care
SEX EDUCATION RESPONSIBLE PARENTING	Master the different sex organs and their functions	Male and female organs • Definitions • Draw and describe the Anatomy of the genital organs • Describe the physiology of the genital organs • Elaborate on hygiene of the genital organ Menstrual cycle: • Define menstrual cycle • Bring out the Mechanisms of the Menstrual cycle • Draw a chart of the menstrual cycle Family planning • Define the following concepts • Family Planning, Contraception • Outline the Different methods of contraception	Draw the sex organs, bring out their functions and fill a technical form for the care of genital organs	Illustrate the reproductive systems and differentiate between hygiene of the male and female organs

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		• Give the Advantages and inconveniences of contraception and draw a table of different types of contraceptives • Define Sex education • Explain the necessity of sex education in the school milieu		
HIV/AIDS	Master the symptoms and the vulnerable group of HIV/AIDS	Notion on HIV/AIDS • Define HIV/AIDS • Explain its Modes of transmission, symptoms, Prevention and care given to an HIV patient • Bring out the dietetic treatment for an HIV/AIDS • Realise a meal for an HIV/AIDS patient	Fill a technical form on the dietetic treatment of HIV/AIDS bring out preventive measure	Illustrate infected people and prepare suitable meals
PREGNANCY	Master the evolution of a normal and abnormal pregnancy	Physiology of Pregnancy: • Define pregnancy • Indicate Signs of pregnancy • Describe the stages of pregnancy and draw diagrams of these stages • Draw a table on the different stages of the foetus development • Explain Sex Determination (genetics) Development of the foetus during pregnancy: • Define foetus • Describe the formation of the foetus • Give the Role of the placenta in childbirth • Outline the hygienic conditions of a	Describe correctly the stages of pregnancy and fill a prenatal visit form	Present the stages of pregnancy and a prenatal visit card to learners

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		pregnant woman • Define twins • Explain the Processes and formation of identical and non-identical twins and multiple pregnancies • Differentiate between identical and non-identical twins Incidents and Accidents of Pregnancy: • Define and explain the following: • Abortion (types, causes and precautions) • Ectopic pregnancy (types, causes, signs and symptoms and treatment) • Bridge pregnancy or missed pregnancy • Hydatiform pregnancy (causes, symptoms, treatment) Medically assisted procreation techniques (MAP) • Define and explain MAP • Explain reasons for MAP • Classify MAP • Elaborate on the Techniques of MAP		
CHILDBIRTH	Master the types of new born babies and their basic needs	• Notion on Childbirth • Define child birth • Outline preparation necessary for childbirth • Explain the different phases (labour of childbirth) • Outline types of childbirth • Give the warning signs of child birth and the care given at birth	Prepare appropriate technical forms for the care of each type of new born	Present appropriate forms for each type of new born Carry out practical in each case

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Mortality Maternal mortality • Define maternal mortality • Identify the cause of maternal mortality • Suggest Prevention of maternal mortality Infant mortality • Define infant mortality • Identify the causes of infant mortality • Suggest prevention of infant mortality		
MODIFICATION OF SOCIAL STATUS OF AGED PERSONS	Master the ways to take care for the elderly in the society	- Definition of concepts • Define gerontology, old age, ageing senescence • Define modified social status • Describe Attitudes to adopt towards elderly people under the following headings: • Reception; • Listening to the aged; Notions of gerontology • Dialogue (Communication); • Companion; • Affective treatment; • Social insertion • Body care: • Define Social Security (list the types)	Fill correctly the technical form for the care to be giving to the elderly	Strategy used; illustration of different groups and categories of care

SUBJECT:	FOOD, NUTRITION AND HEALTH (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM ONE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
THE CONCEPT OF FOOD, NUTRITION AND HEALTH \ NUTRIENTS	Master concept of food nutrients	• Definition of terms: • Factors that contribute to health and well-being, e.g., diet, exercise and recreational activities. • Relationship between food and health • Basic health and nutritional needs through the lifecycle. Introduction to the Nutrients • Identification of the main nutrients • Macro and micro nutrients • Functions of each nutrient • Food Sources for each requirement	Classify food nutrients in a table correctly	Explain the different types of nutrients
KITCHEN LAY OUT \ KITCHEN EQUIPMENT \ KITCHEN HYGIENE AND SAFETY	• Identification of kitchen lay-outs and kitchen equipment • Master how to clean the kitchen, kitchen equipment	• Definition of terms • Types of kitchen layouts and equipment. • Uses and care. • Materials and products used in cleaning the equipment accordingly • Technique or ergonomics used in cleaning them. • Hygienic aspects to observe in the kitchen e.g., personal hygiene, food hygiene, the environmental hygiene • Arranging the kitchen, work surface • Safety measures in the kitchen	Able to know kitchen lay out and how to clean them	Demonstrate different ways of cleaning a kitchen and its equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
PREPARATION OF MEALS	acquisition of skills in slicing, mincing, pounding and whisking	• Definition of terms:(Peeling, chopping, cutting, slicing, dicing, grating, weighing & measuring, beating, whisking, mixing, sieving, greasing, lining of tins, liquidizing, blending, mashing, rubbing-in, kneading, folding-in, creaming, rolling-out, binding of mixtures, using pastry to line dishes, simple healthy cake decoration, laying of tables, serving food) • Suitable foods for each skill, e.g., Plantains (peeling), egg(whisking), dough, (kneading) etc • Consequences of wrong application of skill • Modifying use of fats, salt & sugar • Balancing proteins & carbohydrates • Increasing fibre, calcium	Successful preparation of meals for cooking	Explain and demonstrate different ways of preparing foods
TABLE LAYING	• Master how to set a buffets and cocktail table for an occasion • Master skills on how to handle cutleries when on the table	• Define table setting • Types of table settings e.g. Formal and Informal setting • Principles and techniques involved in both concepts of table setting • Diagrams of both settings • Definition of table manners • Importance to observe table manners • Principles and techniques involved in table manners • Importance of table	Set a table for different occasions correctly	Explain and demonstrate the different ways of preparing foods

SUBJECT: FOOD, NUTRITION AND HEALTH (THEORY AND PRACTICALS)
CLASS: FORM TWO
OPTION: HOME ECONOMICS

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
HYGIENIC PRACTICES IN THE HANDLING AND PREPARATION OF FOOD\ SAFETY AND HYGIENE IN THE KITCHEN	Master skills on handling foods during preparation	• Definition of terms • Importance of personal and kitchen hygiene in the context of food preparation • Rules for personal hygiene and cleaning the kitchen • Types of kitchen accidents • Causes • Prevention	Apply good hygiene in the kitchen	Outline the different hygienic aspect to follow and demonstrates procedures on how to clean a kitchen
BALANCE DIET/ NUTRITIONAL NEEDS AND RELATED FOODS	Understand the composition of a balance diet	• Definition of nutritional needs • types of Nutritional needs; Body building, Energy giving and Protective food • Define each type • Classification of each type in, relation to its food and nutrients • Produce a table illustrating nutritional need	Able to prepare a balanced diet	Lecture and demonstrate the procedure for a successful balanced diet
COOKING METHODS	Master skills on different cooking methods	• Definition of terms • Reasons for cooking food • Principles of cooking food • Classification of cooking methods • Types of cooking methods • Moist method of cooking. e.g.	Can cook food using different methods of cooking	Discussion and Demonstration on cooking methods
FOOD GARNISHES	Master proper garnishing of food	• Definition of terms • Types of garnishing elements	Able to successfully garnish foods	Explain and Demonstrate Practical

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
				lessons on food garnishing
WEIGHING AND MEASURING	Master how to convert from (g) to (kg) food items	• Definitions • Equipment used for weighing measuring • Rules to follow when weighing & measuring to achieve correct reading • How to convert from (g) to (kg) & vice-versa • How to convert from (ml) to (l) • Other units of measuring solids & liquids e.g. (oz) and (lb); (fl) & pints, cups, spoons etc	weigh items with different measuring scales	Explain and demonstrate on how to weigh items using different scales
THICKENERS	Master skills on using thickening agents as thickeners.	• Definition of terms • Principles to success • Place in the menu • Types of thickeners	Realize different types of thickening agents	Lecture and demonstrate the procedure for using thickening agents
EGG COOKERY	Master skills on using eggs in food preparation	• Definition of Egg • Importance of egg in a diet • Principles use in testing for Freshness in Egg • Conditions of success in egg cookery • Techniques (methods of using egg in cookery • Transformation during cooking of Eggs • Realize scotch egg and egg roll	Can use eggs in preparing and cooking foods	Lecture and give a practical lesson on egg cookery

SUBJECT: FOOD, NUTRITION AND HEALTH (THEORY AND PRACTICALS)
CLASS: FORM THREE
OPTION: HOME ECONOMICS

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
FOOD COMMODITIES	Master types of food commodities and nutritional values	• Basic concepts • Definition of terms • Types of food commodities (Cereals, Dairy products, Creams, Yogurt, Butter, Poultry, Eggs and Egg Products, Fish, Meat, Fruits, Vegetables, Legumes, Pulses & nuts, Herbs and spices • Nutritional value of food commodities • Uses of food commodities • Points to consider when buying & storing food commodities • Storage	Identify different types of food commodities to be used when cooking	Use lecture and illustration to explain food commodities
BEVERAGES	Master the production of non-alcoholic beverages	• Definition of terms: Beverages • Classification of beverages: Alcoholic and non-alcoholic beverages bringing out the examples of each. • Composition/Nutritional values of alcoholic and non-alcoholic	Produce different beverages and fill their technical forms	Lecture and practical should be carry out beverages
COOKING METHODS	Master skills on different cooking methods	• Definition of terms • Reasons for cooking food • Principles of cooking food • Types of cooking methods • Dry method of cooking • Combined method e.g • Examples of foods cooked by each method • Advantages and Disadvantages of each	Able to cook food using different cooking methods	Lecture and demonstrate the different cooking methods

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		method • Equipment used for each method • Choice of cooking method • Other cooking methods e.g. pressure cooking, microwave cooking		
FOOD PRESERVATION	Master different ways on how to preserve foods	• Definition of terms • Reasons for preservation • Different methods of preservation • Methods of preservation in relation to the prevention of food decay (heat preservation, removal of moisture, removal of air, reduction of temperature, addition of chemical preservation and irradiation) • Advantages and disadvantages of the different methods of preservation with reference to their nutritional value, changes in • Reasons for preserving food • Different methods used • Advantages and disadvantages	Able to preserve food to avoid decay	Explain methods of food preservation and demonstrate how to preserve food at home
PASTEURIZATION	Master ways of pasturization	• Definition of Pasteurisation • State Principles underlying the applications of pasteurisation • Give Advantages/disadvantages of pasteurisation • Illustrate on a chart	Able to pasteurize food at home	Explain the methods on how to pasteurise food
RAISING AGENTS	Understand different raising agents	• Define dough raised with chemical • State the Principles involved • Give the Conditions to succeed • Give the Technique • Explain Transformation during cooking	Can use raising agent correctly	Explain how raising agents can be used on flour products

PASTRY	Master different types of pastry and recipes	• Definition of terms such as kneading, rolling out etc • Types of pastries • Procedure in making short crust pastry • Rules to follow & possible faults if rules are not followed • Basic recipe & how to modify dishes when using short crust pastry • Techniques/ transformation during baking & conditions to success	Prepare and present different pastries	Lecture and demonstration Method on pastry making
SUGAR AND SWEET PRODUCTS e.g., Sweet Biscuits	Master different types of sweet products and their recipes	• Definitions • Types & principles • Recipes/ procedure & transformation during cooking	Able to Produce sweet products	Explain and demonstrate different methods of producing sweet products
BASIC CREAMS	Understand basic creams and recipes	• Definitions • Types & principles • Recipes/ procedure & transformation during cooking	Prepare basic creams and write down their methods	Lecture and demonstrate on cream making
SALADS	Master different types of salads	• Definitions • Points to remember when preparing salads • Suitable ingredients for salads / preparation • Different salad dressings	Able to produce good salads	Explain the types of salads and carry out a Practical lesson on it

SUBJECT:	FOOD, NUTRITION AND HEALTH (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM FOUR	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
FOOD AND NUTRIENTS	Understand different types and functions of nutrients	• Define food • Define Nutrients • Classify according to food groups and nutrients • State the functions of nutrients under; • High calorie foods (energy giving) • Low calorie foods (non-energy giving) • Classify into two groups Energetic and non-energetic foods	Be able to classify nutrients	Explain different nutrients and functions
BALANCED DIET (Balancing up food nutrients)	Master how to compose a balance menu	• Define diet, menu, and balanced diet. • Importance of balancing a diet • Define Balance Menus • Criteria for choice • Composition of balanced menu • Menu for different individuals ○ menus for Adolescents and Adults ○ menus for Invalids/ convalescents ○ menus Manual/ Sedentary workers ○ menus for Elderly /Aged	Able to prepare a balanced meal	Explain and carry out a practical lesson on balanced menu
CONVENIENCE FOODS	Master the nutritional value and advantages and disadvantage of convenience foods	• Define of terms: convenience foods etc • Types of convenience foods • Classification • Use of convenience foods • Nutritional value of Convenience food	Can Identify convenience foods	Explain different types of convenience foods

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		Advantages and disadvantages of convenience foods		
FOOD SPOILAGE, CONTAMINATION, POISONING AND INTOXICATION	- Master the various methods on how to preserve foods - How to avoid food poisoning and food intoxication	- Definition of terms: - Conditions required for micro-organisms to grow - Causes - Prevention - Signs	Able to differentiate between food intoxication and food poisoning	Explain how food poisoning can be avoided
THE PROCESS OF DIGESTION	Master different process of food digestion	- Definition of terms - Types of digestion - Diagram of the gastro intestinal Tract (GIT) - Process of digestion in the mouth, oesophagus, stomach, pancreas, small intestine and large intestine: (in brief) - In the mouth - Physical breakdown - Teeth, tongue, salivary gland - Chemical breakdown - In the oesophagus - Transportation of the food - In the stomach - Physical breakdown - Functions of acid present in the stomach in breaking down the food - Completion of digestion in the small intestine by the absorption of nutrients.	Able to explain the physical and Chemical digestion food	Detailly explain the digestion Process

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
TRADITIONAL DISHES FROM VARIOUS REGIONS OF CAMEROON	Master the various traditional dishes of Cameroon	• Definitions of terms • Types of dishes from the different regions • Techniques in realization & presentation of dishes • Importance of dishes with regards to health • Suggestions for improvement on some dishes	Able to prepare different traditional dishes of Cameroon	Lecture and demonstrate lessons on different traditional dishes
CAKES MAKING	Master different types of cakes	• Definitions terms • Different cake making methods • Basic recipe for each method • Procedure for each method • Rules to follow when preparing each of the method • Faults in cake making & causes • How to increase fibre & reduce sugar & fat when preparing cake • Cake icing recipes, & methods	Able to produce quality cakes for weddings and other events	Lecture and demonstration method on cake making

SUBJECT: FOOD, NUTRITION AND HEALTH (THEORY AND PRACTICALS)
CLASS: FORM FIVE
OPTION: HOME ECONOMICS

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
FOOD GROUPS	Master how to plan healthy meals using food pyramid	• Definition of terms • Types of food groups ○ The three food groups ○ The six food groups • Sources of foods in each food group type • The Food Guide Pyramid ○ Definition ○ Food guide pyramid is a guide for a healthy diet. ○ Food that should be eaten most, moderately, least and what to avoid. ○ Use the food guide pyramid to plan healthy meals	Able to plan meals for healthy eating	Lecture and illustrate guides on healthy eating
MENU PLANNING	Master different meals to be taken at na time	• Definition of terms: diet, menu, meal, menu planning • Importance of meal planning • Factors to consider when planning meals • Planning and construction of menus • Types of recipes ○ Breakfast ○ Lunch ○ Supper ○ Snacks • Dietary Recommendations ○ Definition of terms ○ Dietary requirements:	Able to plan meals for healthy eating	Lecture and illustrate guides on healthy eating

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		- RDA (Recommended Dietary allowance). - Adequate Intake (AI) - Food Equivalence - Food Rating		
MACRO AND MICRO NUTRIENTS	Master the different nutrients and their functions	• Definition of macronutrients • Types: Fats and oil Carbohydrates, Protein • Importance of these nutrients (carbs, fats and protein) • Definition of Micro nutrients • Types: Minerals, Vitamins • Importance of micro nutrients • Deficiencies (carbs, fats and protein) and indicate their consequences to health	Able to know how to classify macro and micro nutrients	Explain the different nutrients
BEVERAGES	Master the skills on production of beverages	• Definition of terms: Beverages • Classification of beverages: Alcoholic and non-alcoholic beverages bringing out the examples of each. • Composition/Nutritional values of alcoholic and non-alcoholic beverages	Able to produce good beverages for occasions	Lecture and demonstration on the production of beverages
FOOD ADDITIVES	Understand the Classification and regulations on the use of food additives	• Definition of terms • Types of food additives • Classification of food additives and examples • Importance of food additives • Safety of food additives • Regulations on the use of Additives	Identify and correctly apply food additives on foods	Explain the types of food additives

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
FOOD PACKAGING AND LABELLING	Master how to package foods and label foods	• Definition of terms: food packaging, food labelling • Importance of food packaging • Materials used for food packaging • Selection of food packaging materials • Importance of food labelling • Points to consider when labelling Food • Food labelling Requirements • Importance of the information on a food label • Other information on food labels e.g., manufacturer's instructions, manufacturing date, expiry dates, barcodes, Symbols • Government Regulations of food packaging and labelling	Able to prepare and package foods at home and label them	Lecture and illustration the different ways of food packages
ACIDIC AND ALKALINE FOODS	Can clearly differentiate between acidic and alkaline foods	• Define acidity and Alkalinity of food • List Types of acidic and alkaline foods • Give the Importance of these foods in the body	Able to know which food is acidic and alkaline	Lectures on food acidic and alkaline

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
FOOD PORTION	Master different portion of foods for individuals	• Define food portion • Point out Quantities required by different individuals in meal planning. (According to age: children, adolescence, adults and the elderly; State of the body: pregnant women, lactating mothers etc; Health status: obese persons, anorexia, diabetic and hypertensive persons etc). • Realise individual meals for the above case	Able to manage food portions	Explain portion control and quantities
FOOD EQUIVALENCE	Master different food equivalent	• Define of Food Equivalence • Principles of food equivalents • Different food equivalents • Indicate the Interest and usage of food equivalence • Outline the limitations of food equivalence.	Apply food equivalence correctly on meal planning	Lecture methods
TABLE LAYING AND TABLE SERVICE	Master how to set a table	• Definitions • Types of table settings; - buffet, cocktail • Principles & techniques involved • Importance of table manners	Able to set a formal and informal table	Lecture Demonstration method

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
THE PREPARATION OR TECHNICAL SHEETS	Master how to fill a technical sheet for all topics	• Definitions • Importance of planning a practical session in detail & following the order of work during the realization, with reference to the prevention of accidents, following hygienic practices, being organized & finishing on time • Analysing the assignment (practical) given • Choice of dishes which are conducive to health & that meet requirements according to the assignment (practical) given • Ingredients required & weight • Utensils needed • Reasons for choice, considering colour, texture & flavour of dishes chosen • Time plan; (organize work & allocate time for each step) • Cost of meal; (considering limitations such as fruits & vegetables in season, lack of some equipment in the cookery lab) • Evaluate planning & realization of assignment (practical)	Fill the technical sheets correctly	Illustration methods
COOKING METHODS	Master different methods of cooking	• Definition of Oven cookery • Classification of cooking methods • Principles underlying oven cookery • Methods of cooking in the oven • Conditions to succeed in oven cookery • Transformation on food in the Subject of cooking in the oven • Types of dishes in the oven, e.g. cakes, pies pasties jam etc	Able to use different cooking methods to cook food	Lecture and demonstration methods

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		- Place of oven cooked dishes in the menu - Safety measures to take and the ergonomics		
SAUCES	SAUCES	- Definitions - Types-; cold sauces, hot sauces, emulsions, half coagulated - Classification & consistencies of sauces - Recipes, procedure & uses	Prepare and present different types of sauces	Demonstration method
PASTRY	Master procedure for pastry making	- Definition of terms such as kneading, rolling out etc - Types of pastries - Procedure in making short crust pastry - Rules to follow & possible faults if rules are not followed - Basic recipe & how to modify dishes when using short crust pastry - Techniques/ transformation during baking & conditions to success	Carry out practical on different cooking methods	Demonstration method
LEFT-OVER FOODS OR RECHAUFFLE	Master how to manage left over	- Definitions - Rules for preparing left-over foods - Methods of cooking used left –over dishes - Suggested uses for different foods	Write down the techniques involve in the preparation of leftover foods	Explain and Demonstration method

SUBJECT:	RESOURCE MANAGEMENT ON HOME STUDIES (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM ONE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INTRODUCTION TO RESOURCE MANAGEMENT	Master the different concepts of Resource Management	• Notion of Resource Management • Types of resources • Definition of terms • Identify the resource management processes • Main activities in the various processes above • Outline the different types of resources	Fill a technical sheet to identify the different types of resources and bring out the main activities in a resource management process	Illustrate the different forms of Resource management processes
EQUIPMENT & APPLIANCES	Master the different principles of labour-saving devices	• Notion of labour-saving devices • Definition of terms • Types of labour-saving devices • Factors to consider when buying	Will be able to use different labour-saving devices	Demonstrate the uses of different labour saving devices and outline the different factors to consider when buying them
ARTISTIC AND DECORATIVE EDUCATION	Study the concept of Artistic and decorative Education	• Notion on Artistic and decorative education • History of Arts and Décor • Define some concepts e.g. Arts, Decoration, Design • Bring out concrete examples of decorative designs	Able to produce different decorative items, which can be used for interior and exterior .	Demonstrate the different notions of decorative designs

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
DRAWING EQUIPMENT	Identify the different types of Drawing equipment	- Types of Drawing Equipments - Uses of different types of drawing equipment	Use the different drawing equipment to draw many diagrams	Demonstrate clearly the different drawing equipment and state their uses
GEOMETRIC DIAGRAMS	Study the basic concepts of Constructing Geometric diagrams	- Define Geometric diagrams - List Types of Geometric Designs - State Techniques used in realising geometric diagrams - Illustrate Preliminary exercises	Able to draw a geometric diagram	Illustrate clearly the different types of geometric diagrams and state the techniques used to realised them
LAUNDRY	Master the different laundry techniques	- Notion of laundry - Types of detergents and stain removals used in laundry - Different laundry processes	Will be able to care for different fabrics with stains	Illustrate the use of different detergents and stain removals during laundry
FIRST AID TREATMENT	Master different basic First Aid treatment to administer to accident cases	- Concept of first aid treatment - Different domestic accidents and their First Aid Treatment	Carry out practicals and demonstrate how to administer basic First Aid for home accidents	Demonstrate different First Aid treatment for home accidents

