HOME MANAGEMENT

AIMS AND OBJECTIVES

Objectives for testing candidates in Home Management at the senior high school level include to assess their knowledge, understanding, appreciation and application of

(a) management concepts; goals, values, standards and needs;
(b) decision – making processes;
(c) human and material resources available for managing a home;
(d) basic skills needed in caring for the home and society;
(e) consumer skills;
(f) sound health practices;
(g) self-reliant skills for effective living.

SCHEME OF EXAMINATION

There will be three papers, Papers 1, 2, and 3 all of which must be taken. Papers 1 and 2 will be a composite paper to be taken at one sitting.

Paper 1: This will comprise fifty multiple-choice objective questions, all of which are to be answered in 1 hour for 50 marks.

Paper 2: This will comprise six essay questions out of which candidates will be required to answer four within 1 hour for 50 marks.

Paper 3: This will be a 3-hour practical test which will be conducted by a visiting examiner that will be appointed by WAEC. This paper will carry 100 marks.

DETAILED SYLLABUS

TOPIC	CONTENT
1. **PRINCIPLES OF MANAGEMENT** 1.1 Definition of Home Management 1.2 Careers in Home Management 1.3 The Management Process	 (a) Planning

1.3.2 Application of process to Specific tasks	(b) Organization (c) Implementation (d) Evaluation
1.4 Motivations for Home Management	(a) Personal characteristics (b) Values (c) Goals (d) Standards (e) Needs (f) Events (g) Events
1.5 Family Resources	(a) Definition (b) Characteristics (c) Kinds – Human (time energy skill, work simplification as it applies to the home) - Non-human/material - community
1.6 Decision – making	
1.7 Management of Time and Energy	(a) Definition (b) Process
2. **FAMILY LIVING**	
2.1 The family	(a) Definition (b) Types – nuclear, Monogamous, Polygamous - Extended - Advantages and - disadvantages of each type - family. (c) Family life cycle – beginning, Expanding, contracting and Empty –nest. (d) Functions of the family (e) Roles and responsibilities of family Members (e.g. mother, father, Children, working mothers, single Parent etc. (f) Family relationship (e.g. husband

	and wife, parent/child, sibling/sibling, nuclear and extended families. (i) Factors affecting family Relationship, e.g. communication, Family values. (ii) The effect of these relations on Well-being (iii) conflict and conflict resolution
2.2 Courtship and marriage	(a) Types of marriage (b) Boy/Girl relationship – definition - traditional/custom - guidelines for healthy boy/girl relationship

TOPIC	CONTENT
	- problems of unhealthy boy/girl relationship - Consequences of Indiscriminate sexual Indulgence - sex education (c) Choosing a life partner (i) factors to consider when choosing a partner e.g. blood group, genotype, HIV status. (ii) dating, courtship, engagement
2.3 PARENTHOOD	(d) Preparation for marriage, (i) Readiness – where to live, Maturity, finances (ii) Introduction to each other's Family (e) Marriage Ceremony – Marriage Ceremony in different locality. (a) Preparation for parenthood (i) Planning a family (ii) Reproduction (iii) Pregnancy (iv) Antenatal care (b) Childbirth (i) labour (ii) delivery (iii) Postnatal care - Immunization (C) Parenting (i) meaning (ii) importance (iii) responsibilities - provision of needs - bathing

TOPIC	CONTENT

3. Feeding the family	(i) cooking terms and methods (ii) flour and flour mixtures (iii) cooking equipment, utensils and tableware (iv) table setting and service
3.1 Classes of food and food nutrients. 3.2 Scientific study of food nutrients 3.3 Effect of heat on nutrients 3.4 Special nutrition needs of infants, toddlers, adolescents, adults, pregnant women, lactating women the aged, convalescents invalids and vegetarians. 3.5 Food storage and preservation. 3.6 Planning of balanced meals for different groups of people. 3.7 Kitchen plan, hygiene and safety. 3.8 Food purchasing 3.9 Preparation and serving of meals, Snacks and beverages. 3.10 Entertainment	
4. **CLOTHING THE FAMILY**	
4.1 Clothing 4.2 Household linen 4.3 Textiles 4.4 Fabric construction 4.5 Planning a wardrobe 4.6 Maintenance of clothing 4.7 Sewing equipment and tools 4.8 Sewing processes 4.9 Storage of clothing	Meaning, types, functions Origin of fibres Classification of fibres/fabrics Weaving, knitting, crocheting etc. (i) Simple garment repairs (ii) Laundry agents – water, Detergents, fabric rinses, Stiffening agents, bleaches (iii) Laundry equipment and tools (iv) Laundry work – management of the family wash Laundry Stains and stain removal Care of special garments
5. **HOUSING THE FAMILY**	

