

## 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 15minutes for 50 marks.

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

### DETAILED SYLLABUS

| TOPIC                             | CONTENT |
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| 1. PRINCIPLE OF MANAGEMENT        |         |
| 1.1 Definition of Home Management |         |
| 1.2 Careers in Home Management    |         |

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| <p>1.3 The Management Process</p> <p>1.3.2 Application of process to Specific tasks</p> <p>1.4 Motivations for Home Management</p> <p>1.5 Family Resources</p> <p>1.6 Decision – making</p> <p>1.7 Management of time and Energy</p> | <p>(a) Planning<br/>(b) Organization<br/>(c) Implementation<br/>(d) Evaluation</p> <p>(a) Personal characteristics<br/>(b) Values<br/>(c) Goals<br/>(d) Standards<br/>(e) Needs<br/>(f) Events<br/>(g) Events</p> <p>(a) Definition<br/>(b) Characteristics<br/>(c) Kinds – Human (time energy skill, work simplification as it applies to the home)<br/>- Non-human/material<br/>- community</p> <p>(a) Definition<br/>(b) Process</p> |
| <p>2. <b><u>FAMILY LIVING</u></b></p> <p>2.1 The family</p>  | <p>(a) Definition<br/>(b) Types – nuclear, Monogamous, Polygamous<br/>- Extended<br/>- Advantages and disadvantages of each type family.</p> <p>(c) Family life cycle – beginning, Expanding, contracting and Empty –nest.</p> <p>(d) Functions of the family<br/>(e) Roles and responsibilities of family Members (e.g. mother, father, Children, working mothers, single Parent etc.</p>  |

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| <p>2.2 Courtship and marriage</p> | <ul style="list-style-type: none"><li>(f) Family relationship (e.g. husband and wife, parent/child, sibling/sibling, nuclear and extended families.<ul style="list-style-type: none"><li>(i) Factors affecting family Relationship, e.g. communication, Family values.</li><li>(ii) The effect of these relations on Well being</li><li>(iii) conflict and conflict resolution</li></ul></li><li>(a) Types of marriage</li><li>(b) Boy/Girl relationship – definition<ul style="list-style-type: none"><li>- traditional/custom</li><li>- guidelines for healthy boy/girl relationship</li></ul></li></ul> |
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| TOPIC          | CONTENT  |
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|                | <ul style="list-style-type: none"> <li>- problems of unhealthy boy/girl relationship</li> <li>- Consequences of Indiscriminate sexual Indulgence</li> <li>- sex education</li> </ul> <p>(c) Choosing a life partner</p> <ul style="list-style-type: none"> <li>(i) factors to consider when choosing a partner e.g. blood group, geno-type, HIV status.</li> <li>(ii) dating, courtship, engagement</li> </ul>   |
| 2.3 PARENTHOOD | <p>(d) Preparation for marriage,</p> <ul style="list-style-type: none"> <li>(i) Readiness – where to live, Maturity, finances</li> <li>(ii) Introduction to each other’s Family</li> </ul> <p>(e) Marriage Ceremony – Marriage Ceremony in different locality.</p> <p>(a) Preparation for parenthood</p> <ul style="list-style-type: none"> <li>(i) Planning a family</li> <li>(ii) Reproduction</li> <li>(iii) Pregnancy</li> <li>(iv) Ante-natal care</li> </ul> <p>(b) Child birth</p> <ul style="list-style-type: none"> <li>(i) labour</li> <li>(ii) delivery</li> <li>(iii) post-natal care - Immunization</li> </ul> <p>(C) Parenting</p> <ul style="list-style-type: none"> <li>(i) meaning</li> <li>(ii) importance</li> <li>(iii) responsibilities <ul style="list-style-type: none"> <li>- provision of needs</li> <li>- bathing</li> </ul> </li> </ul> |