SUBJECT: RESOURCE MANAGEMENT ON HOME STUDIES (THEORY AND PRACTICALS)
CLASS: FORM TWO
OPTION: HOME ECONOMICS

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
SURFACES	- Master the different types and uses of floor covering - Master the guidelines underlining the choices of carpets and rugs	- Types of floor covering - Uses of carpets & rugs - Guidelines underlining the choice of carpets and rugs	Conduct a simple experiment to determine a good surface	Demonstrate the different uses of floor coverings
RELATED CAREERS TO RESOUC E MANAGEMENT ON HOME STUDIES	Master the different Careers related to Resource Management on Home Studies	- Definition of terms - Types of careers - Identify responsibilities involved in each career	- Fill a technical sheet to match the careers related to Resource - Management and their related responsibilities	Illustrate the different responsibilities of careers related to Resource Management
IRONING	Master the different steps and care to apply when ironing	- Define ironing - State the aims of ironing - Outline the techniques involved in Ironing - Give safety measures required in ironing - Identify and Describe types of Irons - State the care of the iron - Dress an ironing table	Be able to iron different types of dresses following the different steps involved in ironing	Demonstrate how to iron different dresses made from different materials
GOOD GROOMING	Master the different concepts of good grooming	- Define good grooming - Give reasons for keeping the Body Healthy - State ways of Cleaning different parts of the body e.g., Manicure, pedicure, hair, Teeth.	Be able to do cleaning on different parts of the body	Illustrate how to clean some body parts

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
THE FAMILY	Understand the different types of family and their various advantages and disadvantages	• Notion on The Family • Define family • State and explain the types of family • Give the Advantages and Disadvantages of the different types of family • State the factors that influence family relation	Fill a technical sheet of the different family members stating clearly their roles	Illustrate the different family types
EMBROIDERY STITCHES	Understand the principles behind embroidery	• Define Fancy embroidery stitches • Techniques use in the realisation of the different types of fancy embroidery stitches • Uses of Fancy embroidery stitches	Be able to produce different embroidery designs	Illustrate the different uses of embroidery in the fashion industry
BIAS IN DECORATION	Understand the different techniques used in the application of bias in decoration	• Define Bias in decoration • Classify Bias • Indicate the Placement of different bias on articles	Be able to produce decorative articles using bias	Demonstrate the different uses of bias in decoration
FLOWERS	Master the procedure for the treatment of natural and artificial flowers Understand the principles behind flower arrangement and techniques in composing a table and wall flower	• Define flowers • Classification of flowers • Uses of flowers • Procedure for the treatment of natural and artificial flowers. • Principles for flower arrangement • Techniques in composing a table and wall flower	Can produce different flower arrangements and use them for decoration	Illustrate how flowers can be used to decorate walls and tables

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
CROCHET AND MACRAMÉ STITCHES	Master the different principles for doing crochet and macrame stitches	• Define macramé • Types of Material suitable for macramé • Techniques to realised macramé articles (jar hanger, necklace, earrings)	Able to produce decorative article using crochet and macrame stitches	Demonstrate the production of macrame and crochet stitches
FABRICATION OF ANIMAL DECORATIVE ITEMS	Understand the principles of using animal designs in decoration	• Define animal decorative designs • State types of animal designs and fabrication • Outline techniques of Realization of animal designs and fabrication	Produce a decorative item using animal design	Illustrate the use of animal designs in decoration

SUBJECT:	RESOURCE MANAGEMENT ON HOME STUDIES (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM THREE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
HOUSING	Master the different materials used in building houses	• Definition of terms • Types of houses / materials used • Advantages & disadvantages of the different types of houses • Factors influencing the choice of a home ○ Ventilation; types (natural & artificial)/ ○ lighting; types (natural and artificial)	Draw the different materials used in building houses	Illustrate the differences between the types of materials used in building
FURNITURE AND FIXTURES	Master the principle underlining the selection of furniture and fixtures	• Define furniture and fixtures • State the principles underlining the selection of furniture and fixtures • Uses of furniture and fixtures • Care of the different furniture/ fixtures Planning the wardrobe • Definition of terms • Principles of wardrobe planning • Steps in wardrobe planning • Uses of the wardrobe • Storage of clothes in the wardrobe	To be able to Care for particular furniture and fixtures Arrange a pack of dresses in the wardrobe	Illustrate how these principles guides in the selection of furniture and fixtures
DRAINAGE SYSTEMS	Master the principles of a drainage system	• Define drainage • Identify the different drainage systems	Clean the different types of drainage systems	Illustrate how the different drainage systems can function
HOUSEHOLD PESTS CONTROL	Master the different guidelines for selection of pesticides	Definition of terms -Types of pests -Control of pest -Guidelines for the selection of pesticides	Fill a technical sheet to identify the different types of pesticides in your area and state	Demonstrate how these pesticides could be used to eliminate pests

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
			their characteristics	
WORK ORGANIZATION	Master the different principles of work organization	- Define work organisation - State the Goal - Classify work organisation	Fill a spread sheet identifying the different stages of work organization	Illustrate how work could be organize in a particular institution
LIGHTING	Understand lighting systems, their advantages and disadvantages	Notion on Lighting - Classify lighting - State the Advantages and Disadvantages of different types of lighting	Carry out small repairs in the lighting systems in the house	Illustrate how to install different lighting systems in the house
CLEANING AGENT	Understand the principles of different cleaning agents	- Define cleaning agents - List types of cleaning agents - State the principles of using cleaning agents - Identify and explain care symbols found on garments - Outline safety measures to follow when using cleaning agents - State the risk involved in using cleaning agent	Fill a technical sheet outlining the different cleaning agents	Illustrate how these cleaning agents function
STAIN REMOVAL	Master the different techniques used in removing stains from objects	- State the Principle underlying stain removals - State Method of use of stain removal - State the Safety- Ergonomics measures - Removal of the following stains, rust, oil, candle, lipstick, ball, point pen, mud etc	Remove stains from different objects using different methods	Demonstrate how a particular stain remover could be used to remove stains

SUBJECT:	RESOURCE MANAGEMENT ON HOME STUDIES (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM FOUR	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
FABRICS	Master the different types of Fabrics	- Define fabrics - Classify fabrics - State the differences between manmade and synthetic fibre	Fill a technical sheet to identify different types of fabrics and their uses	Illustrate how these different types of fabrics are cared for
LAUNDRY AND CLEANING	Master the different laundry and cleaning techniques	- Define laundry - Define fabric care and stain removals - State the different cleaning agent - Define detergents and disinfectants - Bring out the differences between detergents and disinfectants. - State the guidelines in the use of bleach	Use different laundry and cleaning methods to care for different articles	Demonstrate the use of different detergents in laundry
INDUSTRIAL/ HOME ACCIDENTS AND FIRST AID TREATMENT	Master the fundamentals of home accidents and first Aid treatment	- Define industrial accidents - Define home accidents - State their preventions and treatment - Identify the items in the first aid kit	Give first Aid treatment to a person who had a home accident	Illustrate how to administer basic first aid to different people with home accidents
FACTORS OF COMFORT IN THE HOME	Master the different factors that provides comfort in a home	- Define comfort in the home - Outline the factors of comfort in the home	Fill a technical sheet stating clearly what makes a home comfortable	Illustrate how a comfortable home looks like
SECURITY DURING WORK	Master and draw some security symbols	- Define safety at job side - Give the Safety measures linked to activity at job side - Identify and draw some security	Fill a technical sheet outlining signs and symbols used for security in different job sites	Demonstrate different standard drawings for security symbols

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		symbols and slogan.		
PARASITES AND SANITATION	Understand the effects of parasites in our society	• Define parasites • Classify parasites • Give the Consequences of having parasite • State the techniques of Eradicating parasites	Clearly design an eradication strategy to eliminate parasite	Illustrate the different ways by which parasites can be eliminated from a house
ENLARGEMENTS AND REDUCTIONS	Master the format of realizing enlarged or reduced articles	• Describe the Format of realising enlargement and reductions • Make Samples of enlargement and reductions • State the Techniques (methods) of realising both	Do a sample of an enlargement from any article	Illustrate the techniques involve in enlarging or reducing an article
CLEANING EQUIPMENT	Master the different cleaning equipment	• Define cleaning equipment • Classification of cleaning equipment • Advantages and disadvantages of different cleaning equipment	Be able to Identify the different cleaning equipment	Demonstrate on how to use them

SUBJECT:	RESOURCE MANAGEMENT ON HOME STUDIES (THEORY AND PRACTICALS)	MINIMUM WEEKLY HOURS:	4H
CLASS:	FORM FIVE	MINIMUM YEARLY HOURS:	88H
OPTION:	HOME ECONOMICS	COEFFICIENT:	4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
ENVIRONMENTAL WASTE MANAGEMENT	Master the different types of Fabrics	- Define environment - State the importance of taking care of the environment - Define waste - Differentiate between organic and inorganic waste - Identify biodegradable products	Fill a technical sheet to identify different waste materials and classify them	Carry out demonstrations on how this waste could be recycled
FINANCIAL MANAGEMENT	Master the principles involve in Financial Management	- Define financial management - Define budgeting - Give the importance of budgeting - Plan a monthly budget for a family with 100,000frs income - Give the differences between a savings and fixed account - State the advantages of saving	Fill a technical sheet to identify the different types of financial management	Demonstrate how to balance a financial budget
TIME MANAGEMENT	Master the different steps involve in time management	- Define time management - State their advantages - List the steps involved	Draw a time management plan	Demonstrate how a time plan can be executed
ENERGY MANAGEMENT	Master the different steps involve in energy management	- Define energy management - Propose ideas for work simplification	Draw an energy management plan	Demonstrate how an energy management plan can be executed

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
STOCK MANAGEMENT	Master the different steps involve in stock management	• Keep personal stock, keep time cards and control workers activities. • Control stock in ware houses • Keep stock cards of products and raw materials	Draw a stock management plan	Demonstrate how a stock management plan can be executed
RESOURCE MANAGEMENT PROCESS	Master the different steps involve in resource management processes	• Define concept • State and explain the steps in Resource Management Process • Decision making • State and explain the steps in decision making in resource management process	Draw a resource management process plan	Illustrate how resource management processes could be executed
COLOURS	Understand the different colours in the colour wheel	The Notion of Colours • Define colours • Classify colours • Colour wheel: • Explain the Mixtures or different shades of colours	Use different colours for decoration taking into consideration their meanings and uses	Demonstrate how different colours could be used for decoration
STUDY OF FACINATORS AND BEADS WORK	Master the techniques used to produce fascinators	• Making of fascinators, purses & hand bags • Making necklaces, earrings, slippers etc. using beads	Produce different types of fascinators using different decorative materials	Demonstrate different fascinators can be produced using a variety of materials
THE TECHNICAL SHEET	Master how to draw and fill a technical sheet	Drawing and filling of technical sheets according to the demand of the question	Design a technical sheet	Illustrate how you can design and fill a technical sheet

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
LABOUR SAVING DEVICES	Master all the techniques and principle used in labour saving devices	Cleaning and care of labor-saving devices (cooker, refrigerator, freezer, dish washer, food processor) etc.	Be able to use different labour saving devices	Be able to use different labour saving devices
TRADITIONAL HABITATIONS IN CAMEROON	Master the characteristics of different habitation in different regions	- Define traditional habitation - Give out their Characteristics Bring out the Cases of different regions in Cameroon and outline their characteristics	Fill a technical sheet with the different materials used to build traditional houses in the different regions in Cameroon	Illustrate how some of these materials are being used
FLOWER COMPOSITION	Understand the techniques used in doing a flower composition	- Define flower composite - Bring out their characteristics - What does flower language expresses on the following: - Natural flower; - Fresh flower; - Natural dry flower; - Artificial flowers	Design a flower composition	Demonstrate how different flower compositions could made using different types of flowers
DRAINAGE SYSTEM	Masters the different types of drainage systems and their uses	- Define drainage system - Types of drainage system and their advantages and disadvantages.	Clean various types of drainage system	Demonstrate how they can be kept clean.
SYMBOLS	Understand the different symbols found on articles	- Define symbols - Identify Types of symbols - Explain the use of these symbols e.g. - Traditional, religious and African: (Prayer, initiation, a scene of daily life, faune, flore, diversified country side Realise some of these symbols	Fill a technical sheet identifying the different symbols found on articles	Illustrate the meaning of some of these symbols

5.3

MARKETING (MKTG)

SPECIALTY

- **MARKETING**
- **PRODUCT MASTERY**
- **SALES METHODS AND COMMUNICATION**
- **DIGITAL MARKETING**

SUBJECT: MARKETING
CLASS: FORM ONE
SPECIALTY : ALL COMMERCIAL

MINIMUM WEEKLY HOURS: 3H
MINIMUM YEARLY HOURS: 66H
COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INTRODUCTION TO BUSINESS	Business and Scope - Business functions, Benefits of Business, - Classification and Importance of Industries	Business and Scope - Profit making organizations - Nonprofit organizations Business functions - Production - Marketing - Management - Benefits of Business - Industry and firm (definition and differences) - Marketing and Social Responsibilities - Ethical and legal concerns - Consumption of natural resources - Environmental issues - Classification of Industries - Importance of a Business to a country	- Define a business - Identify types of business organizations - Identify and Define the types of utilizes, - Identify Benefits of marketing - Identify aspects of social responsibility, ethical and legal concerns in Businesses	- Identify the Dimensions or Variables Relevant to an Enterprise, Successful Operation - Give the Score/ Rating to be achieved by students - Cite examples of Companies from Cameroon - Analyse real life Situation in the Cameroon market
FUNDAMENTALS OF MARKETING	Definition of Marketing, Operational functions, Historical evolution, Areas of Applications and Benefits	Marketing and its operational functions - Historical evolution of marketing - Areas of marketing applications	- Ps of the marketing mix - Identify the origin of marketing, Philosophies and concepts (goals/objectives of the marketing concept) - Identify and differentiate	- Cite examples of Companies from Cameroon - Analyse real life Situation in the Cameroon market

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- Benefits of Marketing - Marketing mix	- the stages in the marketing era, - Identify the Areas of - marketing applications - Identify the four	
IDENTIFYING THE CONSUMER AND THE MARKET	- Differences between - Consumer and Customer and categories of consumers - Definition of Market, - market and a market place, Components and market share and its calculation - Definition, Conditions - and process necessary for exchange	The Consumer and Customer - Definition of Consumer and Customer - Differences between a consumer and a customer - Different categories of consumers Exchange - Definition - Conditions necessary for exchange. - The process of exchange	- Define a Consumer and a Customer - Differentiate between a consumer and a customer - Identify the different categories of consumers - Explain the Conditions and process necessary for exchange to take place	- Define the market - Identify consumer and Industrial markets - Identify the components {constituents} of the market - Define a market share and determine its calculation - Identify the external and internal influences that make consumers different from others. - Identify types of organizations included in the industrial market - Explain how the industrial market derives its demands from the consumer market

SUBJECT: MARKETING
CLASS: FORM TWO
SPECIALTY : ALL COMMERCIAL

MINIMUM WEEKLY HOURS: 3H
MINIMUM YEARLY HOURS: 66H
COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
1. REVISION		Review form two work	Revision of form two work	- Identify the Dimensions or Variables Relevant to an Enterprise, Successful Operation - Give the Score/ Rating to be achieved by students - Visit Big Supermarkets / Commercial or Manufacturing Enterprises in Cameroon - Come out with Real Life situations within the Cameroonian Market
2-MARKET SEGMENTATION		Market Segmentation - Concepts and segmentation Criteria - Market Segmentation Variables (Bases) - Market Segmentation Levels - segmentation Strategies	- Define market segmentation - Identify the major criteria for segmenting markets - Identify segmentation Strategies	
3- SELLING AND SELLING SKILLS		- Definition of selling and the sales person - Why study selling [caveat emptor] and selling skills - Traits and skills of successful sales people - Selling methods - Traditional selling [advantages &disadvantages] - Direct selling [home, office etc] [advantages & disadvantages] - Self-service selling[advantages & disadvantages]	- Define selling and Caveat emptor - Identify traits and skills of successful sales people - Identify and differentiate the different types of sales, their merits and demerits - Market - Explain how the industrial market derives it demands from the consumer market	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		○ Selling by correspondence ○ Selling by telephone or internet		
4-THE PRODUCT		Product • Differences between goods and services • Examples of tangible products • Examples of services	• Define a product • Give the differences between goods and services • Give example of tangible and intangible product	
5-INTRODUCTION TO DIGITAL MARKETING		• Definition of digital marketing • Differences between traditional marketing and digital marketing • Digital marketing tools • examples of online and offline tools)	• Define digital marketing • Give the difference between traditional and digital marketing • Cite the different online and offline digital marketing tools	

SUBJECT: PRODUCT MASTERY
CLASS: FORM THREE
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 3H
MINIMUM YEARLY HOURS: 66H
COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
FUNDAMENTALS OF MARKETING	Definitions of Marketing by CIM, AMA, Philip Kotler	Definitions of Marketing by CIM, AMA, Philip kotler	Come out with what is common in the various definitions of marketing	- Identify the Dimensions or Variables Relevant to an Enterprise, Successful Operation - Give the Score/ Rating to be achieved by students - Apply marketing in a profit or non-profit organization Come up with the role of marketing in a country like Cameroon
	Various functions of marketing: The various Marketing functions relating to each other	- Functions of marketing - Identification, - Anticipation, - Satisfaction, - Profitability	Bring out the main marketing functions of a given company	
	- The operational marketing of functions - The operational role cuts across several fields of study	Operational Functions of Marketing: (Selling, buying, Financing, transportation, advertising, sales promotion, pricing, distribution, grading and standardization) etc.	Illustrate the role of the operational function for a company	
	- Marketing Concepts: - The evolution of the different marketing concepts serves as foundation of how marketing activities are unveiling	<i>Marketing Concepts</i> Production, product, selling, marketing, societal marketing and relationship concept	Compare the various marketing concepts and their application in the business world.	
	Areas where marketing can be applied	Areas of marketing application (events, people, businesses, organisations, schools, hospitals .etc)	Use marketing in a profit or non-profit organization	

	Marketing can be applied to various spheres of life			Use the products of companies in Cameroon to explain the concept to learners
	- Roles of Marketing to the business and to the society - There is a difference between the various role of marketing	- Roles of marketing - To the society - To the business	Come up with the role of marketing to a country like Cameroon.	
PRODUCT (GOODS AND SERVICES)	Definition of a product	- Definition of a product, Goods and services - Differences between a good and a service	Come up with an example of a product, differentiate their classes and levels	
	The Levels of a Physical Product: ...	The levels of a physical product: - Core product - Actual product - Augmented product	Identify the core product, the Augmented product and the actual product.	
	Physical Product Characteristics:	Physical Product characteristics (design, colour, shape, packaging)	Be able to select a product and come up with its physical characteristics	
	Classification of Consumer Products	Classification of Consumer Products based on tangibility, durability and end use	Classify consumer Products	
	Product System Mixes (product mix, line, width, depth and range)	- Definition of Product mixes - Product mixes elements - Differences between product mixes elements	Present and calculate the product mix, product line, product length, product depth and product width of a firm	
SERVICES	The definition of a	Services Definitions (Goods, Services)	Identify the characteristics of	

	Service and its four main characteristics that differentiate it from goods.	Differences between goods and service	services within a service firm,	
		- Characteristics of services - Intangibility - Perishability (Inventory) - Heterogeneity (Inconsistency) - Inseparability etc.	Give examples of service organizations in Cameroon	
		Service organisations in Cameroon - Banking services - Transport services - Leisure - Hospitality - Telecommunication - Health services		
CONSUMER BUYING BEHAVIOUR	Definition, different buying situations and Factors those Influence consumers' buying behaviour.	Definition of Consumer Buying - The Consumers' behaviour before and after a purchase.	Identify the individual and social factors that affect consumer buying decision	
		Different Buying Situations (When do people buy, where do they buy & how do they buy?) - Buying situations influence each - purchase made by the consumer	Make use of the different buying situations	
		Factors that Influence Consumers' Buying Behaviour	Choose lucrative buying situations	

SUBJECT: PRODUCT MASTERY	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM FOUR	MINIMUM YEARLY HOURS: 66H
SPECIALTY : MARKETING	COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
REVISION		Third year work review	Consolidate the concepts acquired in 3rd & 4th Year	
PRODUCT IDENTIFICATION	- Definition of branding - Products can be identified using branding	Branding - Components or elements of branding - Types of branding - Essential qualities of a good Brand name - Technical and commercial functions of branding - Branding strategies - Price tags and bar codes.	Pick out a product and identify the elements of branding	- Identify dimensions or variables relevant to an enterprise, successful operation - Give the Score/ Rating to be achieved by students
	- Definition of packaging - Package is a silent salesman	Packaging - Technical and commercial functions or role of packaging - Benefits of packaging - Levels of packaging - Materials used in packaging (glass, plastics, foil paper, cardboard paper etc)	- Differentiate the different packages and packaging materials - Give the advantages and disadvantages of each type of package - Explain the technical and commercial roles of packaging - Identify the different packaging materials	Present different products of companies with the different types of packages.