5.1 Family house 5.2 Choosing family house 5.3 Setting up a home TOPIC	(a) Definition of House (b) Types of House e.g. storey building, bungalow, duplex etc (c) Classification of Houses e.g. traditional and modern (a) acquiring a house (i) Renting (ii) Mortgage (iii) Building (iv) Buying (v) inheritance (vi) Gift (b) Factors influencing the choice of a house (i) Economic (ii) Social (iii) Psychological (iv) sites (v) ventilation in the house (vi) Design (c) Guideline for choosing a family house (a) Definition Difference between a home and a house (b) Equipment and furnishing in The Home Types - Large and small Equipment - Hard and soft Furnishing Fixture

	CONTENT
5.4 Home Improvement/Interior Decoration	(a) meaning and importance (b) element and principles of art and design and their application (i) colours (ii) Textures (iii) Lines (iv) Proportion (v) Rhythm etc. (c) Guidelines for interior decoration (d) Flower arrangements.
5.5 Utilities in the home	(a) Water - Sources, uses Purification, storage (b) Light - electricity – meter reading, Electric bill (c) Fuels - uses, storage, control, advantages, disadvantages. (i) cooking gas (ii) kerosene (iii) firewood (iv) charcoal (v) electricity
5.6 Simple home maintenance and Repairs.	(a) cleaning agents and materials - identification, preparation and use of local and commercial cleaning agents. (i) water (ii) soaps (iii) abrasives (iv) polishes (b) cleaning equipment and tools (c) care of surfaces - wood - tile - formica - concrete - plastic etc.

	(d) Care of floors/floor coverings/ Finishing - Carpets - Linoleums - Mats - Rugs - terrazzo - parquet etc (e) Care of home furnishing and ornaments - ceramics - metals - collage etc. (f) Cleaning of different functional areas in the home (g) Bed making
5.7 Safety measures in the home	(a) importance (b) common accidents (c) prevention (d) use of first aid
	(a) Definition (b) Importance of sanitation (c) Waste disposal - Household waste - Drainage system - Disposal methods - pollution and health hazards. (d) Household pests (i) Types (ii) Control
6. Wealth Creation and Management 6.1 Creativity and Entrepreneurship	(a) Meaning (b) Importance (c) Relationship between creativity and entrepreneurship (d) Entrepreneurial skills (i) Creativity (ii) Management (iii) Communication

	(e) Entrepreneurial Activities/ Enterprises (i) Fashion designing (ii) Hair dressing (iii) Fast Foods (iv) Bead making etc.
6.2 Money Management	(a) Meaning (b) Guidelines (c) processes (d) Family budget – income Expenditure, steps in budgeting
6.3. Wealth Creation	(a) Meaning (b) Types (c) Advantages (d) Ways of creating wealth e.g. Saving, investment, trading etc.
6.4 Capital Market Investment	(a) Meaning (b) Advantages (c) Guidelines (c) Investment opportunities e.g. Stocks, shares, treasury bill.
7. <u>Consumer Education</u>	
7.1 Definition and Importance Consumer education	(a) sources (b) Uses
7.2 Rights and responsibilities of a Consumer	
7.3 Consumer Information	(a) Types
7.4 Consumer Legislation and Agencies	(b) Functions (c) Regulations of agencies
7.5 Principles of consumer Education	(a) Types (b) Functions
7.6 Consumer Agents	
7.7 Environmentally Friendly Consumption Practices	(a) (i) Market and market survey (ii) Meaning

7.8 Purchasing practices	(iii) Types (iv) Uses/importance (v)Procedures for market survey (b) Wise purchasing practices (c) Prevention of wastage in the home.

READING TEXTS

1. Home Management by R.O. Johnson, A. Akingbehin and J. Mifie publishers: Longman
2. Home Management for secondary Schools Enid O'Reilly Wright & Lillian Adesimi – Davies Publishers – Evans Brothers Ltd.
3. Home Management for Secondary Schools 1-3 by Mary Edna Aufani Joe, Oby Eyisi et al. Publishers - University Press Plc.
4. Home Management for Secondary Schools 1005 OQ & A Series by Elizabeth Anyakoha Publisher - FEP Publisher Ltd.