REPUBLIQUE DU CAMEROUN

MINISTERE DE L'ENSEIGNEMENT SUPERIEUR

REPUBLIC OF CAMEROON

MINISTRY OF HIGHER EDUCATION

CAMEROON HIGHER NATIONAL DIPLOMA TRAINING PROGRAM

Volume 5

TERTIARY SECTOR
(continuation)

September 2018

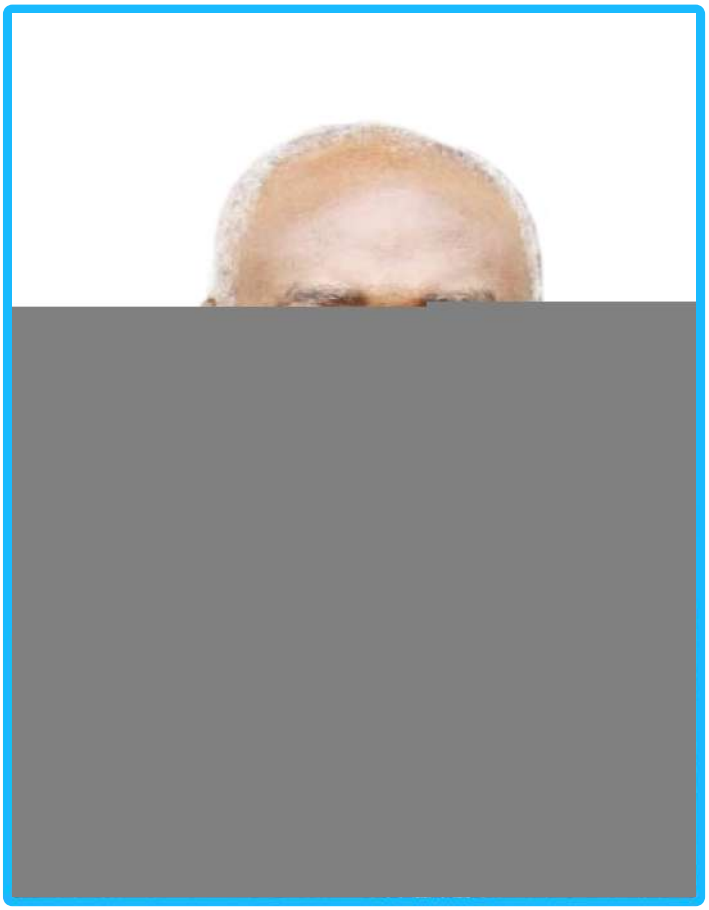
TERTIARY SECTOR

VOLUME 5

H.E. PAUL BIYA

President of the Republic of Cameroon,

”We need to radically transform the image of higher education in Cameroon”
(10th February 2008)



H.E. PHILEMON YANG

Prime Minister, Head of Government,

”In Higher Education, the Government is striving not only to increase and diversify training offers for the Cameroonian youth, but also to ensure quality, social relevance and professionalization of teachings. Furthermore, it is providing better working and living conditions to the members of the university community”

(26th November 2013)

Prof. JACQUES FAME NDONGO

Minister of Higher Education,
Chancellor of Academic Orders

”We must translate into reality the new vision of the University prescribed by the Head of State through far-reaching changes that seek, amongst other things, the improvement of the quality of university services in the areas of teaching and research, to make our universities more attractive and competitive at the national, sub-regional and international levels”

(Excerpt of the New Year Wishes Speech
at the University of Yaounde I, January 2010)

FOREWORD

Since November 2015, the Ministry of Higher Education has undertaken a vast and ambitious operation to review training programmes in the Brevet de Technicien Supérieur (BTS) and Higher National Diploma (HND) cycles. This initiative was incumbent on us as a categorical imperative since it became obvious that the programmes that were so far implemented had become obsolete because of the exponential evolution of the labour market.

If we recall that the programmes in question dated, most of them, as far back as 2001 and that they were developped as institutions and fields of study were set up, one easily understands why their review had become a must. Moreover, the advent of the BMD introduced innovations in our training and certification process that needed to be taken into account, especially as many BTS and HND holders now aspire to register in professional Bachelor's and Master's Degrees.

In order to reconcile this professional requirement with the legitimate need of students to pursue their academic programmes, we requested the support of three main stakeholders : representatives of the business world, teachers-experts from our universities and professional schools, proprietors/proprietresses of Private Institutions of Higher Education.

These three major stakeholders had the opportunity to brainstorm during the two (02) seminars we organized, the first took place on 28th November 2015 and the second on 16th march 2018, at the National Advanced School of Engineering of Yaounde I. The programmes that we are now putting at the disposal of the national university community is the fruit of their deliberations.

We can thus note that, thanks to this brainstorming, new fields of study emerged, others have been redesigned, while others have disappeared altogether, either because the labour market was already saturated, or because they had become inoperative. Trainings identified have been organized according to sectors of activity known to date : primary, secondary, tertiary and quaternary. Within these sectors, they have been divided into training areas, fields of study and specialties. We therefore have 7 major training areas, 21 fields of study and 130 specialties. These training areas have been grouped in a programme-document in 7 volumes, distributed as follows :

Volume 1 : Trainings of the Primary Sector (461 pages) ;

Volume 2 : Trainings of the Secondary Sector (356 pages) ;

Volume 3 : Trainings of the Secondary Sector (Continued) (514 pages) ;

Volume 4 : Trainings of the Tertiary Sector (627 pages) ;

Volume 5 : Trainings of the Tertiary Sector (Continued) (784 pages) ;

Volume 6 : Trainings of the Tertiary Sector (Continued) (572 pages) ;

Volume 7 : Trainings of the Quaternary Sector (246 pages).

The seven volumes put together make a total of three thousand five hundred and sixty (3560) pages, preceded by a statutory instrument to determine the system of studies and examinations of the Brevet de Technicien Supérieur.

All this arsenal is proof, if any were needed, that our educational and certification system is resolutely embarked on the quest for its effectiveness and social relevance. It is attentive to all innovations and adapts to the developments of our society.

Through this approach, we hope to meet the expectations of our partners and provide the nation with skills that it needs to achieve her emergence by 2035.

The Minister of Higher Education

Pr Jacques FAME NDONGO

REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie
****
MINISTERE DE L'ENSEIGNEMENT SUPERIEUR
****

REPUBLIC OF CAMEROON
Peace-Work-Fatherland
****
MINISTRY OF HIGHER EDUCATION
****

Order No. 18-00866/MINESUP/SG/DDES OF 02 NOV 2018 **ESTABLISHING THE SYSTEM OF TRAINING, ASSESSMENTS AND SYLLABI FOR OBTAINING A HIGHER NATIONAL DIPLOMA (HND) IN THE REPUBLIC OF CAMEROON.**

THE MINISTER OF HIGHER EDUCATION,

- Mindful of the Constitution.
- Mindful of law No. 2001/005 of April 16th, 2001 on the orientation of Higher Education.
- Mindful of decree No. 2011/408 of December 9th, 2011 to organize the government.
- Mindful of decree No. 2012/433 of October 1st, 2012 to organize the Ministry of Higher Education.
- Mindful of decree No. 93/026 of January 19th, 1993 to create Universities.
- Mindful of decree No. 93/027 of January 19th, 1993 laying down common provisions in state Universities modified and completed by decree No. 2005/345 of September 10th, 2005.
- Mindful of decree No. 2001/882/PM of September 10th, 2001 setting common rules applicable to the private institutions of Higher Education.
- Mindful of Order No.99/005/ MINESUP/DDES OF November 16th, 1999 to give the general depositions applicable to the organization of studies and the evaluation of State Universities of Cameroon.
- Mindful of Order No. 00/0007/MINESUP/SG/DDES/CJ of February 2nd, 2000 to create the National commission of Organization of the Higher National Diploma (HND) Examination.
- Mindful of Order No. 01/0014/MINESUP/DDES of February 26th, 2001 organizing the study schemes and evaluations and setting the study programme fields of the HND in the Republic of Cameroon.

ORDERS:

SECTIONI: GENERAL PROVISIONS

Article 1: This Order deals with the organization of studies, assessments and syllabi of the Higher National Diploma, abbreviated "HND" in Cameroon.

Article 2:(1) The HND is a national certificate of higher education which certifies an academic and technical qualification in two years or four semesters of study after the acquisition of the Baccalaureate Certificate or General Certificate of Education, Advanced Level.

(2) It certifies that the graduate can hold a position of a senior technician and can use his / her knowledge and skills to improve upon himself / herself or pursue university studies in his/her field of study.

(3) The HND shall indicate the sector, the field and the professional specialty in accordance with the training pursued by its holder;

Article 3: (1) The HND is defined by a standard that is characteristic of the professional and cross-disciplinary skills required to obtain it.

(2) The standard referred to in paragraph (1) of this article is defined by domain and for each field by an order from the Minister of Higher Education. It lists the abilities that the diploma holders must have, specifies the knowledge and skills that must be acquired and indicates the requirements needed to obtain the certificate.

Article 4: Only public or private institutions of higher education duly authorized by the Minister of Higher Education can provide courses preparing candidates for the HND.

SECTION II: THE ORGANIZATION OF STUDY

Article 5:(1) Studies for the HND must last two (2) academic years or four (4) semesters after acquisition of the Baccalaureate certificate, the General Certificate of Education, Advanced Level or any diploma or certificate deemed equivalent pursuant to Article (2) above at the end of Secondary Education.

(2) However, some training programmes may require one year of preparation or upgrading, without any modification of the academic base set in Article (2) above.

(3) Where necessary, a specific text of the Minister of Higher Education shall specify the training programmes referred to in paragraph (2) of this article.

Article 6: (1) The academic year is subdivided into two (02) semesters. A semester consists of fourteen (14) to sixteen (16) weeks dedicated to teaching and assessment.

(2) Each semester ends with an examination session comprising a regular session and a resit session open to students who fail in the regular session under conditions set by regulatory texts.

Article 7: (1) Courses taught in Higher Education Institutions are organised following a structured programme.

(2) One semester has seven (7) Courses (C) with a total of 30 credits.

(3) A Course is an identifiable group of objectives and outcomes called Constituent Elements (CEs) that are scientifically coherent and specific. Each Course has a value defined in number of adjustable credits based on the pertinence of the Constituent Elements.

(4) The Constituent Elements of a CU (CECU) comprise several forms of teaching: Lectures (L), Practical work (P), Tutorials (T), Student's Personal Work (SPW); activities applied in the form of internships in companies, projects, (remove) or end-of-study projects.

Article 8: (1) Credit is a value or unit that is used to quantify the total workload required for the student to achieve the training objective of a CU. The number of credits allocated to each semester is thirty (30) for all the CUs of the semester. The number of hours to be taught for a credit is fifteen (15) hours spread weekly in one semester.

(2) The credits are only obtained after work has been carried out, after an appropriate assessment either during a semester, or during a year, or at the end of the course.

Article 9: (1) The courses are structured into compulsory Courses and Elective courses.

(2) The compulsory CUs are the set of CUs that students enrolled in an HND cycle must offer. They constitute (90%) of credits of all the CUs of the training and (100%) of credits of the

-Cross-discipline CUs linked to complementary training in different domains, representing (10%) of the hours taught and compulsory CU credits.

(3) Elective CUs organised by each institution per its specificity, allowing the student to deepen his specialization or explore to other fields of knowledge.

Article 10: The Higher National Diploma cycle is done in four (04) semesters. The hours taught for a lecture credit is 15 hours, a total of 30 credits per semester consist of 450 hours of courses per semester. There is a total of 120 credits making 1800 hours of lectures for all the training in 2 years, distributed as follows per semester:

a) Fundamental courses; 2 CU, 9 credits, 135 hours.
b) Professional courses; 4 CU, 18 credits, 270 hours.
c) Cross-discipline courses; 1 CU, 3 credits, 45 hours

Article 11: The teaching of French and English is compulsory throughout the training in accordance with the national decision on bilingualism. Likewise, the teaching of civics and ethical education is recommended throughout the training cycle.

Article12: The student is enrolled in a specialisation that he/she keeps throughout his/her training. He /She takes the cross-disciplinary lessons in general including classical aspects of the training.

Article 13: Practical lessons constitutes a decisive phase and is an indispensable base of the training.

SECTION III: INTERNSHIP IN A PROFESSIONAL MILIEU

Article 14: Each specialisation includes practical internships in companies. All HND candidates must complete an internship in a professional setting in one or more companies in the sector corresponding to their training.

Article 15: The internship in a professional setting aims at complementing the training of the candidate through the experience of professional practices corresponding to the skills required. It also allows the student to acquire qualities of rationality, professional aptitude and behaviours, and to develop a sense of responsibility by gradually adapting to the requirements of the job.

Article 16: (1) Internship in a professional setting is organized throughout the training leading to the HND. It constitutes an important and essential part of the student's training.

(2) No special provision may exempt an HND candidate from the obligation of carrying out an internship in a professional setting, referred to in paragraph (1) of this Article.

Article 17: (1) The search for companies or establishments to receive trainee students and the negotiation of the contents of the internship are carried out jointly by the student and the persons in charge of his/her training institution.

(2) The student's training institution is responsible in its entirety for the organisation of internship periods, their monitoring and their educational content.

(3) At the end of the internship, the candidate must produce an internship report.

(4) The institution must take all steps to find an internship for the student when the latter reports with evidence that his/her attempts to find an internship were unsuccessful.

Article 18: Internship in a professional setting is a Professional Course whose objectives and outcomes are considered in the assessments.

SECTION IV: TRAINING PROGRAM

Article 19: - The training to obtain the HND is structured into Sectors, Domains, Fields, Specialities and Options:

- A Sector consists of Domains;
-A Domain consists of Fields;
-A Field consists of Specialities from the same work-related group.
-A Speciality is a grouping of subjects forming a job profile required by the labour market.
-A Speciality may consist of options.

Article 20: The different sectors are as follows:

- Primary sector;
- Secondary sector:
- Tertiary sector;
- Quaternary sector.

Article 21: These sectors consist of the following domains:

-The primary sector includes the agro-pastoral domain, and the Water and Environmental domain.
-The secondary sector includes Industry and Technology.
-The tertiary sector includes the domains of Commerce, Management, Law, Tourism, Hospitality, Social Sciences, and Health.
-The quaternary sector includes the domains of Information and Communication Technologies

Article 22: (1) The following specialities are open in the following domains:

PRIMARY SECTOR
DOMAIN: AGRICULTURAL AND ENVIRONMENTAL SCIENCES

Field: Agricultural And Food Sciences
Specialties

1- Agricultural Engineering
2- Food Technology
3- Animal Production Technology

4- Crop Production Technology
5- Fisheries Management
6- Agro-pastoral adviser
7- Agro pastoral Entrepreneurship
8- Agricultural Business Technics
9-Aquaculture
10-Agricultural Production Technology

Field : Environmental Sciences
Specialties

1-Agro-Forestry and Forest Management
2- Nature Management and Protection
3-Risk Management
4-Pollution Prevention and Remediation
5- Meteorology
6- Solid Waste Management
7- Wildlife Management
8-Environmental Impact Assessment
9-Forest Engineering

Field :Water Engineering And Management
Specialties

1- Hydrology and Water Resources Management
2-Hydrogeology and Groundwater Management
3- Waste Water Management
4-Hydraulic Engineering and Water Infrastructure
5-Integrated Water Resource Management

SECONDARY SECTOR

DOMAIN: ENGINEERING AND TECHNOLOGY

Field: Civil Engineering

Specialties

1-Civil Engineering Technology
2- Topography
3-Urban Planning
4-Geotechnics
5-Sanitary Installation and Plumbing
6- Building Science and Technology
7- Wood Works
Options: 7-1-Carpentry
7-2- Joinery And Cabinetmaking
8- Real Estate Maintenance

9- Roads and Civil Engineering

Field:Mechanical Engineering Specialties

1-Metal Construction
2-Mechanical Manufacturing
3-Mechanical Construction
4- Boiler making and Welding

Field:Chemical Engineering Specialties

1-Chemical Manufacturing
2-Chemical Process Technology
3-Chemical Laboratory Technology

Field:Biological engineering Specialities

1-Agricultural Biotechnology

Field: Electrical and Electronic Engineering Specialties

1-Electronics
2-Electrotechnics
3-Electrical Power System
4- Maintenance of Industrial system
5-Maintenance of Biomedical Equipment
6-Control Instrumentation and Regulation

TERTIARY SECTOR

DOMAIN: MANAGEMENT, BUSINESS STUDIES AND LEGAL CAREERS

Field : Management

Specialties

1- Assistant Manager
2-Operation of Air Transport
3- Management of Non-Governmental Organization (NGO'S)
4- Project Management
5- Human Resource Management
6- Quality Management
7- Logistics and Transport Management
8- Sport Management
9- Information Systems Management
10-Local Government Management
Options: 10-1 Accounting and Finance
10-2 Local Government Taxation
10-3 Local Government Administration
11- Statistics
12-Events Management
13-Port Shipping Management

Field: Business and Finance
Specialties

1-Accountancy
2-Marketing- Trade-Sale
3- Banking and Finance
4- International Trade
5-Microfinance
6-Insurance

Field: Legal Careers
Specialties

1- Legal Assistant
2-Business Law
3- Land Law
4-Stock Market Career
5-Customs and Transit .
6-Tax Management

DOMAIN: HOME ECONOMICS, TOURISM AND HOTEL MANAGEMENT,

Field : Home Economics and Social Work
Specialties

1- Bakery and Food Processing
2- Fashion, Clothing and Textiles
3-Beauty-Esthetics
Options: 3-1-Beauty care and Cosmetics
3-2 -Hairdressing Professions

4- Social Work

Field: Tourism and Hotel Management

Specialties

1-Tourism and Travel Agency Management
2- Hotel Management And Catering

DOMAIN: ARTS AND CULTURE, EDUCATION AND COMMUNICATION

Field: Education

Specialties

1-Didactics, Curriculum Development and Teaching
2-Education Management and Administration
3-Special Education
4-Distance and Continuing Education
5-Vocational Guidance and Counseling
6-Andragogy

Field: Communication

Specialties

1-Journalism
2-Advertisingand Public Relations
3-Corporate Communication
4-Printing, Editing and Publishing
5-Media photography and Audio visual

Field: Arts And Culture

Specialties

1-Gastronomic Arts
2-Cinematography
3-Sculpture
4-Caricature, Illustration and Comic Arts
5-Cartoon
6- Art Design
Options 6-1-Product Design
6-2-Graphic Design
6-3-Fashion Design
6-4-Interior Design
7-Performing Arts
8-Musicology
9- Painting

4-Pharmacy Technology
5- Dental Therapy
6-Dental Prosthesis
7-Midwifery
8-Optician/Clinical Optometry
9-Physiotherapy
10-Nutrition and Dietetics
11-Health Care Management
12-Health Sanitary Inspector
13- Ophthalmic Technician
14- Ultrasonography
15- Prosthesis and Orthotics

QUATERNARY SECTOR

DOMAIN: INFORMATION AND COMMUNICATION TECHNOLOGY

Field : Networks and Telecommunication

Specialties

1-Telecommunication
2-Network and Security

Field: Computer Engineering
Specialties

1-Computer Engineering
Options 1-1-Software Engineering
1-2-Computer Science and Networks
1-3-Data Base Management
2-Computer Maintenance
Option 2-1Hardware Maintenance
3-Industrial Computing and Automation
4-Computer Graphics and Web Design
5- E-commerce and Digital Marketing

(2) Other specialities and options may be created when the need arises, by Order of the Minister in charge of Higher Education.

SECTION V: ASSESSMENTS

Article 23 : (1) Courses are evaluated from 0 to 100.
(2) No one may be admitted to take a Course unless he has obtained an average score of at least 50 out of 100 for all the Constituent elements of the CU.
(3) Assessment is carried out per Course. The test may consist of several sections corresponding to the constituent elements of the CU.

Article 24: (1) Except for the professional internship CU, each CU is assessed as follows per level:

- Continuous assessment: 30% of the points
- Written examination: 70% of the points

(2) The continuous assessment mark includes marks for the following:

- Participation in tutorials and practical work;
- Written Tests
- Oral questions;
- Presentations;
- Projects.

(3) The professional internship Course includes at least two Constituent elements, one of which is dedicated to the company experience and the other to the end of training report and its defence.

Article 25: (1) Continuous Assessment marks are on the competence of each authorized teacher who teaches the corresponding course. At least one continuous assessment mark is required per course.

(2) The written examinations referred to in paragraph (1) of Article (24) above and all activities involved in evaluation per level are organized under the responsibility of the Management of each institution authorized to provide HND training and under the supervision of the Institution which ensures the academic supervision of the Institution concerned in accordance with the regulations in force.

(3) The transition from level 1 to level 2 is conditioned by a pass in all the CUs.

Article 26: (1) A National Examination taking place in a single annual session shall approve the completion of studies carried out in accordance with the provisions of this Order.

(2) The General Regulations of the National Examination for obtaining the Higher National Diploma are fixed when necessary by the Minister of Higher Education on the proposal of the National Commission for the Organization of National Examinations.

SECTION VI: TEACHING SYLLABUS

Article 27: The teaching syllabus of the training leading to the acquisition of the Higher National Diploma presented by sectors, domains, fields, specialities and possibly by options are annexed to this order.

Article 28: The effective opening of an HND training in an authorised public or private Institution for a field, a speciality or a given option, can occur only after a specific text of the Minister of Higher Education establishing teaching syllabuses of corresponding courses has been issued.