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	- Definition - Technical and commercial functions of labelling - Types of labelling	Labelling - Technical and commercial function or role of labelling - Types of labelling - Contents or features of a label	- Identify a label and its composition - explain the technical and commercial functions of labels - Differentiate the various types of labels	
PRODUCT MANAGEMENT	- Definition, - The stages of new product development - Explain how a new product comes into existence in a market	New product development - Stages of new product development: Idea generation, idea screening, business analysis, product development, test marketing and commercialization) - Reasons for new product failure	- Identify the steps involved in developing a new product - State the reasons why some new products may fail in the market.	
	Definition, various quadrants that make up the BCG Matrix and how they are used to weight product performance	Product Portfolio Analysis (BCG Matrix)	Plot/match company products according to the four quadrants	
	Definition, stages and Diagram of PLC (Four stages)	Product life cycle - stages and Diagram of PLC (Four stages) - Benefits and limitations of PLC	Sketch and describe the different stages of sales and profit in the product life cycle	
	- Definition, - Bases of segmenting markets - Conditions for	Market segmentation Bases of segmenting a market (consumer and industrial	- Define segmentation and market segmentation - Differentiate the bases	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MARKETING STRATEGY	effective segmentation	markets) • Conditions for segmenting a market • Advantages and disadvantages of market segmentation	for segmenting industrial and consumer markets • Identify the conditions for effective segmentation of the market	
	• Definition and Targeting strategies	• Targeting • Targeting strategies	• Identify targeting and positioning strategies and indicate how firms use them	
	• Definition and Positioning strategies	• Positioning • Product positioning • Product positioning strategies (Relative Positioning, Absolute Positioning) • Positioning Attributes: ○ Based Positioning, Use-Based Positioning, user-based positioning, value-based and Price-Oriented Positioning	Identify Product positioning strategies and Positioning Attributes	
	• Definition of Marketing Mix Variables and the Additional marketing mix elements • Companies manipulate the four	• Marketing mix • Marketing Mix Variables (7p's) • Seller's marketing mix variables (4p's) product, price, place and promotion) • Additional marketing mix variables (3p's) or Service mix	• Identify the elements of marketing mix • Elaborate the variables of the 7Ps of the marketing mix	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	traditional Ps (controllable variables) to sustain market forces.	(people, process and physical evidence)		
DISTRIBUTION	Definition of Distribution and channels of distribution	• Definition of Distribution • Channels of distribution • Direct channel of distribution (advantages and disadvantages) • Indirect channels of distribution (Advantages and disadvantages) • Factors to consider when choosing a channel of distribution	• Identify the different forms of distribution • Identify the different distribution channels • Select the best distribution channel accordingly	
	• Part played by distribution in making products available where needed	• Role of distribution • Strategies of distribution - Intensive, Selective and Exclusive strategy	• Use the different distribution roles and Strategies to make products available in the market place • Identify the different strategies of distribution	
	• Traditionally, channel	• Types of Intermediaries /	• Classify the different categories of	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	- Members are manufacturers, wholesalers, agents, distributors, or retailers. - Electronic channels of distribution	Channel Members: Manufacturers, Wholesalers, Agents, Distributors, or Retailers. Electronic channels of distribution	wholesaling - Choose an intermediary according to identify the various types of distribution channels. - Make use of the different intermediaries of distribution	
TRANSPORTATION	Definition of terms, Types of transport and Important documents used in transport	Definition of terms - Transport - Exporter - Importer - Types of transport Land transport - Road (advantages and disadvantages) - Rail (advantages and disadvantages) - Pipeline - Water transport - Sea (advantages and disadvantages) - Pipeline (advantages and disadvantages) - Air transport (Aircrafts, rockets, Satellites, wireless)	- Define Transport and its modes. - Differentiate between Transport, importer, and exporter. - Select different modes, and documents of transport according to the business activity - Identify the transportations documents according to the type of business	
		Documents used in transport - Bill of lading - Charter party - Certificate of origin - Insurance		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
WAREHOUSING	Definition, role and Types of warehouses	Warehousing • Role of warehousing • Characteristic of an efficient warehouse • Advantages and disadvantages of warehousing	• Identify characteristics of an Efficient warehouse - Identify the different types of warehouses and how they function	
	Know how to keep the optimum level of supply and understand the layout of a warehouse	• Types of warehouses: (Public Warehouses, Private Warehouses, Bonded Warehouses, Smart Warehouses, Consolidated Warehouses, Cooperative Warehouses, Distribution Centers) • Warehouse layout: (U-shaped, I-shaped and L-shaped patterns) • Select the appropriate layout for the type of business	• Identify different types of warehouses and the characteristics of an efficient warehouse • Select the appropriate layout for the type of business	

SUBJECT: PRODUCT MASTERY
CLASS: FORM FIVE
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 3H
MINIMUM YEARLY HOURS: 66H
COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
PRODUCT ANALYSIS SHEET	The definition, Structure, role and importance of the product analysis sheet are vital in company life.	- Definition - Structure of a product analysis sheet	- Provide the elements of a product analysis sheet - Identify the technical and commercial characteristics of a product.	- Present the characteristics of a product and ask the learners to classify them under the various rubrics. - Learners should be encouraged to use the leaflets or information of various company products to develop a product analysis sheet.
	The layout of the product analysis sheet is in parts	How to construct product analysis sheet	Construct the product analysis sheet	
	Product analysis sheet plays a primordial role in product analysis and in presenting sales arguments	- Role of product analysis sheet - Importance of the product analysis sheet	- Apply the different roles of the product analysis sheet. - Classification of the various elements that make up the product analysis sheet under the various rubrics (headings)	
PRODUCT QUALITY	The definition of product quality and understand product quality	- Product quality - Definition of product quality	- Identify the different Quality control levels in a Company - List the benefits of	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	dimensions		quality Control Identify Product quality dimensions	
	Understand that quality control and quality assurance have different measures	Product quality dimensions (Performance, conformance, reliability, durability, serviceability, aesthetics and perceived, features)	Identify Product Quality control measures	
	The Basic consumers rights must be respected and be implemented by enterprises	- Basic consumers right - Right to be heard, - Informed, - Safety, - Choose	- Identify and apply the - Basic Consumer Rights in Cameroon,	
MARKET	- Market structures are used for a variety of competition by enterprises - key customer markets: consumer markets, business markets, global markets, and non-profit and governmental	- Definition of Market and Types of Markets - Market structures (perfect competition, monopolistic competition, oligopoly, and monopoly)	- Define a market - Identify the different Market structures	
		- Consumer Market - Definition - Categories of consumers - Calculations of market share - Industrial Markets - Reseller Market - Government and Institutional Markets	Identify consumer and Industrial markets	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	markets.	• Market Share Analysis • Definition and Calculation of market share • Benefits and limitations of market share	• Do basic market share calculations and analyses • Calculate the market share of Companies in real life situation.	
STOCK MANAGEMENT	Definition of Stock, Stock Levels, Types of Inventory Control, and Classification of stock	• Definition of Stock Management • Advantages and Disadvantages of each method of stock valuation or Stock Management	• Use the various stock cards according to the methods • Identify sales techniques • keep a daily receipt register • Identify the merits and demerits of stock management	
		• Stock Levels ○ (Minimum, maximum, security, Alarm stock) • Inventory Control ○ Types (Raw Materials, Works-In-Process, Maintenance, Repair and Operations and Finished Goods).	• Identify and calculate the minimum, maximum, security and alarm stocks levels in a company • Identify the inventory management types and how they are used	
		• Classification of stock / methods ○ FIFO method (Advantages and disadvantages)	• Show how stock can be classified in a company	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		○ Weighted average method; ○ Weighted average cost after each entry (WACEE)and WACAE weighted average cost after all entries (advantages and disadvantages of each)		

SUBJECT: SALES METHODS AND COMMUNICATION
CLASS: FORM THREE
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES Know the / Understand that	CONTENT	PERFORMANCE CRITERIA (Be able to)	RECOMMENDATIONS
FUNDAMENTALS OF SELLING	Definition of Selling and Seller	Selling and Seller - Importance of selling - Reasons for selling - Duties of a sales person - Qualities of a sales person - Selling process - Sales force motivation and evaluation	- Define selling and seller - Identify the importance and reasons for selling - Identify duties and qualities of an effective sales person. - Identify how a salesperson can be motivated and evaluated. - Present the selling process	Apply these concepts using the sellers of a company in Cameroon i,eUse of Real Life Situations
CONSUMER and CUSTOMER RECEPTION / SUPPORT	- Definition of concepts, Sources of consumer information, - Types of consumer motivation, Consumer protection and Customer reception	Concepts - Sources of consumer information - Motivations and obstacles (barriers) to consumers' purchase decisions - Definition of consumer motivation - Types of consumers' motivation - Customer profile	- Identify the sources of information relating to the market, consult them and interpret them. - Describe the parameters generally taken into account in the type of clientele - Identify customer groups and their purchasing behavior - Identify the basic rights of consumers - Identify consumers types	Use a Supermarket in Cameroon i,eUse of Real Life Situations - Give the Score/ Rating to be achieved by students - Use simulation situations in class to enhance proper

TOPIC	COMPETENCES Know the / Understand that	CONTENT	PERFORMANCE CRITERIA (Be able to)	RECOMMENDATIONS
		• Purchase Mobiles (motivations) ○ Consumer protection (Consumerism) ○ Basic rights of consumers • Customer reception(by the sales person and the sales point) • Taking charge of the customer through skilful questioning	and their motivations or obstacles • To welcome the client • Know how to listen to the customer to better convince him • Identify customer needs • Respond to customer objections and arguments	understanding of customer reception(some students may represent a sales person and another a customer)
MARKETING COMMUNICATIONS	Marketing communication, its process, techniques, media, Methods, situations, tools and steps	Marketing communication • Communication process • Marketing communication techniques • Marketing communication media • Methods of communication • Different communication situations, • Barriers to communication • Communication Tools ○ Definition ○ Different communication Tools (their advantages and disadvantages) • Steps in designing an effective communication campaign	• Define communication and present the communication process • Give the methods and the different situations of communication • Identify the different barriers in communication and the tools use in communication	• Use a Communication Company in Cameroon • i,eUse of Real Life Situations. • Use any firm or organisation in Cameroon and show how communication is done within and its various publics

TOPIC	COMPETENCES Know the / Understand that	CONTENT	PERFORMANCE CRITERIA (Be able to)	RECOMMENDATIONS
		Marketing communication		
SALES METHODS	Contact Selling and Traditional Sales Methods	Contact Selling - Advantages and disadvantages of contact selling Traditional Sales Methods - By phone (advantages and disadvantages) - At home (advantages and disadvantages) - In the street (advantages and disadvantages) - At the point of sale (advantages and disadvantages)	- Welcome and inform customers - Ensure the presentation and enhancement of the goods - Distinguish between forms of sale - Identify the advantages and disadvantages of the different forms of sale	
	Visual Sales and Distance selling Methods	Visual Sales - Self-service (advantages and disadvantages) - Assisted self-service (advantages and disadvantages) - Automatic sales (advantages and disadvantages) Distance selling Forms of distance selling. - Mail order sales (advantages and disadvantages) - Online sales (advantages and disadvantages)	- List the different forms of visual sales - Describe the advantages and disadvantages of this formula - Identify visual sales techniques - Identify the advantages and disadvantages of current trends - List the different forms of distance selling - Describe the advantages	Use the summary tables as much as possible. with Use of Real-Life Situations Organise field visits for the learners to experience how the various sales methods are used at various sales points such as

TOPIC	COMPETENCES Know the / Understand that	CONTENT	PERFORMANCE CRITERIA (Be able to)	RECOMMENDATIONS
		- Advantages and disadvantages of distance selling - Differences between contact, visual and distance selling	and disadvantages of this formula - Identify distance selling techniques - distinguish the advantages and disadvantages of these forms of sale - Establish the differences between the forms or methods of sale	supermarkets, chain stores, banks... etc
THE BANKING SYSTEM	Classification / Types of banks, Banking operations, Bank credit and Micro-financial institutions	Banking - Definition and role - Classification / Types of banks - Banking operations - Monetary regulatory authorities in Cameroon (examples of monetary organisations in Cameroon) Bank credit - Definition and Importance - Types of credit - Types and qualities of a good collateral Micro-financial institutions (MFIs) - Definition and Types	- Define the concepts of bank and credit - Identify the role of banks in the economy. - Identify the different types of banks (central banks, commercial bank, saving banks, merchant banks, etc.) - Classify banks and present bank operations - Identify the principal monetary regulatory authorities in Cameroon - Give the importance of the various types of credit.	Use a Bank in Cameroon with the Use of Real-Life Situations

TOPIC	COMPETENCES Know the / Understand that	CONTENT	PERFORMANCE CRITERIA (Be able to)	RECOMMENDATIONS
		○ Services offered by microfinance institutions ○ Problems faced by microfinance institutions ○ Importance of microfinance institutions	• Describe the canons of lending • Examine the types and qualities of a good collateral. • Define MFIs • Identify their services and categories \ their existence • identify their peculiar problems	
PREPARATION OF THE SALE	Sales Preparation relating to the offer (product), Customer profile, Catchment area(competition),and Construction of a sales pitch or sales argument	Sales Presentation • Analysis of information on the offer). • Analysing information relating to the customer(establishing the Customer's profile) • Analysing information relating to competitors • Preparation of sales materials • Construction of a sale pitch or arguments	• Present information relating: ○ to the offer, ○ to the Customer profile ○ to the catchment area • Construction of a sale pitch or arguments • Compare the point of sale's offer with that of the close competition	• Use a company in Cameroon and explain how its sales persons can carry out sales preparation activities prior to a sales presentation

SUBJECT: SALES METHODS AND COMMUNICATION
CLASS: FORM FOUR
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
POINT-OF-SALES (POS) AND LAYOUT OF THE SALES AREA	Types of point of sale, Points of Sales Situation	- Point of Sale and Types : - Mainly food - Mainly non-food - Situation of Points of Sales: - Analysis of the catchment area, etc. - Shopping centers - The point-of-sale data sheet - Point of sale positioning	- Distinguish the typical elements of a point of sale - Define a point of sale by name, surface area, turnover, staff used	- Identify dimensions or variables relevant to an enterprise's successful operation - Give the Score/ Rating to be achieved by students
		Sales Area: - Impulse buying zones/ cold areas, - Planned purchase areas/ Hot areas, - Purchase reserved comfort zones/ Areas reserved for shopping convenience, - Furniture.	Identify the different types of display and their commercial impact	Visit Big Supermarkets such Santa Lucia, Mahima, New Life ,Njeiforbi , Score, Dowv Etc.
	Sales Area, Customer movement areas and Commercial and facade	Customer movement areas/circulation aisles: - Children's corner, - Refreshment areas, - Reading areas etc. Commercial signs and Facades (front of large and attractive buildings)	- Identify the different sales furniture - distinguish the different sales areas of the store - Schematize or sketch a store plan	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MANAGEMENT OF THE COMMERCIAL UNIT	Attractiveness and Performance of a business unit	• Attractiveness of a business unit • Performance of a business unit	• Measure commercial performance ○ (in terms of turnover; ○ the passing index, ○ the average basket, market share, customer loyalty, profit etc). • Compare the figures against the business environment (profession, Competition) • Proposals for solutions to improve results.	Visit Big Supermarkets / Enterprise in Cameroon
DIFFERENT PHASES OF THE SALE	In the Stores and Outside Store Sales	In the Stores Sales: • Reception, • Customer information, reformulation • Presentation of the assortment, • Commercial negotiation(argumentation, objection handling • Closing sales, • payments and additional sale(complementary and supplementary sales), • Taking leave	• Identify each phase of the sale • Put the customer in a favorable purchasing situation • Encourage testing and additional sales • Know how to take leave	- Visit Commercial Enterprises in Cameroon
		Outside Store Sales: • Reception, • Customer, • Presentation of the assortment, • Demonstration, • Follow up the Customer • Techniques of sales presentation		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
SALES PITCH/ ARGUMENTATION	Presentation Product, Sales Objections and Sales Arguments	• Product presentation • Sales Objections ○ Types of objections ○ Techniques used in handling objections (boomerang, feel felt found method, silence, indirect denial, postpone methods etc.	• Present a product or service on the basis of a data sheet. • Select from the commercial offer the product or products corresponding to the customer's expectation	- Visit Commercial Enterprises in Cameroon. • Use simulation to enhance the understanding of the notion of sales arguments and objections. • Make use of very common sales situations around us
		Sales Arguments • Definition of sales arguments • Developing a sales argument • Characteristics of a good sales argument	• Explain in concrete terms the technical characteristics and instructions • Build an argument and deal with objections	
CONCLUSION OF SALES	Closing of the sale and Additional sales	Closing the sale • Techniques used in closing sales • Buying signals (verbal and nonverbal signals) • Trial close • Documents related to a sale and after a sale • Calculation of the net price to pay for goods • Different means of payment / settlements (cash, check, mobile money) • Other means of payment Additional sale • Techniques used in additional sales • Taking leave of the customer	• Obtain the customer's agreement and assurance • Use additional sales techniques • Use common forms of sale: cash on credit, with discount, wholesale discounts, etc. • Differentiate between the types of prices and their commercial impact (cost price, sale price, promotional price) • Perform checkout operations • Calculate a selling price, taking into account taxes, reductions, discounts, transport costs; deposits received, consignment of packaging, possible return, etc. • Identify the means and instruments of payment.	Visit Commercial Enterprises / Visit Big Supermarkets in Cameroon

SUBJECT: SALES METHODS AND COMMUNICATION
CLASS: FORM FIVE
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
CUSTOMER SERVICES	Services before, during, After and Customer loyalty	- Services before sales (Pre-sale services) - Services during the sale - After-sales services - Customer loyalty through services	- Track orders with the supplier - Carry out after-sales operations - Distinguish the services before, during and after sales	- Identify the dimensions or variables relevant to an enterprise, successful operation - Give the Score / Rating to be achieved by students

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
STAFF OF THE BUSINESS UNIT	Active, Administrative staff and Basic trades/professions	Active staff: - demonstrator, - salesperson, - direct seller Administrative staff: - sales manager, - sales team executives, etc. Basic trades/professions - specialized salesperson, - self-service employee, - cashier, storekeeper, - receptionist, - handler, - security guard, - surface technician, - maintenance technician	- Update customer files - Establish the organizational chart of the sales department - Distinguish between basic commercial professions.	- Use a - Manufacturing or Commercial company in Cameroon - Use Real Life Situations
COMMERCIAL DOCUMENTS	Types of commercial documents related to goods, purchases, sales and payments	- Types of commercial documents - Documents related to information about goods (enquiries, quotation, tender) - Document related to purchases - Document related to sales - Documents related to payments	- Explain commercial documents. - Handling commercial documents	- Use Companies involved in home and foreign trade - Use Real Life Situations - Present real documents to learners in class and explain the content and purpose of each of these documents.
COMMUNICATION	Communication	Communication situations - Group and its influence - Animation of team work by its "manager"	- Identify sales situations; - Suggest improvements or - methods of satisfaction and loyalty of the sales team;	

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
WITHIN THE SALES TEAM	situations - Group and its influence - Animation of team work by its "manager" - Techniques and objectives of sales promotion - Animation of Sales team	- Techniques and objectives of sales promotion - Animation of Sales team:	Participate in measuring customer loyalty and satisfaction (completes a questionnaire, collect information, use it, etc.)	Use Real Life Situations
ORGANISATIONAL COMMUNICATION	Communication media and Communication by PTT	- Communication media - Communication by PTT - Commercial Letters	- Record information relating to personal sales made for the report, - Give feedback - Write a business letter - Distinguish between types of messages - Prepare your job application - Write your cover letter - Develop your curriculum vitae	Use Real Life Situations

SUBJECT: DIGITAL MARKETING PRACTICE
CLASS: FORM THREE
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 3H
MINIMUM YEARLY HOURS: 66H
COEFFICIENT: 3

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
NOTION OF COMPUTER	Computer Generalities, Hardware and Software	GENERALITIES ON THE COMPUTER • Hardware ○ Functioning of a computer ○ The parts of a computer (Input and Output devices) • Software ○ Definition of an application ○ software ○ Introduction to Microsoft Office	• Define a computer • Hardware and Software • Distinguish between hardware and software • Identify parts of computers • Identify some computer • Software Application • Open Microsoft office • Start Microsoft EXCEL	• Use Appropriate • Rooms for Application Exercises • Give the Score/ Rating to be achieved by students
DIGITAL MARKETING	Digital Marketing, Online and offline digital, The model of digital marketing and evolution of the digital economy	• DIGITAL MARKETING • What is digital marketing • Online and offline digital marketing • The model of digital marketing (TCERO model) ○ Steps in Digital Marketing Process	• Differentiate between online and offline digital marketing • Explain the model of digital marketing processes	• Use Companies in Cameroon for Real life situations

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		- What are the various digital Marketing techniques? - The evolution of the digital economy - Why organizations go digital - What is traditional marketing - Differences between digital and traditional marketing - Importance of digital marketing	- List and explain the different digital marketing techniques - Describe the evolution of the digital economy - Explain why organizations go digital - Define traditional marketing - Differentiate between digital and traditional marketing - List the importance of digital marketing	
INTERNET	- Internet - Internet, intranet and extranet, Types, devices, Importance and Internet service provider	INTERNET - Definition of terms: Internet, intranet and extranet - Types of networks - Internet devices (hardware and software internet devices) - Importance/Benefits of the internet - Internet service provider (ISP)	- Define the following internet, intranet and extranet - List and explain the various network devices WAN, PAN, LAN, - Explain the importance of the internet - Identify internet	Use Appropriate Rooms for Application Exercises

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
			service providers in Cameroon	
	Aspects of online marketing; Electronic commerce, and Mobile commerce,	- Aspects of online marketing; - Introduction and Definition - Electronic commerce - Definition - Classification of electronic commerce - Types of electronic commerce models - Steps in developing an e-commerce site - Stages of the digital buyer's journey - Benefits of E-Commerce	- Indicate where mobile marketing can be applied - Explain the features of mobile marketing	
		Mobile commerce - Definition of M-Commerce - Application of M- Commerce - Features of mobile marketing - Flexibility, Interactive, Instant reporting, -Fast and convenient - Customer tracking etc. - Advantages and disadvantages of M-commerce	- Explain the various types of E-commerce - Explain the steps in developing an e-commerce site - Define mobile marketing - List the advantages and disadvantages of mobile marketing	

TOPIC	COMPETENCE	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
ONLINE MARKETING	E- Commerce, M- Commerce & Electronic marketing,	Electronic marketing Advantages of E-marketing to the Customer and to the company.	Define electronic marketing and give its advantages to customers and companies.	Use Appropriate Rooms for Application Exercises
		E-COMMERCE - Types of e-commerce - Steps in developing an e-commerce site	- Can present the E-commerce Model - Examine the steps in developing an e-commerce site - Classify E-commerce according to pure click	
PRESENTATION OF THE ERP SOFTWARE ENVIRONMENT	Describe the ERP management s software environment	- Presentation of the software - Description of the functions of the ERP management software in the organisations	Launch correctly the Management software	Open each element of the Spider and explain
CONFIGURATION	Carry out the different configuration	- Creation of entity (site) - Creation of a customer file - Creation of supplier file - Creation of VAT elements - Creation of a product family - Creation of a product category - Creation of a settlement mode	Configure correctly the software for invoicing	Provide all the information to the learners
PRACTICAL WORKS ON COMPUTER				

SUBJECT: DIGITAL MARKETING PRACTICE
CLASS: FORM FOUR
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
DIRECT MARKETING	Direct Marketing, Objectives, Techniques, Tools, advantages and disadvantages	Direct Marketing - Objectives of direct marketing - Techniques of Digital marketing - Tools of direct marketing - Advantages and disadvantages of direct marketing	- Define Direct Marketing - Explain the techniques of direct Marketing - Describe the tools of direct marketing to an organization	Use Companies in Cameroon for Real life situations
EMAIL MARKETING	Email Marketing, Types, Functions, Email Campaign, E-mail list, Email marketing site, and creating an email	Email Marketing - Types of emails (Transactional, lead nurturing, triggered, promotional etc.) - Functions of emails - Email campaigns - Types of email campaigns (newsletter, reminder, anniversary, mile stone etc.) - E-mail list - Techniques to build an	- Define Email marketing - Identify Email list and explain the different types - Identify the types of email marketing and their functions - Define the term email campaign - Explain the various types of email campaign - List and explain the tools of email marketing - Identify the steps in creating and designing email	- Use Companies in Cameroon for Real life situations - Give the Score / Rating to be achieved by students

