

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION
HOME MANAGEMENT

(For candidates in the Gambia, Nigeria and Sierra Leone)

AIMS AND OBJECTIVES

Objective of the syllabus is to test candidates' knowledge, understanding, appreciation and application of

- (a) management concepts;
- (b) goals, values, standards and needs;
- (c) decision making processes;
- (d) human and material resources available in managing a home.
- (e) Basic skills that are needed in caring for the home, family members and society;
- (f) Consumer skills;
- (g) Sound environmental sanitation; and
- (h) Self-reliant skills for effective living.

CONTENT OF THE PAPERS

There will be two papers, both of which must be taken.

PAPER 1: A practical test lasting 2½ hours to be conducted by a visiting examiner. The aim of this paper is to test candidates' manipulative skills acquired in the period of study. In this regard candidates will be required to answer one question for 100 marks.

There will be 30 minutes preparation time before the test begins.

PAPER 2: 1¾ hours

Section A: 60 multiple-choice objective questions will be set to be answered in 1 hour. This section carries 60 marks.

Section B: short-structured essay questions. The section will be made up of six questions out of which candidates will answer five. This section carries 40 marks and will last for 45 minutes.

DETAILED SYLLABUS

1. PRINCIPLES OF MANAGEMENT

1.1 Definition of Home Management

1.2 The Management Process - Planning
- Organisation
- Implementation
- Evaluation

1.3 Factors that affect Management

- (a) Personal characteristics
- (b) Values
- (c) Standards

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION
HOME MANAGEMENT

- (d) Needs
- (e) Wants
- (f) Events
- (g) Goals

1.4 Resources

- (a) Definition
- (b) Characteristics
- (c) Kinds
 - Human (time, energy, skill, work simplification as it applies to the home)
 - Non-Human/Material
 - Community

1.5 Decision

- (a) Definition
- (b) Process

1.6 Management of time and energy

2. FAMILY LIVING

2.1 The Family

- (a) Definition;
- (b) Types
 - Number,
 - Extended,
 - Monogamous,
 - Polygamous,
- (c) Advantages and disadvantages of each type of family;
- (d) Family life cycle;
- (e) Functions of the family;
- (f) Roles and responsibilities of family members (e.g. mother, father, children, working mothers, etc.);
- (g) Family relationships (e.g. husband and wife; mother, father, children, siblings);
 - (i) Factors affecting family relationship,
 - (ii) The effect of these relations on welfare;
- (h) Family crisis
 - arrival of new baby,
 - clashes of personality

2.2 Marriage

- (a) Types of marriage;
- (b) Boy/Girl relationship
 - adolescence,
 - physical and psychological characteristics,
 - sex education, definition, traditional/custom,
 - consequences of sexual indulgence;

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION
HOME MANAGEMENT

- (c) Dating/Courtship - factors to consider when choosing a partner;
- (d) Preparation for marriage;
 - (i) Readiness - where to live, finances,
 - (ii) Introduction to each other's family,
 - (iii) Engagement,
 - (iv) Marriage ceremony

2.3 Parenthood

- (a) Preparation for parenthood
 - (i) Size of the family,
 - (ii) Reproduction,
 - (iii) Pregnancy,
 - (iv) Ante-natal care.
- (b) Childbirth
 - (i) Labour,
 - (ii) Delivery,
 - (iii) Post-natal care.
- (c) Child care
 - (i) Baby's layette,
 - (ii) Care of the baby - bathing,
- feeding (breast, artificial),
 - (iii) Care of toddlers,
 - (iv) Common ailments in children - immunization.
- (d) Child development
 - (i) Stages of development - physical,
- mental,
- social,
 - (ii) Bringing up children in their own culture,
 - (iii) Good habits and character training,
 - (iv) Toys and play materials in early childhood.