SECTION VII: FINAL PROVISIONS

Article 29: This order repeals all prior contrary provisions including Order No. 01/0014/MINESUP/DDES of 26 February 2001 organising the system of studies and assessments and setting the syllabus for HND courses in the Republic of Cameroon, as well as those of Order No. 05/0020/MINESUP of 12 January 2005 on the creation, system of studies, assessments and syllabi of the Higher Professional Diploma (HPD) of Higher Education Institutions of Cameroon.

Article 30: This order takes effect as of the 2018/2019 academic year.

Article 31: During the effective implementation of the new HND fields, the courses leading to HPD remain valid for a period of three (03) years.

Article 32: Heads of University Institutions, Heads of Authorized Institutions, the President of the National Commission for the Organization of National Examinations, the President of the National Commission for Private Higher Education and the Director of Development of Higher Education are responsible, in their respective spheres of competence for the implementation of this order which shall be registered and published in the official gazette in French and English.

THE MINISTER OF HIGHER EDUCATION,

SUMMARY

FOREWORD 2

DOMAIN : **HOME ECONOMICS, TOURISM AND HOTEL MANAGEMENT**

Field : **HOME ECONOMICS AND SOCIAL WORK**

BAKERY AND FOOD PROCESSING 7
FASHION, CLOTHING AND TEXTILES 37
BEAUTY - ESTHETICS 58
Option : BEAUTY CARE AND COSMETICS 58
BEAUTY- ESTHETIC 97
Option : HAIRDRESSING PROFESSION 97
SOCIAL WORK 131

Field : **TOURISM AND HOTEL MANAGEMENT**

TOURISM AND TRAVEL AGENCY MANAGEMENT 160
HOTEL MANAGEMENT AND CATERING 203

DOMAIN : **ARTS AND CULTURE, EDUCATION AND COMMUNICATION**

Field : **EDUCATION**

DIDACTICS, CURRICULUM DEVELOPPEMENT AND TEACHING 229
EDUCATION MANAGEMENT AND ADMINISTRATION 250
DISTANCE AND CONTINUING EDUCATION 271
VOCATIONAL GUIDANCE AND COUNSELING 292
SPECIAL EDUCATION 312
ANDRAGOGY 333

Field : **COMMUNICATION**

JOURNALISM 353
ADVERTISING AND PUBLIC RELATIONS 380
CORPORATE COMMUNICATION 407
PRINTING, EDITING AND PUBLISHING 430
MEDIA PHOTOGRAPHY AND AUDIOVISUAL 430

Field : **ARTS AND CULTURE**

GASTRONOMIC ARTS 476
CINEMATOGRAPHY 501
CARICATURE, ILLUSTRATION, COMICS STRIPS 527
CARTOON 553
ART DESIGN Option : PRODUCT DESIGN 580
ART DESIGN Option : GRAPHIC DESIGN 604
ART DESIGN Option : FASHION DESIGN 639
ART DESIGN Option : INTERIOR DESIGN 657
PERFORMING ARTS 681
MUSICOLOGY 704
PAINTING 731
SCULPTURE 758

DOMAIN

HOME ECONOMICS, TOURISM AND HOTEL MANAGEMENT

Field : HOME ECONOMICS AND SOCIAL WORK

Specialty :

BAKERY AND FOOD PROCESSING

Field:	HOME ECONOMICS AND SOCIAL WORK
Specialty:	**Bakery and Food Processing**

1. The objective of the training

Bakery and food processing is the basis of the flourishing food and service industry world-wide. Both small and large scale Food Processing Enterprises are currently the lead provider of employment worldwide. They will be trained for food product and process design, testing and quality control, consumers' surveys, and environmental protection which is needed by the Food Processing industry.

2. Skills Sought After

→ **General Skills**

- The ability to keep abreast of the developments in the specific field of practice.
- The ability to effectively communicate orally and in writing using both English and french
- The ability to work effectively and independently in multi-disciplinary and multi-cultural teams
- A recognition of professional, social, and ethical responsibility
- An appreciation of the Cameroon historical and cultural heritage

→ **Specific Skills**

- To understand various procedures in food processing
- To acquaint students with varied unit operations employed in food transformation,
- Acquire skills in cleaning and disinfection in the food industry
- Solve problems which might occur during the planning, organization and implementation of a food production process
- Propose creative and innovative initiatives and solutions for customized food service

3. Outlets

Graduates from the Bakery and food processing shall be individuals with analytical and practical skills capable of gaining employment in the Food industry, Food product development, food processing, food quality control, Production and Analytical structures, Community/ International food organizations and Academia, Research Institutions or capable of setting and managing their own food related enterprises. The Department shall also generate new knowledge though Research, Consultancy and New product Development.

Method of Teaching

Teaching will be done by lectures, tutorials, seminars, practical training, field trips, internships, and independent project on current issues in the Food industry and a presentation of a report.

4. Organization of the Teachings

FIRST YEAR: FIRST SEMESTER

Field: HOME ECONOMICS AND SOCIAL WORK		Specialty: BAKERY AND FOOD PROCESSING					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BFP111	Food knowledge	30	20	15	10	75	5
BFP112	Food Science	20	15	15	10	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BFP113	Human Nutrition I	35	20	10	10	75	5
BFP114	Food Processing I	35	10	20	10	75	5
BFP115	Dietetics I	30	10	15	5	60	4
BFP116	Culinary arts I	20	10	20	10	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BFP117	Bilingual training	20	10	10	5	45	3
Total		**180**	**95**	**105**	**60**	**450**	**30**

FIRST YEAR – SECOND SEMESTER

Field: HOME ECONOMICS AND SOCIAL WORK		Specialty: BAKERY AND FOOD PROCESSING					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BFP121	Nutrition II	30	15	10	5	60	4
BFP122	Personal hygiene, appearance & grooming for food handlers	40	15	10	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BFP 123	Introduction to kitchen tools & equipment /Kitchen organization and time management	30	15	20	10	75	5
BFP 124	Basic skills in food preparation/Cold preparations/Hot preparations	35	10	20	10	75	5
BFP 125	Dietetics II	30	15	10	5	60	4
BFP 126	Cooking method and Technics	15		45		60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BFP 127	Information and Communication Technology I	20	10	10	5	45	3
Total		**190**	**80**	**135**	**45**	**450**	**30**

SECOND YEAR: THIRD SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: BAKERY AND FOOD PROCESSING					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	PW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BFP 231	Accident prevention & action for emergencies	30	15	10	5	60	4
BFP 232	Principles of management	30	15	20	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BFP 233	Bakery and Pastry principles	20	10	20	10	60	4
BFP 234	Culinary Arts II	15	10	15	5	45	3
BFP 235	Food processing II	30	15	20	10	60	5
BFP 236	Practical cookery			90		90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BFP 237	Legal Environment and Labour Law	20	10	10	5	45	3
Total		**145**	**75**	**185**	**45**	**450**	**30**

SECOND YEAR: FOURTHSEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: BAKERY AND FOOD PROCESSING					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	PW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BFP 241	Menu Development and Management	30	15	20	10	75	5
BFP 242	Entrepreneurship	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BFP 243	Food preservation & storage	30	15	20	10	75	5
BFP 244	Bakery and Pastry II	20	10	10	5	45	3
BFP 245	Food Microbiology	30	10	15	5	60	4
BFP 246	Professional Internship			60	30	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BFP 247	Research Methodology and ICT II	20	10	10	5	45	3
Total		**160**	**75**	**145**	**70**	**450**	**30**

THIRD YEAR: FIFTH SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: BAKERY AND FOOD PROCESSING					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	PW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BFP 351	Pest control	30	15	10	5	60	4
BFP 352	Food safety	30	15	20	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BFP 353	Kitchen cleaning & sanitizing	20	10	20	10	60	4
BFP 354	Food service	30	15	20	10	75	5
BFP 355	Culinary art III	15	10	15	5	45	3
BFP 356	Professional Internship			90		90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BFP 357	Civics Education and Ethics,	20	10	10	5	45	3
Total		**145**	**75**	**185**	**45**	**450**	**30**

THIRD YEAR: SIXTH SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: BAKERY AND FOOD PROCESSING					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	PW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BFP 361	Professional Internship			60		60	4
BFP 362	Professional Internship			75		75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BFP 363	Professional Internship			60		60	4
BFP 364	Professional Internship			45		45	3
BFP 365	Professional Internship			60		60	5
BFP 366	Professional Internship			90		90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BFP 367	Internship Report writing	20		10	15	45	3
Total		**20**		**415**	**15**	**450**	**30**

5. Courses content

❖ BFP111: The food knowledge

➢ The food knowledge: 5 credit (75 hours); L, T, P, SPW

1. Processed foods
2. Herbs, Spices & lentils
3. Fruits & vegetables
4. Meat (identification, selection & composition)
5. Poultry (identification, selection & composition)
6. Fish & shell fish (identification, selection & composition)
7. Dairy products & egg identification
8. Fundamental procedures (cooking terminology)
9. World cuisines
   - Oriental
   - Continental
   - Mediterranean
   - African
   - European
10. Standard recipe
11. Recipe yield
12. Recipe balance
13. Recipe cost calculation

❖ BFP112: Food Science

➢ Food Science : 4 credits (60 hours); L, T, P, SPW

Objectives: at the end of this course the students should be able to:

- Explain the chemistry of the major food components
- Identify the major food sources of carbohydrates, proteins and fats
- Describe, explain and conduct simple tests for the detection and identification of major food component
- Explain the importance of food hygiene as applicable in food handling
- Describe different methods of food preservation

Content:

- Introduction to food chemistry as concerns the major food components, that is carbohydrates, proteins and fats
- Their chemical components and food sources
- Structure of and classification of the food components,
- Simple chemical reactions for detection and identification of structural classification; vitamins, minerals and enzymes
- Their chemical compositions, food sources, structure and classification of the food components
- Simple chemical reactions for detection and biochemical functions;
- Qualitative and quantitative analysis of foods
- food microbiology including microbial contaminants, their handling and treatment to prevent disease
- Simple food preservation techniques may include chemical and physical treatment of the food item

Outcomes: On the completion of the course, students shall be able to present any food stuff according to the major chemical composition, differentiate carbohydrates, proteins and fats from their structural presentations.

❖ BFP113: Human Nutrition I

➢ Human Nutrition I: 5 credits (75 hours);L, T, P, SPW

PART I

Objectives: At the end of this course, the students should be able to:

- Identify the different food groups and nutrient sources
- Describe the digestive tract and the different stages of the process of digestion and absorption of food
- Explain the functions of food to the body

Content:

- The definition of food stressing the social aspects
- the different food groups, also treat alcohol as a food
- the main sources of the different food components
- nutrients in foodstuffs
- the digestive tract
- the process of digestion: including the secretion of enzymes and hormones, absorption of nutrients;

- the absorption and excretion of water, the fate of absorbed nutrients and functions of food nutrients to the body

Outcome: On completing and validating this course, students will understand and apply acquired knowledge in everyday life situation.

PART II

Objectives: At the end of the course, the student shall be able to explain the function of food as a major energy and nutrient source.

Content:

- Work and energy
- The energy value of foods
- The energy value of the nutrients in foods
- Energy requirement and energy intake, RDAs; RDIs for energy and nutrients and weight management

Outcome: After validating the course, students shall have a better understanding of food as a source of energy.

❖ BFP114 : Food Processing I

➢ Food Processing I: 4 credits (45 hours) ; L, T, P, SPW

PART I

Objectives: At the end of the course, the students should be able to:

- Explain the importance of food processing in the development of the food industry
- Identify adequate energy sources and equipment for various food process operations
- Carryout basic calculations involved in food processing

Content:

- Food processing engineering and national development
- Energy sources especially solar energy
- Food processing operations
- Design features of food processing equipment
- Basic principles of process calculations
- Units and dimensions

Outcome: On completion and validation of this course, the student should be able to apply knowledge in simple food processing operations especially those using solar energy.

PART II

Content:

- Cereal crops such as: maize, sorghum, millets, rice, and wheat
- Root and Tuber crops; potatoes, cassava, yams etc.
- Grain legumes and pulses; seed composition and structure, traditional processing methods

Outcome: On completion and validation of this course, the student should be able to apply knowledge in simple food processing operations of the different food items.

❖ BFP115: Dietetics I

➢ Dietetics I: 4 credits (60 hours);L, T, P, SPW

PART I

Objective: At the end of this course, students shall be able to:

- Define or explain the meaning of some common nutritional disorders
- Identify causes, symptoms and manifestations of nutritional disorder and
- Suggest treatment based on diet.

Content:

- Food, eating, health and disease
- Establishing diet and Health links
- Diet and disease of affluence
- concepts of health and food quality, obesity and weight management, anorexia nervosa
- Dietary interventions to improve health

Outcome: After mastering the content of this course, the student should be able to apply knowledge in the prevention or treatment of common nutritional ailments.

PART II

Objectives: At the end of this course, students shall be able to:

- Define or explain the meaning of some common nutritional disorders
- Identify causes, symptoms and manifestations of nutritional disorders and
- Suggest treatment based on diet.

Content:

- Protein Energy Malnutrition,
- kwashiorkor, Marasmus and Marasmic kwashiorkor, Beri-beri;
- Pellagra and Scurvy, Gout and hypercuricaemia.

Outcome: After the end of the course, the students should be able to:

Describe and explain the handling and storage, processing and utilization of cereals, root and tubers and grain legume crops.

❖ BFP 116: Culinary Arts Theory/Principles I

➢ Culinary Arts Theory/Principles I:1 credit (15 hours);L, T, P, SPW

PART I

Objective: At the end of the course, students should be able to prepare, cook, finish and serve a variety of dishes.

Content:

- Pastry and batter dishes,
- Rice and other cereal dishes,
- Potato dishes,
- Vegetable dishes,
- A variety of African and Cameroonian dishes,
- Notably: achu, water-fufu and eru, kati-kati and corn fufu, gari and okra, egusi pudding etc.

Outcome: students should actually prepare and serve some of these dishes.

PART II

➢ Culinary art principle II: 3 credits (45 hours); L, T, P, SPW

Objectives: A the end of the course, students should be able to prepare, cook, finish and serve a variety of dishes.

Content:

- savory sauces and stuffing
- soups
- dips and spread dishes

Outcome: Students should actually prepared and serve some of these dishes

❖ BFP117: Bilingual training, Legal and Economic Environment

➢ English Expression: 1 credit (15hours); L, T

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions

- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting.

- **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
   - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
   - Des fonctions grammaticales.
3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique ;
   - Communication orale courante ;
   - Communication orale interactive
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
   - Lecture rapide et compréhension de texte ;

- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole ;
- Expressions figées.

❖ BFP121: Nutrition II

➢ **PART III**

Objectives: This course will stress on aspects as to enable the student have an insight on the nutritional requirements of the different groups of the population.

Content:

- Nutrition For The Different Age Group
- The Pregnant Woman, The Neonate, The Toddle And Infant Formulae And Wearing Foods;
- Ageing Processing And Factors Affecting The Nutrition Of The Elderly;
- Convalescence Nutrition.

Outcome: Students should be able to apply knowledge to solve practice problems

PART IV

Objectives: At the end of this course, the student shall be able to:

- Explain the importance and cultural links in community nutrition
- Develop communication skills in nutritional perspectives

Content:

- Community nutrition
- Study of food habits and nutrition,
- Nutritional status of the population in the community,
- Hygiene and community nutrition;
- Operation of mass feeding schemes (schools, hospitals, camps of displaced persons etc.)
- Communication in nutrition- mass media, workshops, leadership skills, nutrition education.

Outcome: Students should be able to apply different aspects of this course on graduation.

❖ BFP 122: Personal hygiene, appearance & grooming for food handlers/ Food safety

- **Personal hygiene, appearance & grooming for food handlers: 5 credits (45 hours); L, T, P, SPW**

    1. Importance of personal hygiene & grooming
    2. Effective hand washing
    3. Parts of human body that harbor germs
    4. Cuts , boils & septic spots
    5. Recognition of problems caused by personal habits in the kitchen e.g. smoking, jewelry, perfumes etc.
    6. Kitchen uniform, importance of protective clothing, maintaining good standards of personal hygiene
    7. Reporting illness

❖ BFP123: Introduction to kitchen tools & equipment /Kitchen organization and time management/Kitchen cleaning & sanitizing

- **Introduction to kitchen tools & equipment: 1 credits (15 hours); L, T, P, SPW**

    1. Tools /utensils
    2. Types of knives
    3. Heavy equipments
    4. Cleaning & maintenance of tools &equipments
    5. Safety rules handling tools & equipments
    6. Preventive maintenance

- **Kitchen organization and time management: 1 credits (15 hours); L, T, P, SPW**

    1. The professional cookery
    2. Kitchen management staff
    3. Role of chef in food production
    4. Planning for food production
    5. Kitchen sections
    6. Food stations and cooks duties

- **Kitchen cleaning & sanitizing: 3 credits (45 hours); L, T, P, SPW**

    1. Clean & sanitary
    2. Calibrating a pocket thermometer

3. Cleaning schedule
4. Factors in cleaning process
5. Cleaning agents
6. Kinds of sanitizers
7. Manual cleaning & sanitizing
8. Cleaning surfaces & stationary equipment
9. Devising master cleaning program
10. Clearing floors walks & ceilings
11. Cleaning vents & garbage dumpsters
12. De-icing freezer floor
13. Pre-soaking & de-tarnishing silverware
14. SABR (sweep apply brush) method of cleaning
15. Storing chemicals
16. Procedure for cleaning counters, sinks and non cooking equipment
17. Setting up three post sink

❖ BFP124: Basic skills in food preparation/Cold preparations/Hot preparations

➢ Basic skills in food preparation: 3 credits (45 hours); L, T, P, SPW

1. Use of cutting boards
2. Knife essentials
3. How to carve
4. De-boning a chicken
5. How to clean & fillet a fish
6. How to chop, slice, dice & shred
7. Trimming, peeling,, coring, pitting
8. Basic cuts of vegetables
9. Portioning cuts
10. Meat grinding procedure
11. Grating food
12. Washing, rinsing & blanching
13. Measuring & conversions
14. Mixing food (Stirring, Whisking, Whipping, Beating, Folding, Blending)

- **Cold preparations: 1 credits (15 hours); L, T, P, SPW**

    1. Cold sauces
    2. Salad dressings
    3. Salads
    4. Marinades, spiced vinegars, brines & seasoning
    5. Sweet cream mixtures
    6. Sandwiches

- **Hot preparations: 1 credits (15 hours); L, T, P, SPW**

    1. Classification & use of sauces
    2. Preparing sauces
    3. Preparing stocks
    4. Preparing clear soups
    5. Preparing thickened soups
    6. Quality factors in soups & sauces
    7. Preparing pasta & rice
    8. Preparing cocktail buffet & appetizer preparation
    9. Preparing desserts

❖ BFP125 : Dietetics II

- **Dietetics II: 4 credits (60 hours); L, T, P, SPW**

Objectives: At the end of the course, students shall be able to:

- Define or explain the meaning of some common nutritional disorders
- Identify causes, symptoms and manifestation of nutritional disorders and
- Suggest treatment based on diet

Content:

- Coronary Heart Disease and Hypertension
- The problem of arteriosclerosis
- the problem of hypertension and control measures
- Food plan for hypertensive persons
- Diabetes Mellitus-nature and causes of diabetes, metabolic pattern, blood sugar controls, and regulatory pancreatic homones etc.
- General management of diabetes

- **PART II**

Objective: At the end of the course, students should be able to plan diets for special needs.

Content:

- Diseases of gastrointestinal tract
- Diseases of the liver and pancreas
- Cirrhosis of the liver and hepatitis
- Diseases of the kidneys and urinary tract
- Gallbladder stones etc.
- Food intolerance and allergy
- Special feeding methods- nasogastric – intubation, parenteral feeding.

Outcome: on completion of this course, knowledge acquired shall be applied in practical situations.

❖ BFP126: Cooking Methods and Technics

➢ Cooking Methods:4 credits (60 hours); L, T, P, SPW

Objectives: These courses aim at training students in various methods of cooking food and a practical approach in food preparation.

Content:

1. Egg cookery: Handling & storage of eggs; Checking freshness of eggs; Preparation of Boiled eggs, Poached eggs, Fried eggs, Omelets, Scrambled eggs
2. Grilling & broiling method
3. Roasting method
4. Sautéing method
5. Stir frying method
6. Deep frying method
7. Braising & stewing method
8. Steaming method
9. Poaching, simmering & double boiling, par boiling
10. Cooking instruction for various grains
11. Degree of doneness in meat, poultry & fish

❖ BFP 127: Introduction to computer science

➢ Computer Science 1: 3 credits (45 hours); L, T, P, SPW

A. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)

- Role
- Types of bus:
  - Data bus;
  - Control bus;
  - Address bus.

B. The software

1. The application software

- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)

- Definition
- Types of basic software :

-The drivers;

-The compilers;

-The utilities;

-The operating systems:

- Features;
- Roles;
- Types of operating system;
- structure of a system of exploitation;
- Architecture.

- Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

1. Presentation;
2. Management of Windows;
3. Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G. Construction of a formula

1. Use of the integrated functions:

- Definition;
- Syntax of the integrated functions ;
- A few integrated functions ;
- Relative reference, absolute reference and joint reference ;
- Case of Synthesis.