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		email list - Advantages of an email list - Email marketing site (yahoo mail, Gmail, Hot mail) - Advantages and Disadvantages of email marketing - Creating an email address - Parts of an email and sending emails to clients	templates - State the various email marketing sites - Identify challenges faced by organizations when using Emails - Create an email address and send it to clients	Give the Score/ Rating to be achieved by students
CONTENT MARKETING	Content marketing, Types, Video, creation, and Advantages and disadvantages	Content marketing - Types of content marketing (blog post, info graphs, videos E-books etc.) - Video content marketing - How to create a video content - Advantages and disadvantages of content marketing	- Define content marketing - Identify types of content marketing - Define video marketing - Create video content - Identify the advantages and disadvantages of content marketing	Use Companies in Cameroon for Real life situations
WEBSITES	Website Optimization/ Conversion, terms, Components, Categories and	Website Optimization/ website conversion - Introduction to world wide Web (WWW) - Definition of terms;	- Define the term website, Webpage, web browser etc. - Explain the components of WWW with examples - Explain the types of websites	Use Companies in Cameroon for Real life situations

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
	types, web Optimization, Characteristics and Techniques	Websites, webpage, web browser • Components of the WWW (HTML, HTTP, hyperlinks etc.) • Categories and types of websites • web optimization • Characteristics of a good website • Techniques to attract website visitors	• Define the term website optimization • Explain the characteristics of a good websites	
HUMAN RESOURCE MANAGEMENT	Carry out administrative management of personnel	• Creation of site • Creation an employee file • Creating the worker's gender • Creating contract type • Creation of work agreement file • Creating of salaries scale • Creating the workers categories • Creating of salary echelon • Creating salary indices	Carry out appropriately administrative management of personnel	• Provide all the information to the learners. • Detail treatment of employee file. No generation of payslip
CASH DESK MANAGEMENT	Manage daily the cash of the entity	• Creating a cash register; • Entering of cash operations • Carrying out filters on cash operation.	Manage exactly the cash of the entity on daily basis	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MANAGEMENT OF PROSPECT / CLIENT	Set third parties data	• Creation of site • Creation of customer file • Creation of supplier file • Creation of VAT elements on sales and purchases	Carry out correctly the configuration operations and filling of customer & supplier files.	Teachings are done on machines with well elaborated simple exercises.
PRODUCT / SERVICE MANAGEMENT	Create and follow up stocks in the enterprise.	• Creating a new product or service article • Filling a stock sheet • Creating a new location • Carrying out stock exit • Making a stock return • Generating stock reports • Creating Orders	Create and follow up properly stocks in the enterprise	Teachings are done on machines with well elaborated simple exercises
PRACTICALS WORKS on COMPUTER				
MICROSOFT EXCEL		• Creation of basic formulae (sum, average, rank, sorting etc.) • Application work may concern the financial and / or commercial function (cash budget, sales budget, customer files, supplier files, product files) • Compute exercises in table, forms, query and report in database • Spread sheet	Use the software in the program to: • Start Microsoft excel • Work with worksheet by knowing the various parts of a spreadsheet • Compute calculation in spreadsheet worksheet • This work must be carried out by the learners, ○ in the appropriate rooms, ○ using computer equipment, ○ program software, ○ in the computer-assisted business management course.	Use Companies in Cameroon for Real life situations

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MICROSOFT PUBLISHER		To enable students design Flyers for their adverts.		
IPLANS EDUCATION PACK: Study will focus on this commercial management software registered in the official program		- Compute exercises in table, forms, query and report in database - Billing software, Stock keeping software etc		

SUBJECT: DIGITAL MARKETING PRACTICE
CLASS: FORM FIVE
SPECIALTY : MARKETING

MINIMUM WEEKLY HOURS: 4H
MINIMUM YEARLY HOURS: 88H
COEFFICIENT: 4

TOPIC	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
SEARCH ENGINE AND SEARCH ENGINE MARKETING (SEM)	Search Engines Components, Types, Search Engine Marketing, Strategies and Importance	Search Engines • Components of search engine • Types of search engines • Search Engine Marketing • Strategies of search engine Marketing • Importance of SEM	• Define search engine marketing • Explain the various strategies of search engine marketing • Identify the different • Types of search engines	Give the Score/ Rating to be achieved by students
SOCIAL MEDIA MARKETING	Social Media Characteristics, platforms and Advantages and disadvantages	Social Media • Characteristics of social media • Social media platforms ○ WhatsApp ○ Facebook ○ YouTube ○ Twitter ○ Etc. • Advantages and disadvantages of social media Marketing	• Define the term social media • Explain the characteristics of social media marketing • State the characteristics of social media • List and explain the various social media marketing tools • Explain how we can manage social media, its merits and demerits • Create and use WhatsApp, Facebook, YouTube and Twitter business accounts for	

TOPIC	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
			Online advertisement	
ONLINE ADVERTISING	Online Advertising and Online advertising techniques	Online Advertising Online advertising techniques	- Define the term online advertising - Explain online advertising techniques	
MANAGEMENT OF PROSPECT / CLIENT	Set third parties data	- Creation of site - Creation of customer file - Creation of supplier file Creation of VAT elements on sales and purchases	Carry out correctly the configuration operations and filling of customer & supplier files.	Teachings are done on machines with well elaborated exercises with official exam structure
PRODUCT / SERVICE MANAGEMENT	Create and follow up stocks in the enterprise.	- Creating a new product or service article - Filling a stock sheet - Creating a new location - Carrying out stock exit - Making a stock return - Generating stock reports Creating Orders	Create and follow up properly stocks in the enterprise	Teachings are done on machines with well elaborated exercises with official exam structure
INVOICING	Manage the sales of an entity	- Filling an invoice - Printing an Invoice - Settling of an Invoice - Generate the monthly sales - Generate the daily sales - Generate a series of activities - Generate the debit balance Generate the list of trade discounts	Produce correctly the sales situation of an entity	Conceive concrete and well elaborated exercises

TOPIC	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
HUMAN RESOURCE MANAGEMENT	Process the salary of employees	• Creation an employee file • Setting working days and hours • Creating of Basic salary • Setting overtime salary • Creating settlement mode • Setting gross elements of the salary • Setting deduction elements of the salary • Generating the payslip	Generate correctly the payslip of an employee	• Generation of payslips Provide all the information to the learners.
BUSINESS DEALS	Manage Business deals	• Creation a new deal • Following up a deal	Create and manage correctly a deal	Provide all the information to the learners.
PLANNING OF BUSINESS TASKS	Manage a task	• Creating a new task • Creating an activity type • Creating an activity category	Plan and follow up correctly business tasks	Provide all the information to the learners.
MARKETING PLAN	Manage a project	• Creating a new project • Designating a project head	Manage properly projects	Provide all the information to the learners.
PRACTICALS WORKS on COMPUTER				
MICROSOFT EXCEL		• Creation of basic formulae (sum, average, rank, sorting etc.) • Application work may concern the financial and / or	• Use the software in the program • Start Microsoft excel • Work with worksheet by knowing the various	• Use Appropriate Rooms for Application Exercises • This work must be

TOPIC	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
		commercial function (cash budget, sales budget, customer files, supplier files, product files) • Compute exercises in table, forms, query and report in database • Spread sheet (Use of formulae, charts etc.)	parts of a spreadsheet • Compute calculation in spread sheet worksheet	carried out by the learners, ○ in the appropriate rooms, ○ using computer equipment, ○ IPLANS software, in the computer-assisted business management course. ○
MICROSOFT PUBLISHER		• To enable candidates design Flyers for their adverts.		
Study will focus on the commercial management software registered in the official program		• Launching the iplans erp software • Customer management; how to create a prospect/ company. • Creating a product data sheet • Creating a business transaction with a prospect. • Creation of a task • Billing (pro-forma/invoice)		
Fieldtrips and Industrial Visits		Learners to visit business sites so as to blend theoretical lessons with the practical operations of companies and various sales points	Presentation of simple reports after such industrial visits	Follow appropriate administrative procedures required to take learners out of the school premises

6. RELATED AND ELECTIVE SUBJECTS

SUBJECT: BUSINESS MATHEMATICS

CLASS (ES): FORM 3, FORM 4, FORM 5

SPECIALTY: ALL TST

SUBJECT: BUSINESS MATHEMATICS	MINIMUM WEEKLY HOURS: 2H
CLASS: FORM THREE	MINIMUM YEARLY HOURS: 44H
SPECIALTY ACC/MKTG/HEC/BIN/ACT	COEFFICIENT: 2

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
FRACTIONS (18 Hours)	Define and identify the different types of fractions.	Notion of fraction - Define a fraction - Identify the various types of fractions	Define and identify exactly the different types of fractions.	types of fractions and their examples: proper, improper and mixed fractions
	Convert fractions	Conversion of fractions - Convert improper fractions to mixed fractions; mixed fractions to improper fractions - Convert fractions to decimals and decimals back to fractions	Convert correctly fractions	
	Carry out mathematical operations with fractions	Operations on fractions Carryout the addition, subtraction, multiplication and division of fractions	Carry out rightly addition, subtraction, multiplication and division of fraction	Apply the operation procedure (BODMAS) on fractions
	Compare fractions	Comparison of fractions Compare fractions with equal denominators; fractions with equal numerators and fractions having different numerators and different denominators	Compare correctly fractions	
	Determine LCM and HCF of a number(s).	Factors and multiples - Factors and multiples of numbers - Prime numbers and prime factors L.C.M and H.C.F	Determine correctly the LCM and HCF of numbers	
	Approximate and estimate values.	Approximations and estimations - Round up and round down of whole numbers and amounts to unit, tenth, hundred and thousand. - Round up and round down of decimal numbers	Round up or down correctly a value	
ALGEBRAIC (08 Hours)	Formulate and solve linear equations	Linear equations Formulate linear equation	Formulate and solve rightly linear equation with	Solve linear equation involving whole

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMENDATIONS
RATIOS AND PROPORTIONS (18 Hours)		Solve linear equation	one unknown	numbers and fractions
	Formulate and solve simultaneous linear equations	Simultaneous equations - Formulate simultaneous linear equation - Solve simultaneous linear equations	Formulate and solve properly linear equations with two unknowns	
	Write and share a value with ratios	Ratios - Write the ratio of two or more values - Write a series of equal ratios - Share a value with ratios	Write and share rightly a value with ratios	Application exercises on profit sharing in partnership businesses
	State the principles of proportions as well as determine proportional numbers	Proportions - Write the terms of a proportion - State the Principles of proportions - Determine proportional numbers	State the principles of proportions as well as determine correctly proportional numbers	- Principles of proportions: Product of extreme terms; Product of mean terms; The fourth proportion and Proportional mean - proportional numbers: Direct and Inverse proportional number
	Carry out proportional sharing	Proportional sharing - Carryout direct proportional sharing - Carry out inverse proportional sharing - Carry out compound proportional sharing - Carry out sharing with errors	Carry out rightly proportional sharing	Application exercises on profit sharing in partnership businesses

SUBJECT: BUSINESS MATHEMATICS
CLASS: FORM FOUR
SPECIALTY : ACC/MKTG/HEC/BIN/ACT

MINIMUM WEEKLY HOURS: 2H
MINIMUM YEARLY HOURS: 44H
COEFFICIENT: 2

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
PERCENTAGES	Calculate percentages	Types of percentages - Define percentage - Calculate direct percentage - Calculate indirect percentage	Calculate correctly percentages	Application exercises should include the Calculation of commissions, bonuses, tax, profit and presentation of Invoices.
	Calculate mark-ups	Mark-ups - Determine the profit - Determine the Mark-up on cost - Determine the Margin (Mark-up on sales) - Calculate the multiplier coefficient	Calculate exactly mark-ups	
Costing	State the different types of costs and calculate the cost of an object.	Cost calculation and result - Define cost and state the different types of costs - Calculate the cost of an object or activity - Determine the result (profit or loss) an object	State the different types of costs and calculate rightly the cost of an object	
SIMPLE INTEREST	Calculate simple interest and the relate elements.	The Notion of simple interest - Define simple interest - State the general of simple interest - Use the general formula of the simple interest to calculate: - Capital invested - Interest rate - Duration - Determine simple interest using Number and Divisor Method - calculate the average rate of a series of capitals invested	Calculate correctly simple interest, and related elements	

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
		Calculate pre-discounted interest and the real rate of investment		
	Calculate future value and present value of a capital.	Future and Present Values - Future Value in simple interest - The present value in simple interest - Graphical representation of simple interest, Future value and present value	Calculate rightly the future value and present value of a capital	
COMPOUND INTEREST	Calculate compound interest and future value of a capital at compound interest	Notion of compound Interest - Define compound interest - State the formula of compound interest - Differentiate between simple and compound interest - Calculate the compound interest using the formula - Calculate the future value	Calculate correctly compound interest and future value of a capital at compound interest	
Commercial Bills	Discount a bill of exchange, present a discounting statement and replace a bill(s) with a single bill.	Discounting bills - Define trade bills - Calculate the commercial discount - Calculate the rate, duration and Nominal value - Calculate the present value - Graph the commercial discount and present value - Define and calculate rational discount - Present the discounting statement - Define and calculate real rate and cash price rate of discount	Discount correctly a bill of exchange, present a discounting statement and replace a bill(s) with a single bill.	
	Calculate the equivalence of bills.	Equivalence of Bills Calculate the NV of a bill equivalent to another bill.	Calculate appropriately the equivalence of	

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
		• Replace a bill by another • Calculate the NV of a bill equivalent to many bills or payments • Calculate the common due date and average due date	bills.	
FOREIGN EXCHANGE TRANSACTIONS	Convert one currency to another	The notion of foreign exchange and exchange rate • Define foreign exchange • Define parity and illustration • List the main currencies and their area	Convert properly from one currency to another.	
	Convert one currency to another	Calculations involved in the exchange of currencies • Convert from one currency to another • Calculate the parity between two currencies	Convert one currency to another.	

SUBJECT: BUSINESS MATHEMATICS
CLASS: FORM FIVE
SPECIALTY : ACC/MKTG/HEC/BIN/ACT

MINIMUM WEEKLY HOURS: 2H
MINIMUM YEARLY HOURS: 44H
COEFFICIENT: 2

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
CURRENT ACCOUNT OF INTEREST	Define and explain terms link to current account	The notion of interest current account - Define current account of interest - Explain terminologies used in interest current account	Define and explain exactly terms link to current account	
	Present the current account of interest using three methods	Presentation of Current account of interest - Establish different account layout used in interest current account - Present the bank current account of interest using the direct method - Present the bank current of interest using the indirect method - Present the current account of interest using the Hamburg method	Present properly the current account of interest using three methods	
STATISTICS	Collect and organise data.	Collection and organization of data - Define and state the types of data - State the method of data collection - State the Sources of data - Present a frequency distribution table - Represent data on a Pie charts - Represent data on a Bar charts - Represent data on a Histograms - Present a cumulative frequency curve	Collect and organise rightly data.	
	Calculate central tendencies	Measures of central tendencies - Calculate the Arithmetic mean - Calculate the median and graph - Calculate the mode and graph	Calculate correctly central tendencies	

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
	Calculate dispersion	Measures of dispersion - Calculate the range - Calculate the quartiles and the inter quartile range - Calculate the mean deviation - Calculate the variance and the standard deviation	Calculate appropriately dispersion	
PROBABILITY	Explain common terms use in probability	Definition of probability - Define probability - Explain terminologies used in probability - State and apply the probability rules - Calculate the probability of events	Explain correctly common terms use in probability	
	Present the tree diagram and calculate the chance for an event to occur.	Probability tree diagram - Define the tree diagram - Present tree diagram of events with replacement - Present tree diagram of events without replacement	Present rightly the tree diagram and calculate the chance for an event to occur.	
SPEED AND DISTANCE	Calculate the time or distance of an object.	Definition and calculation of speed and distance - Define speed and distance - Calculate speed of an object when distance and time are known - Calculate distance of an object when speed and time are known	Calculate properly the time or distance of an object.	
	Calculate the time or distance to meet or overtake by two objects.	Calculation of time - Determine the time for two object to meet - Determine the time for a fast object to overtake a slow object	Calculate rightly the time or distance to meet or overtake by two objects.	
	Represent speed/and distance on a	Graphical illustration Represent speed and distance on a graph	Represent correctly speed/and distance on a graph	

THEME	COMPETENCES	CONTENT	CRITERIA OF PERFORMANCE	RECOMMANDATIONS
	graph			
MENSURATION	Calculate the area of a rectangle and square.	The rectangle and square Calculate the area and perimeter	Calculate exactly the area of a rectangle and square	
	Calculate the area of a triangle.	The right triangle Calculate the area and dimension:	Calculate appropriately the area of a triangle.	
	Calculate the area of a circle.	The circle Calculate the area and circumference, radius and diameter	Calculate properly the area of a circle.	
	Calculate the area of a cylinder.	The cylinder Calculate the surface area and the volume	Calculate correctly the area of a cylinder.	
INDEX NUMBERS	Calculate the price and quantity indexes of products.	Simple index numbers - Define price index and state its uses of indices - Calculate the Simple indices - Calculate simple average indices	Calculate correctly the price and quantity indexes of products.	
	Calculate the weighted indexes of products.	Weighted aggregate indexes Calculate the index numbers with products having different weights	Calculate properly the weighted indexes of products.	Laspeyres and Paasche indices should not be taught
Progressions	Calculate the nth term and sum of a series in AP	Arithmetic progression - Calculate the sum of a series - Calculate nth term of a series	Calculate rightly the nth term and sum of a series in AP	
	Calculate the nth term and sum of a series in GP	Geometric progression - Calculate the sum of a series - Calculate nth term of a series	Calculate exactly the nth term and sum of a series in GP	

SUBJECT: PROFESSIONAL COMMUNICATION TECHNIQUES

CLASS (ES): FORM 3, FORM 4, FORM 5

SPECIALTY: ANY TST

SUBJECT:	PROFESSIONAL COMMUNICATION TECHNIQUES	MINIMUM WEEKLY HOURS:	3H
CLASS:	FORM THREE	MINIMUM YEARLY HOURS:	66H
SPECIALTY:	ANY TST	COEFFICIENT:	3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INTRODUCTION TO COMMUNICATION	Outline the basic concepts of communication	1. Concepts on Communication • Definition, nature and scope of communication • Importance of communication • Evolution of communication • Characteristics of communication • Qualities of effective communication • Sketch the elements of a communication process • Guidelines of effective communication 2.Forms of Communication • Definition of each form of communication • Forms of communication (Interpersonal Communication, Intrapersonal Communication, Small group communication One-to-group communication, Mass communication) • Advantages and disadvantages of each form of communication 3.Communication Networks • Definition and types of communication networks (formal, informal, personal, star, ring etc.) • Advantages and disadvantages of the different types of networks 4.Communication Flows • Definition and types of communication flows (downward, upward horizontal, diagonal, external) • Importance, advantages and disadvantages of the different flows.	Proper identification of the basic concepts of communication	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
	Analyse the types of Communication	5. Analysis of a communication situation • Apply the key questions: Who? When? What? Where? How? How Many? And Why? to solve oral, written and visual situation of communication	Proper Analysis of the Types of Communication	
VERBAL COMMUNICATION	Carryout verbal communication and use oral communication devices	1. Oral Communication • Definition and importance of oral communication • Elements of Oral Communication: ○ Speaking ○ Listening • Advantages of Oral Communication • Disadvantages of Oral Communication • Definition and Description of the different types of oral communication (face-to-face communication, Speeches, Theatres, presentations, CDs, memory cards, tape recorder) etc. • Definition, description and give the advantages, disadvantages and uses of each type of oral communication) • Different situations of face-to-face communication 2.Oral Communication Devices • Definition and Description of the different oral communication devices (telephone, interphone, walkie talkie, loudspeaker, radio network, radiophone, cordless telephone, tonnoy) • Characteristics of each type of oral communication devices • Description of each oral communication device • Preparation of a telephone communication (prepare to make and receive calls, prepare the environment) • Making and receiving a telephone call (provide	Effective verbal communication and proper use of oral communication devices	• Practical exercise • Use the available equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		information, filter calls, take an appointment, end a call). • Types of interphones and the walkie talkie installation • Advantages, disadvantages and uses of each type of oral communication device • Definition, description an interphone • Advantages and disadvantages uses of each type of installation (interphone and walkie talkie)		
INTRODUCTION TO LETTER WRITING	Identify the different parts of a letter	Concepts on Letter Writing • Definition of business letters • Reasons for Writing Letters • Stages of writing outline the types of letters (Formal Letters, Informal Letters) • Parts of a business letter • Forms of Letters (Printed Letters, electronic Letters) • Categories of Letters (Administrative Letters, Business Letters, and Circular Letters etc.).	Proper identification of the different parts of a letter	Practical exercises
DISPLAY OF BUSINESS LETTERS	Display business letter using different styles	• Display of business letters (Blocked style, Semi-blocked (modified blocked) style, indented style, semi-indented style) • Display of administrative letters • Rules for business and administrative writing letters	Display business letters correctly	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
ENVELOPE DISPLAY	Display envelopes of types and sizes	• Define an envelope • Describe the different types of envelopes • Ways of folding an envelope • Paper sizes and their dimensions • Display addresses on envelopes	Proper display of different types of envelopes and sizes	Practical exercises
CORRESPONDENCES RELATING TO PURCHASE AND SALES OF GOODS	Write letters relating to the purchase and sales of goods	1. An Order • Definition of an order • Ways of placing an order (Order Form, Order letter, Order by telephone, Order by internet) • Different sales conditions (Price, Quality and quantity, Delivery date ...) • Draw a commercial situation • Plan of the letter • Practical exercises 2. Acknowledgement of an Order • Definition of acknowledgement of an order • Different ways of acknowledging an order ○ Acceptance of order (advice Note) ○ Partial delivery ○ Rejection (declining) an order • Draw the commercial situation • Plan of the letter • Practical exercises	Effective writing of letters relating to the purchase and sales of goods	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		3.Order on Condition • Definition of order on condition • Rules of presentation of the content and structure of an order on condition • Draw the commercial situation • Plan of the letter • Practical exercises • Reply to an order on condition • Practical exercises		
		4.Modification of an Order • Definition • Draw the commercial situation of each letter • Plan of each letter • Drafting and writing letters modifying an order by the supplier and customers + reply 5.Cancellation of an Order • Definition • commercial situation of each letter • plan of each letter Drafting and writing letters cancelling an order by the supplier and by the customer + reply		