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION
HOME MANAGEMENT

3. FEEDING THE FAMILY

- 3.1 Classes of food and food nutrients
- 3.2 Food groups
- 3.3 Special nutritional needs of infants, toddlers, adolescents, adults, pregnant women, lactating women, the aged, convalescents, invalids, vegetarians.
- 3.4 Planning of balanced meals for different groups of people.
- 3.5 Preparation and serving of meals, snacks and beverages
 - (i) cooking methods
 - (ii) table/tray setting

4. CLOTHING THE FAMILY

- 4.1 Textiles
 - origin of fibres
 - classification of fibres/fabrics
- 4.2 Planning of wardrobe
- 4.3 Maintenance of clothing
 - (i) Simple garment repairs
 - (ii) Laundry agents
 - water
 - detergents
 - fabric rinses
 - stiffening agents
 - bleaches
 - (iii) Laundry work
 - management of the family wash
 - stains and stain removal
 - care of special garments
- 4.4 Storage of clothing

5. HOUSING THE FAMILY

- 5.1. (a) Definition of house and home
- (b) Types of houses
 - (i) Rural/urban
 - (ii) Design/traditional and modern
- (c) Acquiring a house
 - (i) Renting
 - (ii) Mortgage

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION
HOME MANAGEMENT

- (iii) Building
- (iv) Buying
- (v) Inheritance

- (d) Choosing a house
 - (i) Economic
 - (ii) Social
 - (iii) Psychological
 - (iv) Sites

- (e) Ventilation in the house

- 5.2 Utilities in the house
 - (a) Water - sources, uses, purification, storage
 - (b) Light - electricity, etc.
 - (c) Fuels - use, storage, control, advantages, disadvantages
 - (i) cooking gas
 - (ii) kerosene
 - (iii) firewood
 - (iv) charcoal
 - (v) electricity

- 5.3 Equipment and Furnishing the home
 - Types - Large and small equipment
 - Hard and soft furnishing

- 5.4 Home Improvement/Interior Decoration
 - (a) Principles of art and design and their application
 - (i) Colours
 - (ii) Textures
 - (iii) Lines
 - (iv) Proportion
 - (b) Floral arrangements

- 5.5 Maintenance and care of the home furnishings
 - (a) cleaning agents and materials – identification, preparation and use of local and commercial cleaning agents.
 - (i) water
 - (ii) soaps
 - (iii) abrasives
 - (iv) polishes

 - (b) care of surfaces – wood, tile, formica, concrete, plastics etc.
 - (c) care of floors/floor coverings/finishing – carpets, linoleums, mats, rugs, terrazzo, parquet etc.
 - (d) care of ornaments – ceramics, metals, collages etc.
 - (e) laundering of household linens etc.

WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION
HOME MANAGEMENT

- 5.6 Sanitation
 - (a) Definition
 - (b) Factors contributing to poor environment
 - (c) Waste disposal
 - (d) Drainage systems
 - (e) Pollution and health hazards
 - (f) Household pests and control

6. **MONEY MANAGEMENT**

- 1.1 Income
 - (a) Definition
 - (b) Types of Income
 - (c) Budgeting
- 1.2 Factors contributing to money management – family size, income needs
- 1.3 Planning for Financial Security
 - (a) Savings - Types
 - (i) Indigenous
 - (ii) Banking
 - (iii) Returns (interest)
 - (b) Investment - Forms (shares, bonds, endowments)
 - Features
 - Benefits
 - (c) Insurance - Definition
 - Types (fire, life, theft etc.)

7. **CONSUMER EDUCATION**

- 7.1 Definition
- 7.2 Principles of consumer Education
- 7.3 Guidelines for the Consumer
- 7.4 Consumers' Rights and Responsibilities
- 7.5 Consumer Protection
 - Legislation
 - Regulatory Bodies
- 7.6 Consumer Agents
 - (a) Market
 - (b) Distributors - Wholesalers, retailers
 - (c) Hawkers
 - (d) Sales Agents
- 7.7 Consumer Programmes.