❖ BFP231: Accident prevention & action for emergencies

➢ **Accident prevention & action for emergencies:4 credits (30 hours); L, T, P, SPW**

1. Accidents defined
2. The cause of accidents (human hazards & environmental hazards)
3. Preventing cuts & lacerations
4. Preventing burns
5. Preventing falls & other common injuries
6. Fire safety
7. First aid in emergencies (choking & heart attack)
8. Procedure for bomb scares
9. Safe lifting & carrying techniques

❖ BFP232: Principles of Management

➢ **Principles of management: 5 credits (75 hours); L, T, P**

1. Property
2. Company s Flows and their registration
3. Balance Relationship, Balance Sheet, Result
4. Accounting law and the chart of accounts

5. Purchases and sales
6. Expenses and products
7. Incidentals on purchases and sales
8. Accounting service companies
9. Packaging
10. The transport
11. The classic accounting system
12. Cash Settlements
13. Futures settlements
14. Acquisition and production of capital assets
15. VAT, excise duty, withholding tax on rent
16. Salaries and wages

❖ BFP233: Bakery and Pastry Principles I

- **Bakery/Pastry principles: 4 credits (60 hours); L, T, P, SPW**

Objectives: to acquaint students in various processes and techniques involved in the field of Bakery and pastry production.

Content:

- Definition of bakery and pastry
- Differences between bakery and pastry
- Dough and batter
- Equipments used in the production of bakery and pastry products
- Equipment layout
- Ingredients and different types of mixtures
- Selection & weighing of ingredients
- Function of various ingredients in baking process
- Safety and hygiene in bakery and pastry
- Elaborate practical sessions in bakery and pastry production
- Baking yeast bread
- Baking various pastry types
- Preparing cakes baking pizza

Outcome: students would be specialists in the processing and marketing of bakery and pastry.

❖ BFP234: Culinary Arts Principles II

- **Culinary Arts Principle II: 3credits (45 hours); L, T, P, SPW**

Objective: At the end of the course, students should be able to master different kitchen structures of hotels and restaurants and grade hotel structures according to the Cameroon grading system.

Contents:

1. Structure of the catering industry, types of catering establishments, Food and the society, kitchen organisation, rules and functions of personnel in the kitchen, cultural dimension of foods, food purchasing and storage, portion control in food purchasing and storage, kitchen supervision, food and beverage, menu policy and planning, Costing and budgeting in a food service.
2. Food decoration & garnishing: Importance of decorating food, Presentation styles of different food materials, Simple items used for decoration, Cold buffet garnishing & decoration.
3. Buffet arrangements**:** Setting up buffet & maintenance, Buffet replenishment, Standard cleaning procedure, Expeditor duties.

Outcome: students should actually prepare to manage and supervise an industrial food service or food industry.

❖ BFP235: Food Processing II,

- **Food Processing II: 5credits (75 hours); L, T, P, SPW**

Objectives: At the end of the course, the students should be able to describe and explain the handling and storage, processing and utilization of fruits and vegetables, food beverages and spices.

Content:

1. Focus shall be on the technology for the processing of vegetables and fruits into intermediary or finishes products, factors that may influence nutrient contents during processing. The processing of common spices, carbonated non-alcoholic, non-carbonated, non-alcoholic and alcoholic beverages, dairy;
2. Preparation of hot & cold beverages : Preparing hot beverages, Tea, Coffee types, Preparing cold beverages, Milkshakes, Ice / tea, Cold coffee, Cocktails

Outcome: On validation of this course, student should be able to prepare ready-to-use fruits and vegetable products and beverages of various types.

❖ BFP 236: Practical cookery

- **Practical cookery: 6 credits (90 hours); L, T, P, SPW**

1. Soups & Starters
2. Salads
3. Snacks
4. African dishes
5. Indian / Mughlai Dishes
6. Chinese Dishes
7. Continental Cooking & Other Cuisines
8. Baking & Pastries
9. Desserts
10. Beverages
11. Fruit and Vegetable Preservation

❖ BFP237: Labour Law and legal environment

- **Labour Law and Legal Environment: 3credits (45 hours); L, T, P, SPW**

Objective: To enable students to understand the basic notions in Business Law, Company Law and civil Law.

Content:

- Introduction
- Factors affecting decision to incorporate
- Pre-incorporation dealings
- Formation of company proper
- The company constitution
- Legal effects of memorandum and articles of association
- Capital issue
- Piecing the corporate veil
- Shareholder suits
- Mergers, Consolidations and winding up of Companies

- **Labour Law:**

A- First part

1. The concept of Law
2. The characters of the Law Rule
3. Sources of Law (Hierarchical norms)

4. Enforcement (Non-retroactivity of the law and the territoriality of the law)
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law)
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression)

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation
5. Resolution of labor disputes

- **Legal environment: 1 credit (15 hours); L, T, P**

1. Definition, nature sub-fields and origin, branches and sources of law
2. The scope of the law
3. The aspects of the law (objective law, subjective right)
4. The legal organization
5. The right of legal personality
6. Marital status, name and address
7. Disabilities
8. Legal acts
9. The legal facts

❖ BFP 241: Menu Development and Management/Entrepreneurship

- **Menu Development and Management : 3 credits (45 hours); L, T, P, SPW**

1. Know Your Customer; Know Your Restaurant
2. Costs; Pricing the Menu; Menu Analysis
3. Nutrition; Menu Content; Writing the Menu; Menu Layout and Printing; Menus, Restaurants, and Marketing
4. Quick-Service Menus; Family-Style Restaurant Menus; Theme, Ethnic, and Fine-Dining Menus; Banquet Menus; Buffets; Cafeteria and Cycle Menus; Vegetarian Menu
5. The Menu as a Management Tool

- **Entrepreneurship: 2 credits (30 hours); L, T, P, SPW**
    1. Entrepreneur concept
    2. Motivations for starting a business
    3. Idea research and evaluation
    4. Financing research
    5. Choice of legal status
    6. Ethical aspects of business
    7. Elaboration of the business plan

❖ BFP242: Computer for Business

- **Computer Science II: 4 credits (60 hours); L, T, P, SPW**
    1. Programming in C ++;
    2. Programmable industrial automation.
    3. The computer environment
    4. Computer software
    5. Computer hardware
    6. Importance of computer in the bakery and food industry.

❖ BFP 243: Food preservation & storage

- **Food preservation & storage: 5 credits (75 hours); L, T, P, SPW**

    Food spoilage

    1. Food preservation :Using high temperature, Using low temperature, Use of chemical (Use of irradiation, Drying techniques, Corner stone of purchasing operation, Receiving food deliveries); Storage principles,Types of storage
    2. Chilling, dry storage & freezing: Design factors & environmental control, Sanitary features, Operating practices, Handling storage of specific items (Cooked & partially cooked food, Meat, Poultry & eggs, Seafood, Dairy products, Fruits & vegetables, Vacuum-packaged food , Canned foods, Baking supplies & grain products, Stock, label & rotate giddiness)

❖ BFP 244: Bakery and Pastry II

- **Bakery and Pastry II: 3 credits (45 hours); L, T, P, SPW**
    1. Types of ovens
    2. Equipment and utensils used in a bakery/pastry
    3. Bread production and its different shapes

4. Icing of cakes
5. Pastry dishes
6. Types of cakes
7. Cookies
8. Kitchen layout
9. Kitchen units
10. Refrigeration
11. Household budgeting

❖ BFP245: Food Microbiology

➢ Food Microbiology: 4 credits (60 hours); L, T, P, SPW

PART I

Objectives: To enable students who take the course to understand the relationship between microorganisms and food with respect to quality and their contribution to food processing, preservation and storage.

Contents:

- Food as a substrate for microorganisms
- Microorganisms important in food microbiology
- Principles of food preservation
- Contamination and spoilage of food
- Food enzymes produced by microorganisms
- Foods microorganisms and diseases (food poisoning and intoxication), quality control, sanitation and inspection

PART II

Objectives: At the end of the course, the students should be able to describe and explain the handling and storage; processing and utilization of food commodities of animal origin.

Content:

- The technology for the processing of meat
- Poultry and fish into intermediary of finished products
- Factors that may influence nutrient contents during processing
- The processing of milk and eggs into other products shall also be emphasized

Outcome: On validation of this course, students should be able to prepare ready to use or consumed products of animal origin.

❖ BFP246: Professional Internship

- **Internship: 6 credits (90 hours); P, SPW**
    1. Arrival and integration in the company
    2. Work in the company
    3. Keeping the trainee journal
    4. The choice of the work theme: in collaboration with professional and academic supervisors
    5. Elaboration of the research design
    6. Resources to be exploited
    7. Work organization
    8. The writing of report
    9. Presentation of the report before Jury

❖ BFP247: Information and Communication Technology III

- **Information and communication Technology III**
    1. Creation of a simple database with a spreadsheet (How to Give a name to a cell range)
    2. Validation of Data in a range of cells on a spreadsheet
    3. Creation of the statistical tables simple (modality, workforce, frequency) and automatic filling with functions such as NB, NB. If and NB. If. ENS, Average, Sum, if
    4. Creation of graphics from statistical tables
    5. Presentation and use of a statistical software (ex: Epi Info)
    6. Creation of a questionnaire on EPI info or other
    7. Data entry and analysis
    8. Definition of the concepts of the computer network
    9. Presentation of the types of media and networks
    10. Presentation of Internet (Connection, research, download)
    11. Networks without wires
    12. Learning of a software application
    13. Numbering system
    14. Computer Security: Virus and antivirus

❖ BFP 351: Pest control

- **Pest control : credits (30 hours); L, T, P, SPW**
    1. Kinds of cockroaches
    2. Detecting & preventing cockroaches & flies infestation
    3. Methods of killing cockroaches & files & other insect pests
    4. Signs of rats & mites infestation
    5. Preventing & controlling rodents
    6. Birds
    7. Pesticides
    8. Use of pesticides
    9. Precautions in use of pesticides
    10. Precautions In storage & disposal of pesticides

❖ BFP352: Food safety

- **Food safety: credits (30 hours); L, T, P, SPW**
    1. Basic food hygiene
    2. Bacteria
    3. Factors affecting bacterial growth
    4. Potentially hazardous food
    5. Out breaks of food borne illness (food infection food poisoning)
    6. Controlling food poisoning
    7. Food contamination & cross contamination
    8. Food cooking & holding temperatures
    9. Temperature danger zone
    10. Critical control points

❖ BFP353: Research Methodology

- **Research Methodology 1credits (15 hours); L, T, P, SPW**
    1. In Health Research
    2. Sources of Knowledge
    3. Methods of Reasoning
    4. Stages of the research process (rational, assumptions, literature review, methodology, results/discussion, summary, bibliography)
    5. Classification of research

6. Establishment of the Questionnaires
7. Ethics
8. Preparation and Presentation of Research Reports
9. Case practice: drafting of protocols of research

- **Construction of a Research proposal**
- **Background:** Literature review, formulating the problem statements, justification of studies, objectives, framing the questions according to general and specific objectives; is developing a testable hypothesis to achieve the objectives for quantitative research selection, referencing, etc.; Ethical considerations; Work plan: personnel; timetable project administration; Plans for dissemination
- **Data collection and management**: Design and Pretesting of measuring instruments (reliability and validity of instruments);training of interviewers; quality control of measurements; computerization, checking and validating, measurements; the issue of missing observations, statistical summarization of information; testing of hypothesis.
- **Analysis & presentation of Results; Report writing and format.**

❖ BFP354: Food Service

- **Food service: credits (30 hours); L, T, P, SPW**

1. Types of service (overview)
2. Tray service
3. Table service
   - French service (cart service)
   - Russian service (platter service)
   - English service (family service)
   - American service (plate service)
4. Table setting
5. Principles of hospitality

❖ BFP355: Professional Internship

❖ BFP356: Professional Internship

❖ BFP357: Civic Education and Ethics

- **Civic education and ethics I: 3 credits (45 hours); L, T, P, SPW**
  - **The Concepts**
    - The citizen - the nation - the State,
    - Public property unto collective property,
    - The freedoms;
    - The public service;
    - Problem of ethics,
    - Ethics, Law and reason;
    - Management and ethics of responsibility;
    - Ethics and management;
    - Civics
    - Deontology
    - Moral consciousness
    - The universal declaration of Human Rights
    - Good governance in public services
    - The importance of civics to the life of the nation
    - Functions of the state and its citizens
    - Deontology, Professional ethics and professionalism
    - Relationship between morality, law and ethics
    - Codes of ethics

❖ BFP 361: Professional Internship

❖ BFP362: Professional Internship

❖ BFP363: Professional Internship

❖ BFP364: Professional Internship

❖ BFP365: Professional Internship

❖ BFP366: Professional Internship

❖ BFP367: Internship Report Writing

- **Internship Report Writing**

1. Title Page (The title page of the report will include: Name of the organization, Name of the internee, Student ID and session, Submission date of the internship report, Name of the University/ logo
2. Dedication (Optional)
3. Acknowledgement
4. Executive Summary
5. Table of contents
6. Overview of the Organization (word limit: min. 300 words)
   - Brief history
   - Introduction of the organization
   - Policy of the organization
   - Competitors
7. Organizational Structure (word limit: not specified)
   - Organizational Hierarchy chart
   - Number of employees
   - Main offices
   - Introduction of all the departments
   - Comments on the organizational structure
8. Training Program (word limit: min. 1000 words)
   - Detailed description of the operations/activities performed by the department(s) you worked in.
   - Detailed description of the task(s) assigned to you.
9. Critical Analysis (word limit: min. 1000 words)
10. SWOT Analysis (word limit: min.500 - 1000 words)
11. Recommendation (word limit: min. 300 words)
12. Conclusion (word limit: min. 350 words)
13. References & Sources

Field : HOME ECONOMICS AND SOCIAL WORK

Specialty :

FASHION, CLOTHING AND TEXTILES

Field: HOME ECONOMICS AND SOCIAL WORK

Specialty: Fashion, Clothing and Textiles

1. The objective of the training

This training aims to provide students with technical and general notions related to the creation and the production of fabrics. The student carries out the studies and organizes the manufacturing phase while monitoring the quality of fabrics for commercialization.

2. Skills Sought After

→ **General Skills**

- Communicate in a professional setting in French and English;
- Design business plans;
- Animate and manage a team;
- Master the basic computer tool;
- Create and manage a business;
- Use management tools and decision support tools

→ **Specific Skills**

The students will be able to

- Synthesize a range of concepts, knowledge and skills relating to fashion, clothing and Textiles.
- Apply complex theories to practical realistic work situations in the fashion, clothing and textiles industry.
- Could study independently and can create new products in fashion, clothing and textiles.
- Have the ability to engage with complex and/or unpredictable situations in fashion and textiles contexts.
- Be able to take responsibility to manage and direct their own and others activities.
- Have an insight judgment in relation to the margins and consequences of error.
- Have research and investigative skills.
- Be responsive to change and ability to multi-task.

3. Outlets

Graduates in fashion, clothing and textiles are opened to the following:

- Textile designer in Hotel establishment;
- Machinist in the textile industry;

- Collaborator;
- Dyer;
- Technician in natural fiber, artificial, synthetic or dye-making enterprises;
- Prototypist in soft materials;
- Stylist in the sectors of clothing, accessories, tableware, textile designer, fashion and furniture
- Modeliste;
- Fashion designer;
- Costumier of the show (cinema, theater, opera ...);
- Sartorial adviser;
- Attached fashion press;
- Tailor

FIRST YEAR: FIRST SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: FASHION, CLOTHING and TEXTILES					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
FCT111	Mathematics / Computer Sciences	45	25		5	75	5
FCT112	Physics/Mechanics	30	10	15	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
FCT113	The Basics of Successful Sewing	25	15	15	5	60	4
FCT114	Textile Technology/Clothing Construction	20	20	30	5	75	5
FCT115	Fashion and Fabric Design/ Technical drawing	30	10	30	5	75	5
FCT116	Sciences of Flexible Material and Fibers	25	15	15	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
FCT117	Bilingual training	30	10		5	45	3
TOTAL		**205**	**105**	**105**	**35**	**450**	**30**

FIRST YEAR – SECOND SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: FASHION, CLOTHING and TEXTILES					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
FCT 121	Design Fundamentals - A Wearable Art	40	20	10	5	75	5
FCT 122	Clothing: A Powerful Resource/ Clothing Decisions	30	25	0	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
FCT 123	Fitting and Pattern Alterations	30	10	15	5	60	4
FCT 124	Fibrous Materials Technology	20	10	25	5	60	4
FCT 125	Dyeing/Painting	20	15	30	10	75	5
FCT 126	Pattern drafting	30	15	20	10	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
FCT 127	Civic Education and Ethics	30	10		5	45	3
TOTAL		**200**	**105**	**100**	**45**	**450**	**30**

SECOND YEAR: THIRD SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: FASHION. CLOTHING and TEXTILES					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
FCT231	Economy and organization of companies /Entrepreneurship	45	25		5	75	5
FCT 232	Language of Fashion	20	15	20	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
FCT 233	Redesign, Restore, or Recycle	20	20	15	5	60	4
FCT 234	Fabrication Analysis	20	10	40	5	75	5
FCT 235	Industrial Electricity	25	15	20	15	75	5
FCT 236	Fashion Industry / Textile Applications	25	15	15	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
FCT 237	Work Organisation and Research Methodology	30	10		5	45	3
TOTAL		**185**	**110**	**110**	**45**	**450**	**30**

SECOND YEAR: FOURTH SEMESTER

Field of study: HOME ECONOMICS AND SOCIAL WORK		Specialty: FASHION, CLOTHING and TEXTILES					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
FCT241	The Fashion Designer, and Related Careers	40	10	20	5	75	5
FCT242	Work Study Preparation and Follow-up Activities	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
FCT243	Advanced Successful Sewing and Industrial Techniques			60		60	4
FCT244	Contemporary African Fashion	20	15		10	45	3
FCT245	Textiles: The "Science" of Fabric	40	10	20	5	75	5
FCT246	Internship *and* *Internship report writing*			70	20	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
FCT247	Principles of Law/ Principles of management	30	10		5	45	3
TOTAL		**160**	**60**	**180**	**50**	**450**	**30**

L=Lecture T=Tutorials P=Practicals SPW=Student Personal Work

4. Organization of the Teachings

❖ FCT 111: Mathematics/Computer Science

- **Mathematics I: 3 credits (45 hours); L, T, P, SPW**

  1. Vector calculation and analytical geometry
  2. Algebraic structures
  3. Differential Equations and Integral Calculations
  4. Linear algebra
  5. Differential equations and series
  6. Statistics
  7. Numerical functions with several variables;
  8. Numerical analysis.

- **Computer Science : 2 credits (30 hours); L, T, P, SPW**

  1. Basic software
  2. Application software
  3. Computer architecture,
  4. Input-Output Devices
  5. Internet Explorer
  6. Representation and processing of information
  7. Introduction to algorithmic
  8. Hardwares and software involved in the computer environment
  9. Programming in C ++;
  10. Programmable industrial automation

❖ FCT 112: Physics/Mechanics

- **Physics : 2 credits (30 hours); L, T, P, SPW**

  1. Electrostatics
  2. Thermodynamics
  3. Fluid Mechanics I
  4. Kinematics and kinetics of the solid
  5. Electrokinetics
  6. Physical practicals

7. Magnetostatic

8.Electromagnetism

9. Thermal

- **Mechanics: 2 credits (30 hours); L, T, P, SPW**

1. Point mechanics

2.Material I

3. Industrial Design, Technology and Praticals of Mechanical Engineering

4. Drawing

5.Technology and TP Mechanical Engineering

6. Technology and TP Mechanical Manufacturing

7. Resistance of Materials (RDM)

8. Elements of machines

❖ FCT 113: The Basics of Successful Sewing

- **The Basics of Successful Sewing: 4 credits (60 hours); L, T, P, SPW**

1. Identification the parts of the sewing machine and their functions.
2. Basics of operating thesewing machine.
3. Specialsewing terminology
4. Identification the parts of the sergerand their functions.
5. Basics of operating theserger
6. Identification of small equipment itemsand their use in constructing sewingprojects
7. Identify pressing equipment andits use when sewing.
8. Practise proper method of takingmeasurements for garmentconstruction.
9. Criteria in makingpattern selections
10. Various types ofinformation that may be found on apattern envelope and how to usethem.
11. Knowledge about fibersand fabrics when choosing fabricand notions for a sewing project or garment
12. Analysis and Interpretation of instruction sheet, pattern pieces,and symbols.
13. Procedures oneshould follow in preparing andcutting fabric for sewing.
14. practise usingvarious marking methods oftransferring pattern symbols to thefabric
15. Types of interfacing and their use
16. Methods of constructingand finishing seams
17. Sewing techniques andskills in a sewing project orgarment

❖ FCT 114: Textile Technology I/Clothing Construction I

➢ Textile Technology I: 3 credits (45 hours); L, T, P, SPW

➢ **Objectives: At** the end of the course, the students should be able to

1. Show evidence of ability to draw basic proportions without construction lines
2. Draw from templates, imagination, life and photographs
3. Master different drawing techniques and good presentation of work

➢ **Content:**

- Textile arts/design
- Classification of textile designs
- Elements of arts
- Principles of designs
- Elements of decoration
- Dyeing/printing
- Methods of block out
- Textile materials and processes
- Classification of textile fibre

Required teaching load: 2 credit hours (30 contact hours)

Evaluation: Continuous assessment and an end of semester written examination

➢ Clothing Construction I:2 credits (30 hours); L, T, P, SPW

- Assemble seams
- Assemble decorative stitches
- Openings and fasteners
- Pockets and corners
- Sewing the basic block and closing of darts
- Sewing of selves
- Stitching of collars
- Stitching of trousers
- Stitching of maternity wear
- Stitching of jackets
- Sewing of individual designs
- Stitching of trouser skirts
- Boubous
- Lining a dress

❖ FCT 115: Fashion and Fabric design/Technical Drawing

- **Fashion and Fabric design: 3 credits (45 hours); L, T, P, SPW**

Content:

- Elements and principles of design
- Figuring drawing
- Methods of fullness
- Figurines in various views
- Figurines dresses in various attires
- Dress silhouettes
- Traditional dresses
- Figurines of various views and sexes dressed in trousers and various shorts
- Figurines in some basic dresses like smock, cardigan etc.