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN- DATIONS
		6.Purchases and Sales Conditions • Definition and description of the different Methods of delivery • Different forms of discounts granted to customers (Cash Discount, Trade Discount, Rebate, VAT, Freight etc.) • Miscellaneous documents relating to buying and selling • Draw the commercial situation of each letter • plan of each letter • Write letters relating to Sales		
DOCUMENTS/CORRESPONDENCE RELATING TO DELIVERY	Write letters corresponding to delivery of goods and fill related documents	Delivery of goods • Definition of the notion, delivery note, goods received note and consignment note. • Circumstances in which partial or total delivery notes are used • Documents relating to delivery of goods (delivery note, goods received note, consignment note) • Drafting and writing letters relating to delivery of goods • Drafting and writing letter acknowledging reception of goods	Effective Writing of letters corresponding to delivery of goods and fill related documents	Practical exercises
CORRESPONDENCES RELATED TO COMPLAINTS	Plan and write correspondences relating to complaints	Complaints relating to delivery • Draw the commercial situation of each letter • Plan of each letter • Drafting and writing letters relating to damaged goods, wrong goods, non-delivery of goods, delays, loss of goods, errors on delivery, poor quality delivered, less quantity of goods delivered and excesses	Writing letters relating to complaints relating to delivery correctly	

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Complaints on settlements - Types of complaints on settlement: Overdue or unpaid account (undercharge and overcharge) - Other complaints (complaints related to errors on invoicing) - Draw the commercial situation of each letter - Elaborating the plan of each letter - Drafting and writing each letter	Proper planning and writing of letters relating to settlement correctly	
		Adjustments - Make adjustments on: - Credit note - Debit note - Statement of account - Conceive and fill the credit note, debit note, statement of account. - Write a cover note or letter	Planning and writing letters adjusting complaints correctly	
CORRESPONDENCES RELATING TO SETTLEMENT	Write letter relating to settlement of goods and calculate invoices	Methods of Settlement and Modalities - Different methods of settlement: - Manual payment methods - Filling the different documents correctly - Write a cover note or letter - Electronic payment systems (Credit cards, Smart cards, E-cheques, Digital cash, Debit cards, E-Wallet, Mobile money, orange money)	Effective use of the different methods of settlements	Practical exercise
		Invoices - Definition of the different types of invoices - Calculation of an invoices - Write a cover note or letter	Calculation of sales invoice and writing a cover letter correctly	

SUBJECT:	PROFESSIONAL COMMUNICATION TECHNIQUES	MINIMUM WEEKLY HOURS:	3H
CLASS:	FORM FOUR	MINIMUM YEARLY HOURS:	66H
SPECIALTY:	ANY TST	COEFFICIENT:	3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
VERBAL COMMUNICATION	Carryout out effective verbal communication(written) and non-verbal communication (audio, visual and audio visual)	Written communication • Definition, importance and scope of written communication • Advantages and disadvantages of written communication • Qualities of good written communication • Categories of letters (administrative, business letters, circular letters etc.) • Forms of letters (printed, electronic, formal, informal)	Proper identification of the different forms and categories of letters	Practical exercises
		Written communication media • Tools used for written communication media (letters, fax, telephone (social media), e-mail) • Reasons and stages of writing business letters • Rules for better letter writing • Types, advantages and uses of each type written communication media • Write letters of all categories	Effective communication with written communication media	Practical exercises
		Written communication devices • Description of the different types of written communication devices (telecopier, mobile phones (sms), computer (e-mail) • Definition each tool, give the procedures for sending and receiving messages • Types of mobile phones • Characteristics of mobile phones • Services offered by the mobile phone and internet • Advantages, disadvantages and uses of each type of	Effective use of the available written communication devices	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		written communication devices		
		Audio communication • Definition and importance of audio communication • Types of audio communication (whistle, horn etc.) • Advantages and disadvantages of audio communication • Communicate using audio communication	Carryout effective audio communication	Practical Exercises
NONVERBAL COMMUNICATION	Carryout verbal communication	Visual Communication • Definition and importance of visual communication • Advantages of visual communication • Definition, description and explain each type of visual communication (charts, graphs, logos, diagrams, sketches, pictures, maps, sign posts, billboards, banners etc.) • Advantages, disadvantages and uses of each type of visual communication	Proper Communication of information using visual communication tools	Practical exercises
		Audio visual communication • Define audio visual communication • Advantages and disadvantages of audio-visual communication • Types of audio-visual communication tools: ○ Skype Call (Web Camera) ○ Video call ○ Slide show Projections ○ Video Projector ○ Zoom call and most recent	Effective Communication using audio visual communication too	Carryout real life exercises
		Audio-visual communication devices • Definition of audio-visual communication • Importance of audio-visual communication • Definition, description, and functional principle,	Effective communication using audio-visual communication	Use available equipment

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		advantages, disadvantages and uses of each type of audio-visual communication devices • Characteristics of each type of audio-visual communication devices • Types of audio-visual communication devices (Television, web camera, computer, smartphones, videophones)	devices	
		Forms of nonverbal communication • Definition, nature and scope of non-verbal communication • Principles of verbal communication • Definition of the different types of non-verbal – KINESICS (gestures, sign language, vocal tone, facial expression, eye contact, fidgeting, body posture head movement communication), • Definition and different forms of non-verbal communication – PROXEMICS/PHYSICAL DISTANCE (Intimate distance Personal distance, social distance) and touch, time, paralanguage, appearance, artifacts and environment. • Advantages, disadvantages and uses of nonverbal communication	Effective Communication using the different forms of non-verbal communication	Real life exercises
COMMUNICATION AT WORKPLACE	Communicate at Workplace using different tools	Tools for Communication at Workplace • Definition and importance of communication at workplace • Types of communication at workplace (verbal, nonverbal, telephone, Facebook, twitter, instant messaging internet, intranet, video chats, newsletters, platforms etc.) • Rules (tips) for effective communication at workplace	Communicate effectively at workplace	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
PROOF READING	Minimise writing errors as much as possible	Concepts on proof reading • Definition and purpose of proofreading • Pre-writing Planning • Draft and revise as you go • Proof-reading a given task • Capitalise and punctuation, spelling, grammar using the spell check program (editing) of a given task • Revision tone, slang, voice and style of a given task • Proof-reading methods (note taking, highlighting words, using signs and symbols to draw attention)	Effective proofreading of tasks	
MEETINGS	Plan and arrange meetings	Forms and types of Meetings • Definition, purpose and importance of a meeting • Definition of meeting terms • Types meetings (Statutory meetings, emergency meetings, board meetings, management meetings, annual general meetings, staff meetings) • Definition and forms of meetings (formal, informal) • Activities before, during and after a meeting) • Preparation documents (agendas, minutes, notices etc.) • Arrangement of meeting halls in a given situation • Run an Effective Meeting • Write meeting notices and agendas • Write minutes of meetings	• Effective planning and organisation running meetings • Write minutes of meetings	
CORRESPONDENCES RELATING TO SETTLEMENT	Write reminders for Settlement	• Definition of letters reminding settlement • Types of reminders (1st, 2nd and 3rd) • Draw the commercial situation of each letter • Planning, Drafting and writing of: ○ Letters of prolonged payment (request + replies) ○ Reminders for settlement (1st reminder letter, 2nd	Effective writing for reminders Settlement	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		- reminder letter, 3rd reminder letter and legal action. • Definition legal action • Reasons for legal action • Content and format rules for legal action		
COMMERCIAL INQUIRIES	Write a Status Inquiry	• Definition and notion of commercial inquiry • Rules of presentation of the content and the form rules of the letter • Drafting and writing of a letter of request for enquiries on physical and moral persons + related replies	Effective writing of status inquiries	Practical Exercises
AFTER SALES SERVICE LETTERS	Write after Sales Service Letters	• Definition of after sales service letters • Role of after sales service letters • Types of after sales service letters • Drafting of letter to an after sales service (maintenance, breakdown, defect in manufactured goods etc.) • Reply to the letter	Proper writing after Sales Service Letters	Practical Exercises
CORRESPONDENCES RELATING TO THIRD PARTIES	Writing and filling documents/Letters Relating to Banking Operations and Replies	• Definition of banking terms and types of bank accounts • Advantages and disadvantages of the different types of accounts • Types of modern banking services • Procedures for opening bank accounts • Letters relating to banking operations ○ Request to open an account ○ Request for a bank statement ○ Overdraft and loan applications ○ Application for a cheque booklet ○ Application for bank withdrawal cards (ATM Cards, credit cards, debit cards, visa cards etc.) ○ Request for Standing order ○ Complaints on high bank charges etc. • Draw the commercial situation of each type of letter	Effective writing of letters Relating to Banking Operations and Replies and filling documents relating to banking Operations and	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMEN-DATIONS
		• Plan and writing of each letter • Importance of bank passbook and bank statement • Filling the different forms used in the bank		
EMPLOYMENT CORRESPONDENCES	Writing Correspondences and documents related to employment	• Definition employment correspondence • Correspondence relating to employment: ○ Job advertisement ○ Application package (forms) ○ Application for employment or to sit for competitive examinations ○ Curriculum vitae and statutory documents ○ Request for internship ○ References and testimonials ○ Interviews and engagement letters ○ Assumption and resumption of duty ○ Effective service ○ Letter of observation ○ Query, warning and termination letters ○ Resignation letters ○ Notification of absence by worker ○ Application for leave of absence (annual, study, sick, maternity, paternity, etc.) ○ Others • Plans of the letter • Fill related documents • Write each letter	Proper writing Correspondences and documents related to employment	Practical Exercises

SUBJECT: PROFESSIONAL COMMUNICATION TECHNIQUES	MINIMUM WEEKLY HOURS: 3H
CLASS: FORM FIVE	MINIMUM YEARLY HOURS: 66H
SPECIALTY: ALL TST	COEFFICIENT: 3

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
MASS COMMUNICATION	Carryout mass communication	• Definition, nature and scope of mass communication • Types of mass communication (newspapers, magazines, directories, books/publications etc. (newsprint), billboards, signboards, flyers, posters, banners, etc. (outdoor and transit media), radio, television, audio conferencing, video conferencing like zoom, web-based conferencing (electronic/broadcast) • Preparation of messages for mass communication • Print and electronic media communication • Advantages, disadvantages and uses of each type of media communication	Effective mass media communication	Practical Exercises
NOTE TAKING/NOTEMAKING	Take down notes Notetaking/ Notemaking	• Definition of notetaking • Importance of note taking • Methods of notetaking • Outline the procedure of note making • Guidelines for effective notetaking • Provide a note making format (heading, subheading, point, sub subheading, key or keywords, abbreviations and symbols) • Identify the process of note making • Abbreviations and symbols in note making	Practice of effective notetaking and notemaking	Practical exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Advantages of note making		
COMMUNICATION WITH SERVICE PROVIDERS	Communicate with mobile Network Companies and media houses	Mobile Network Companies - Services offered by the different network companies (CAMTEL, MTN, NEXTELLE, ORANGE, media houses, satellite stations and internet) - Practical exercises	Communicate with mobile Network Companies accurately	Practical exercises
		Media Houses - Definition and services offered by media houses (radio, television, newsprint, satellite stations and the internet) - Practical exercises	Effective Communicate with media houses	Practical exercises
BARRIERS TO COMMUNICATION	Identify communication barriers and overcome them thereby achieving an effective communication	Nature of Barriers - Definition of communication barriers - Definition and nature of communication barriers (verbal, non-verbal barriers para verbal barriers inconsistency barriers, transmitting, decoding, general barriers, semantic barriers, linguistic barriers, psychological barriers, interpersonal barriers, space/time/distant and gender barriers)	Proper identification of communication barriers	Practical exercises
		Overcoming communication barriers Overcome communication barriers of all types (listening barriers, perception related barriers, verbal communication barriers etc.)	Avoid barriers during communication process	Practical exercise
		Archiving effective communication Achieve an effective communication through manners, first person positive attitude, spicing up the message, visual clues, clarity and patience)	Archive an effective communication	Practical exercise

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
REPORT WRITING	Write reports of all types	• Definition and reasons for writing reports. • Qualities of a good reports • Types of reports: • Routine reports: (progress reports, inspection reports, performance appraisal reports, periodical reports) ○ Formal reports (statutory reports, non-statutory reports) ○ Informal reports ○ Special reports (information reports, investigation reports, feasibility or survey reports, project reports) • Parts of a short report • Write short reports	Write reports of all types accurately	Practical exercises
COMMUNICATION ETIQUETTE	Exercise politeness and good manners in a communication process	• Definition and rules of each type of etiquette (greeting etiquette, telephone etiquette, e-mail etiquette, meeting etiquette. Netiquette, personal etiquette)	Exercise politeness and good manners in a communication process effectively	Practical exercises
LEGAL CORRESPONDENCES AND DOCUMENTS	Write Legal Correspondences and fill related Documents	• Definition legal correspondence • Types of correspondences: ○ Age declaration, attestation of names ○ Application of withdrawal of case file ○ Legal complaints (land dispute, tenancy related problems, arrest warrants etc.) ○ Quit notices • Fill related documents (Age declaration, attestation of names, attestation of lost etc.). • Plan of each letter • Write each letter	Proper display of Legal Correspondences and filling of related Documents	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
INTERNAL MAIL	Write Internal Mail of all types	• Definition of internal mail • Types of internal mail: • Plan of each internal mail (Memorandum, Order, instructions, information notes, Meetings-minutes, Official Reports, Notices, Service note) • Definition, Structure of each internal mail • Types of mission and official reports • Write each letter • Write minutes of meetings	Display Internal Mail of all types correctly	Practical Exercises
ADMINISTRATIVE CORRESPONDENCES	Write Administrative Correspondences	• Define each type of administrative correspondence • Describe the types of administrative correspondences • Elaborate the plan of each letter: ○ Administration (DO, SDO, Governor's office) ○ Taxation ○ Customs ○ Treasury etc. • Write each letter	Effective writing of administrative correspondences	Practical Exercises
GOODWILL LETTERS/ MISCELLANEOUS CORRESPONDENCES	Write good Will Letters of all types and miscellaneous correspondences of all types	Goodwill Letters • Definition of each type of goodwill letter • Plan of each letter: ○ Expressing appreciation ○ Extending seasonal greetings ○ Expressing condolence ○ Concession letters ○ Congratulations, etc. • Write the corresponding letters	Proper display of goodwill and miscellaneous correspondences of all types	Practical Exercises

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
		Miscellaneous Correspondences • Definition each type of miscellaneous correspondence • Types of miscellaneous correspondences • Plan of each letter: ○ Invitations/complementary cards ○ Transmittals or cover letters ○ Itinerary and related letters ○ Drafting announcements ○ Others Write the corresponding letters		
ELECTRONIC CORRESPONDENCES	Write electronic Correspondences	• Definition of electronic correspondence • Role of electronic correspondences • Social media platforms (WhatsApp, Imo, Messenger, Twitter, Facebook, Instagram) etc. • Definition and services of each social media platform • Create e-mail address and communicate using e-mail • Write and transmit electronic correspondences	Create social media accounts and communicate using social media platforms	Practical exercises

SUBJECT: COMMERCE

CLASS (ES): FORM 3, FORM 4 AND FORM 5

SPECIALTY: ALL TST

Subject: COMMERCE Class: FORM ONE Specialty: ALL COMMERCIAL	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
1. Introductory Notions	Identify the roles and divisions of commerce.	• Definition and meaning of commerce • The objectives of commerce • The role of commerce • Types of commerce activities • Importance of commerce • Factors affecting the growth of commerce. • Definition and meaning of trades • The functions of trade • Home trade • Foreign trade • Entrepot trade • Auxiliaries to trade	Appropriately list down the roles and divisions of commerce.	Awaken learners' interest in commercial studies and reinforce understanding and ability with examples and illustrations based on real life situations existing in Cameroon.
2. Production and Labour	Identify the major components of production and division of labour.	▪ Definition and meaning of production ▪ Branches of Production. ▪ Stages of production. ▪ Factors of production and rewards ▪ The classification of production ▪ Definition and meaning of division of labour and specialization ▪ Advantages and disadvantages of division of labour ▪ Limitations of division of labour	Correctly outline the major components of production and division of labour.	Basic references should be based on the provisions of the OHADA Business Law.

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
3. Notion of the enterprise	Identify and classify enterprises.	▪ Definition and characteristics of an enterprise. ▪ Classification of enterprises. ▪ The functions of an enterprise. ▪ The economic and social role of an enterprise ▪ The Structure / organization of an enterprise. ▪ Operating cycle of enterprises. ▪ Resources of an Enterprise.	Correctly Identify and classify enterprises.	Awaken learners' interest in commercial studies. Basic references should be based on the provisions of the OHADA Business Law

NB:

Elements	Details
Academic year	34 weeks: ✓ 22 weeks of classroom teaching; ✓ 06 weeks of integration activities; ✓ 06 weeks of evaluation activities
Teaching activities (theoretical and practical)	2 hours per week for 22 weeks = 44 hours
Integration activities	2 hours per week for 06 weeks = 12 hours
Evaluation activities	2 hours per week for 06 weeks = 12 hours
Total for the subject	2 hours per week for 34 weeks = 68 Hours

Subject: COMMERCE Class: FORM TWO Specialty: ALL COMMERCIAL	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
1. BUSINESS UNITS	Distinctively identify all types of business units	▪ Definition and features ▪ Types of business units ▪ Sources of finance (Capital structure). ▪ Advantages and disadvantages ▪ Role in the development of Cameroon	Correctly distinguish types of business units	Classification and features should be based on the OHADA Business Law.
2. PUBLIC ENTERPRISES AND COOPERATIVESOCIETIES	Identify the distinctive features of public enterprises and cooperative societies.	▪ Definition of a public enterprise ▪ Characteristics of public enterprises ▪ Reasons for public enterprises ▪ Types of public enterprises. ▪ Sources of finance for public enterprises ▪ Organization of Public enterprises ▪ Nationalisation and privatisation ▪ Merits and demerits of nationalisation and privatisation ▪ Definition and features of cooperatives ▪ Functions of Cooperatives. ▪ Advantages and disadvantages of cooperative societies	Appropriately list out the distinctive features of public enterprises and cooperative societies.	Classification and features should be based on the OHADA Business Law.

3. STOCK EXCHANGE MARKET (SEM)	Define the features of the stock market.	▪ Meaning and role of SEM. ▪ The function of the SEM ▪ Types of securities in a SEM ▪ Types of speculators in SEM ▪ Benefits of stock exchange market to a country ▪ The CEMAC Stock Exchange Market in Douala (BVMAC) ▪ Entry requirement to be listed at BVMAC ▪ Role of BVMAC in the promotion of regional trade ▪ Merits and demerits of BVMAC ▪ Challenges of BVMAC	Correctly define the features of the stock market.	
4. COMMERCIAL OR TRADING FUNCTION	Conclude a sales contract.	▪ Types of commercial activities ▪ Definition of a sales contract ▪ Characteristics of a sales contract ▪ Elements of a valid sales contract ▪ Components on a sales contract ▪ Parties in a sales contract and their roles ▪ Termination of a sales contract ▪ Definition and meaning of credit sales ▪ Merits and Demerits of credit sales ▪ The types of Credit Retailing ▪ Hire Purchase (Definition, condition, merits and demerits). ▪ Conditional Sales (Definition, condition, merits and demerits) ▪ Credit cards (Definition, condition, merits and demerits). ▪ Other forms of credits	Be able to correctly conclude a sales contract.	References should be based on the OHADA Business Law and examples on the Cameroon business environment.

Subject: COMMERCE Class: FORM THREE SPECIALTY : ALL COMMERCIAL	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATIONS
1. TRADING AND PAYMENT DOCUMENTS	Prepare documents used in trading and payment.	▪ Definition of business documents ▪ Reasons for business documents ▪ characteristics of business documents ▪ Classes of trade documents (documents in home trade and documents in foreign trade) ▪ The preparation of various trading documents (documents used in Ordering, delivery, storage, invoicing – including pro forma, debit and credit notes). ▪ The preparation of payment documents (cash vouchers and receipts, cheques and bills).	Correctly fill various trading and payment documents.	Pre-conceive the documents to be filled by the students. Invoicing should include reductions and the Value Added Tax.
2. INTERMEDIARIES OF COMMERCE	To identify the functions of the various intermediaries in the trading process.	▪ Definition of intermediaries. ▪ importance of middlemen in commerce ▪ Functions/activities of intermediaries ▪ Types of intermediaries. ▪ Channels of Distribution ▪ Wholesaling. ▪ Retail trade ▪ Warehousing. ▪ Agents of trade.	Correctly list the functions and role of the various intermediaries in the trading process.	

Subject: COMMERCE Class: FORM FOUR SPECIALTY : ALL COMMERCIAL	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
1. TELECOM-MUNICATION SERVICES	Identify and make use of available telecommunication services.	▪ The Post Office (functions, services) ▪ Telecommunication services (definition, functions, merits and demerits of each type of service). ▪ E-Commerce (Definition, function, merits and demerits).	Correctly use telecommunication services.	Examples and illustrations should be based on the Cameroon Telecommunication services.
2. TRANSPORT	Recommend a particular mode of transport based on its efficiency.	▪ Definition and meaning of transport ▪ Characteristics and components of a good mode of transport ▪ Importance of transport to commerce and the economy. ▪ Transport contract (obligation of the parties). ▪ Determinants of the choice of transport mode ▪ Different modes of transport (road, rail, sea, air, pipeline - including their advantages and disadvantages).	Appropriately recommend an efficient mode of transport.	Examples and illustrations should be based on the Cameroon Transport System.
3. MONEY AND BANKING	Identify and use money and financial services	▪ Trade by barter and its drawbacks ▪ Meaning of money ▪ Characteristics of good money ▪ Functions of money. ▪ Evolution of money (forms of money) ▪ The value of money ▪ The demand for and supply of money ▪ Definition of financial institutions ▪ Types of financial institutions in Cameroon	Recommend an appropriate financial service to a potential user.	Examples and illustrations should be based on the Cameroon financial market.