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

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| <p>5. <b><u>HOUSING THE FAMILY</u></b></p> <p>5.1 Family house</p> <p>5.2 Choosing family house</p> <p>5.3 Setting up a home</p> | <p>(a) Definition of House</p> <p>(b) Types of House e.g. storey building, bungalow, duplex etc</p> <p>(c) Classification of Houses e.g. traditional and modern</p> <ul style="list-style-type: none"><li>(a) acquiring a house<ul style="list-style-type: none"><li>(i) Renting</li><li>(ii) Mortgage</li><li>(iii) Building</li><li>(iv) Buying</li><li>(v) inheritance</li><li>(vi) Gift</li></ul></li><li>(b) Factors influencing the choice of a house<ul style="list-style-type: none"><li>(i) Economic</li><li>(ii) Social</li><li>(iii) Psychological</li><li>(iv) sites</li><li>(v) ventilation in the house</li><li>(vi) Design</li></ul></li><li>(c) Guideline for choosing a family house<ul style="list-style-type: none"><li>(a) Definition<br/>Difference between a home and a house</li><li>(b) Equipment and furnishing in The Home<ul style="list-style-type: none"><li>Types - Large and small</li><li>Equipment<ul style="list-style-type: none"><li>- Hard and soft</li><li>Furnishing</li><li>Fixture</li></ul></li></ul></li></ul></li></ul> |
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| TOPIC                                    | CONTENT  |
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| 5.4 Home Improvement/Interior Decoration | (a) meaning and importance<br>(b) element and principles of art and design and their application <ul style="list-style-type: none"> <li>(i) colours</li> <li>(ii) Textures</li> <li>(iii) Lines</li> <li>(iv) Proportion</li> <li>(v) Rythme etc.</li> </ul> (c) Guidelines for interior decoration<br>(d) Flower arrangements.  |
| 5.5 Utilities in the home                | (a) Water - Sources, uses<br>Purification, storage<br>(b) Light - electricity – meter reading,<br>Electric bill<br>(c ) Fuels - uses, storage, control,<br>advantages,<br>disadvantages. <ul style="list-style-type: none"> <li>(i) cooking gas</li> <li>(ii) kerosene</li> <li>(iii) fire wood</li> <li>(iv) charcoal</li> <li>(v) electricity</li> </ul>   |
| 5.6 Simple home maintenance and Repairs. | (a) cleaning agents and materials<br>- identification, preparation and use<br>of local and commercial cleaning<br>agents. <ul style="list-style-type: none"> <li>(i) water</li> <li>(ii) soaps</li> <li>(iii) abrasives</li> <li>(iv) polishes</li> </ul> (b) cleaning equipment and tools<br>(c) care of surfaces <ul style="list-style-type: none"> <li>- wood</li> <li>- tile</li> <li>- formica</li> <li>- concrete</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>- plastic etc.</li> <li>(d) Care of floors/floor coverings/<br/>Finishing <ul style="list-style-type: none"> <li>- Carpets</li> <li>- Linoleums</li> <li>- Mats</li> <li>- Rugs</li> <li>- terrazzo</li> <li>- parquet etc</li> </ul> </li> <li>(e) Care of home furnishing and ornaments <ul style="list-style-type: none"> <li>- ceramics</li> <li>- metals</li> <li>- collage etc.</li> </ul> </li> <li>(f) Cleaning of different functional areas in the home</li> <li>(g) Bed making</li> </ul> |
| <p>5.7 Safety measures in the home</p>  | <ul style="list-style-type: none"> <li>(a) importance</li> <li>(b) common accidents</li> <li>(c) prevention</li> <li>(d) use of first aid</li> <li>(a) Definition</li> <li>(b) Importance of sanitation</li> <li>(c) Waste disposal <ul style="list-style-type: none"> <li>- House hold waste</li> <li>- Drainage system</li> <li>- Disposal methods</li> <li>- pollution and health hazards.</li> </ul> </li> <li>(d) Household pests <ul style="list-style-type: none"> <li>(i) Types</li> <li>(ii) Control</li> </ul> </li> </ul>        |
| <p>6. Wealth Creation and Management</p> <p>6.1 Creativity and Entrepreneurship</p> | <ul style="list-style-type: none"> <li>(a) Meaning</li> <li>(b) Importance</li> <li>(c) Relationship between creativity and entrepreneurship</li> <li>(d) Entrepreneurial skills <ul style="list-style-type: none"> <li>(i) Creativity</li> <li>(ii) Management</li> </ul> </li> </ul>  |



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|   | (iii) Communication  |
|   | (e) Entrepreneurial Activities/<br>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<br>Expenditure, steps in budgeting        |
| 6.3. Wealth Creation                                | (a) Meaning  |
|   | (b) Types  |
|   | (c) Advantages   |
|   | (d) Ways of creating wealth e.g.<br>Saving, investment, trading etc. |
| 6.4 Capital Market Investment                       | (a) Meaning  |
|   | (b) Advantages   |
|   | (c) Guidelines   |
|   | (c) Investment opportunities e.g.<br>Stocks, shares, treasury bill.  |
| 7. <u>Consumer Education</u>                        |  |
| 7.1 Definition and Importance<br>Consumer education | (a) sources  |
| 7.2 Rights and responsibilities of a<br>Consumer    | (b) Uses   |
| 7.3 Consumer Information                            |  |
| 7.4 Consumer Legislation and<br>Agencies            | (a) Types  |
|   | (b) Functions  |
|   | (c) Regulations of agencies  |
| 7.5 Principles of consumer<br>Education             | (a) Types  |
| 7.6 Consumer Agents                                 | (b) Functions  |
| 7.7 Environmental Friendly                          | (a) (i) Market and market survey                                     |

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| <p>Consumption practice</p> <p>7.8 Purchasing practices</p> | <p>(ii) Meaning</p> <p>(iii) Types</p> <p>(iv) Uses/importance</p> <p>(v) Procedures for market survey</p> <p>(b) Wise purchasing practices</p> <p>(c) Prevention of wastage in the home.</p> |
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**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.