- **Technical Drawing: 2 credits (30 hours); L, T, P, SPW**

- Techniques of drawing the fashion figure
- Drawing the figure- basic proportions
- Drawing from templates
- Drawing from imagination
- Stylized drawing
- Drawing from photographs
- Drawing from life
- Presentation boards

❖ FCT116: Sciences of Flexible Material and Fibers

- **Science of flexible materials and fibers : 4 credits (60 hours); L, T, P, SPW**

1. Textile material and their characteristics 1
2. Biomechanics
4. Technical Textile

❖ FCT 117: Bilingual Training

- **English Expression: 1.5 credits (22 hours 30mn); L, T, SPW**

1. Vocabulary
- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression
- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter/memo writing and minutes of a meeting

- **French : 1.5 credits (22 hours 30mn)**

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

4. Administrative and professional correspondence

- The different parts of an administrative correspondence and the administrative style;
- Professional correspondence:
  - ✓ Memo ;
  - ✓ Report (activity, mission);

- ✓ The report (activity, mission).

5. Professional correspondence with individual dominance

- Job application for employment;
- CV ;
- Letter of motivation.

6. Methodology on Written Exercises

- French composition;
- Text contraction:
- French composition: revision of methodology and application;
- Contraction of text: methodological reminder and application.

7. Study of communication situations.

- Identification of the factors of the communication situation (sender, receiver, code, channel, message, context);
- Communication situation and verbal interactions;
- Study of para-verbal elements (kinesic, proxemics, mimo-gestures, etc.;
- Identification and manipulation of figures of expression and thought metaphors, irony. satire, parody, etc.);
- Etc.

❖ FCT121: Design Fundamentals - A Wearable Art

➢ **Design Fundamentals - A Wearable Art: 5 credits (75 hours); L, T, P, SPW**

- Elements of design
- Creation an awareness of thedimensions of line and how variouseffects can be achieved bymanipulating lines.
- Application of linein clothing
- Understanding ofhow lines can create illusions.
- Recognize the messagesconveyed by clothing and theireffect on individuals.
- Vocabularyof colour
- Understanding ofhow a colour scheme and illusionsare developed.
- Selection of colours that arebecoming for an individual
- Understanding of theeffect of clothing silhouettes andhow it can be used in designingclothing.
- Exploration of texture and theapplication to clothing
- Identification of pattern and itsapplication to apparel and textileitems
- Examination of space and itsapplication to apparel and textileitems.
- Increasing the awareness of theprinciples of design and the effecton clothing.
- Creating body shape illusions withapparel designs using the designfundamentals.

❖ FCT122: Clothing: A Powerful Resource/Clothing Decisions

➢ Clothing: A Powerful Resource: 2 credits (30 hours); L, T, P, SPW

- Factors that reflect why people wear clothing.
- Relationshipbetween clothing behaviour andone'swell being.
- Personality types andtheir influence on clothingbehaviour.
- Objective in theinterpretation of clothing cues andmessages.
- The work environmentand the typical expectation aboutappearance and dress

➢ Clothing Decisions: 2 credits (30 hours); L, T, P, SPW

- Developing an awareness ofwardrobe planning
- Analysing one's present wardrobeto determine needs, wants, andchanges.
- Examining factors to considerwhen deciding to buy, sew, orrecycle clothing.
- Recognize the factors involvedin clothing purchases
- Research where clothingpurchases can be made
- Principles of clothing care
- Demonstration of proper laundryprocesses.
- Analyzing the clothing needs ofindividuals.

❖ FCT 123: Fitting and Pattern Alterations

➢ Fitting and Pattern Alterations: 4 credits (60 hours); L, T, P, SPW

- To recognize good fit in apparel
    - characteristics of good fit: comfort, darts in the correct position, easing without pulling or stretching - wearing ease, length suitable for style and individual, straight hanging seams
    - Develop a checklist to follow for proper fit: collar and neckline, armhole seam, chest (bust) and back, sleeves, buttons and buttonholes, jacket or coat fit over other clothing, waistline or waistband, hip area, crotch area, zipper, pleats and gathers, pant legs, hemlines, seamlines
    - Making alterations on ready-to-wear garments for better fit.
    - Discussing how the evaluation of fit relates to fashion and style
- Making patternalterations by comparing yourmeasurements with those of thepattern.
    - How to compare an individual's measurements with a pattern measurements: engthening, shortening, crotch depth, sleeve length, chest (bust) adjustment, waist increase or decrease, hip increase or decrease, shoulder line, round shoulders, broad shoulders

- Have students use 1/4 scale patterns and practise the alterations and theirtechniques. Place these in a portfolio.
- Review pattern alterations in relations to figure problems.
- Have student make alterations on a ready-to-wear garment to improve the fit.
- Invite a person to the class who makes alterations to clothing as his/her career.
- Have the individual explain or demonstrate techniques he/she may use anddiscuss job opportunities in that field of sewing.

❖ FCT 124 : Fibrous Materials Technology I

- **Fibrous Materials Technology I: 4 credits (60 hours); L, T, P, SPW**

1. Spinning

2.Weaving

3.Search of ideas and evaluation

4. Design of the models

5. DAO; Textile CAD

6.Finishing (dyeing, printing, finishing)

❖ FCT 125: Dyeing/ Painting

- **Dyeing/ Painting: 5 credits (75 hours);L, T, P, SPW**

1. Science of color Dyeing: fiber – stock, solution, yarn, piece – cross, vat, produc, □resist – batik, tie dye

❖ FCT 126:Pattern drafting

- **Pattern Drafting : 5 credits (75 hours); L, T, P, SPW**

- **Content:**

- Construction of hip block
- Bodice styling following fashion catalogues
- Industrial pattern making
- Grading basic blocks
- Study of sleeves e.g. two piece, raglan, kimono etc.
- Study of fancy collars and transformations
- Jackets
- Study of collars
- Trousers
- Maternity wears
- Jackets
- Tranformatio of individual designs

- Wedding dresses
- Pattern tracing from burdas
- Exercises carried out to demonstrate ability to produce sample patterns

❖ FCT 127: Civic Education and Ethics,

➢ Civic Education and Ethics, Industrial Management: 3 credits (45 hours); L, T, P, SPW

Civic education and ethics I: 1credits (15 hours); L, T, P, SPW

The Concepts

- The citizen;
- The Nation;
- The State;
- Public Property unto collective property;
- The freedoms;
- The public service;
- Problem of ethics;
- Ethics, Law and reason;
- Management and ethics of responsibility;
- Ethics and management.
- Ethics
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- Explain the importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ FCT 231: Economy and organization of companies /Entrepreneurship

➢ Economy and organization of companies: : 3 credits (45 hours); L, T, P, SPW

1. The company, definition and mode of analysis
2.Classification of enterprises
3. Business organization structures
4. The integration of the company in the economic sector
6. The commercial activity of the company
7. The productive activity of the enterprise
8.Logistics in the company

9.The financial activity of the company
10.Human Resources Management
11.The systemic approach of the company
12.The information system
13.The decision system
14.Strategic analysis of the company
15. Choosing and implementing a strategy
16. The compagy,the society and culture
17. The compagy,the society and ethics

- **Entrepreneurship: 2 credits (30 hours); L, T, P, SPW**

1. Entrepreneur concept
2.Motivations for starting a business
3.Idea research and evaluation
4.Financing research
5.Choice of legal status
6.Ethical aspects of business
7.Elaboration of the business plan

❖ FCT 232: Language of Fashion

- **Language of Fashion: 4 credits (60 hours); L, T, P, SPW**

- Fashion terminology
- The fashion: an evolutionary process that is affected by social, economic, and political influences (Ancient times, Byzantine and Dark Ages, Middle Ages, Renaissance, Seventeenth Century, Eighteenth Century, Nineteenth Century, Twentieth Century – by decade, First Nations)
- International fashion designers and the International Fashion Industry
- The development of "haute couture" and explain how the industry is changing.
- Examination of the basic styles of a garment (dress, skirt, shirt, coat and jacket, pant)
- Determination of the clothing details that are used to recognize, understand, and interpret fashion cycles and silhouettes

❖ FCT 233: Redesign, Restore, or Recycle

- **Redesign, Restore, or Recycle: 4 credits (60 hours); L, T, P, SPW**

- Creating awareness of how clothing textile items may berede signed or recycled.
- Demonstration of creative ways to redesign clothing (piecing or patchwork, use of special fabrics - leather, lace or appliqué, use of decorative embroidery, trims, paints and dyes

- Develop a redesign or recycle project (change collars or neck lines add, replace or remove details (example pockets), change a sweater to a vest or cardigan, change a dress to a skirt and blouse, reuse fabric from a garment for another use, make a toque from a sweater, make stuffed animals and pillows from used clothing, make fabric from garments into quilts, convert neckties into skirts or vests, apply appliques to jackets)
- Adapt a garment to meet the, special needs of an individual.

❖ FCT 234: Fabrication Analysis

- **Fabrication Analysis : 5 credits (75 hours); L, T, P, SPW**

Content:

- Elements and principles of designs
- Figurine drawing
- Methods of fullness
- Figurines in various views
- Figurines dresses in various attires
- Dress silhouettes
- Traditional dresses
- Figurines of various views and sexes dressed in trouser and various shorts
- Figurines in some basic dresses like smock, cardigan etc.

❖ FCT 235: Industrial Electricity

- **Industrial Electricity I:3 credits (45 hours); L, T, P, SPW**
  1. Electrical circuits
  2. Electronic device
  3. Industrial electronics
  4. Electrotechnics
  5. Automatic (Servo and regulation)
  6. Power electronics

❖ FCT 236: Fashion Industry / Textile Applications

- **Fashion Industry: 2 credits (30 hours); L, T, P, SPW**
  - Examine the scope of careers inthe fashion industry.
  - The five steps in the merchandising process: design manufacturing, promotion, distribution, retailing
  - Variety of textile careers
  - Investigate a fashion industry, career pathway.

- **Textile Applications: 2credits (30 hours); L, T, P, SPW**
  - Identification of traditional, cultural(ethnic) and contemporary methodsof textile design.
  - Wide variety of surface designs available for embellishing sewing projects (hand embroidery – counted cross-stitch, silk ribbon, crewel, needlepoint, machine embroidery – decorative stitching, decorative overlock (serger) stitching, fraying, appliqué, fabric painting)
  - Variety of fiber crafts that can be used to create apparel or an accessory (knit – hand or knitting machine, crochet, macramé, lace work, needlepoint)
  - Textile design methods (ie dye, batik, splatter painting – using a toothbrush or spray bottle)
  - Computer as one of the tools used by textile designers.
  - Evaluation of a personal textile application project.
  - Exploration of entrepreneurial opportunities
  - Types of fabric design and the relationship of fabric design to the finished garment.

❖ FCT 237: Work Organisation and Research Methodology

- **Work Organisation: 3credits (45 hours); L, T, P, SPW**
  - Organization of a factory
  - Manufacture study
  - Disposition of the working post
  - Working methods
  - Equilibrium table
  - Simplification of work
  - Analyzing symbols
  - Yadage calculation
  - Selection of personnel

- **Initiation to research: 1 credit (15hours); L, T, P, SPW**
  1. In Health Research
  2. Sources of Knowledge
  3. Methods of Reasoning
  4. Stages of the research process (rational, assumptions, literature review, methodology, results/discussion, summary, bibliography)
  5. Classification of research
  6. Establishment of the Questionnaires
  7. Ethics
  8. Preparation and Presentation of Research Reports
  9. Case practice: drafting of protocols of research

Construction of a Research proposal: **Background:** Literature review, formulating the problem statements, justification of studies, objectives, framing the questions according to general and specific objectives; is developing a testable hypothesis to achieve the objectives for quantitative research selection, referencing, etc.; Ethical considerations; Work plan: personnel; timetable project administration; Plans for dissemination.

Data collection and management: Design and Pretesting of measuring instruments (reliability and validity of instruments);training of interviewers; quality control of measurements; computerization, checking and validating, measurements; the issue of missing observations, statistical summarization of information; testing of hypothesis.

Analysis & presentation of Results; Report writing and format.

❖ FCT 241: The Fashion Designer and Related Careers

➢ The Fashion Designer and Related Careers:5 credits (75 hours); L, T, P, SPW

- To create a croquis
- To discover and explore sketching techniques to create fashion illustrations.
- To explore the application of colour and pattern to a fashion design.
- To identify methods of designing a garment pattern.
- To identify terms, tools, and equipment related to flat pattern designing.
- To explore and apply flat pattern design techniques using a commercial pattern.
- To assess and adapt a flat pattern design to meet a special need or clientele.
- To design a flat pattern from a set of body measurements.
- To develop and apply knowledge, skills, and techniques necessary to operate a computer to design a garment.
- To demonstrate skills required to produce a computer designed pattern that incorporates design details, required pattern information and layout

❖ FCT 242: Work Study Preparation and Follow-up Activities

➢ Work Study Preparation and Follow-up Activities: 4 credits (60 hours); L, T, P,SPW

- To be aware of the expectations of each of the partners in the workstudy component
- To determine factors that wouldaffect student contribution in theworkplace.
- To build good communicationskills for the workplace
- To develop a resumé that may beforwarded to a potential employer
- To determine student guidelines inpreparation for an interview.
- To discuss the post interview

❖ FCT 243: Advanced Successful Sewing and Industrial Techniques

➢ **Advanced Successful Sewing and Industrial Techniques: 4 credits (60hours); L, T, P, SPW**

- Advanced sewing techniques : bound buttonholes, interfaced lapels, welt pockets, tailoring techniques, invisible zippers, lining and underlining, sewing with special fabrics - velvets, leather, beads, lace, satin
- Advanced sewing techniques in the assembly of a project: grad dress, special occasion dress or gown, tuxedo, tailored jacket or blazer, lined garment, First Nations' ceremonial dress, quilting, window treatment
- Industrial and quick sewing techniques: cutting, marking, and bundling, curves, pockets, darts, flat felled seams, zippers, waistbands, mitering

❖ FCT 244: Contemporary African fashion

➢ **Contemporary African fashion: 3 credits (45 hours); L, T, P, SPW**

- African Prints,
- African fashion styles,
- African clothing

❖ FCT 245: Textiles: The "Science" of Fabric

➢ **Textiles: The "Science" of Fabric: 5 credits (75 hours); L, T, P, SPW**

- The textile terminology: fiber – staple, filament, natural fibers, manufactured fibers, yarns, spun, twist,textured,novelty,simple yarn, ply,cord,complexyarn,nub,bouclé,gimp,chenille,slub,weft or filling yarns,warpyarns,fabric,combinationyarns,blends.
- sources, processing, characteristics, and uses of natural fibers.
- Plant sources:cotton, linen, rami, hemp, jute
- Animal sources:wool, silk, angora, camel's hair, mohair, alpaca, vicuna
- Cellulosic:Rayon, Acetate, Triacetate
- Non-cellulosic:Nylon, Polyester, Polypropolene, Acrylic, Modacrylic, Olefin, Spandex, Metallic, Glass, Aramid, Rubber
- To describe consumer symbols for natural fibers
- Fiber characteristics found in fabrics and determine the desirability. (Tensile strength, Resilience, Absorbency, abrasion resistance including pilling, wrinkle resistance, shape retention, moisture wicking, washability – including general, farm chemical, oil field, soiled, static electricity
- To compare and contrast the characteristics of natural and manufactured fibers used together in a blend or combination yarn.
- To identify and describe different ways in which yarn is made into fabrics. (weaving, knitting, felting, netting)
- Introduce fabric characteristics: type of construction, texture, hand,weight

- To examine woven fabric for crosswise and length wise grain, filling and warp yarns, selvage, and true bias.
- To explore knitting process in making fabric
- Other processes of fabric construction : non-woven – felting, interfacing, disposable diapers, batting, bonded – fusible web, rubberized rain wear,laminated – foam between outer and backing layers,stretch – swim and exercise wear,laces and nets,braid – shoelaces, trims,quilted – batting in between fabric layers
- To examine and explore fabric colouration and printing processes.
- To describe and evaluate a variety of chemical and mechanical finishes (antistatic, flame-resistant,crease-resistant,soil release,water-repellent,waterproof,stain-resistant,wrinkle-resistant,mildew-resistant, moth-resistant, beetling,calendaring,emboss,rubbing,cutting,compressiveshrinking,preshrinking,fulling,drying and stretching,heat setting, crabbing, tentering, shearing, pressing)
- Textile consumer information and protection legislation: Textile Labeling Act , Sleepware Flammability Regulations
- To examine new textiles as they come on the market

❖ FCT246: Professional Internship

➢ **Professional Internship: 6 credits (90 hours); P, SPW**

- Arrival and integration in the company;
- Work in the company;
- Keeping the trainee journal;
- The choice of the work theme: in collaboration with professional and academic supervisors;
- Elaboration of the research design
- Resources to be exploited;
- Work organization;
- The writing of report;
- Presentation of the report before Jury.

❖ FCT247: Principles of Law/ Principles of management/ Legal Environment

➢ **Principles of Law: 1 credit (15 hours); L, T, P**

1. Definition, nature sub-fields and origin, branches and sources of law
2. The scope of the law
3. The aspects of the law (objective law, subjective right)
4. The legal organization
5.The right of legal personality
6. Marital status, name and address
7. Disabilities
8. Legal acts
9. The legal facts

- **Principles of management: 1 credit (15 hours); L, T, P**

1. Property
2.Company s Flows and their registration
3. Balance Relationship, Balance Sheet, Result
4. Accounting law and the chart of accounts
5.Purchases and sales
6.Expenses and products
7.Incidentals on purchases and sales
8.Accounting service companies
9.Packaging
10.The transport
11.The classic accounting system
12.Cash Settlements
13.Futures settlements
14.Acquisition and production of capital assets
15.VAT, excise duty, withholding tax on rent
16. Salaries and wages

- **Law of Labour : 1 credit (15 hours); L, T, P**

1. Definition of labor law, origin and evolution of labor law and sources
2.The employment contract. (terms, execution and termination)
3. Labor law (individual and collective)
4. The staff representative, the trade unions
5.Accidents at work and occupational diseases
6.Health and safety at work.
7. Dismissal and resignation;
8.Resolution of labor disputes

Field : HOME ECONOMICS AND SOCIAL WORK

Specialty :

BEAUTY ESTHETICS

Option :

BEAUTY CARE AND COSMETICS

Field:	HOME ECONOMICS AND SOCIAL WORK
Specialty:	**Beauty Esthetics**
Option :	**Beauty care and Cosmetics**

1. The objective of the training

The aim of this specialty is to train professionals in cosmetics and beauty care. This diploma holder has an in-depth mastery of cosmetics as well as its trade with emphasis on scientific, regulatory, economic and technical aspects. It equally aims to make the learner grasp esthetic techniques such as the development and realization of beauty care and make-up.

2. Skills Sought After

→ **Generic skills**

- Communicate in a professional setting in French and English;
- Design business plans;
- Animate and manage a team;
- Master the basic computer tool;
- Create and manage a business;
- Use management tools and decision support tools

→ **Specific skills**

- Design and carry out beauty care and make-up;
- Advise and sell high technology products and devices;
- Run sales clusters;
- Manage service units or sales of cosmetics and perfumery products;
- Maintain the image of the brand through commercial activities and training sessions for brands (cosmetics, equipment and appliances for aesthetics);
- Develop expertise and technological advice;
- Participate in the manufacture of cosmetic products by ensuring the quality approach;
- Operate a technological and regulatory watch;
- Participate in the training of staff;
- Ensure the administrative and financial management of an aesthetic-cosmetic salon.

3. Outlets

Participants of this course would acquire skills that would enable them to work in the private or public sector as teachers, designers, cosmetic producers or distributors, consultants or assistant researchers, or may be self-employed.