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
		(Banks, Micro Finance Institutions and Non-banking financial Institutions) ▪ Definition and local examples of each type of financial institution ▪ Importance of financial institutions to the economy of Cameroon ▪ Reasons for the Growth of Financial institutions in Cameroon ▪ Creation of financial institutions in Cameroon ▪ Organization of financial institutions in Cameroon ▪ The Central Bank (role, function, organization, monetary policy). ▪ Commercial Banks (functions, types, regulations). ▪ Modern Trends in Banking: Tele banking, internet banking, ATM.		
4. COMMUNICATION AND MARKETING	Conceive a commercial communication message for a product or service.	▪ Information systems in commerce (importance, functions, components) ▪ Definition of communication ▪ The communication process ▪ Importance of communication in commerce ▪ Communication Methods ▪ Choice of communication method ▪ Definition of marketing communication ▪ Importance and components of marketing communication ▪ Advertising (definition, objectives, direct and indirect, merits and demerits). ▪ Sales Promotion (definition, objectives, techniques, merits and demerits).	Conceive a commercial communication message for a product or service.	Examples and illustrations should be based on real life situations in Cameroon.

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
		- Public relations (definitions, Objectives, Internal and external, techniques used) - Direct Marketing (definition, objectives, techniques, merits and demerits).		
5. CONSUMER LEGISLATION	Elaborate means of consumer protection.	- Meaning and significance of consumer protection - Concepts of consumer rights - Circumstances under which consumers may be exploited - Reasons for consumer protection - Instruments for consumer protection. - Legislation aimed at protecting consumers - Methods taken by the government to protect consumers - Traders Associations; examples of trade associations in Cameroon - Manufacturers association, Quality Control - Consumer protection Agencies - Chamber of commerce and industry. Aims and functions - Recent acts of consumer protection	List the appropriate means of consumer protection.	Examples and illustrations should be based on real life situations in Cameroon.

Subject: COMMERCE Class: FORM FIVE SPECIALTY : ALL COMMERCIAL	Minimum weekly load: 02 Hours Minimum annual load: 44 Hours Coefficient: 02
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TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
1. FINANCIAL STATEMENT PREPARATION AND ANALYSIS	Calculate financial ratios from financial statements.	▪ Preparation of the Profit and loss account. ▪ Preparation of the balance sheet. ▪ Ratio analysis (profitability ratios - gross and net profit margin, liquidity ratios – current, acid test and cash ratios, capital structure ratios – equity-to-debt, .debt to equity, debt to total assets ratios, activity ratios – assets turnover, inventory turnover, debtors turnover ratios)		Financial statement preparation shall be based on the OHADA Standard System model.
2. INSURANCE	Enumerate the role of insurance companies in society.	▪ Basic concepts of insurance ▪ Components of the insurance contract ▪ Cover note and certificate of insurance ▪ Problems of insurance in Cameroon ▪ The Role of insurance brokers and actuaries ▪ Challenges faced by different insurance companies in Cameroon ▪ Insurance Companies in Cameroon ▪ Documents used in insurance ▪ Types of risks ▪ Risk management procedures and methods. ▪ Premium and its determinants ▪ Re-insurance and self-insurance. ▪ Social security insurance. ▪ Procedure for obtaining an insurance policy.	Correctly identify risk areas and the role of insurance companies in society.	▪ References should be based on basic features of the CIMA code and the insurance industry in Cameroon.

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
3. INTERNATIONAL AND FOREIGN TRADE.	Elaborate a foreign trade plan for an exporter or importer.	▪ International trade ▪ Foreign trade ▪ Export and import documents ▪ Foreign trade Finance ▪ Balance of Payments ▪ INCOTERMS ▪ Trade Restrictions ▪ Foreign trade Finance ▪ Foreign trade organizations and trade blocs	Correctly define a foreign trade plan for an exporter or importer.	Examples and illustrations should be related to CEMAC, ECOWAS, World Bank, WTO, Lake Chad Basin Commission

SUBJECT: LAW AND GOVERNMENT

CLASS (ES): FORMS 3, 4 AND 5.

SPECIALTY: ANY TST

SUBJECT: LAW AND GOVERNMENT
CLASS: FORM THREE
SPECIALTY : ALL TST

MINIMUM WEEKLY HOURS: 2H
MINIMUM YEARLY HOURS: 44H
COEFFICIENT: 2

TOPICS	COMPETENCE	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
PROFESSIONAL INSTITUTIONS	Identifying professional Institutions	• I L O and I L B • CRADAT • Labour inspectorate • Trade union • Worker's cooperatives • Socials		
THE ENTERPRISE HEAD	Identifying an enterprise head.	• Definition of enterprise • The powers of the enterprise's head ○ Management power ○ Disciplinary power ○ Regulation power	know the definition of enterprise head, his rights and obligations in the enterprise.	Visit some enterprise study the organigram.
HISTORY OF LABOUR LAW	Tracing the Historical evolution of labour legislation in Cameroon	• A brief history of labour legislation in Cameroon • The international labour code • The various labour codes in Cameroon	Understand the evolution of labour law, aims, and conditions of work in Cameroon.	
COLLECTIVE AGREEMENTS	Elaborating Collective Agreements	• Definition of collective agreement • Elaboration and contents of collective agreements of work - Elaboration and contents of collective agreements of salary	Explain the contain of collective agreement	

TOPICS	COMPETENCE	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
SALARY/WAGES S.61	Understanding the composition and determination of wages. The payment and protection of wages.	• Definition of salary/ wage • Composition of basic wage, benefits in kind, wages accessories (indemnity, bonuses) • Determination of wages: professional categories, sectors of activity • Payment and prescription of salary claim. • Protection of wages, deductions on wages	Know the importance of wages, in work performance and category	Know the conditions for the payment of wages. Sample of payslip be shown to learner.
CONTRACT OF EMPLOYMENT AND THE FORMATION	Identifying Preparatory contract to contract of employment	Preparatory contract to contract of employment • Apprenticeship contract (parties, duties.) • Probationary contract(elements) • Definition of contract of employment • Constituent elements • Features of the contract of employment. • Difference between contract of employment and contract of undertaking • Other forms of employment contracts	• Listing the constituent elements of contract of employment. • Differentiate the two main types of contract of employment	
PERFORMANCE OF THE CONTRACT OF EMPLOYMENT. S.30	Acquiring legal knowledge of the performance of contract of employment	• Definitions of the various types of contracts of employment • Employment contract of specified duration • Employment contract of unspecified duration ○ Seasonal contracts	State and explain the rights and obligations of the workers and the employer.	A sample of a contract form be shown to the learners .

TOPICS	COMPETENCE	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
		○ Temporary contracts ○ Occasional contract • Basic requirements; capacity, legality and the subject matter, consent • Formal requirements		
SUSPENSION OF CONTRACT OF EMPLOYMENT	Understanding the main instances of suspension of the contract of employment	SUSPENSION OF CONTRACT • Causes of suspension of contract of employment • Consequences of suspension. • Obligations of the workers • Obligations of the employer • Sanctions of workers' obligations (warning, blame suspension, delay of promotion, degradation, dismissal) • Sanctions of employers' obligations (fine, imprisonment)	List the various instances of suspension of contract of employment.	
LEGAL CONDITIONS OF WORK	Identifying the Legal conditions of work	• The duration of work: principle of 40 hours per week • Derogation to the principle of 40 hours per week; overtime • The rest of the worker: the principle of compulsory weekly rest of 24 hours per week	Know the legal conditions of work in the labour world.	The rights and duties of the worker will be a guide to any job Creator
PROFESSIONAL RISKS, WORK ACCIDENTS AND PROFESSIONAL DISEASES	Understanding the methods of prevention of professional risks	• . Creating the safety spirit; • The role played by the school • The role of professional orientation • The role of labour doctors • The role of labour inspectors • The role of the employers • The role of the workers • The role of the NSIF	Proper identification of Industrial Accidents Occupational Diseases, Causes and consequences.	

TOPICS	COMPETENCE	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATIONS
		WORK ACCIDENTS - Define work accidents - professional diseases - The beneficiaries of the law on work accidents and professional diseases - Consequences of these risks - Compensation of work accidents and professional diseases	List the cases of work accidents and professional disease	
LABOUR DISPUTES	Acquiring legal knowledge, the legal procedures for the settling. Individual and Collective labour disputes	INDIVIDUAL LABOUR DISPUTES - Meaning of individual labour disputes - Procedure for resolution of the individual labour disputes (Administrative and Legal phases) ways to appeal.	Master the meaning of labour dispute know the various types and procedure for settlement	
		COLLECTIVE LABOUR DISPUTES - Meaning of collective labour disputes - Development of the procedure (conciliation, arbitration) - Effects of the procedure (the right to strike or lockout, abusive exercise of the right to strike or lockout, sanctions).	. Master the procedure for settling collective dispute	
TRADE UNIONS	Identifying professional trade unions	PROFESSIONAL TRADE UNIONS - Definition of a trade union - Types of professional trade unions - Research of main professional unions in the industrial domain as well as in economic and agricultural domains - Manifestation of trade union freedom for the workers and for the employer.	Master the various types of trade unions, and their functions	Examples of common trade unions be listed.

SUBJECT: LAW AND GOVERNMENT
CLASS: FORM FOUR
SPECIALTY : ALL TST

MINIMUM WEEKLY HOURS: 2H
MINIMUM YEARLY HOURS: 44H
COEFFICIENT: 2

TOPICS	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMEDATION
CONTRACT OF EMPLOYMENT AND THE FORMATION	Identifying Preparatory contract to contract of employment Master the various contract of employment/contract of undertaking and other forms	Preparatory contract to contract of employment • Apprenticeship contract (parties, duties.) • Probationary contract(elements) • Definition of contract of employment • Constituent elements • Features of the contract of employment; bilateral, costly, successive, link of subordination, intuitus personae • Difference between contract of employment and contract of undertaking • Other forms of employment contracts.	Determine the various preparatory contracts to contract of employment.	
	The Formation of the Contract of Employment	• Recall of the definitions of the various types of contracts of employment ○ Employment contract of specified duration ○ Employment contract of unspecified duration ○ Seasonal contracts ○ Temporary contracts • Basic requirements; capacity, legality of the cause and the subject matter,	• Master the compositions of contract of employment, • Types of contracts • Rights and duties of employee and employer.	

TOPICS	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMEDATION
		- consent - Formal requirements		
PERFORMANCE OF THE CONTRACT OF EMPLOYMENT. S.30	Acquiring legal knowledge of the performance of contract of employment	- Obligations of the workers - Obligations of the employer - Sanctions of workers' obligations (warning, blame suspension, delay of promotion, degradation, dismissal) - Sanctions of employers' obligations (fine, imprisonment)	Rights and duties of employer and employee	A sample of a contract form be shown to the learners
SUSPENSION OF CONTRACT OF EMPLOYMENT S.32	Legal mastery of suspension of the contract of employment	SUSPENSION OF CONTRACT OF EMPLOYMENT - Meaning of suspension of employment contract - Causes of suspension - Consequences of suspension of the contract of employment	Enumerate the causes and consequences of suspension	
LEGAL CONDITIONS OF WORK.	Identifying the Legal conditions of work	LEGAL CONDITIONS OF WORK - The duration of work: principle of 40 hours per week - Derogation to the principle of 40 hours per week; overtime - The rest of the worker: the principle of compulsory weekly rest of 24 hours per week.	Know the legal conditions of work in the labour world.	The rights and duties of the worker will be a guide to any job Creator.
PROFESSIONAL RISK	Mastering the causes and prevention of professional risks	- Creating the safety spirit; - The role played by the school - The role of professional orientation - The role of labour doctors - The role of labour inspectors - The role of the employers	Identify the following 1). Industrial Accident 2). Occupational Diseases,	

TOPICS	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMENDATION
		- The role of the workers - The role of the NSIF	Causes of these two, Prevention and consequences.	
WORK ACCIDENTS AND PROFESSIONAL DISEASES.	Identifying work accidents and professional diseases	WORK ACCIDENTS - Define work accidents - Professional diseases - The beneficiaries of the law on work accidents and professional diseases	Situate cases of work accidents and professional disease	
	Listing the consequences and compensation	- Consequences of these risks - Compensation of work accidents and professional diseases		
LABOUR DISPUTES	Identifying Individual labour disputes	INDIVIDUAL LABOUR DISPUTES - labour disputes - Procedure for resolution of the individual labour disputes (Administrative and Legal phases) ways to appeal.	Master the meaning of labour dispute know the various types and procedure for settlement.	
	Knowing the legal procedures for the settling. Collective labour disputes	COLLECTIVE LABOUR DISPUTES - Meaning of collective labour disputes - Development of the procedure (conciliation, arbitration) - Effects of the procedure (the right to strike or lockout, abusive exercise of the right to strike or lockout, sanctions).	Master the procedure for settling collective dispute.	
TRADE UNIONS	Identifying professional trade unions	PROFESSIONAL TRADE UNIONS - Definition of a trade union - Types of professional trade unions - Research of main professional	Master the various types of trade unions,	

TOPICS	COMPETENCES	CONTENTS	PERFORMANCE CRITERIA	RECOMMEDATION
		unions in the industrial domain as well as in economic and agricultural domains • Manifestation of trade union freedom for the workers and for the employer.	and their functions.	Examples of common trade unions be listed.
WAGES AND SALARY	Mastering the payment of wages and presentation of sample of payslip	WAGES/ SALARY • Definition of remuneration and other appellations of wages • The use of a payslip • Presentation and commentary of a sample payslip.	Identify and comment on a sample payslip	
	Identifying the protection on salary.	PROTECTION OF SALARY • Case study on the protection of salary in case of employer's failure • Worker's participation in the enterprise results (13th month, employee shareholding).	Master the conditions of payment of salary for work done.	
FAMILY ALLOWANCE	Enumerating family allowances conditions and benefits	FAMILY ALLOWANCE • Definition of family allowance and types of family allowances. • Legal consultations on the conditions to benefit from family allowance	List the various social insurances and Conditions to benefit The institution concerned with the payment. (NSIF).	Functions of (NSIF) i.e., the National Social Insurance Fund.
SOCIAL INSURANCE	Identifying Social insurance	SOCIAL INSURANCE • Meaning of social insurance • Legal conditions to benefit from the social insurance.	Situate the institution in charge with the payment of social insurances.	

SUBJECT: LAW AND GOVERNMENT	MINIMUM WEEKLY HOURS: 2H
CLASS: FORM FIVE	MINIMUM YEARLY HOURS: 44H
SPECIALTY : ALL TST	COEFFICIENT: 2

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
INTRODUCTION TO LAW	Acquiring basic legal concepts of law.	• Definition of Law • Classification of law ○ Civil and Criminal law ○ Private and public law ○ Municipal and international law • Sources of law ○ National sources ○ International sources	Classify the various branches of law and their sources.	
		Modern law courts • The Magistrate court • The High court • Courts with appellate jurisdiction ○ The Appeal court ○ The Supreme court	Situate the territorial jurisdiction and powers or competence of the various courts.	Internship weeks should be allocated to students to be able to visit the courts.
JUDICIAL OFFICERS IN CAMEROON	Identifying the various judicial officials in Cameroon	JUDICIAL OFFICERS • Police officers and gendarmes • Sheriff Bailiffs • Barristers • Magistrates of the bench • Magistrate of the legal department (state councils) • Court registrars	Proper description of the various judicial officers, their various functions	
LAW OF CONTRACT	Enumerating the elements of a valid contract, the intentions and legal consequences.	• Definition • Elements of a valid contract • Offer • Acceptance • Consideration	Proper description of contract and effects or consequences on the parties involved.	Practical examples of contract be cited and breach of contract.

TOPICS	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMMENDATION
		• Intension to create legal relationship • Consent • Capacity ○ Breach of a contract ○ Remedy for breach of contract • Damages • Specific performance • Injunction		
MARRIAGE	Identifying the various types of marriages.	MARRIAGE • Definition of marriage • Types of marriages • Statutory or Contract Marriage Monogamy Polygamy Religious marriage	Identify the various types of marriages recognized in Cameroon.	
		Capacity to marry • Age • Consent • Sex • Must not be related by blood or by marriage • Sound minds • Neither party should be bound by previous monogamous marriage		Example of marriage certificate be presented
		Termination of marriage • Divorce • Death • Void and voidable marriages	Explain the procedure for the termination of marriage.	

CONTRACT OF EMPLOYMENT	Listing the conditions for the formation of a valid contract of employment	labour contract • Definition • Types of preparatory contracts of employment • Contract of apprenticeship (definition, characteristics, parties and rights and duties) ○ Termination of contract of apprenticeship ○ Probationary contract / Trial period (definition, characteristics, duration) • Definition of contract of employment • Characteristics or features • Forms (express (written) and implied (unwritten)) • Types of contracts of employment ○ Specified duration ○ Unspecified duration ○ Other types of contracts of unspecified duration. ○ Seasonal ○ Temporal ○ Occasional		List the sanctions for non-performance of contract.
		Parties To a Contract Of Employment • The employer (definition, rights and duties) • The employee/Worker (definition, rights and duties)	Enable the learners to know the parties to the contract and their rights and obligations under the contract	

	Acquiring knowledge for the termination of contract of employment.	• Definition of termination • Types of termination of contract of employment ○ Justified termination ○ Unjustified termination. (Wrongful termination). • Notice of termination (prior notice) • Reasons for termination of contract of employment • Forms of termination ○ Dismissal ○ Resignation • Remedies for wrongful termination ○ Award of damages ○ Re-instatement	Procedure for the termination of contract of employment and the consequences.	The issue of work certificate at the end of the contract of employment.
CRIMINAL LAW	Identifying the various elements of crime.	• Definition of criminal law • Definition of an offence/crime • Distinction between civil and criminal matters • Elements of a crime ○ Mensreal (the intention) ○ Actusreus (physical act) • Classification of offences (felonies, misdemeanour and simple offences) • Procedure involved in a court case ○ Arrest (definition, capacity) ○ Bail (definition, types, capacity)	Enumerating the categories and sanctions of crimes	
			Classify an action that is criminal.	Practical example of crime and learners should do a Moot trial
PART II GOVERNMENT AND ADMINISTRATIVE STRUCTURE	Acquiring knowledge of the government and administrative structure of Cameroon.	• Administrative structure (administrative capital, administrative heads and their functions) • Regions • Divisions • Sub divisions	Essential to know the various regions, Divisions, and Sub divisions of Cameroon.	

THE STATE AND THE NATION	Identifying the various elements of a state. Differentiating the state and nation	• Definition • Characteristics of state constitutive elements of a state ○ Population ○ Territory ○ Government ○ Recognition • Types of states (definition, advantages and disadvantages and concrete examples) ○ Federal state ○ Unitary state ○ Confederal	Effective identification of the various elements of state. The characteristics of a nation	
NATIONAL SYMBOLS AND ORGAN OF GOVERNMENT	Acquiring knowledge of the national symbols and organs of government	• Definition • Types and importance ○ Flag ○ National anthem ○ Coat of arm ○ Motto ○ Seal • The Executive, (The President, Head of state • The Legislature (The upper house and the lower house) • Duties and functions). • The judiciary (courts) • Historical evolution of the constitutions of Cameroon to present date.	Know the national symbols and organs of the state.	

LOCAL GOVERNMENT AND ELECTIONS	Identifying the various types of local government and how elections are run in Cameroon	LOCAL GOVERNMENT AND ELECTIONS • Definition • Types of local government ○ Council ○ Sub-divisions ○ Divisions ○ Regions		
		Purpose of elections • Role of political parties • Types of elections (term of office, eligibility (candidates and voters, proclamation of results) ○ Council elections ○ Parliamentary elections ○ Presidential elections Forms of election • Open ballot • Secret ballot	Proper execution of Rights and obligations during elections.	Samples of a ballot box.

SUBJECT: ENTREPRENEURSHIP

CLASS (ES): FORM 3, FORM 4 AND FORM 5

SPECIALTY: ALL TST

Subject: ENTREPRENEURSHIP	Minimum Hours per week:	2hrs
	Minimum Annual Hours:	44hrs
Class : FORM THREE	Coefficient:	2
Specialty : ALL TST		

SUBJECT OBJECTIVES:

This subject should enable students to:

1. Develop an entrepreneurial culture
2. Develop an enterprise mindset
3. Identify the importance of entrepreneurship
4. Identify the constraints in entrepreneurship

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
Definition and Origin of Entrepreneurship	▪ To explain the early functioning of entrepreneurship	▪ Definition and meaning of entrepreneurship ▪ Contributions of early writers of entrepreneurship ▪ Definition of entrepreneurial culture and spirit ▪ Early views of entrepreneurship	Describe the relationship with other discipline Define entrepreneurship by Jean Baptist Say, Richard Cantillon, Joseph Schumpeter, Peter Drucker	15 Hours
Types of Entrepreneurship	▪ To classify the major types of entrepreneurship businesses	▪ Major types of entrepreneurship: ▪ Small business, scalable startups, corporate and social entrepreneurship	Clearly distinguish the types of entrepreneurship that lead to different types of businesses	
Benefits of Entrepreneurship	▪ To discuss the benefits of entrepreneurship	▪ The benefits or importance of entrepreneurship: To the entrepreneur To the business	Establish the benefits of entrepreneurship to its entire stakeholders	

		To the Society and nation at large		
Entrepreneurial Challenges	▪ To discuss the challenges of entrepreneurial activities	▪ The challenges faced when carrying out entrepreneurial activities ▪ Strategies to overcome the challenges entrepreneurs face	Elaborate the internal and external challenges that an entrepreneur should identify and overcome	
The notion enterprise	▪ To explain the role of an enterprise	▪ Definition and meaning of an enterprise ▪ Characteristics of an enterprise ▪ The functions of an enterprise ▪ The role of an enterprise	Establish the economic and social roles of the enterprise to a nation	
Classification of Enterprises	▪ To classify enterprises in Cameroon based on size, sector, and ownership	The classification of enterprises: ▪ Size and Activities ▪ Sectors of an economy ▪ Legal ownership	Establish the classification based on the Cameroon system	
Functional Areas of an Enterprise	▪ To present the internal organization of an enterprise	▪ Various functions of an enterprise ▪ Internal organization of an enterprise.	Establish the internal structure of an enterprise	
Resources of an Enterprise	▪ To explain the resources of an enterprise	▪ Resources of an enterprise Human resources, Physical Resources Financial Resources	Detail with suitable local examples the resources of an enterprise	
Basics of an Entrepreneur	▪ To explain the basic functions of an entrepreneur	▪ Definition and meaning of entrepreneur ▪ The characteristics of entrepreneurs ▪ Types of entrepreneurs	Establish the differences.	
Entrepreneurial Profiling	▪ To understand the importance of entrepreneurial profiling	▪ Definition and meaning of entrepreneurial profiling ▪ Importance of entrepreneurial profiling	Compare some Entrepreneurial profiles of different types of entrepreneurship	

12 Hours

10 Hours

Definition of the Entrepreneurship Process	▪ To understand the importance of entrepreneurship process	▪ Definition and meaning of the entrepreneurship process ▪ Importance of the entrepreneurial process	There are alternative stages of the entrepreneurship process	6 Hours
Steps in the Entrepreneurship Process	▪ To describe the basic stages in the entrepreneurship process	▪ Basic stages in the entrepreneurship process		

ADDITIONAL INFORMATION AND DELIMITATIONS

This syllabus is aimed at providing students with a solid base for the understanding of Entrepreneurship. The indicative durations take into account the periods to be spent on lectures and practical exercises.