4. Organization of the Teatchings

FIRST YEAR- FIRST SEMESTER

Field of study: : HOME ECONOMICS AND SOCIAL WORK		Specialty: BEAUTY ESTHETICS Option:BEAUTY CARE AND COSMETIC					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BCC111	Aesthetics and Philosophy of art	20	20	15	5	60	4
BCC112	Introduction to Anthropology of art	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BCC 113	Aesthetic environment and biology I	40	10	20	5	75	5
BCC 114	Applied sciences I, Chemistry	40	10	20	5	75	5
BCC 115	Methods and technology I	25	20	10	5	60	4
BCC 116	Cosmetics I	40	10	5	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BCC 117	Bilingual Training	35	5	0	5	45	3
Total		**230**	**100**	**85**	**35**	**450**	**30**

FIRST YEAR – SECOND SEMESTER

Field of study: : HOME ECONOMICS AND SOCIAL WORK		Specialty: BEAUTY ESTHETICS Option:BEAUTY CARE AND COSMETIC					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BCC 121	Art history I	20	20	15	5	60	4
BCC 122	DevelopProfessionalism and Entrepreneurship	30	25	15	5	75	5
Courses 60% (4 UC) 18 Crédits 270 hours							
BCC 123	Aesthetic environmemt and biology II	50	20	15	5	90	6
BCC124	Applied sciences II	40	10	5	5	60	4
BCC 125	Methods and technology II	25	20	10	5	60	4
BCC 126	Cosmetics II	40	10	5	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BCC 127	Marketing, business creation and Gereral Accounting	35	5		5	45	3
Total		**240**	**110**	**65**	**35**	**450**	**30**

SECOND YEAR: THIRD SEMESTER

Field of study: : HOME ECONOMICS AND SOCIAL WORK		Specialty: BEAUTY ESTHETICS Option:BEAUTY CARE AND COSMETIC					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BCC 231	Social psychology of fashion	20	20	15	5	60	4
BCC 232	Applied Anthropology	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BCC 233	Applied sciences III	40	10	20	5	75	5
BCC 234	Creation and development of cosmetics	45	20	20	5	90	6
BCC 235	Cosmetic techniques	30	15	10	5	60	4
BCC 236	General computer science	25	10	5	5	45	3
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BCC 237	Research Methodology, Economics and business organization	30	5	5	5	45	3
Total		**220**	**105**	**90**	**35**	**450**	**30**

SECOND YEAR: FOURTH SEMESTER

Field of study: : HOME ECONOMICS AND SOCIAL WORK		Specialty: BEAUTY ESTHETICS Option:BEAUTY CARE AND COSMETIC					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
BCC 241	History of aesthetics and cosmetics	20	20	15	5	60	4
BCC 242	Semiotic luxury goods I	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
BCC 243	Professional communication	35	10	10	5	60	4
BCC 244	Manicure and Pedicure and Make Up	25	15	15	5	60	4
BCC 245	Perform Massage Therapy	30	15	10	5	60	4
BCC 246	Internship			60	30	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
BCC 247	Civic Education and Ethics, legal environment	30	5	5	5	45	3
Total		**170**	**90**	**130**	**60**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ BCC 111: Aesthetics and philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Report with visual arts**

❖ BCC 112: Introduction to Anthropology of art

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ BCC 113: Aesthetic Environment and Biology I

- **Aesthetic environment: 2 credits (30 hours); L, T, P, SPW**
  1. Cosmetic and aesthetic products and watch
     - Everyday use products;

- Specific products (innovative, targeted for different audiences ...).

2. Innovative techniques and products related to Linked to technological progress (products, devices);
3. In connection with new consumer behavior :
   - Consumer-actor of its beauty, its well-being;
   - Infactuation for "natural" ...
4. Beauty programs, cures
5. Devices
   - A targeted exfoliating, anti-ageing;
   - Aiming slimming, firming and bronzing;
   - A relaxing aim;
   - With draining purpose;
   - A coloring purpose;
   - Aim sweating.

- **Biology I: 3 credits (45 hours); L, T, P, SPW**

1. The structure of the human body

- The function (s) of each system;
- Synergies between systems.

- Anatomy and physiology of the musculoskeletal system
  - The paris anatomical elements;
  - The areas of the body on which cosmetic and the cosmetic professional intervenes;
  - The anatomical elements of a movable joint;
  - To define, from professional examples, the possible movements done by a mobile joint;
  - The various curvatures of the spine, its mobility relationship with ergonomic positions;
  - The gestures and postures of professional situations and the short and long term risks;
  - The effects of the different stimuli on the muscles (contraction, tetanization) and their physiological consequences (heat production, tonicity, fatigue ...);
  - Effects on muscles, electric currents used in aesthetic-cosmetic.
- Anatomy and physiology of the nervous system

- To relate the reflex activity and the aesthetic techniques of digito-pressure;
- The anatomical ways of the conduction of olfactory messages and tactile messages, relation with the professional applications.

- Anatomy and physiology of the cardiovascular and lymphatic systems
  - The anatomical interdependencies between the cardiovascular and lymphatic systems;
  - The relations between interstitial lymph, channeled lymph;
  - The territories of the organism watered by the thoracic duct and the right lymphatic canal;
  - The formation of the lymph, its roles;
  - The possible effects of manual techniques of well-being and comfort, on the blood and lymphatic circulation (modeling, digitopression, ressoesthétique ...)
  - The care study of an exocrine gland: the mammary gland
  - The characteristics of the gland and its modifications at the main stages of life;
  - The effects of aesthetic techniques applied to esthetic care of the bust;
  - Professional conduct to keep.
- Physiology of the endocrine system
  - The main endocrine glands and their main roles;
  - Morphological and physiological changes that occur during life under the action of sex hormones.

2. Living matter: composition and physiological balance

- Study of biomolecules
  - The roles of water, minerals, vitamins in the human body;
  - The location and role of nucleic acids;
  - An essential amino acid, an essential fatty acid, examples;
  - The structure of a protein (primary structure, secondary structure), the consequences on the size of the molecules and in the exchanges between the intracellular medium and the extracellular medium;
  - Biomolecules in the skin and its annexes.
- Notions of metabolism
  - Anabolism, examples of synthesis in the body (proteins, lipid reserves);

- Catabolism, examples of metabolic impairments (carbohydrates or lipids/ energy production);
- indicate for the skin the effects of free radicals and the factors favoring their formation.

- Physiological equilibrium:
  - The main energy expenditure of the human body and indicate the conditions of energy balance;
  - The human body temperature and the conditions of its equilibrium;
  - The main water and electrolyte losses of the human body, the conditions of equilibrium;
  - The principle of regulating hunger and thirst.

❖ BCC 114: Applied Sciences I

➢ Applied Physics: 2 credits (30 hours); L, T, P, SPW

1. Thermodynamics

- Principle 1: Pure Body - Binary Mixtures
  - Treat the notions qualitatively;
  - Indicate that conduction is a special case of convection;
  - Application to the study of the comfort of professional premises;
  - The case of a solid allotropic variety;
  - The phase change diagram of water;
  - Raoult's law as an experimental result;
- The expression pi = Xi psi
  - Applications for distillation;
  - The influence of pressure;
  - The water-ethanol mixture and the liquefied gas aerosols;
  - Do not require the principle, apply to obtaining essential oils and advantages over distillation.

2. Mechanics of fluids

- Pressure:
  - The formula P = r.g.h;
  - Application to the principle of barometers and liquid manometers.
- Osmotic pressure:
  - Applications in biology;
  - The oncotic pressure.
- Interfacial tension:
  - Capillarity and wet ability.
- Viscosity:

- Simple applications in cosmetology.

3. Electricity: security as the core concern of this chapter

- Continuous plan, Variable plans; Straightening, Distribution of electrical energy
- The principle of short circuit
- Ohm's law for a generator and a receiver;
- Molar conductivity, Assimilation of the conductivity of a diluted solution to its molar conductivity;
- Useful notions in aesthetics and cosmetology (meaning of an emulsion, electrophoresis, iontophoresis ...);
- Observations on the oscilloscope;
- The experimental setup for obtaining a sinusoidal voltage leading to qualitative notions for the principle of the alternator;
- The different frequency domains;
- The average voltage and the effective voltage;
- Limit itself very briefly to ensure the link with the devices used in the professional environment;
- Observations on the oscilloscope;
- The case where the threshold voltage is considered as zero;
- Primary and secondary of a transformer;
- The transformation ratio: N1 / N2 = U1 / U2;
- Useful notions in aesthetics and cosmetology (meaning of an emulsion, electrophoresis, iontophoresis ..).

➢ Applied chemistry: 3 credits (45 hours); L, T, P, SPW

1. Structures and transformations in aqueous solution

- Water and aqueous solutions:
  - Physico-chemical properties of pure water;
  - Dissolution: solute, solvent, saturated solution;
  - Molar concentration and mass concentration;
  - Dilution;
  - Natural waters: main dissolved ions;
  - Hardness of water: hydrotimetrictitre;
  - Disadvantages of hard water;
  - Treatment.
- Acid-base reactions:
  - Definition of a base acid pair, examples;
  - pH: definition, measurement;
  - Reaction equation of an acid or a base with water and between an acid and a base;
  - pH control: buffer solution;

- Dosages.

- Redox reactions:
  - Definition of a redox pair;
  - Redox reaction equation;
  - Dosages;
  - Electrolyses.

2. Structures and transformations in organic chemistry

- Spatial representation of molecules:
  - Carbon
  - Covalent bond; Lewis representation; ionic character
  - The carbon chain: nomenclature; representation of Cram;
  - Geometry: formula, semi developed, topological
  - Saturation, unsaturation
  - Isomerism of chain, position, constitution
  - Conformation: most stable conformation
  - Chirality, enantiomerism, racemic mixture, diastereoisomerism (Z/E, asymmetric carbons)

❖ BCC 115: Methods and technologies

➢ Cosmetic-cosmetic / perfumery consulting: 1 credit (15 hours); L, T, P, SPW

1. Customer survey

2. Typologies of customers

- Influence of age, gender, ethnicity, social status, home groups, changing attitudes on the demand and expectations of customers;
- Sociostyles.

3. Self-image

- Importance in social life, in professional life ...;
- Valorization of the image;
- Analysis of particular situations: diseases and related treatments, insertion or reintegration ...

4. Customer observation methods and identification criteria

- Of style ;
- Morphology (silhouette, face);
- The type of skin taking into account any allergies expressed by the client(e);
- Imperfections and anomalies;
- Possible allergies.

- **Assessment and diagnosis, advice to the client**
    - Datasheets
        - Observation sheets;
        - Advice cards (care, make-up);
        - Customer follow-up sheet;
        - Development of a care or treatment program for the face, body, hands, feet;
        - Personalization of aesthetic / cosmetic and perfumery advice.

- **Techniques in aesthetic-cosmetic: 2 credits (30 hours); L, T, P, SPW**

1. **Beauty care or Components of aesthetic care**
    - General composition of a cosmetic product;
    - Classification of cosmetic products;
    - Regulation;
    - Manufacture and control of cosmetic products;
    - Marketing;
    - Labeling;
    - Ranges of cosmetic products and commercial forms (contents and containers).
2. **Materials and devices used in aesthetics**
    - Modes of action;
    - Purpose in aesthetics.
3. **Manual techniques**
    - General principles of manual techniques (gesture, rhythm, pressure, duration, direction of movement, area concerned, use or not of products ...);
    - Classification of the desired techniques and goals.
    - Techniques for removing makeup and cleaning the skin
    - Objectives of the techniques;
    - Cleansers and skin care products;
    - Materials;
    - Methods: steps, evaluation of the result.

- **Perfumes and perfume products: 1 credit (15 hours); L, T, P, SPW**

1. **History of perfume**
    - Role of brands in the image, the evolution, the impulse in the creation of perfumes;
    - Evolution of the distribution of perfumes and perfumes;
    - Olfactory perception of a perfume;
    - Families and olfactory subfamilies of perfumes:
        - Families: citrus, floral, fern, cyprus, woody, amber, leather;

- Sub-families: aromatic citrus, woody ....
- Fragrance components and respective functions in olfactory perception;
- Creation, manufacture and launch of a perfume;

2. Perfumers and product lines:

- Extracts;
- Perfumed water;
- Toilet water ;
- Cologne waters;
- Derived perfumes (hygiene and body care products ...).

❖ BCC 116: Cosmetics I

➢ **Formulation and laboratory scale manufacturing: 2 credits (30 hours);¬L, T, P, SPW**

1. Shapes

- Business forms;
- Physical forms:
- Liquids, solids, gases;
- Homogeneous, heterogeneous.
- Excipients - vehicles (sources, properties, roles);
- Surfactants.

NB

- *Present traditional forms and new forms;*
- *Match the form and the function;*
- *Evoke the safety of conditioning on the physical, microbiological and use levels;*
- *Illustrate with finished product formulas covering the diversity of cosmetic products;*
- *Study the consequences of the meaning of an emulsion;*
- *Realize the manufacture of an emulsion and other products reflecting the diversity of cosmetic forms.*

2. Manufacturing

- Assets;
- Extraction methods, obtaining, implementation in formulation;
- Additives:
  - Colorants;
  - Conservatives.
- Perfumes and aromas:
  - Extraction methods;
  - Composition;

- Families and notes;
- Conditioning ;
- Stability.

NB

- *Realize the manufacture of an emulsion and other products reflecting the diversity of cosmetic forms;*
- *Study the classical and innovative extraction methods;*
- *Link the different extraction methods with the nature of the raw material.*

➢ **Cosmetic interactions - skin and integuments: 2 credits (30 hours); L, T, P, SPW**

1. **Cutaneous penetration (cosmetokinetics)**
   - Pathways of penetration;
   - Factors influencing penetration;
   - Different phases;
   - Different parameters.
2. **Different types of study**
   - Consumer tests;
   - Usage tests;
   - Tests with experimenter.

❖ BCC 117: Bilingual Training

➢ **English Expression: 1 credit (15hours); L, T**

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;

- Letter/memo writing and minutes of a meeting.

➢ **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
   - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
   - Des fonctions grammaticales.
3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique ;
   - Communication orale courante ;
   - Communication orale interactive
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
   - Lecture rapide et compréhension de texte ;
   - synthèse d'un long texte
   - De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
   - Gestion d'une table ronde/discussion : La prise de notes, la prise de parole ;
   - Expressions figées.

❖ BCC 121: History of Art

➢ **History of Art I: 4 credits (60 hours); L, T, P, SPW**

1. The prehistoric and ancient arts
2. The prehistoric arts
3. The ancient arts
4. The arts of the Middle Ages and the Renaissance
5. The arts of the Middle Ages
6. The arts of rebirth
7. The Egyptian aesthetic canon
8. History and evolution of beauty care

9. History and evolution of cosmetics
10. Contemporary arts and Modern arts (late 19th and early 20th century)
11. Impressionism, Expressionism, Neo-Impressionism, etc.

❖ BCC 122: Develop Professionalism and Entrepreneurship

- **Develop Professionalism and Entrepreneurship: 5 credits (75 hours); L, T, P, SPW**

1. Attend workshops on latest beauty therapy techniques
2. Interact with other Salons
3. Participate in trainings
4. Consult with experts
5. Market salon services, products and prices.
6. Attend seminars.
7. Great and receive clients and guests.
8. Development of Entrepreneurship
9. Definition of Entrepreneur
10. Knowledge of Employment
11. Small Business Enterprise
12. Business Environment
13. Business Development Services
14. Legal forms of business ownership
15. Creativity and Business Opportunity identification
16. Prepare marketing plan
17. Maintain Stock Record
18. Prepare business planning
19. Manage finances.

❖ BCC 123: Aesthetic Environment and Biology II

- **Aesthetic environment: 3 credits (45 hours); L, T, P, SPW**

1. Cosmetic environment

- **Cosmetics**
  - The importance of the concept of product, brand, range;
  - The suitability of the product characteristics (packaging, packaging, labeling ...) with the image of the brand;
  - Analysis of parameters determining the storage conditions of cosmetic products (life cycle ...);

- Product lines;
- Trend analysis;
- The importance of the consistency of a range or a line;
- Relationship with the needs of the market;
- A range fit for the market;
- Link the specificities of the product and the constraints of use.

2. Preservation of the environment: water and energy

- **Water, electricity, gas....**
  - Ecological issues among the issues of sustainable development;
  - The cost of consumption;
  - The consumption of water and energy for different professional activities;
  - Adapted facilities;
  - Interpretation of an energy balance.

3. Organization of workspaces

- **Functional study of the professional premises**
  - Criteria for the development of the chosen spaces (coherence with the culture and the concept of the company, economic, aesthetic, functional, safety, comfort constraints ...);
  - Functional implantation criteria:
    - surfaces;
    - type of space (fixed or modular);
    - free movement;
    - ease of access and use;
  - Organization of workstations.
  - Study the different characteristics of spaces by referring to: the regulatory framework and the French and European standards in force;
  - Study the constraints of the different spaces according to the planned activities;
  - Justify the respect of the protection volumes of the sanitary appliances;
  - Determine with the help of a space designer / interior designer a concept of development;
  - Determine the different zones on a "zoning" plan;
  - Interpret a plan;
  - Respect standardization in terms of representation;
  - Respect the rules of hygiene and safety;
  - Realize, from real situations, a critical analysis of existing workstations, propose adaptations.

4. **Physical infrastructure**

- Characteristics and criteria of choice of materials
  - The different materials and their characteristics (comfort, classification, aesthetics, acoustics, ease of maintenance ...);
  - The latest trends and news in coating.
  - Fixed equipment, furniture, and materials needed for the different activities
  - Beauty and well-being ...;
  - Sale of products and materials in store, on stand;
  - Training, commercial animation;
  - Comparative studies (size, maneuverability, efficiency, price ...) of different professional equipment.

5. **Comfort of people**

- Thermal comfort;
- Indoor air quality;
- Luminous comfort;
- Acoustic comfort;
- Ergonomic comfort.

NB

- *Analyze the health and environmental impact;*
- *Refer to the standards and regulations in force;*
- *Present in a synthetic way the systems of ventilation, ventilation;*
- *Present in a synthetic way the different light sources, their characteristics and their respective interests;*
- *Distinguish acoustic correction and sound insulation;*
- *Analyze the means of limiting noise pollution;*
- *Analyze ways to create an atmosphere conducive to comfort and relaxation;*
- *Identify the conditions to respect: anthropometric and visual characteristics, accessibility of products, materials;*
- *Adapt gestural techniques;*
- *Indicate the principles of physical safety and economy of effort to adopt.*

➢ **Biology II: 3 credits (45 hours); L, T, P, SPW**

1. **Hygiene of life and health**

- Maintain personal hygiene
- Maintain workplace hygiene
- Sterilize/sanitize tools and equipment.
- Dispose of cosmetics waste, tools and equipment.
- Follow occupational health and safety.

- **Weight-balance equilibrium; body morphology**

- Application of this weight calculation methods according to size for adults;
- The terms "lean mass" and "body fat" and indicate the factors of variation and the factors of evolution of these two bodily elements;
- Morphological body types.

▪ **Food hygiene**

- The essential nutritional characteristics of the food groups;
- State the basic rules of qualitative nutritional balance;
- Daily water intake;
- The benefits and disadvantages of supplements.
- The effects of physical activity on the body and indicate the precautions to take before, during and after any physical activity.
- Biorhythms: sleep, activities, rest, stress
- The biological rhythm and the factors of variation;
- The sleep cycle, the optimal conditions for a good sleep and the expected effects;
- Stress and indicate its effects on the body.
- Toxic substances
- The effects of toxic substances (tobacco, alcohol ...) on the various functions of the body.

2. Bio contaminations and prevention

▪ **Bio contaminations in the workplace**

- The different flora and indicate their characteristics;
- Analysis of the different risks of contamination in the workplace and relationship with the various flora likely to be encountered;
- To identify in the professional environment the factors favorable to microbial development.

▪ **Study of some microorganisms that can:**

- An infectious risk in aesthetics-cosmetics;
- The pathogenic nature of the microorganisms studied, the consequences for the health of individuals and the professional situations in which they can be transmitted.

▪ **Study of some parasites**

- The pathogenic nature of the parasites, the consequences for the health of the people and the professional situations in which they can be transmitted.

▪ **Defenses of the body**

- The different means put into play by the organization to oppose microbial aggression.

▪ **Antimicrobial control in the workplace**

- For professional situations, the risks of potential contamination and the means to be used by the professional to avoid or reduce contaminations;
- The use of physical agents, chemical agents to fight against the biological contaminations;
- The hygiene measures applied to the professional environment.

❖ BCC 124: Applied Sciences II

➢ Applied chemistry: 2 credits (30 hours);L, T, P, SPW

1. Transformations in organic chemistry

▪ **Changed in the chain, changed characteristic group**

- Recognize the characteristic groups in alcohols, aldehyde, ketone, carboxylic acid, ester, amine, amide, thiol, acyl chloride and acid anhydride, acids, alcohol;
- Some simple molecules;
- The systematic name of an organic chemical species and determination of the characteristic groups and the carbon chain; be limited to bi-functional compounds.
- Major categories of reactions in organic chemistry: substitution, addition, elimination
- The category of a reaction (substitution, addition, elimination) from the examination of the nature of the reagents and products.

▪ **Oxidoreduction applied to alcohols, aldehydes and ketones, thiols**

- The main alcohols used in cosmetology, the existence of 3 classes of alcohol;
- The oxidation reactions of alcohols and the redox reactions of aldehydes and ketones (mention the identification tests of aldehydes);
- The reducing properties of thiols.

2. Carboxylic acids and derivatives

▪ **Esterification, hydrolysis, saponification: characteristics of reactions, use of acid derivatives**

- Know the influence of the class of alcohol;
- To know the factors of displacements in the cases of the chemical equilibrium;

- Mention the reaction between sulfuric acid and alcohol leading in a basic medium to a surfactant: alkylsulfate;
- To know how to explain the esterification of the product obtained by dehydration of sorbitol (sorbitan) by a fatty acid, preceded or not by ethoxylation.

▪ **Hydrogen bond**

- Know the characteristic properties of polyols and their solubility in water;
- Know the influence of hydrogen bonding in amides.

▪ **Nucleophilia**

- Apply the notion of nucleophilia to interpret the mechanism of esterification;
- Know the nucleophilic properties of amines, mention the peptide bond;
- Cite the compounds allowing to identify the nucleophiles of.

▪ **Soaps and detergents**

- Lipophilic and hydrophilic;
- Surfactants: classification, roles and properties;
- Soaps: manufacture by saponification of fatty substances;
- Additives and different types of soaps.