The syllabus is focused on three main topics:

- Entrepreneurship (35%)
- Enterprise and The Enterprise (41%) ;
- The Entrepreneur (24%).

Subject: ENTRREPRESNEURSHIP	Minimum Hours per week:	2hrs
	Minimum Annual Hours:	44hrs
Class : FORM FOUR	Coefficient:	2
Specialty : ALL TST		

Subject objectives:

This subject should enable students to:

- Develop an entrepreneurial culture
- Define the concepts dealt with in Entrepreneurship
- Identify environmental business opportunities
- Identify entrepreneurial profile
- Draw up a project.

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
Generation of Business Ideas	▪ To identify the methods and source of business idea.	▪ Definition and meaning of a business idea ▪ Different methods of generating business ideas ▪ Sources of business ideas	Give suitable examples of business ideas in Cameroon	12 Hours
Identifying Business Opportunities	▪ To be able to turn a business idea into a business opportunity.	▪ Definition and meaning of business opportunity. ▪ Different methods of identifying business opportunities ▪ Sources of business opportunities	Competing business opportunities can be compared by evaluating them	

Definition and Importance of business analysis	To evaluate business opportunities using cost-benefit analysis	- Meaning of business opportunity analysis - Benefits of analysing business opportunities	Analysing business opportunities eliminate risks and finally invest	18 Hours
Methods of analysing opportunities	To assess the methods of analysing business opportunities	Techniques / Methods of analysing business opportunities	Comparative study of the different methods	
Business Feasibility Analysis	To discuss the forms of feasibility and the criteria for feasibility analysis	- Definition and meaning of business feasibility study - Forms of feasibility studies (product, market, organizational & financial feasibility) - Criteria for feasibility analysis	Establish differences among methods of business feasibility analysis	
Investments appraisal	To perform simple calculations on the methods of appraising entrepreneurial projects	- Investment Appraisal Methods - Break even analysis	Calculate break even and investment appraisal	
Definition & Types of Business Plans	To describe the types of business plans	- Definition of a business plan - Basic types of business plans - Objectives of a business plan	There are differences among types of a business plan	14 Hours
Basic Components of a Business Plan	To lists the main components of a business plan	Main components of a business plan	Main components of a business plan can be broken down into sub-elements	
	- Review of Course Work - Work on Case Study			

ADDITIONAL INFORMATION AND DELIMITATIONS

This syllabus is aimed at providing students with a solid base for the understanding of Entrepreneurship. The indicative durations take into account the periods to be spent on lectures and practical exercises.

The syllabus is focused on five main topics:

- Enterprise and Entrepreneurship (26%)
- Entrepreneurial profile (14%);
- Business ideas and opportunities (36%).
- Business creation (14%)
- Leadership (10%).

Subject: ENTRREPRESNEURSHIP	Minimum Hours per week:	2hrs
	Minimum Annual Hours:	44hrs
Class : FORM FIVE	Coefficient: 3	
Specialty : ALL TST		

Subject objectives:

This subject should enable students to:

- Draw up an Entrepreneurial project on business creation
- Simulate the creation of an enterprise
- Learn how resources are combined in an Enterprise

TOPIC	COMPETENCES	CONTENT	PERFORMANCE CRITERIA	RECOMENDATIONS
Stages of an Entrepreneurial Project	▪ To elaborate the stages involved in an entrepreneurial project	▪ Definition and meaning of entrepreneurial project ▪ Stages involved in an entrepreneurial project	Establish an entrepreneurial project.	14Hours
Executing an Entrepreneurial Project	▪ To identify the Source for project resources	▪ Project execution objectives ▪ Importance of being guided by laid down objectives ▪ Resources needed to carry a project	Execute an entrepreneurial project.	
Mobilising Resources for a New Business	▪ To seek an understanding of the ways of mobilising resources for a new business venture	▪ Definition and meaning of resource mobilisation ▪ Financial needs of a new business. ▪ Sources of finance ▪ Necessary financial resources	Do an analysis of resource requirements for a new business	16Hours

Registering an Enterprise	To outline the procedures for business registration in cameroon	- Registration requirements - Steps necessary to register businesses in Cameroon.	Establish the legal processes for registering a business in Cameroon	
Launching Operations of a New Business	To explain the procedures of launching new business operations.	- Meaning and importance of marketing communication in entrepreneurship - Relevant marketing communication tools	Suitable marketing communication tools for different stages of the business	
Book keeping	To describe the role of book-keeping records	- Importance of the finance function in an enterprise - Sources of finance - Role of financial records	Master basic accounting principles and records	14 Hours
Human Resources	To describe the role of human resources management in an enterprise	- Meaning and role of human resources - Importance of labour laws, labour contracts, and their uses - Methods of remuneration and motivation	Describe the staffing process and conflict management processes	
Production	To describe the role of production in entrepreneurship	- Meaning and role of production - Stages in the production process - Automation in production	production activities and systems differ (extraction, manufacturing to tertiary activities)	
	- Review of Course Work - Work on Case Study			

ADDITIONAL INFORMATION AND DELIMITATIONS

This syllabus is aimed at providing students with a solid base for the understanding of Entrepreneurship. The indicative durations take into account the periods to be spent on lectures and practical exercises. The syllabus is focused on three main topics:

- Creating an Entrepreneurial Project
- Creating an Enterprise;
- Managing the enterprise.

SUBJECT: ECONOMIC GEOGRAPH

CLASS (ES): FORM 3, FORM 4 & FORM 5

SPECIALTY: ALL TST

ECONOMIC GEOGRAPHY SYLLABUS FOR FORM 3 TECHNICAL EDUCATION

ECONOMIC DEVELOPMENT AND NATURAL RESOURCE EXPLOITATION

- **WEEKLY LOAD: 2HRS**
- **YEARLY LOAD: 44HRS**
- **Coefficient: 2**

DIANOSTIC EVALUATION	DURATION
• Psycho-social Evaluation - Learner: Name and Surname, age, status (Repeater or new in the class), residence, means of transport to school, health situation, etc. - Parents/ Guardian: Names and Surnames, address/ telephone contacts, professions, religion, place of residence, etc • Evaluation of previous knowledge: Knowledge, skills and values of the discipline from the previous classes especially the last class.	2H

MODULE I

TITLE OF MODULE: The Concept of Development and Underdevelopment

NUMBER OF INSTRUCTIONAL (Teaching/ Learning) HOURS: 05

PRESENTATION OF THE MODULE: This module highlights the process of development, the various challenges to development, the root causes of underdevelopment and poverty, and the various strategies to fight underdevelopment and poverty.

CONTRIBUTION OF THE MODULE TO THE AIMS AND GOALS OF THE CURRICULUM: This module enables learners to be aware of the inequalities in the world around them and arms them with the appropriate actions that should be taken in order to come out of the vicious circle of underdevelopment and the poverty trap and reduce these socioeconomic inequalities.

CONTRIBUTION OF THE MODULE TO THE PROGRAM OF STUDY AND TO THE AREAS-OF-LIVING: This module exposes that in the man-environment interactions, numerous inequalities arise. There is therefore need to consider others in our decisions if these contrasts in development must be narrowed.

Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods/ Techniques	(Hours)
				Topic	Sub-topics	Lessons	Notions/ concepts					
THE HAVOC OF UNDER-DEVELOPMENT	-Water stress - Malnourishment -Pirate Urbanisation - unemployment and under-employment - Corruption and poor governance -Epidemics -Backwardness -High Population growth rate -Differences in life expectancy -illiteracy -population more than resources	- Good governance -Improvement in living standards - Proper Regional Planning development - Sustainable development	-Denounce ills of corruption and embezzlement -Create and use dumpsites -Participate in human investment campaigns -Send all children to schools -Vaccinate children -Self employment -Eat balance diets -birth control - improvement in health care services	The process of development	THE CONCEPT OF DEVELOPMENT	- I-The Notion of Development -<i>Definition of development, underdevelopment, poverty</i> - <i>Indicators of development; - Traditional Indicators</i> -<i>The HDI</i>	- Development -under-development -poverty - Life expectancy -Literacy -Per capita income	- Define - Identify -Classify - Describe maps and graphs on aspects of development -outline	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - School environment - Development data -Charts -Resource persons	- Observations - Excursions - Brainstorming - Simulation -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, slides	1

Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills (Aptitudes)	Values & Attitudes	Other Resources	Methods/ Techniques	(Hours)
				Topic	Sub-topics	Lessons	Notions/ concepts					
THE HAVOC OF UNDER-DEVELOPMENT	-Water stress - Malnourishment -Pirate Urbanisation -Urban problems - unemployment and under-employment Corruption and poor governance -Epidemics - Backwardness - High Population growth rate -Differences in life	- Good governance -Improvement in living standards -Proper Regional Planning & development - Sustainable development	-Denounce ills of corruption and embezzlement -Create and use dumpsites - Participate in human investment campaigns -Send all children to schools -Vaccinate children -Self employment -Eat balance diets -birth	The process of development	CHALLENGES OF DEVELOPMENT AND FIGHT OF UNDER-DEVELOPMENT	2-Classification of countries in terms of development levels - <i>Least Industrialised Countries (LICs)</i> - <i>Newly Industrialised Countries (NICs)</i> - <i>Advanced Industrialised Countries (AICs)</i>	-Birth rate -Death rate - industrialization	- Define - Identify -Classify - Read maps and graphs on aspects of development -describe	- Consciousness of environmental problems -Respect and Love for nature - Curiosity -Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - School environment - Development Data - Resource Persons	; - Discussion -Analysis of Instructional materials - Exploitation of audio-visual supports, Slides	1
						3-Challenges of Development - <i>Definition of poverty & poverty cycle</i> - <i>Causes of poverty & Underdevelopment</i> - <i>Solutions to poverty & Under-</i>	-Under-development -Poverty					1

	expectancy -illiteracy -population more than resources		control - improvement in health care services			<i>development</i>						
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Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Essential Knowledge			Skills	Values	Other Resources	Methods/ Techniques	(Hours)
					Sub-topics	Lessons	Notions/ concepts					
THE HAVOC OF UNDER-DEVELOPMENT	-Water stress - Malnourishment -Pirate Urbanisation -Urban problems -unemployment and under-employment Corruption and poor governance -Epidemics -Backwardness - High Population growth rate -Differences in life expectancy -illiteracy -population more than resources	- Good governance - Improvement in living standards - Proper Regional Planning & development - Sustainable development - Good governance - Improvement in living standards - Proper Regional Planning& development - Sustainable development	-Denounce ills of corruption and embezzlement -Create and use dumpsites -Participate in human investment campaigns -Send all children to schools -Vaccinate children -Self employment -Eat balance diets -birth control - improvement in health care services	The process of development	CHALLENGES OF DEVELOPMENT AND FIGHT OF UNDER-DEVELOPMENT	4-Global Solution to poverty and Under-development - <i>The Millennium Development Goals (MDGs)-</i>	MDGs SDGs	- Define - Identify -Classify - Read maps and graphs on aspects of development	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - School environment - Data - Resource Persons -	-Discussion; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides,	1
					THE CHALLENGES TO THE VISION OF ECONOMIC EMERGENCE OF CAMEROON	5-Economic growth of Cameroon • <i>Background on the levels of economic development</i> • <i>The reasons for the slow rate of economic growth</i> • <i>Ways to uplift economy to</i>	GNP GDP					1

MODULE II

TITLE OF MODULE: The Management of primary resources

NUMBER OF INSTRUCTIONAL (Teaching/ Learning) PERIODS: 18

PRESENTATION OF THE MODULE: This module highlights the process of development, the various challenges to development, the root causes of underdevelopment and poverty, and the various strategies to fight underdevelopment and poverty .

CONTRIBUTION OF THE MODULE TO THE AIMS AND GOALS OF THE CURRICULUM: This module enables learners to be aware of the inequalities in the world around them and arms them with the appropriate actions that should be taken in order to come out of the vicious circle of underdevelopment and the poverty trap and reduce these socioeconomic inequalities.

CONTRIBUTION OF THE MODULE TO THE PROGRAM OF STUDY AND TO THE AREAS-OF-LIVING: This module exposes that in the man-environment interactions, numerous inequalities arise. There is therefore need to consider others in our decisions if these contrasts in development must be narrowed.

Contextual Framework		Competent Acting		Resources								Duration (Hours)
				Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ concepts					
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	: -Low farm output -Low animal production -Famine -Soil erosion -Deforestation	Sustainable management of natural resources	-Creation of plantations - Improve on preservation - Use traditional and modern crop conservation techniques -Practice irrigation, organic farming, mixed farming, terracing etc.	Managing resources for development through economic activities	NOTION OF ECONOMIC ACTIVITY	6-Economic Activities - <i>Meaning</i> - <i>Classification of economic activities into sectors</i>	-Primary - Secondary - Tertiary - Quaternary	- Define - Identify -Classify - Describe maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - School environment - Data - Resource Persons	- Observations ; - Discussions ; - Simulation ; -Analysis of Instructional materials - - Exploitation of audio-visual supports, Slides	1
					AGRICULTURE AS AN ECONOMIC ACTIVITY OF THE PRIMARY SECTOR	7- Agriculture - <i>Meaning</i> - <i>Classification (Intensive and extensive)</i> - <i>General characteristics of each system</i>	-Inputs -Processes -Outputs -Arable farming -Pastoral farming					1
						8- Intensive & Extensive Agriculture: (for each, treat) • Types (definitions only) • Where commonly practised	-Market gardening Mixed farming Dairy farming Viticulture -Shifting cultivation -Bush fallowing -Pastoral nomadism -Plantation farming					1

Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills (Aptitudes)	Values & Attitudes	Other Resources	Methods/ Techniques	Duration (Hours)
				Topic	Sub-topics	Lessons	Notions/ Concepts					
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	-Low farm output -Low animal production -Soil Degradation -Desertification -Famine	Sustainable management of natural resources	-Creation of plantations - create food reserves - Use traditional and modern crop conservation techniques -Practice irrigation, organic farming, mixed farming, terracing -Use chemicals and fertilizers etc.	Managing resources for development through economic activities	AGRICULTURE AS AN ECONOMIC ACTIVITY OF THE PRIMARY SECTOR	9 -Green revolution - <i>Meaning</i> - <i>Characteristic</i> - <i>Significance</i>	Green Revolution	Define - Identify -Classify - Read maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - School environment - Data - Resource Persons	- Observations ; - Discussion of Instructional materials - Exploitation of audio-visual supports, Slides	1
						10-Impact of Agriculture • <i>On the economy</i> • <i>On the environment (long and short term effects)</i>	Employment -Gross Domestic Product -Pollution -					1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Essential Knowledge Lessons	Notions/ Concepts	Skills	Values & Attitudes	Other Resources	Methods / Techniques	
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	Low farm output -Low animal production -Soil Degradation -Desertification -Famine	Sustainable management of natural resources	Creation of plantations - create food reserves - Use traditional and modern crop conservation techniques -Practice irrigation, organic farming, mixed farming, terracing -Use chemicals and fertilizers etc.	Managing resources for development through economic activities	AGRICULTURE IN CAMEROON	11-Arable Agriculture in Cameroon: • <i>Subsistence and commercial farming</i>	-Food crops -Cash crops	Define - Identify -Classify - Read maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - School environment - Data - Resource Persons	- Observations ; - Discussion -Analysis of Instructional materials - Exploitation of audio-visual supports, Slides	1
						12-Pastoral Agriculture in Cameroon: • <i>Pastoral Nomadism</i> • <i>Ranching</i>	Transhumance					1
						13-Impact of agriculture on the economy of Cameroon • <i>Short term</i> • <i>Long term effects</i>						1
						14-Problems of tropical agriculture with reference to Cameroon - <i>Physical problems and solutions</i> - <i>Human problems and solut</i>	Drought Pest and diseases Poor soils Ageing plantations and farmer					

Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Essential Knowledge			Skills	Values & Attitudes	Other Resources	Methods / Techniques	(Hours)
					Sub-topics	Lessons	Notions/ Concepts					
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	- Deforestation - Fuel wood crisis - Indiscriminate cutting - Over cutting	Sustainable management of natural resources	- Obtain resource exploitation permits - Alternative sources of cooking energy (gas, biogas, solar energy, kerosene stove) - Create forest reserves	Management of primary resources	FOREST RESOURCES & MANAGEMENT	15-Meaning of resources • <i>Definition</i> • <i>Classification</i>	-Renewable -Non renewable	- Define - Identify - Classify - Read maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) - Map - School environment - Data - Resource Persons	- Observations; - Excursions ; - Discussion ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides,	1
						16-Forest Exploitation • <i>Meaning</i> • <i>Types Forest & products</i> • <i>Importance of forest</i>	Timber -Wild fruits -Wild vegetable -Spices - Fuel wood					
					MANAGEMENT OF FOREST RESOURCES IN CAMEROON	17-Management of Forest resources in Cameroon -<i>Distribution</i> -<i>Methods of exploitation</i> -<i>Importance to the economy-Problems facing exploitation</i> • - <i>Conservation of forest resources</i>	-Forest Resource -Conservation					1

Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Example of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods / Techniques	(Hours)
				Topic	Sub-topics	Lessons	Notions/ Concepts					
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	-Low involvement of Cameroonians in fishing industry -Over fishing -Indiscriminate fishing -Poor preservation - Pollution - Foreign investment in fishing industry	Sustainable management of natural resources	. -Denounce illegal fishing, forest exploitation and fishing - Obtain resource exploitation permits	Management of primary resources	FISH RESOURCES & MANAGEMENT	18- Fish Resource Exploitation - <i>Meaning- Major fishing grounds - Fish products -Importance of fish resources to the economy-</i>	-Pisciculture - Refrigeration -	- Define - Identify - Classify - Describe maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance	- Other disciplines (biology, environmental science) -Map - Data	- Observations ; - Excursions ; - Brainstorming ; - Simulation ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, ;	1
					MANAGEMENT OF FISH RESOURCES IN CAMEROON	19-Fishing in Cameroon - <i>Distribution- Methods of exploitation -Importance to the economy- Problems Facing exploitation -Recent efforts to conserve the resource</i>	- Inland fishing - Artisanal Fishing -Industrial fishing					1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ concepts	Skills (Aptitudes)	Values & Attitudes	Other Resources	Methods & Techniques	
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	Artisanal mineral extraction -Deep mines -Land dereliction - Foreign iexploitation in mining	Sustainable management of natural resources	- -Denounce illegal mining -Encourage National expertise -Enforce Quality control ,	Management of primary resources	MINERAL RESOURCES & MANAGEMENT	20-Mineral Resources Exploitation <i>-Meaning</i> <i>-Types</i> <i>-Importance to the economy</i>	- Metallic minerals -Non metallic minerals -Mineral fuels	- Define - Identify - Classify - Describe maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance - Sense of responsibility - Sense of carefulness - Respect of life	- Other disciplines -Map Other disciplines (Physics , geology, archeology& chemistry environmental science) - School environment - Data - Resource Persons	- Observations ; -Discussions ; - Simulation ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides, geology kit - Laboratory work.	1

Contextual Framework		Competent Acting		Resources								Duration
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills (Aptitudes)	Values & Attitudes	Other Resources	Methods & Techniques	(Hours)
				Topic	Sub-topics	Lessons	Notions/ concepts					
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	- Pollution - Foreign exploitation in mining industry - Over exploitation	Sustainable management of natural resources	- Denounce illegal mining - Encourage National expertise - Enforce Quality control	Management of primary resources	MANAGEMENT OF MINERALS RESOURCES IN CAMEROON	21-Exploitation of Minerals Resources in Cameroon <i>- Types</i> <i>- Distribution</i> <i>- Importance to the economy</i> <i>- Government effort to conserve mineral resources</i>	- Mineral Resource - Conservation	- Define - Identify - Classify - Describe maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance - Sense of responsibility - Sense of carefulness - Respect of life	- Other disciplines - Map Other disciplines (Physics, geology, archeology & chemistry environmental science) - School environment - Data - Resource Persons	- Observations ; - Discussions ; - Simulation ; - Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides, geology kit - Laboratory work.	1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ concepts	Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
SUSTAINABLE EXPLOITATION OF NATURAL RESOURCES	-Fuel wood crisis -Over exploitation	- Conservation of natural resources -Production of goods	- Issue resource exploitation permits -Alternative sources of cooking energy (gas, biogas, solar energy, kerosene)	Management of power resources	MAJOR SOURCES OF POWER	22-Energy Resources • <i>Meaning of Energy</i> • <i>Sources of energy (traditional & Modern sources)</i> • <i>Problems associated with Energy Sources</i>	- Coal -HEP -Petroleum -Natural gas -Bio-gas -Wind -Nuclear -Solar	- Define - Identify - Classify	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance - Sense of responsibility	- Other disciplines (biology, environmental science, physics, geology) -Map - environment - Data - Resource Persons	- Observations ; - Excursions ; - Discussions ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides, geology kit - Laboratory work.	1
					ENERGY RESOURCES OF CAMEROON	23-Exploitation of Energy Resources of Cameroon: • <i>Sources & Distribution</i> • <i>Efforts to develop</i> • <i>Energy Conservation Methods</i> •	- HEP -Solar - Natural gas -Petroleum -Bio-gas					1

ECONOMIC GEOGRAPHY SYLLABUS FOR FORM 4 TECHNICAL EDUCATION

SUSTAINABLE DEVELOPMENT OF MANUFACTURING AND TERTIARY ACTIVITIES

- **WEEKLY LOAD: 2HRS**
- **YEARLY LOAD: 44HRS**
- **Coefficient: 2**

DIAGNOSTIC EVALUATION	DURATION
➤ Psycho-Social Evaluation - The learner: Name and surname, age, status (new or repeating the class), quarter of residence, means of transport to school, health situation, etc. - Parents/guardian: Name and surname, address/contact, profession, religion, quarter of residence, etc. ➤ Evaluation of previous knowledge: Knowledge, skills and values from the previous classes especially the last class.	2H

MODULE I

TITLE OF MODULE: Management of manufacturing Industries

NUMBER OF INSTRUCTIONAL (Teaching/ Learning) PERIODS: 06

PRESENTATION OF THE MODULE: This module presents to learners the activities of production in the secondary sector as the backbone of development in general and economic development in particular, with specific focuses on secondary sector in Cameroon.

CONTRIBUTION OF THE MODULE TO THE AIMS AND GOALS OF THE CURRICULUM: This module enables learners to be aware of the inequalities in the world around them as well and arms them with the appropriate actions that should be taken to promote transformation activities.

CONTRIBUTION OF THE MODULE TO THE PROGRAM OF STUDY AND TO THE AREAS-OF-LIVING: This module exposes interactions between man and the environment and the numerous inequalities that arise. There is therefore need to consider others in our decisions if these contrasts in development must be narrowed and the environment and its resources preserved.

Contextual Framework		Competent Acting		Resources								Duration (Hours)
				Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods / Techniques	
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ concepts					
SUSTAINABLE EXPLOITATION OF RESOURCES	-Low industrial production - Low export earnings	-Rational production of goods	-increase farm produce -Transform raw materials before export	Managing resources for developme nt through economic activities	MANUFACTURING AS AN ECONOMIC ACTIVITY OF THE SECONDARY SECTOR	I-Manufacturing Industries • <i>Meaning</i> • <i>Classification of manufacturing industries</i> • <i>The global distribution of Industries (Mapping of Industrial Regions)</i>	-Light industries -Heavy industries	- Define - Identify - Classify - Read maps and graphs on aspects of economic activities	- Consciousness of environmental problems -Like home made goods	-Map - Data	- Observations -Excursions ;Discussions -Analysis of Instructional materials - Enquiry (investigation)	1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Essential Knowledge		Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
						Lessons	Notions/ concepts					
Sustainable Exploitation of resources	-Congestion -Pollution -Inertia	-Rational production of goods	- Degglomeration -Recycling -Treat waste	Managing resources for development through economic activities	MANUFACTURING AS AN ECONOMIC ACTIVITY OF THE SECONDARY SECTOR	2--The agglomeration of industries <i>-Meaning-Examples in the LICs, NICs, & AICs- Factors for industrialisation</i>	-Localisation	- Define - Identify - Classify - Read maps and graphs on aspects of economic activities	- Consciousness of environmental problems - - Curiosity - Sense of observation - Sense of responsibility - Respect of life	- Other disciplines (environmental science) -Map - Data - Resource Persons	- Observations; - Excursions ; - Brainstorming ; - Simulation ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, slides	1
						3-Industrialisation in the Least IndustrialisedCountries (LICs) <i>-Characteristics-Reasons for Low level of industrialisation</i>	Food processing industries					1
						4-Industrialisation in the Advanced Industrialised Countries (AICs) <i>-Characteristics-Reasons for High level of Industrialisation</i>	- agglomeration -High-tech industries					1
					MANUFACTURING INDUSTRIES IN CAMEROON	5-Secondary (manufacturing) industries in Cameroon <i>-Types of manufacturing industries-Distribution & reasons -Importance to the economy</i> • <i>Problems faced- Government efforts to boost industrialisation in Cameroon</i>	-Wood - Textile -Metallurgical -Paper and pulp Industrial zones: -Coastal -Central Western -Northern					2

MODULE II

TITLE OF MODULE: Management of Tertiary activities

NUMBER OF INSTRUCTIONAL (Teaching/ Learning) PERIODS: 17

PRESENTATION OF THE MODULE: This module highlights the contribution of tertiary activities in the process of development and the various challenges associated with these. All of this is done with specific focus on tertiary activities in Cameroon.

CONTRIBUTION OF THE MODULE TO THE AIMS AND GOALS OF THE CURRICULUM: This module enables learners to be aware of the inequalities in the world around them in the tertiary sector and appropriate actions that should be taken.

CONTRIBUTION OF THE MODULE TO THE PROGRAM OF STUDY AND TO THE AREAS-OF-LIVING: This module raises awareness in learners that without the tertiary sector, business would have difficulty of finding the capital they need to grow and expand.

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topic	Lessons	Notions/ concepts					
GLOBALISATION	-Clandestine transporters -Overloading of cars -Highway robbery -Bad state of roads -Bureaucracy and administrative bottlenecks -Corruption &Embezzlement	- Better management of transport	-Denounce clandestine transport -Denounce corruption & embezzlement - Conform to transportation norms and regulations	Management of tertiary activities	WORLD COMMUNICATION	6-Communication • <i>Meaning of communication:</i> - <i>Transport</i> <i>Telecommunication Modes of transport</i>	Transport: -Land -Air -Water	- Define - Identify - Classify - Describe maps and graphs	- Respect and Love for nature - Curiosity - Sense of observation - Tolerance - Sense of responsibility - Respect of life	- Other disciplines Economics, geology, physical sciences) -Map - Data	- Observations ; -Discussion --Analysis of Instructional materials - Exploitation of audio-visual supports, Slides	1
						7-Development of Road Transport • <i>Varieties,</i> • <i>Condition for development of road transport.</i> • <i>Advantages & disadvantages of road transport</i>	-Earth roads -Tarred roads -Tunnels -Flyovers -Motorways					1
						8-Development of Rail Transport • <i>Varieties,</i> • <i>Condition for development of rail transport.</i> • <i>Advantages & disadvantages of rail transport</i>	-Stations -Railings					1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Essential Knowledge		Skills	Values & Attitudes	Other	Methods/ Techniques	
GLOBALISATION	-Clandestine transporters -Overloading of trains -Highway robbery -Bad state of roads and railways -Bureaucracy and administrative bottlenecks -Corruption &Embezzlement	- Better management of transport	- Denounce clandestine transport -Re-align, renovate, construct new ones -Denounce corruption & embezzlement - Conform to transportation norms and regulations	Management of tertiary activities	WORLD COMMUNICATION	9-Impact of road and railway transport on the economy • <i>Recent developments in road& rail transport</i> modes.	-Motorways - Solar road ways --Viaducts Electric cars -Scooters -Fly-overs -Tram ways <i>Hyperloops</i>	- Define - Identify - Classify - Describe maps and graphs on aspects of economic activities	- Respect and Love for nature - Curiosity - Sense of observation - Tolerance - Sense of responsibility - Respect of life	- Other disciplines (Geology, physical sciences) -Map - School environment - Data - Resource Persons	Observations ; - Excursions ; - Brainstorming ; - Simulation ; -Analysis of Instructional materials	1
						10-Air and water transport • <i>Types</i> • <i>Factors influencing the development of air & water transport</i> • <i>Advantages & Disadvantages</i> •	-Autonomous vehicles -Drones ContainerShips -Tankers --Liners Lakers				- Enquiry (investigation) - Exploitation of audio-visual supports, Slides, geology kit - Laboratory work.	1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
				Topic	Sub-topics	Lessons	Notions/ concepts					
GLOBALISATION	-Power failure -Overloading of cars -Highway robbery -Bad state of roads Collisions Leakages of pipes Hacking, -Spamming internet services -Spread of viruses -	- Better management of transport	-Use alternative sources of energy -Use specialised forms of transport -Increase width sizes of lanes -Improve monitoring systems -Denounce cyber criminality -Secure e-mail addresses -Use of anti-viruses	Manage ment of tertiary activitie s	WORLD COMMUNIC ATION	11- Specialized forms of transport (Motorways cable ways.) • Define motor ways and cable ways • Reasons for their creation • Advantages & disadvantages	Motorways Cableways Ropeways	- Define - Identify - Classify - Describe maps and graphs on aspects of economic activities	- Respect and Love for nature - Curiosity - Sense of observation - Respect of life	- Other disciplines Physical sciences) -Map - Data	- Observations; - Discussions -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides	1
						12- Pipelines <i>-Definition-Advantages & disadvantages-Impact: on the economy-On the environment</i>						1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
				Topic	Sub-topics	Lessons	Notions/ concepts					
GLOBALISATION	-Clandestine transporters -Overloading of cars -Highway robbery -Bad state of roads -Bureaucracy and administrative bottlenecks -Corruption & Embezzlement -Unfair trade -Inflations -Artificial scarcity	- Better management of transport, trade and tourism -Production of services	-Denounce clandestine transport -Denounce corruption & embezzlement - Conform to transportation norms and regulations -Participate in human investment sessions to repair roads - Price control	Management of tertiary activities	TRANSPORT AND COMMUNICATION IN CAMEROON	14-Transport development in Cameroon) • <i>Types of transport networks</i> • <i>Distribution of various transport networks</i> • <i>Problems of transport development</i> • <i>Government efforts to improve on transport network development</i>		- Define - Identify - Classify -Describe maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance - Sense of responsibility - Sense of carefulness - Respect of life	- Other disciplines (Geology, Physical sciences) -Map - School environment - Data - Resource Persons	- Observations - Excursions ; Brainstorming Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides.	2
				Management of tertiary activities	GLOBAL TRADE	15-Trade • <i>Meaning of trade</i> • <i>Types of trade</i> • <i>Importance</i> • <i>Problems</i> • <i>Trade protection (methods & reasons)</i>	trade	Same as in the lessons above	Same as in the lessons above	Same as in the lessons above	Same as in the lessons above	2

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ concepts	Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
GLOBALISATION	-Unfair trade -Poor development and degradation of tourist sites -Harassment of tourists -Highway robbery -Bad state of roads -Bureaucracy and administrative bottlenecks -Corruption & Embezzlement	- Better management of transport, trade and tourism -Production of services	-Denounce unfair trade -Clean up tourist sites -Denounce corruption & embezzlement - Conform to tourism and transportation norms and regulations -Denounce cyber criminality -Secure e-mail addresses	Management of tertiary activ	CAMEROON AND TRADE	16-Trade blocs <i>-Definition</i> <i>-Types</i> <u>Case Studies: CEMAC & EU</u> <i>-Objectives</i> <i>-member states</i> <i>-Successes</i> <i>-Failures</i>	CEMAC - European Union -	- Define - Identify - Classify - Describe maps and graphs on aspects of economic activities	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance - Sense of responsibility - Sense of carefulness - Respect of life	- Other disciplines (biology, environmental science) -Map - Data	- Discussions -Analysis of Instructional materials - Exploitation of audio-visual supports, Slides	3
					GLOBAL TOURISM	17-Tourism • <i>Meaning</i> • <i>Types</i> • <i>Factors for the promotion of mass tourism</i> • <i>Tourist destinations</i> • <i>General Tourist attractions</i> • <i>General effects of tourism (on people, the economy & the environment)</i>	Tourism - Mass tourism					3

ECONOMIC GEOGRAPHY SYLLABUS FOR FORM 5 TECHNICAL EDUCATION

SUSTAINABLE MANAGEMENT OF POPULATION, SETTLEMENT AND ENVIRONMENTAL SYSTEMS

- **WEEKLY LOAD: 2HRS**
- **YEARLY LOAD: 44HRS**
- **Coefficient: 2**

DIAGNOSTIC EVALUATION	DURATION
➤ Psycho-Social Evaluation - The learner: Name and surname, age, status (new or repeating the class), quarter of residence, means of transport to school, health situation, etc. - Parents/guardian: Name and surname, address/contact, profession, religion, quarter of residence, etc. ➤ Evaluation of previous knowledge: Knowledge, skills and values from the previous classes especially the last class.	2H

MODULE I

TITLE OF MODULE: Management of population growth and space colonisation

PRESENTATION OF THE MODULE: This module presents how population distribution, growth and movement impact the environment and resources, and how these population dynamics can be controlled to march with available resources. Furthermore, it highlights the colonisation of space by human settlements and their impacts.

CONTRIBUTION OF THE MODULE TO THE AIMS AND GOALS OF THE CURRICULUM: This module creates awareness in the learners about the world of population and settlement development and how these can be effectively controlled.

CONTRIBUTION OF THE MODULE TO THE PROGRAM OF STUDY AND TO THE AREAS-OF-LIVING: The module makes learners be conscious of the importance how controlling population numbers and the expansion of settlements, ensures the preservation of the environment and its resources.

Contextual framework		Competent Acting or		Resources								Duration (Hours)
Families of situations	Examples of situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills (Aptitudes)	Values & Attitudes	Other Resources	Methods /techniques	
				Topic	Sub-topics	Lessons	Notions/ Concepts					
POPULATION GROWTH AND SPACE COLONISATION	-Under population -Overpopulation -rapid population growth -Decline of the rural economy -Rural depopulation -Congestion -Pollution -Growth of ghettos, slums & shanty towns	-Control population growth and movement in space (Migration) -Control rural exodus - Rural Development -Plan towns	-Birth control -Send girl children to schools -Denounce and refuse early marriages -Acquire education -create new and satellite settlements -Create social amenities in rural areas	The dynamics of population and implications	POPULATION AND POPULATION DISTRIBUTION	I-Basic notions on population • <i>Definition</i> • <i>Evolution of world's population</i> • <i>Sources of populatio data</i>	Population	- Define - Identify - Classify - Read graphs on aspects of population	-Curiosity --Sense of observation -Respect for life -Consciousness of environmental problems	- Other disciplines (Economics) - Graphs - School environment - Data	Discussions ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides	1

Contextual framework		Competent Acting		Resources								Duration
Families of situations	Examples of situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods / techniques	Duration (Hours)
				Topic	Sub-topics	Lessons	Notions/ Concepts					
POPULATION GROWTH AND SPACE COLONISATION	-Under population -overpopulation -rapid population growth -decline of the rural economy -rural depopulation -Pollution -Growth of ghettos, slums & shanty towns -Brain drain -Early marriages	-Control population growth and movement in space (Migration) -Control rural exodus - Rural Development -Plan towns	-Birth control -Send girl children to schools -Denounce and refuse early marriages -Acquire sex education -Create social amenities in rural areas -Organise cultural festivals in villages -Create farms - Use waste bins and dumpsites	The dynamics of population and implications	POPULATION AND POPULATION DISTRIBUTION	2-Population distribution • <i>Meaning :</i> - <i>population distribution & population density</i> • <i>Measures of population density</i>	- Dense - Moderate -Sparse	- Define - Identify - Classify - Describe maps	- Consciousness of environment - Respect and Love for people - Curiosity -Sense of observation - Respect of life	- Other disciplines (Economics) -Map - School environment - Data -	- Observations - Discussions -Analysis of Instructional materials - Exploitation of audio-visual supports, Slides	1

contextual framework		Competent Acting or Functioning		Resources								Duration (Hours)
Families of situations	Examples of situations			Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ Concepts	Skills	Values& Attitudes	
POPULATION GROWTH AND SPACE COLONISATION	-Uneven distribution of population	-Control population growth and movement in space (Migration) -Control rural exodus - Rural Development -Plan towns	--Create social amenities in areas of low density	The dynamics of population and implications	POPULATION AND POPULATION DISTRIBUTION	3-Spatial distribution of the world's population <i>Uneven distribution(map)</i> <i>Major areas of dense, moderate & sparse.</i>	- Dense - Moderate -Sparse	Define - Identify - Classify - Describe maps and graphs on aspects of population	- Curiosity - Sense of observation - Tolerance - carefulness - Respect of life	- Other disciplines (Economics) -Map and graphs - Data	-Discussions ; -Analysis of Instructional materials - Exploitation of audio-visual supports and slides .	1
						4-Population distribution in Cameroon - <i>Areas of dense, moderate & sparse population</i> - <i>Reasons for unequal distribution</i>						2

Contextual framework		Competent Acting		Resources								Duration
Families of situations	Examples of situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Essential Knowledge		Skills (Aptitudes)	Values &Attitudes	Other Resources	Methods /techniques	(Hours)
POPULATION GROWTH AND SPACE COLONISATION	-Under population -overpopulation -rapid population growth -decline of the rural economy -rural depopulation -Pollution -Growth of slums & shanty towns -Brain drains	-Control population growth and movement in space (Migration) -Control rural exodus - Rural Development -Plan towns	-Birth control -Send girl children to schools -Denounce and refuse early marriages -Acquire sex education	The dynamics of population and implications	POPULATION CHANGE IN TIME (POPULATION GROWTH)	5-Age composition of population • <i>Definition of</i> • <i>Main Age-groups & their demographic & economic implications</i>	-Youthful, population, -Ageing population	- Define - Identify - Classify - Describe maps and graphs on aspects of population -Calculate indices of population	- Curiosity - Sense of observation - Tolerance - Sense of responsibility - Respect of life	- Other disciplines (Economics) -Graph -- Data -	-Discussions ; -Analysis of Instructional materials - Exploitation of audio-visual supports, Slides	1
						6-Basic types of age-sex pyramids • <i>Meaning of</i> • <i>Types.(progressive, regressive ,</i> • <i>Main Characteristics of each group</i>						1
						7-Population Growth: • <i>Meaning</i> • <i>Determinants</i> • <i>Measurement of population growth</i>	-Birth rate, -Death rate, -Natural increase -Growth rate					1
						8-Rapid population growth in Least Industrial Countries(LICs) • <i>Reasons</i> • <i>Implications</i> • <i>Measures of birth Control</i>	Population Growth					1

Contextual framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ Concepts	Skills	Values& Attitudes	Other Resources	Methods /techniques	
POPULATION GROWTH AND SPACE COLONISATION	- Decline of the rural economy -rural depopulation -Pollution -Growth of slums & shanty towns -Brain drain- Under population	-Control population growth and movement in space (Migration) -Control rural exodus - Rural Development -Plan towns	-Create social amenities in rural areas -Organise cultural festivals in villages -Create farms Encourage out migration -Birth control	The dynamics of population and implications	POPULATION CHANGE IN SPACE (MIGRATION)	9- Migration • <i>Meaning</i> • <i>Types(internal & external)</i> • <i>General causes</i> • <i>General consequences of migration at source and destination</i>	Immigration -Emigration -Net migration -Standards of living	- Define - Identify - Classify - Describe graphs on aspects of population	- Respect and Love for nature - Curiosity - Sense of observation -- Respect of life	- Other disciplines (biology, environmental science) -Map - School environment - Data - Resource Persons	-Discussions ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides	2
	POPULATION AND RESOURCES				10 -Notions on Optimum population, over population, and under population • <i>Meaning</i> • <i>Examples of Areas</i> • <i>Indicators</i>	-Optimum -Over population, - Under population Standards of living	1					

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Situations	Categories of Actions	Examples of Actions	Essential Knowledge				Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
				Topic	Sub-topics	Lessons	Notions/ concepts					
POPULATION GROWTH AND SPACE COLONISATION	-Over-population -Rapid population growth -Congestion -Pollution -Growth of slums & shanty towns	--Plan towns	-Birth control -Send girl children to schools -Denounce early marriages -Create green belts -Create new and satellite towns -Create waste disposal facilities -Renew old dilapidated sites	The development of settlements and their on implications	URBAN SETTLEMENTS AND THEIR SPHERES OF INFLUENCE	11-Settlement • <i>Meaning</i> • <i>Classification into types (rural and urban)</i> • <i>Differences between rural and urban settlements</i>	-Rural settlement -Urban settlement	- Define - Identify - Classify - Read maps, graphs and diagrams on aspects of settlement	- Consciousness of environmental problems - Respect and Love for nature - Curiosity - Sense of observation - Empathy - Tolerance - Sense of responsibility - Sense of carefulness - Respect of life	- Other disciplines (biology, environmental science) -Map - School environment - Data - Resource Persons	- Observations ; - Excursions; - Brainstorming; - Simulation ; -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, Slides, geology kit - Laboratory work.	1
						12--The concept of Urban Settlement • <i>Meaning</i> <i>Classification into types</i>)	-Town, -City, - Conurbation, -Megalopolis					1
						13-Urbanisation • <i>Meaning</i> • <i>Factors influencing urbanisation</i>						
						14-Consequences of the Urbanisation Process • <i>Positive</i> • <i>Negative</i> • <i>Solutions</i>	.Ghettos -Armed robbery -Traffic jams -Delinquencies					1

Contextual Framework		Competent Acting		Resources								Duration (Hours)
				Essential Knowledge								
Families of situations	Examples of Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Lessons	Notions/ concepts	Skills	Values & Attitudes	Other Resources	Methods/ Techniques	
POPULATION GROWTH AND SPACE COLONISATION	Over-population -Rapid population growth -Congestion -Pollution -Growth of slums & shanty towns	Plan towns	Birth control -Send girl children to schools -Denounce early marriages -Create green belts -Create new and satellite towns -Create waste disposal facilities -Renew old dilapidated sites	Human characteristics Of Cameroon	DEVELOPMENT OF SETTLEMENTS IN CAMEROON	15-Settlements in Cameroon • Distribution of rural & urban settlements • Reasons for disparities in rates of urbanisation in Cameroon	- Rural Settlements -Urban Settlements	- Define - Identify - Classify	- Curiosity - Sense of observation	- Data	-Discussions -Analysis of Instructional materials	1

MODULE II

TITLE OF MODULE: Preservation of the natural environment

PRESENTATION OF THE MODULE: This module focuses on the methods of managing different environment hazards such as pollution, floods, droughts/desertification and climate change.

CONTRIBUTION OF THE MODULE TO THE AIMS AND GOALS OF THE CURRICULUM: The module introduces the learners to the world of difficult environments and the appropriate actions to be used in solving these problems.

CONTRIBUTION OF THE MODULE TO THE PROGRAM OF STUDY AND TO THE AREAS-OF-LIVING: This module exposes builds in the learners the various management actions that necessary to contain environments with hazards.

Contextual Framework		Competent Acting		Resources								Duration (Hours)
Families of situations	Examples of Life Situations	Categories of Actions	Examples of Actions	Topic	Sub-topics	Essential Knowledge		Skills	Values	Other Resources	Methods/ Techniques	
DEGRADATION OF THE PHYSICAL ENVIRONMENT. - GEO-HAZARDS	-Droughts - Water stresses or scarcity - Storms -Floods - Extreme heat - Extreme cool	-Adaptation to various environments -Adaptation to and mitigation of hazards	-Dig wells and boreholes - Use water rationally - Build houses following regulations -Reforest and afforest - Create drains, terraces etc. - Construct dykes - Wear appropriate clothes	Management of environmental hazards	ENVIRONMENTAL DEGRADATION	16-Global warming • <i>Definition</i> • <i>Causes (natural & human)</i> • <i>Effects</i> • <i>Adaptations & Mitigations</i>	-Climate variability -greenhouse gases	- Define - Identify -Classify -Describe - Draw/Sketch	- Consciousness of environmental problems -Respect and Love for nature - Curiosity -Sense of observation -Empathy	- Other disciplines (biology, environmental science) - Map - School environment - Climatic data - Meteorological Stations (Globe Centre and others)	- Observations - Excursions - Brainstorming - Simulation -Analysis of Instructional materials - Enquiry (investigation) - Exploitation of audio-visual supports, slides, geology kit , Laboratory work.	1
						17-Floods, Droughts and desertification • <i>Meaning (Causes)</i> • <i>Effects</i> • <i>Adaptation & Mitigations</i>	- Floods - Droughts - Desertification	- Read weather Instruments; rainfall and temperature graphs; weather/ climate and hydrological maps			3	
						18-Pollution • <i>Meaning</i> • <i>Types</i> • <i>Causes</i> • <i>Consequences</i> • <i>Solutions</i>	-Pollution				2	