➢ **Applied Biology: 2 credits (30 hours); L, T, P, SPW**

1. The integumentary system

▪ **Skin characteristics and factors of variation**

- Ethnicity, sex, age, body regions, environmental factors ...;
- The different characteristics of a skin;
- Characteristics of Caucasian, Asian, Negroid skin.

▪ **Types of skin, skin conditions, aesthetic purposes**

- The characteristics of the different types of skin;
- The interest of manual aesthetic techniques, techniques using the devices and the use of cosmetics on the skin.

▪ **Skin aging**

- The evolution of the skin during the course of life and the impact of various factors on skin aging;
- The signs of skin aging;
- The formation of wrinkles.

2. The epidermis and its annexes, physiological properties and applications in aesthetics

- The renewal of the epidermis and the consequences on the external characteristics of the skin, relation with aesthetic techniques;
- The roles of the hair system - the hair cycle and relationship with different hair removal techniques;
- Relationship between the secretions of the cutaneous glands and the characteristics of the skin;
- he nail apparatus and link its structure with manicure techniques;
- The interest of adapted aesthetic techniques;
- The diversity of the functions of the epidermis as an element:
    - protection;
    - maintaining the balance of the body;
    - exchanges.

3. The dermis and the hypodermis; connective tissue properties

- Changes in the structure of the dermis and hypodermis during the course of life and their impact on the qualities of the skin (appearance, tone ...);
- The effects of aesthetic techniques.

▪ **Microcirculation of the skin**

- The roles of the cutaneous circulation;
- Vasoconstriction and vasodilatation and their impact on the skin circulation and on the physiology of the skin;
- The effect of manual techniques, techniques using devices and cosmetics.

▪ **Trauma**

- The various traumatisms apparent in the skin;
- The limits of skills of the beautician (ne) and the conduct to hold.

4. Dermatology

▪ **Recognition of the main skin diseases from the most commonly observed elementary lesions:**

- An elementary lesion in dermatology;
- The elementary lesions most commonly observed.

▪ **indicate for each dermatosis :**

- The usual manifestations and locations;
- The mechanism and / or the causal agent;
- Favoring and / or aggravating factors.

▪ **The limits of intervention of the esthetician ne) or the precautions to be taken during the aesthetic care.**

❖ BCC 125: Methods and technologies II

➢ Facial and body care techniques: 4 credits (60 hours); L, T, P, SPW

1. Bodycare techniques

- Analyze skin
- Perform Skin Cleansing
- Apply Bleach
- Perform Exfoliation
- Perform Threading for Hair Removal
- Apply Wax for Hair Removal
- Treat sun burned tanned skin
- Perform aging / wrinkled skin treatment
- Skin care products: exfoliation products
- beauty care products (protection, hydration, tensors, anti-aging, anti-wrinkles ...)
- Electrical equipment for mechanical, thermal, physicochemical, electro-stimulating action
- Acoustic wave emitting equipment
- Select suitable products according to the skin/hair types of the client

2. Objectives of aesthetic care on different anatomical regions
Facial care

- Perform basic facial
- Perform Whitening facial
- Perform Facial treatment for combination skin condition
- Perform pigmentation treatment
- Perform acne treatment
- Perform facial for sensitive skin conditions
- Apply Face Polishing
- Apply face mask

3. Specific aesthetic care for the body

- Specific techniques for the body: manual techniques (modeling, digital pressure, aesthetic presso Californian techniques ...) and desired effects: relaxing, firming, toning; well-being, comfort ...
- Specific products for the body: exfoliation products, wrapping products, slimming products, firming products, relaxing products, ...
- Specific equipment for beauty care of the body: electrical equipment for mechanical, thermal, physicochemical (electro penetration), electrostimulation ... acoustic wave emitting equipment;
- Specific equipment: hammam, sauna, balneotherapy, ultraviolet emission devices.

4. **Makeup**
    - Makeup goals and historical aspects;
    - General principles of makeup and parameters of choice:
        - Personality and demand expressed;
        - Morphology, strengths and imperfections;
        - Fashion ...
    - Different makeups:
        - Beauty;
        - Personalized makeup according to circumstances, events, age (wedding, evening, dinner, parties ...).
        - Makeup techniques
    - Makeup products:
        - Classifications;
        - Textures, harmonies.
    - Makeup artifacts (permanent eyelashes, various accessories ...);
    - Protocol for the application of make-up products;
    - Enhancement and correction of the morphology of the face, the color and the appearance of the skin.
5. **Auto-Makeup Techniques**

❖ BCC126: Cosmetics II

- **Control and safety of the cosmetic product: 4 credits (60 hours);L, T, P, SPW**

1. **Control of the cosmetic product**
    - Organoleptic control;
    - Physico-chemical control;
    - Microbiological control.
2. **Safety of the cosmetic product**
    - Hygiene and protection of the product;
    - Product - packaging - environment interactions:
        - materials;
        - the forms.

NB

- *Mention the mandatory controls in a regulatory context;*
- *For each type of control, briefly present the parameters taken into account.*

3. **Sensory evaluation (ingredients and finished products)**
    - Analysis of the shape and the material in adequacy with the product and its use;
    - The organoleptic characteristics of a product with regard to its physicochemical characteristics;
    - The importance of the sensory approach for a better knowledge of the product.
4. **Discriminatory test**
    - The different types of tests;
    - Realization and analysis of simple discriminative tests.

NB

- *Explain the challenges tests;*
- *Describe the modes of chemical and biological contamination of the products*
- *Distinguish the industrial contamination from that carried out during use (see Best Before Date, PAO ...);*
- *Explain the main tests;*
- *Link with GMP and quality controls;*
- *Present: HACCP approach, ISO standards.*

❖ BCC 127: Marketing, Business Creation and General Accounting

➢ Marketing I: 1 credit (15 hours); L, T, P, SPW

1. **The marketing approach**
    - The marketing concept and its evolution;
    - The steps of the marketing process;
    - The commercial strategy;
    - The marketing variables.
2. **Knowledge of needs and the market**
    - Needs;
    - the consumer and his behavior;
    - The study of the market.
3. **The marketing variables**
    - The service ;
    - The product: good and service;
    - The price ;
    - The distribution ;
    - Communication.
4. **The business strategy**

- The diagnosis ;
- Strategic choices;
- Marketing plan.

5. **International marketing approach**
   - Particularities of the export market study;
   - Prospecting abroad.

➢ **Business creation: 1 credit (15 hours); L, T, P, SPW**

- Entrepreneur concept;
- Motivations for starting a business;
- Ideas Research and Evaluation;
- Search for Financing;
- Choice of the Legal Status;
- Ethical aspects of business;
- Development of the business plan.

➢ **General Accounting I: 1 credit (15 hours); L, T, P**

1. The heritage
2. Flows in the company and their registration
3. Balance Relationship, Balance Sheet, Result
4. Accounting law and the chart of accounts
5. Purchases and sales
6. Expenses and products
7. Incidentals on purchases and sales
8. Accounting service companies
9. Packaging
10. The transport
11. The classic accounting system
12. Cash Settlements
13. Futures settlements
14. Acquisition and production of capital assets
15. VAT, excise duty, withholding tax on rent
16. Salaries and wages

❖ BCC231: Social Psychology of Fashion

➢ **Social representation: 4 credits (60 hours); L, T, P**

1. Introduction to social psychology;
2. Social psychology of fashion;
3. Social representation of clothing;

4. The psychology of the creator;
5. The laws of creation;
6. Mode and communication;
7. Fashion and economy.

❖ BCC 232: Applied Anthropology

➢ Applied Anthropology: 5 credits (75 hours); L, T, P

1. **The symbolic as a domain of meaning**
   - Definition and operative field.
2. **The concept of mask**
   - The plastic dimension;
   - The philosophical dimension.
3. **Hair types, their properties and their meanings in Africa**
   - Characteristics of Negroid type hair.
4. **Hairdressing and accessory hairdressing in Africa**
   - hair- based hairstyles;
   - Hairstyles falling under the finery.
5. **Document Analysis L, T**
   - Stories;
   - Icons;
   - Myths;
   - Tests.

❖ BCC 233: Applied Sciences III

➢ Applied Physics: 2 credits (30 hours); L, T, P, SPW

1. **Radiation**

- **Electromagnetic radiation:**
  - Definitions and relationships between different quantities;
  - The main properties and applications of infrared, visible and ultraviolet radiation;
  - The use of centimetric waves for heating (microwaves).
- **Photometry:**
  - Study a continuous spectrum source and a discontinuous spectrum source;
  - Emphasize the importance of the spectral composition of the light emitted by the source;
  - To be able to analyze the spectral energy curve of a light source P = f();

- Give the acronym;
- specify the characteristics of the radiation;
- Insist on the conditions of use and safety.

2. Sound and ultrasonic waves

- Useful notions in aesthetics and cosmetology.

➢ Applied chemistry: 3 credits (45 hours);L, T, P, SPW

1. Transformations in organic chemistry

- **Changed in the chain, changed characteristic group**
  - The characteristic groups in alcohols, aldehyde, ketone, carboxylic acid, ester, amine, amide, thiol, acyl chloride and acid anhydride, acids, alcohol;
  - Some simple molecules;
  - The systematic name of an organic chemical species and determination of the characteristic groups and the carbon chain; be limited to bi-functional compounds.
  - Major categories of reactions in organic chemistry: substitution, addition, elimination
  - The category of a reaction (substitution, addition, elimination) from the examination of the nature of the reagents and products.
- **Oxidoreduction applied to alcohols, aldehydes and ketones, thiols**
  - The main alcohols used in cosmetology, the existence of 3 classes of alcohol;
  - The oxidation reactions of alcohols and the redox reactions of aldehydes and ketones (mention the identification tests of aldehydes);
  - The reducing properties of thiols.

2. Carboxylic acids and derivatives

- **Esterification, hydrolysis, saponification: characteristics of reactions, use of acid derivatives**
  - Know the influence of the class of alcohol;
  - To know the factors of displacements in the cases of the chemical equilibrium;
  - Mention the reaction between sulfuric acid and alcohol leading in a basic medium to a surfactant: alkylsulfate;
  - To know how to explain the esterification of the product obtained by dehydration of sorbitol (sorbitan) by a fatty acid, preceded or not by ethoxylation.
- **Hydrogen bond**

- Know the characteristic properties of polyols and their solubility in water;
- Know the influence of hydrogen bonding in amides.

▪ **Nucleophilia**

- Apply the notion of nucleophilia to interpret the mechanism of esterification;
- Know the nucleophilic properties of amines, mention the peptide bond;
- Cite the compounds allowing to identify the nucleophiles of.

▪ **Soaps and detergents**

- Lipophilic and hydrophilic;
- Surfactants: classification, roles and properties;
- Soaps: manufacture by saponification of fatty substances;
- Additives and different types of soaps.

❖ BCC 234: Creation and development of cosmetic products

➢ Life of the cosmetic product: 1 credits (15 hours); L, T, P

▪ **From design to distribution**

- The determining elements of the creation process;
- The frequent intervention of subcontracting;
- The different players in the packaging (card makers, glassmakers ...);
- Take into account the logistics of the distribution.

➢ Ingredients: 2 credits (30 hours);L, T, P,

▪ **The molecules of the cosmetic product: classification, obtaining, control**

- Present and / or group the different molecules according to:
  - their origins;
  - their structures and / or their compositions;
  - their common and specific properties;
  - their methods of use and their possible interactions;
  - their methods of obtaining.
- Address a classification of the plant world based on a property of interest in cosmetology;
- Briefly discuss genetically modified products;
- Perform a diagnosis of the materials to be implemented;

- Present the different methods of extraction, purification, qualitative analysis from examples.

- **Formulation - manufacturing - industrial transposition: 1 credits (15 hours); L, T, P**
  - Good formulation practices
  - Good manufacturing practices
  - Scale of the laboratory;
  - Pilot scale (pre-industrial)
  - Industrial Scale.

NB:

- *Analyze the methods and stages of the formulation;*
- *Analyze the constraints of changes of scales.*

- **Controls (ingredients, products, process, packaging): 1 credits (15hours); L, T, P**
  - **Checks: settings, methods, techniques**
  - The chronology of controls;
  - The devices are indispensable (pH-meter, viscometer to mobile running, optical microscope, colorimeter surface, centrifuge, oven, device to determination of the point of rupture, from the point of gout, analytical balance…);
  - The feature containing / Content (characteristics of the main materials);
  - The packaging (aesthetic appearance and ergonomic; link marketing; environmental impact - Sustainable Development).

- **Adequate containing / product: 1 credits (15hours); L, T, P**
  - On the possible incompatibilities Product / Material;
  - On the new forms, their disadvantages and their benefits;
  - Raise awareness of the regulations depending on the country (prohibition of certain materials…).

❖ BCC235: Cosmetic Techniques

- **Techniques: hardware and equipment, standards: 1 credits (15hours); L, T,P**
  - **Implement manufacturing techniques for the forms following Cosmetological (Forms foaming or non-foaming):**
  - Emulsion;
  - Lotion;
  - Freeze;

- Solution;
- Paste;
- Stick;
- Nanodispersion (liposomes, nanoparticles, nanoencapsulation).

➢ **Controls in the context of a quality approach: 1 credits (15hours); L, T, P**

1. Implement controls of ingredients, products and methods (laboratory scales, pilot and production);
2. Achievelevies;
3. Save of the levies;
4. Ensure the monitoring of the levies;
5. Carry out the checks provided for.

➢ **Hand care, beauty of the feet : 1 credits (15 hours); L, T, P, SPW**

- **The objectives of the manucurie and beauty of the feet Technical**

- Materials and products;
- Techniques of aesthetic care of nails;
- Technical care of specific aesthetic of the hands and feet: scrub, modeling, wrap…
- Techniques for repairing the nails: aesthetic dressings, ongulaires prostheses, resins…
- Techniques of beautification, makeup of the nails.

➢ **Hair Removal : 1 credits (15 hours) ; L, T, P, SPW**

- **Principles of epilation**

- Different types of hair removal: actions on the hair, sustainability of effect, limits of the practices in France and in Europe;

- **Temporary Hair Removal**

- Techniques;
- Specific products: pre-hair removal, post-hair removal…

- **Sustainable Hair Removal**

❖ BCC 236: Computing

➢ **ICT : 3 credits (45hours); L, T, P, SPW**

➢ **ICT : 1 credit (15 hours); L, T, P, SPW**

A. The Hardware

1. The peripheral components

- The input devices
- The output devices

- The storage devices
- Input devices and output

2. **The central unit**
   - The central memory
   - The microprocessor
   - The ports
   - The motherboard
   - The chipset
   - The power supply
   - The expansion cards
   - Other internal organs!
3. **The unit of exchange (or bus)**
   - Role
   - Types of bus:
     - Data bus;
     - Control bus;
     - Address bus.

B. The software

1. **The application software**
   - Definition;
   - Role;
   - Types and examples of software.
2. **The basic software (or software systems)**
   - Definition
   - Types of basic software :
     - The drivers;
     - The compilers;
     - The utilities;
     - The operating systems:
       - Features;
       - Roles;
       - Types of operating system;
       - structure of a system of exploitation;
       - Architecture.
   - Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G. Construction of a formula

- Use of the integrated functions:
  - Definition;
  - Syntax of the integrated functions ;
  - A few integrated functions ;
  - Relative reference, absolute reference and joint reference ;
  - Case of Synthesis.

❖ BCC 237: Research Methodology, Economics and organization of enterprises

➢ Initiation to research: 1 credit (15hours); L, T, P, SPW

1. In Health Research
2. Sources of Knowledge
3. Methods of Reasoning
4. Stages of the research process (rational, assumptions, literature review, methodology, results/discussion, summary, bibliography)
5. Classification of research
6. Establishment of the Questionnaires
7. Ethics
8. Preparation and Presentation of Research Reports
9. Case practice: drafting of protocols of research

- **Construction of a Research proposal**
- **Background:** Literature review, formulating the problem statements, justification of studies, objectives, framing the questions according to general and specific objectives; is developing a testable hypothesis to achieve the objectives for quantitative research selection, referencing, etc.; Ethical considerations; Work plan: personnel; timetable project administration; Plans for dissemination
- **Data collection and management**: Design and Pretesting of measuring instruments (reliability and validity of instruments);training of interviewers; quality control of measurements; computerization, checking and validating, measurements; the issue of missing observations, statistical summarization of information; testing of hypothesis.
- **Analysis & presentation of Results; Report writing and format.**

➢ Economy and organization of enterprises: 2 credits (30 hours); L, T, P

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

❖ BCC 241: History of the aesthetic and cosmetic

➢ Hair Care techniques and African cosmetics: 2 credits (30hours); L, T, P

1. **Hairdressing and the aesthetics of Ancient Egypt to the contemporary Africa**
   - The iconographic sources and literary works;
   - The constant formal and divergences.
2. **Mask, adornment and clothing**
   - Definitions of the concepts;
   - Riding of;
   - Their Area of operation.
3. **Speech inherent to the arts of the Appearance**
   - Skull and ontology;
   - Hairdressing, space and architecture.
4. **Capillary practices and cosmetics of Afriques (technological aspects)**
   - The types of headgear;
   - The instruments;
   - The beauty products.
5. **Beauty care and hairdressing endogenous to the time of globalization**
   - The issues of the representation of itself;
   - The complex of the crépu hair and black skin.

- **Analysis of the documents: 2 credits (30hours); L, T**
    - Stories;
    - Articles;
    - Icons;
    - Myths;
    - Tests.
    - (TD/TP) (Artistic expressions, technological innovations and their impact on the overall culture).

❖ BCC242: Semiotics of Luxury Products

- **Semiotics of Luxury Products: 3 credits (45 hours); L, T, P, SPW**

1. The communication of the luxury
2. The values expressed by the luxury
3. The formal rules of the current luxury
4. The vectors of luxury
5. The luxury in the social classification
6. The conspicuous consumption
7. The social distinction

- **Brand Management of marks: 2 credits (30 hours); L, T, P, SPW**

1. The brand and its power
2. The identity of the mark
3. Steps for Creating a mark
4. The life cycle of a mark
5. Brief on a luxury brand
6. Facelift for the trade mark
7. Brand and Innovation.

❖ BCC 243: Professional communication

- **Professional Communication: 4 credits (60 hours); L, T, P**

1. **Introduction to Communication**
    - **The theories of communication**
        - The concepts and their evolution;
        - The communication situations;
            - The issues;
            - Forms of communication;
        - Modes of communication.
2. **The communication in the professional relationship**
    - **The actors of the communication**

- The knowledge and the presentation of itself;
- The taking into account of the other: sociological diagnosis psychological and;
- The impact of the social environment;
- Social space;
- Social groups.

▪ **The relations between the actors**

- Statutes and roles;
- Forms of Communication (formal, informal) ;
- Types of relationships;
- Professional Communication: rules and tools.

▪ **The efficiency relational**

- Postures to adopt, concept of active listening;
- Persuasive communication: sociocultural factors and psychological.

▪ **The communication in the commercial relationship**

- The diagnosis of the situation of relationship;
  - Commercial Matters;
  - Actors;
  - Issues and objectives;
- The specificities of the communication in the sector of the Aesthetic-cosmetic.

3. **The constituent elements of the advertising picture**

▪ **Formal components**

- Hardware support: photographs or graphics;
- Organization: framing, angle of view, composition;
- Items represented: subject, background, typography.

▪ **Meanings:**

- Axes of communication;
- Image of the product or the company.

▪ **Commercial specifications:**

- Informative;
- Identification of the product.

4. **Modes and codes of the communication**

▪ **Modes:** Seduction, aggression, provocation, incitement, symbolic…

▪ **Major codes:** social, cultural, aesthetic;

- **Different modes of exploitation;**
- **Commercial communication;**
  - Presentations and animations;
  - Use of sites;
- **The Beauty, fragrance, cosmetic product: History and Perspectives**

5. **Upgrading of products and services;**
   - **Different modes of exploitation;**
   - **Commercial Communication**
     - Presentations and animations;
     - Use of sites.
6. **Cultural approach**

   The beauty, hairdressing perfume, the cosmetic product: History and Perspectives

❖ BCC244: Manicure and Pedicure and Make Up

➢ Manicure and Pedicure and Make Up: 4 credits (60 hours); L, T, P

1. Prepare the client for manicure/pedicure treatment
2. Identify the nail/skin disorder and diseases.
3. Arrange equipment, implements and cosmetics for the treatment of manicure and pedicure.
4. Provide manicure and pedicure treatment
5. Perform Nail Art
6. Prepare the client for makeup services.
7. Identify the skin disorder and diseases
8. Select suitable products and implements for makeup.
9. Perform basic makeup procedure
10. Perform party makeup
11. Perform casual makeup
12. Perform model makeup.
13. Perform character, fantasy and permanent makeup.
14. Perform bridle makeup.
15. Perform Body Art

❖ BCC 245: Perform Massage Therapy

➢ Massage Therapy: 4 credits (60 hours); L, T, P

1. Massage techniques and strokes.

2. Select suitable massage oils according to the massage types.
3. Perform face massage
4. Perform Head massage
5. Perform body massage
6. Perform Swedish massage
7. Perform Swedish massage
8. Perform reflexology
9. Perform stone therapy massage
10. Perform aroma therapy

❖ BCC 246: Professional internship

- **Professional Internship : 6 credits (90 hours); P, SPW**

1. Arrival and integration of enterprise
2. Working in acompany
3. The holding of the Intern journal
4. The choice of the theme of work : in collaboration with mentors professional and academic
5. Elaboration of the canvas of the research
6. The resources to operate
7. The organization of work
8. Drafting of the report
9. Presentation of the report before a jury

- **Internship Report Writing**

1. Title Page (The title page of the report will include: Name of the organization, Name of the internee, Student ID and session, Submission date of the internship report, Name of the University/ logo
2. Dedication (Optional)
3. Acknowledgement
4. Executive Summary
5. Table of contents
6. Overview of the Organization (word limit: min. 300 words)
    - Brief history
    - Introduction of the organization
    - Policy of the organization
    - Competitors
7. Organizational Structure (word limit: not specified)
    - Organizational Hierarchy chart

- Number of employees
- Main offices
- Introduction of all the departments
- Comments on the organizational structure

8. Training Program (word limit: min. 1000 words)
   - Detailed description of the operations/activities performed by the department(s) you worked in.
   - Detailed description of the task(s) assigned to you.
9. Critical Analysis (word limit: min. 1000 words)
10. SWOT Analysis (word limit: min.500 - 1000 words)
11. Recommendation (word limit: min. 300 words)
12. Conclusion (word limit: min. 350 words)
13. References & Sources

❖ BCC247: Civic Education and Ethics, Legal Environment

➢ Civic education and Ethics: 1 credit (15 hours); L, T

- **The Concepts**

- The citizen - the nation - the State,
- Public property unto collective property,
- The freedoms;
- The public service;
- Problem of ethics,
- Ethics, Law and reason;
- Management and ethics of responsibility;
- Ethics and management;
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

➢ Legal environment: 2 credits (30 hours); L, T,S P

- **Civil law**
  - Definition, characters, the branches and the sources of the law

- The field of application of the Act
- The dimensions of the law (objective, subjective right)
- The Legal organization
- The right to legal personality
- The civil status, the name and the Domicile
- The Disabilities
- The legalacts
- The legalfacts

- **Labor law**
  - Definition of the right of labor, birth and evolution of labor law and sources
  - The contract of work (conclusion, implementation and rupture)
  - The conflicts of work (individual and collective)
  - The delegate of the staff, unions
  - Work accidents and occupational diseases
  - The hygiene and safety in the workplace
  - Dismissal and resignation;
  - Resolution of labor disputes
- **Commercial Company Law:**
  - The Status of Merchant;
  - The Acts of Commerce;
  - The Capital;
  - The different commercial contracts.

Field : HOME ECONOMICS AND SOCIAL WORK

Specialty :

BEAUTY COSMETIC

Option :

HAIRDRESSING PROFESSION

Field:	HOME ECONOMICS AND SOCIAL WORK
Specialty:	**Beauty - Esthetics**
Option:	**Hairdressing Profession**

1. The objective of the training

This specialty trains professionals able to carry out missions of expertise as well as scientific and technological advice, management in the field of hairdressing, hair products and materials. It pays particular attention to issues of occupational allergy and prevention as well as sociological changes in the costumers.

2. Expected skills

→ **Generic skills**

- Animate and manage a team;
- Train staff, manage human resources;
- Design business plans;
- Communicate in a professional setting in English and French (oral/written);
- Understand how organizations work;
- Understand the business environment;
- Create and manage a business;
- Master the basic computer tool;
- Plan and follow up work;
- Use management tools and decision support tools
- Develop creativity, analytical skills, communication skills.

→ **Specific skills**

- Develop technical, scientific and managerial knowledge to practice in all sectors of hairdressing;
- Monitor the evolution of products, techniques and the appearance of new materials;
- Master hairdressing techniques;
- Master the scientific subjects of the field;
- To be able to define and implement a commercial strategy.

3. Career opportunities

- Salon manager or Hairdressing Company;
- Assistant or adviser of companies manufacturing, marketing and distribution capillaries;
- Artistic director;
- Entrepreneur;
- Technico-shopping;
- Adviser - trainer;
- Brand representative.

4. Organization of the Teachings

- **First semester**

Field : Home Economics and Social Work		**Specialty: Beauty – Esthetics Option : Hairdressing Profession**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HAP111	Aesthetics and philosophy of art	20	20	15	5	60	4
HAP112	Introduction to the anthropology of art	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
HAP113	Applied sciences I	40	10	20	5	75	5
HAP114	Applied cosmetology I	30	10	15	5	60	4
HAP115	Professional techniques I	25	20	10	5	60	4
HAP116	Creative Process I	40	10	20	5	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
HAP117	Bilingual training and cultural business creation / Intellectual property law, cultural business creation	30	I0		5	45	3
Total		**215**	**105**	**95**	**35**	**450**	**30**

- **Second semester**

Field : Home Economics and Social Work		**Specialty: Beauty – Esthetics Option : Hairdressing Profession**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HAP 121	Art history I	20	20	15	5	60	4
HAP 122	Art history II	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
HAP 123	Applied sciences II	40	10	20	5	75	5
HAP 124	Applied cosmetology II	20	10	10	5	45	3
HAP 125	Professional techniques II	35	25	10	5	75	5
HAP 126	Creative Process II	40	20	10	5	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
HAP 127	Computer- Infographic,	35	5		5	45	3
Total		**220**	**115**	**80**	**35**	**450**	**30**

- **Third semester**

Field : Home Economics and Social Work		**Specialty: Beauty – Esthetics Option : Hairdressing Profession**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HAP231	Social psychology of the fashion	30	25	15	5	75	5
HAP232	Applied anthropology	20	20	15	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
HAP233	Hair cutting and beard treatments	40	10	20	5	75	5
HAP234	Hair Care and Designing	20	10	10	5	45	3
HAP235	Professional techniques III	30	35	20	5	90	6
HAP236	Creative Process III	40	10	5	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
HAP237	Methodology, economics and organization of cultural enterprises and Marketing of culural business	30	5	5	5	45	3
Total		**210**	**115**	**90**	**35**	**450**	**30**

- **Fourth semester**

Field : Home Economics and Social Work		**Specialty: Beauty – Esthetics Option : Hairdressing Profession**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC9 Credits 135 hours							
HAP241	Hair style history	20	20	15	5	60	4
HAP242	Product semiology luxury	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
HAP243	Hairstyles and make-up	30	10	15	5	60	4
HAP244	Professional techniques IV	35	10	10	5	60	4
HAP245	Creative Process IV	30	15	10	5	60	4
HAP246	Professtonal Intership			60	30	90	6
Cross-SectionalCourses 10% (1 UC) 3 Credits 45 hours							
HAP247	Civic Education and Ethics, Intellectual property law and legal environment	30	5	5	5	45	3
Total		**175**	**85**	**130**	**60**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ HAP 111: Aesthetics and the philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Report with visual arts**

❖ HAP 112: Introduction to the anthropology of the art

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ HAP 113: Applied Sciences I

- **Physics and chemistry applied: 3 credits (45 hours); L, T, P, SPW**
  1. **The states of matter**
     - **Structure of Matter**

- Atom;
- Chemical elements: isotopes and monatomic ions;
- The periodic classification;
- Quantification of the energy levels of the subject;
- Interaction light-matter;
- Energy of a photon;
- The buildings (molecules, ions): covalent covalent bonds, geometry and molecular orbitals;
- Weak interactions;
- The hydrogen bonds and liaison of van der Waals.

- **States of Matter**
  - The three states of matter.
- **Particular case of gas**
  - The model of perfect gases.
- **Redox**
  - Oxidant, reduces;
  - Oxidizing torque reducer/;
  - Reaction of oxidation-reduction.

2. The solvent water

- The water, polar solvent protic and: dipole moment, relative permittivity, hydrogen bonding;
- Acid-base properties of the water: autoprotolyse, ionic product.

3. Organicchemistry

- **Structure and properties of organic molecules**
  - The nature, the source of inspiration of the chemist;
  - Importance of organic molecules;
  - Relationship structure unto properties: electronegativity, polarity, intermolecular interactions, hydrogen bonding;
  - Dissolution of a species organic in a solvent;
  - Case of a solvent protogene protic.
- **Reactivity of organic molecules**
- Interpretation of a chemical transformation using a reaction mechanism
- **Kinetics**
- Slow reactions, quick;
- Kineticfactors;

- Catalysis: homogeneouscatalysis, enzyme catalysis
- Speed of reaction: average speeds, instantaneous speeds of disappearance of a reagent and formation of a product;
- Evolution of a quantity of material during the half-reaction.

- **Applied Biology: 2 credits (30 hours); L, T, P, SPW**
  - **Food hygiene and quality of the scalp and the hair,**
  - **Needs and contributions;**
  - Micronutrients.
  - The concepts of Toxicology
  - Hygiene and Protection of the capillary product
  - **Structure and cell physiology**
  - Cell Differentiation
  - The biomolecules
  - Of the genetic code in the biosynthesis of functional proteins
  - Cell Physiology

❖ HAP 114: Applied Cosmetology I

- **Applied Cosmetology I: 4 credits (60 hours); L, T, P, SPW**
  1. Cosmetic Product
  2. Definition
  3. Manufacturing
  4. Placing on the market
  5. Control
  6. Marketing (rightsactors)
  7. Declaration of the institutions
  8. Composition
  9. Ingredients and excipients
  10. Nomenclature
  11. Composition formula
  12. Rules for the labelling of a cosmetic product; capillary
  13. Formulation, R&D-product
  14. Manufacturing (simple concepts)

❖ HAP 115: Professional techniques I

➢ Professional techniques I: 2 credits (30 hours); L, T, P, SPW

1. The general mechanisms for the implementation of the form
2. The performance produced
3. The factors of success

➢ Hairdressing: 2 credits (30 hours); L, T, P, SPW

1. The service care : the specific shampoo to the ritual is complete;
2. The geometry of the cup and the effect product
3. The main techniques of cut
4. The main tools for cutting and styling and their characteristics;
5. Diversity and complementarity of tools
6. The influence of physical parameters on the techniques of styling

❖ HAP 116: Creative Approach I

➢ Quick Sketch 1: 3 credits (45 hours); L, T, P, SPW

1. The point, line and the figure: basic elements of the representation

- The point: full, loosed, variations
- The line: full and loosed, study of linear changes
- Figure: simple and complex
- The cavalier perspective
- The central axonométrie angular and
- Vanishing Point perspective

2. The techniques of drawings

- The proportions: the grid, the referred
- The shadow and light: the shadow clean, the shadow

3. The techniques of analysis of the forms

- The Decomposition: geometrical treatment of forms, destructuring
- The analysis and restructuring

➢ Methodology of the Creation: 2 credits (30 hours); L, T, P, SPW

1. **Project of Research and Creation 1**
   - **What is the project of Research and Creation in hairdressing?**

- The research;
- The creation.

▪ **Foundations and referred**

- The foundations; - Referred.

▪ **Methodological approaches**

- Academic; - Empirical.

▪ **The idea to research**

- Theme;
- Prospecting;
- Interpretation of the data.

▪ **Research to creation**

- Pages of trends;
- Table of atmosphere;
- Book professional.

❖ HAP 117: Bilingual training and the creation of business

➢ English Expression: 1 credit (15hours); L, T

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting.

- **French : 1 credits (15 hours); L, T, P, SPW**

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
   - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
   - Des fonctions grammaticales.
3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique ;
   - Communication orale courante ;
   - Communication orale interactive
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
   - Lecture rapide et compréhension de texte ;
   - synthèse d'un long texte
   - De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
   - Gestion d'une table ronde/discussion : La prise de notes, la prise de parole ;
   - Expressions figées.

- **Creation of business: 1 credit (15 hours); L, T, P, SPW**

1. Concept of a contractor;
2. Motivations to the creation of business;
3. Search for ideas and evaluation;
4. Research funding;
5. Choice of legalstatus;
6. Ethical aspects of the business;
7. Elaboration of the business plan.

❖ HAP 121: History of the art I

- **History of Art I: 4 credits (60 hours); L, T, P, SPW**

1. The prehistoric and ancient arts
2. The prehistoric arts
3. The ancient arts
4. The arts of the Middle Ages and the Renaissance
5. The arts of the Middle Ages;
6. The arts of rebirth.
7. The Egyptian aesthetic canon
8. History and evolution of beauty care
9. History and evolution of cosmetics
10. Contemporary arts and Modern arts (late 19th and early 20th century)
11. Impressionism, Expressionism, Neo-Impressionism, etc.

❖ BCC 122: Develop Professionalism and Entrepreneurship

- **Develop Professionalism and Entrepreneurship: 5 credits (75 hours); L, T, P, SPW**

1. Attend workshops on latest beauty therapy techniques
2. Interact with other Salons
3. Participate in trainings
4. Consult with experts
5. Market salon services, products and prices
6. Attend seminars
7. Great and receive clients and guests
8. Development of Entrepreneurship
9. Definition of Entrepreneur
10. Knowledge of Employment
11. Small Business Enterprise
12. Business Environment
13. Business Development Services
14. Legal forms of business ownership
15. Creativity and Business Opportunity identification
16. Prepare marketing plan
17. Maintain Stock Record
18. Prepare business planning
19. Manage finances.

❖ HAP 123: Applied Sciences II

➢ Physics and chemistry applied: 3 credits (45 hours); L, T, P, SPW

1. Chemical reaction

- Molar masses in atomic and molecular: M (g.mol-1);
- The quantity of matter, its unit: the mole;
- Chemical reaction: writing symbolic, limiting reagent, stoichiometry, advancement, balance sheet of material.

2. Chemical equilibrium

- Equilibre, constant, thermodynamics of balance, displacement or rupture of the balance.

3. PH-metric and acid-base reactions

- **Ions in solutions**

- Theory of Brönsted: strong acids, strong bases, weak acids, weak bases; - the pH of an aqueous solution;
- Concept of balance;
- Acid torque-base;
- Acidity constant Ka;
- Areas of predominance.

- **Buffer solutions**

- Assays implementing a reaction acido-basic in the products of the current life equivalence;
- Colorfulindicatorsacido-basic;
- Follow-up to pH-metric.

4. The polymers

- The polymers: General information;
- Polymer, macromolecule, monomer, reason, groups characteristics, reactions of polymerization;
- Structure of polymers: state semi-crystalline, amorphous state;
- Aging of a polymer material.

5. Fluid Mechanics

- staticfluids;
- Pressure in a fluid
- Surface tension.
- Dynamics of incompressible fluids;

- Mass flow rate and volume flow rate;
- Continuity equation (or conservation of the speed);
- Conservation of energy (theorem of Bernoulli);
- Viscosity.

6. Energyoptical

- Continuous spectrum Radiation;
- Laser radiation.

➢ **Applied Biology: 2 credits (30 hours); L, T, P, SPW**

1. The skin and scalp: A Comparison

- Histologicalorganization;
- Composition, structure;
- Physiology of the scalp: kératogenèsemélano, Genesis and other metabolic functions, immunological.

2. Annexes to the skin

- Follicle pilo-sébacé;
- Pilar cycle;
- The hair;
- Sweat glands eccrines apocrine and;
- Skin film of surface (hydrolipidic);
- Microbial Ecology of the scalp.

3. Skin physiology and functions of the skin and scalp

- Sensoryfunction;
- Protection function (defense of the body, Hélio protection...).

❖ HAP 124: Applied Cosmetology II

➢ **Applied Cosmetology II : 3 credits (45 hours); L, T, P, SPW**

1. Security and safety of the cosmetic product the hair

- Protection of the product;
- Packaging and packaging; - Storage concept of safety;
- Regulatory aspects.

2. Sensory approach of a cosmetic product

- Capillary notions of sensory evaluation.

3. Effectiveness of a cosmetic product the hair

- Effectiveness of aproduct;

- Feedback to suppliers.

4. Regulation, cosmeto -vigilance, technology watch

- Placing on the market;
- Cosméto-vigilance;
- Documentary research

❖ HAP 125: Professional Techniques II

➢ Professional Techniques II: 5 credits (75 hours); L, T, P, SPW

1. The Art of Weaving

- Identify additions;
- Enjoy the additions in term blend qualitative and quantitative approaches;
- Advise on the type of braids, color, on the maintenance, recycling, hygiene;
- Adapt the braids to the Cup requested.

2. Capillary Preparation

- Tracing of hair ;
- Unravelling hair; - of styling hair.

3. Construction of the free braid

- Taken of the hair and strands of hair;
- The tracing of the wick of the hair;
- The placement;
- The movement and the pressure of fingers; - The fitting and the adhesion of the addition of the hair; - The dexterity and speed of the fingers.

4. Technique of setting in the form

- Technique of the progression of the braiding;
- Technique of filling;
- Know balance;
- Shift and mix the additions.

5. Formatting of the braid

- Form of the braiding: at the place;
- Form of the braiding: backwards;
- Indian style with and without additions;
- In torsade; - Loosened;

- Offset;
- Fine;
- Senegalese style;
- Average;
- Grosse;
- Finishing of the braid.

6. Braids

- Braids free;
- Offset;
- Twisted;
- Wavy;
- Braids in the REAR + mats glued before.

7. Braids for children

- Front straps + weaving behind;
- Pitted braids dropped;
- Braids nattes dropped;
- Weaving behind + pitted braids dropped before;
- Install accessories (pearls, elastic, …);
- Braids on smooth hair, very curly (curly, wavy, curly).

❖ HAP 126: Creative Approach II

➢ Quick Sketch 2: 3 credits (45 hours); L, T, P, SPW

1. The techniques and graphic styles

- Drawing to the modeled points;
- Drawing to traits modeled;
- Drawing with fills;
- Pictorial Drawing;
- Realistic drawing;
- Drawing hyperrealistic trick.

2. The techniques of proportion

- Technical of the grid;
- Technical of the outstretched arm.

3. The theory of Shadows

- The Shadows own on the flat surfaces and curves;

- The drop-shadows on flat surfaces and curves;
- The shades.

➢ **Methodology of the Creation: 2 credits (30 hours); L, T, P, SPW**

1. The theme of the topic and of the idea to the form

- Thematicanalysis;
- Documentary exploration;
- Exploration of the market;
- Choice and analysis of the target and competitor;
- Elaboration of the folio door professional.

2. Of the research to the creation/achievement

- Analyzes of data;
- Research and graphic development and aesthetics;
- Research and Development chromatic and aesthetics;
- Elaboration of the book Professional.

3. The achievementat the production

- Visual communication and publicity;
- Analysis of the data related to the color, to the material…;
- Cutting of hair ;
- Aesthetic Care.

❖ HAP 127: Computer/Computer Graphics,

➢ **ICT : 1 credit (15hours); L, T, P, SPW**

A. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. **The unit of exchange (or bus)**
   - Role
   - Types of bus:
     - Data bus;
     - Control bus;
     - Address bus.

B. The software

1. **The application software**
   - Definition;
   - Role;
   - Types and examples of software.
2. **The basic software (or software systems)**
   - Definition
   - Types of basic software :
     -The drivers;
     -The compilers;
     -The utilities;
     -The operating systems:
       - Features;
       - Roles;
       - Types of operating system;
       - structure of a system of exploitation;
       - Architecture.
   - Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

1. Presentation;
2. Management of Windows;
3. Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G. Construction of a formula

2. Use of the integrated functions:
   - Definition;
   - Syntax of the integrated functions ;
   - A few integrated functions ;
   - Relative reference, absolute reference and joint reference ;
   - Case of Synthesis.

- **Computer graphics : Initiation to the Photoshop Software: 1 credit (15hours); L, T, P, SPW**

1. **Adobe Photoshop: The tools and their functions**
   - Selection tools;
   - Move tools;
   - The tools of coloring;
   - Tools texts;
   - Recradage tools…
2. **Adobe Photoshop: File Formats**
   - PSD;
   - BMP;
   - PNG images;
   - PDF;
   - EPS;
   - PICT;
   - JPEG;
   - TIFF.
3. **Adobe Photoshop:**
   - Staining
   - Color modes;
   - Color Adjustments.
4. **Adobe Photoshop: conversion between the modes grayscale bitmap and**
   - Convert an image to a bitmap mode; Convert an image to a grayscale mode.
5. **Adobe Photoshop: The Layers**
   - Pixilation of layers;
   - Duplication of layers;
   - Modification of the stacking of layers;
   - Appoint the layers;
   - Connection of layers;
   - Locking, Masks of fusion, flattening;
   - Layers of settings and of filling;
   - Layers of form.
6. **Adobe Photoshop: The effects and styles of layer**
   - The shadows;
   - The glimmers;
   - Bevelling and stamping;
   - Contour and color;
   - Fuser mode;
   - Angle, degraded and smoothing;

- Length, noise, noise…

7. **Adobe Photoshop: Selection**
   - Standard mode;
   - Quick mask;
   - Recovery of a selection.
8. **Adobe Photoshop: plots**
   - Management of the tracks;
   - Palette of tracks;
   - Conversion of tracks;
   - Feather radius;
   - Filling of plots.
9. **Adobe Photoshop: clippingpaths**
   - Creating a mask of image
10. **Adobe Photoshop: The transformations**
    - Variation of scale;
    - Rotation, Skew;
    - Document Changes: size, resolution, rotation and reflection.

❖ HAP 231: Social psychology of Fashion

➢ Social representation: 1 credit (15 hours); L, T, P, SPW

1. Introduction to social psychology;
2. Social psychology of the mode;
3. Social representation of the garment;
4. The psychology of the designer;
5. The laws of fashion design;
6. Fashion and communication;
7. Fashion and economy.

➢ Hairdressing and communication: 4 credits (60 hours); L, T, P, SPW

1. **Introduction to Communication**
   - **The theories of communication**
     - The concepts and their evolution;
     - The various context of communication;
       - The issues;
       - Forms of communication;
       - Modes of communication.
2. **Communication in the professional relationship**
   - **The actors of communication**
     - Knowledge and self-introduction;

- Focus on the other sociological and psychological diagnosis;
- The impact of social environment;
- The social space;
- Social groups.

▪ **The relations between actors**

- Statustes and roles;
- Forms of Communication (formal, informal);
- Types of relationships;
- Professional Communication: rules and tools.

▪ **The relational efficiency**

- Postures to adopt, the concept of active listening;
- Persuasive communication: sociocultural and psychological factors.

▪ **The communication in the commercial relationship**

- The diagnosis of the state of relationship;
  - Commercial Matters;
  - Actors;
  - Stakes and objectives;
- The specificities of communication in the sector of beauty care and cosmétics.

3. **The main elements of the advertising picture**

▪ **Formal components**

- Hardware support: photographs or graphics;
- Organization: framing, angle of view, composition;
- Items represented: subject, background, typography.

▪ **Meanings:**

- Axes of communication;
- Image of the product or the company.

▪ **Commercial specifications:**

- Informative;
- Identification of the product.

4. **Modes and codes of communication**

▪ **Modes:** seduction, aggression, provocation, incitement, symbolic…

▪ **Major codes:** social, cultural, aesthetic;

▪ **Different modes of exploitation;**

- **Commercial communication;**
  - Presentations and animations;
  - Use of sites;
- **The Beauty, fragrance, cosmetic product: History and Perspectives**

❖ HAP 232: Applied Anthropology

➢ Applied Anthropology: 5 credits (75 hours); L, T, P

1. **The symbolic as a domain of meaning**
   - Definition and operative field.
2. **The concept of mask**
   - The plastic dimension;
   - The philosophical dimension.
3. **Hair types, their properties and their meanings in Africa**
   - Characteristics of Negroid type hair.
4. **Hairdressing and accessory hairdressing in Africa**
   - hair- based hairstyles;
   - Hairstyles falling under the finery.
5. **Document Analysis L, T**
   - Stories;
   - Icons;
   - Myths;
   - Tests.

❖ HAP233: Hair cutting and beard treatments

➢ Hair cutting and beard treatments: 5credits (75 hours); L, T, P, SPW

1. Determine the structure and growth stages of hair
2. Plan and implement a care treatment for the hair and scalps
3. Plan and implement various haircuts and shaves for customers-
4. Wash a customer's hair, as required by the jobs
5. Massage the scalps
6. Interpret the customer's style when planning a hair-cut and shaves
7. Take into consideration fashions in cutting a customer's hair and giving shaves
8. Take form theory into consideration when cutting hair and styling a beards
9. Make use of their product knowledge in hair and scalp treatments
10. Use products, tools and equipment

11. Blow-dry the customer's hair take into consideration the impact of nutrition and a healthy lifestyle on the -wellbeing of the hair and scalp
12. Recommend and sell to the customer home care products for hair and beard and guide the customer in their use

❖ HAP 234: Hair Care and Designing

➢ Hair Care and Designing: 3 credits (45 hours); L, T, P, SPW

1. Analyze Hairs.
2. Perform shampooing and conditioning
3. Perform blow drying
4. Make hair styles.
5. Perform hair coloring
6. Perform hair cutting
7. Perform hair art
8. Perform hair treatments

❖ HAP 235: Professional techniques III

➢ The art of Weaving: 3 credits (45 hours); L, T, P, SPW

- **Capillary Preparation**
  - Tracing of hair ;
  - Unravelling hair;
  - Styling hair.
- **Construction of the weaving by the means of a braid glued**
  - Fine, medium, big,;
  - In zigzag, in round;
  - Vertical flat, horizontal, through;
  - With and Without extensions.
- **Handling the needle**
  - Extent, dosing, winding and judgment of the wire;
  - Placement of hands, the needle;
  - Placing the needle in the tulle.
- T**echnique of setting in form**
  - Technique of weaving and progression of weaving;

- Filling technique;
- About balancing, shift and mix the additions.

- **Formatting of the weaving**
  - Entire head;
  - Half-head; - in extension.
- **Closed weaving**
  - Closed weaving (no natural hair in View);
  - Closed weaving with fringe before, with side fringe;
  - Closed weaving with back cut.

➢ **Plated weaving: 3 credits (45 hours); L, T, P, SPW**

1. **Graphics of the braid on paper, drawing:**
   - The curves;
   - Semi-circles;
   - Round;
   - Squares;
   - Radii;
   - Arcs…
2. **CapillaryPreparation**
   - Tracing of hair ;
   - Unravellinghair;
   - Of stylinghair.
3. **Making the braid**
   - Intake of hair and strands of hair ;
   - The tracing of the wick of the hair;
   - The placement, the movement and the pressure of fingers;
   - The installation and the adhesion of the addition of the hair;
   - The dexterity and speed of the fingers.
4. **Technique of setting in form**
   - Progression technique of braiding;
   - Technique of filling;
   - About balancing, shift and mixing the additions.
5. **Formatting of the Graphic Art**
   - Capillary

- Form of the braiding: African style Indian and;
- Form of the braiding: in bias, round, zigzag, with and without additions twisted,; crossroads, loose, tight, fine Senegalese style, medium, Grosse;
- Finishing to the braid: horizontal, vertical.

6. Sitting + cutting + finishing (practice)

- Right braid, in bias, round, twisted, zigzag;
- Head band braid;
- Plait + Braids in the rear;
- Finishing mat tail, BUN, duvets;
- Install accessories (pearls, elastic, …), slices on biracial hair, curly and smoothed;
- Braids on hair smooth, curly (curly, wavy, curly);
- Mats to child;
- Practical exercises: knowledge make mats bonded with all the options.

❖ HAP 236: Creative Approach III

➢ Quick sketches: 2 credits (30 hours); L, T, P, SPW

1. The design of the hair styles and makeup;
2. Hairstyles and traditional make ups;
3. Hairstyles and modern makeup;
4. Tattoos.

➢ Methodology of the designing: 2 credits (30 hours); L, T, P, SPW

1. Project of Research and Creation

- **Project for the creation of the African headgear**
  - Theme;
  - Prospecting;
  - Pages of trends;
  - Preparation;
  - Presentation.
- **Project for the creation of style makeup of TV presenter**
  - Theme;
  - Prospecting;

- Pages of trends;
- Preparation; - Presentation.

- **Beauty care draft and body relooking, theme: Marriage**
  - Study critical;
  - Problem;
  - Hypotheses;
  - Implementation of resources.
- **Beauty care draft and body relooking, theme: Festival**
  - Studycritical;
  - Problematic;
  - Assumptions;
  - Implementation of resources.

❖ HAP 237: Methodology, Economics and organization of cultural businesses, and Marketing of cultural business

➢ Methodology for drafting the report of internship: 1 credit (15hours); L,T

1. The collection of information/Data collection
2. How to make a report
3. The plan of the probationary report and the Abstract
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the appendices
9. When to start one's internship report
10. How to find a topic of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 1 credit (15hours); L, T, P**

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of humanresources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Marketing of Cultural Businesses: 1 credit (15 hours); L, T, P**

1. **The marketing approach**
   - The marketing concept and its evolution;
   - The steps of the approach marketing;
   - The commercial strategy;
   - The variables marketing.
2. **The knowledge of the needs and the market**
   - The needs;
   - The consumer and its behavior;
   - The study of the market.
3. **The variables Marketing**
   - The service;
   - The product: Well and service;
   - The price;
   - The distribution;
   - The communication.

4. **The commercial strategy**
    - The diagnosis;
    - Strategic choices;
    - Marketing Plan.
5. **Approach International Marketing**
    - Special features of the study of export market;
    - The exploration abroad.

❖ HAP 241: History of the hairstyle

- **African capillary and cosmetics techniques or pratices: 2 credits (30hours); L, T, P**

1. **Hairdressing and aesthetics of Ancient Egypt to the contemporary Africa**
    - The iconographic sources and literary works;
    - The constant formal and divergences.
2. **Mask, adornment and clothing**
    - Definitions of concepts; Defining their scope.
3. **Speech inherent to the arts of the Appearance/Speech related to external arts**
    - Skull and ontology;
    - Hairdressing, space and architecture.
4. **African capillary and cosmeticspratices (technological aspects)**
    - The types of hair styles headgear;
    - The instruments;
    - Beauty products.
5. **Local beauty care and hairdressing in the era of globalization**
    - The issues of the representation of itself;
    - The complex of the frizzy hair and black skin.

- **Analysis of the documents: 2 credits (30hours); T, P**

1. **Analysis of documents**
    - Stories;
    - Articles;
    - Icons;
    - Myths;
    - Tests.
    - (TD/TP) (Artistic expressions, technological innovations and their impact on the overall culture).

❖ HAP 242: Semiotics of Luxury Products

➢ Semiotics of Luxury Products: 3 credits (45hours); L, T, P, SPW

1. The communication of the luxury;
2. The values expressed by the luxury;
3. The formal rules of the current luxury;
4. The vectors of luxury;
5. The luxury in the social classification;
    - The conspicuous consumption;
    - The social distinction.

➢ Brand Management of brands: 2 credits (30hours); L, T, P, SPW

1. The brand and its power;
2. The identity of the brand;
3. Steps for Creating a brand;
4. The life cycle of a brand;
5. Brief on a luxury brand;
6. Quality lifting;
7. Brand and Innovation.

❖ HAP 243: Hairstyles and make-up

➢ Hairstyles and make-up: 4 credits (60 hours); L, T, P, SPW

1. Design and implement hairstyles for customers with hair of varying lengths and using different techniques
2. Wash the customer's hair
3. Finish the hairstyles
4. Use the products, tools and materials needed for hairstyles
5. Attach a hair extension/pouf or accessory
6. Design and apply various types of make-up use the products and tools needed in applying make-up
7. Take fashion into consideration when designing hair styles and make-up
8. Take form theory into account in hair styles and make-up
9. Recommend and sell to the customer home care products for hair styles and make-up and guide the customer in their uses

10. Promote the safety of their activities and a responsible attitude in their work
11. Maintain a healthy lifestyle, interpersonal relationships within their community and their ability to function and work
12. Maintain an ergonomic, hygienic, healthy and safe working environment

❖ HAP 244: Professional Techniques IV

- **Professional techniques: 4 credits (60 hours); L, T, P, SPW**

1. Coloring

- Staining and the effects of colors;
- The general mechanisms of oxidation staining;
- The heights of tones;
- The funds of clarification;
- the performance of the products;
- The factors of success.

2. Dyeing treatments

- Plan and implement a dyeing treatment for a customer's hair and beard
- Perform the necessary preliminary and after-care steps for dyeing dye hair and beard using various techniques
- Bleach and make highlights in hair and remove dye from hair
- Dye eyelashes and shape and dye eyebrows
- Recommend and sell to customers home care products and guide the customer in the home care of dyed hair
- Make use of the general principles of colour theory
- Know the chemical properties and operating principles of dye products

3. Perming treatments

- Plan and implement various permanent treatments for customers' hair
- Take into account the structure of the cut and style when planning a permanent
- Perform the necessary preliminary and after-care steps for permanents
- Do a permanent and straighten hair
- Select products to be used for a permanent and determine the working times of the substances to be used

- Use the tools, techniques and products needed for permanents
- Make use of their knowledge of the chemical properties of the substances, the active ingredients and their operating principles in permanent treatments
- Recommend and sell to the customer suitable care and styling products for home use and guide the customer in their use
- Use the professional terminology of a permanent in the work community

❖ HAP 245: Creative Approach IV

➢ Quick sketches: 2 credits (30 hours); L, T, P, SPW

- **Sketches of equipment of beauty salon and bodyeRelooking**

- Drive head;
- Hand of training ;
- Mallette of makeup;
- Shadows in the eyelids;
- Blusher to cheeks ;
- Lipsticks;
- Gloss;
- Pencileyes;
- Lippencil;
- Nailpolish;
- Spongeapplicator;
- Eyeshadowbrush, blush brush;
- Mirror.

➢ Methodology of the Creation: 2 credits (30 hours); L, T, P, SPW

1. Aesthetic design workshop

- **Project for the hairstyle design with a thematic orientation: remake, museum, biography**

- Portfolio and pages of trends;
- Research and Analysis of the sources of inspiration;
- Graphical Research and Chromatic;
- Book professional.

- **Project for the creation of the headgear to theme: Film, Music, recovery**

- Portfolio and pages of trends;
- Research and Analysis of the sources of inspiration;
- Graphical and Chromatic Research;

- Professional book.

▪ **Project for the creation of the headgear to theme: flavor, touch**

- Portfolio and pages of trends;
- Research and Analysis of the sources of inspiration;
- Graphical Research and Chromatic;
- Book professionnel.

❖ HAP 246: Professional internship

➢ Professional Internship : 6 credits (90 hours); P, SPW

1. Arrival and integration of enterprise
2. Working in acompany
3. The holding of the Intern journal
4. The choice of the theme of work : in collaboration with mentors professional and academic
5. Elaboration of the canvas of the research
6. The resources to operate
7. The organization of work
8. Drafting of the report
9. Presentation of the report before a jury

➢ Internship Report Writing

1. Title Page (The title page of the report will include: Name of the organization, Name of the internee, Student ID and session, Submission date of the internship report, Name of the University/ logo
2. Dedication (Optional)
3. Acknowledgement
4. Executive Summary
5. Table of contents
6. Overview of the Organization (word limit: min. 300 words)
   - Brief history
   - Introduction of the organization
   - Policy of the organization
   - Competitors
7. Organizational Structure (word limit: not specified)
   - Organizational Hierarchy chart

- Number of employees
- Main offices
- Introduction of all the departments
- Comments on the organizational structure

8. Training Program (word limit: min. 1000 words)
   - Detailed description of the operations/activities performed by the department(s) you worked in.
   - Detailed description of the task(s) assigned to you.
9. Critical Analysis (word limit: min. 1000 words)
10. SWOT Analysis (word limit: min.500 - 1000 words)
11. Recommendation (word limit: min. 300 words)
12. Conclusion (word limit: min. 350 words)
13. References & Sources

❖ HAP 247: Civic Education, Intellectual property law and Legal environment

➢ Civic education and Ethics: 1 credit (15 hours); L, T

- **The Concepts**

- The citizen - the nation - the State,
- Public property unto collective property,
- The freedoms;
- The public service;
- Problem of ethics,
- Ethics, Law and reason;
- Management and ethics of responsibility;
- Ethics and management;
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics

- Codes of ethics

- **Legal environment: 2 credits (30 hours); L, T,S P**
  - **Civil law**
    - Definition, characters, the branches and the sources of the law
    - The field of application of the Act
    - The dimensions of the law (objective, subjective right)
    - The Legal organization
    - The right to legal personality
    - The civil status, the name and the Domicile
    - The Disabilities
    - The legalacts
    - The legalfacts
  - **Labor law**
    - Definition of the right of labor, birth and evolution of labor law and sources
    - The contract of work (conclusion, implementation and rupture)
    - The conflicts of work (individual and collective)
    - The delegate of the staff, unions
    - Work accidents and occupational diseases
    - The hygiene and safety in the workplace
    - Dismissal and resignation;
    - Resolution of labor disputes
  - **Commercial Company Law:**
    - The Status of Merchant;
    - The Acts of Commerce;
    - The Capital;
    - The different commercial contracts.

Field : HOME ECONOMICS AND SOCIAL WORK

Specialty :

SOCIAL WORK

Field:	HOME ECONOMICS AND SOCIAL WORK

Specialty:	Social Work

1. The objective of the training

The aim of the social work programme is to qualify the student to carry out social counselling and social work. The student must, independently and across professions and sectors, be able to contribute to prevention and solution of social problems as well as plan, coordinate, implement, evaluate and develop social measures at an individual level, at group level and in relation to organizations and society as a whole. The graduate must be able to practice social work within the public sector, including the employment area and the social measures area, as well as in the private and voluntary sectors.

2. Expected skills

→ **General Skills**

- The ability to keep abreast of the developments in the specific field of practice;
- The ability to effectively communicate orally and in writing using both English and French;
- The ability to work effectively and independently in multi-disciplinary and multi-cultural teams;
- A recognition of professional, social, and ethical responsibility;
- An appreciation of the Cameroon historical and cultural heritage.

→ **Specific Skills**

- Demonstrate knowledge, skills, and attitudes in engaging in a generalist helping process and planned change process for therapeutic, protective, preventive, and transformative purposes;
- Analyze critically the origin, development, and purposes of social work in Cameroon;
- Critique the impacts of global and national socio-structural inadequacies, discrimination, and oppression on quality of life;
- Apply knowledge of human behavior and social environment with emphasis on the person-in-situation dynamic for social work assessment and intervention;

- Critique social welfare policies, programs, and services of the locality, country and /or region in terms of relevance, responsiveness, accessibility and availability to target populations;
- Engage in advocacy work to promote socio-economic and cultural rights and well-being;
- Generate resources for networking and partnership development.
- Identify with the social work profession and conduct one self in accordance with social work values and ethical principles;
- Engage in social work practices that promote diversity and difference in client systems;
- Use supervision to develop critical self-reflective practice for personal and professional growth;
- Produce a portfolio of recordings, case studies and other social work documentation to reflect the quality and progress of practice.

3. Career opportunities

- Case Worker;
- Case Manager;
- Group worker;
- Community organizing;
- Social administration;
- Policy/legislative advocacy;
- Social welfare planning;
- Social welfare agency management;
- Counselor: Adolescent, Geriatric, Substance Abuse, Drug/Alcohol Abuse;
- Social Worker;
- Therapist
- Teen Outreach Coordinator;
- Child Welfare Specialist;
- Child Placement Agent;
- Probation and Parole Officer;
- Mental Health Worker;
- Rehabilitation Counselor;
- Program/ project development and management;
- Human resource development, including teaching.

4. Organization of the Teaching

- **First semester**

Field : Home Economics and Social Work		Specialty: Social Work					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
SOW111	Basic Principles in Social Work	40	15	15	5	75	5
SOW112	Social Relations& Socialisation	40	10	5	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
SOW113	Theories of social work, Theories of social sciences	40	15	15	5	75	5
SOW114	Guidelines for Social workers, Ethics for social workers, Demands on social work	40	15	15	5	75	5
SOW115	Cameroon Government and Politics	40	10	5	5	60	4
SOW116	Organizational Behaviour / Communication Skills	40	10	5	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SOW117	Bilingual training	20	10	10	5	45	3
TOTAL		**260**	**85**	**70**	**35**	**450**	**30**

- **Second semester**

Field : Home Economics and Social Work		Specialty: Social Work					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
SOW121	Social Influence, Humanities	40	15	15	5	75	5
SOW122	Theories of Counselling / Organization and structure of the Family	40	10	5	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
SOW123	Business Communication and Law	40	15	15	5	75	5
SOW124	Family Composition / Problems in Families	40	15	15	5	75	5
SOW125	Strategies for problem solving in Families	10	10	5	5	30	2
SOW126	Counselling Approaches / Human relations / Human Resource Management	50	20	15	5	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SOW127	Information and Communication Technology	20	10	10	5	45	3
TOTAL		**240**	**95**	**80**	**35**	**450**	**30**

- **Third semester**

Field : Home Economics and Social Work		Specialty: Social Work					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
SOW231	Behavioural Theories / Environmental Influence	40	15	15	5	75	5
SOW232	Child Developmental Psychology	40	10	5	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
SOW233	Culture and Society/ Cultural Heritage	40	15	15	5	75	5
SOW234	Multicultural Societies / Social Stratification, Communication Skills in Social Work	50	20	15	5	90	6
SOW235	Adolescent Therapy	40	10	5	5	60	4
SOW236	Social work and society	20	10	10	5	45	3
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SOW237	Initiation to Research and Internship report Writing	20	10	10	5	45	3
TOTAL		**250**	**90**	**75**	**35**	**450**	**30**

- **Fourth semester**

Field : Home Economics and Social Work		Specialty: Social Work					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
SOW241	Social Welfare Service Social Work as a profession	35	20	15	5	75	5
SOW242	Social work Management	25	20	10	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
SOW243	Cognitive Behavioural Tares	30	15	10	5	60	4
SOW244	Social Security, Legal Issues in Social Work, Human Rights	30	10	15	5	60	4
SOW245	Health and Safety Management	25	10	20	5	60	4
SOW246	Internship					90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SOW247	Civic Education and Ethics	30	10		5	45	3
TOTAL		**230**	**110**	**75**	**35**	**450**	**30**

5. Courses content

❖ SOW111: Basic Principles in Social Work: 5 Credits 75 hours, L, T, P, SPW

➢ Basic Principles in Social Work: 5 Credits 75 hours, L, T, P, SPW

Objectives

This unit discusses the basic principles of social work, and the ethics of a social worker. It gives a clear view of how a social worker is expected to carry out his duties.It also specifies the demands made by social work, and provides important reminders for the social worker.

Contents

1. Guidelines for Social Workers
2. Ethics of a Social Worker
3. Demands of Social Work
4. Organization and Structure of the Family
5. Family Composition
6. Problems in Families
7. Strategies for Solving Problems in Families
8. Culture, Society and Social Work Theory
9. What is Culture?
10. Social Stratification
11. Social Work Theory
12. Social Welfare Services
13. Methods of Conducting and Managing
14. Approaches in Conducting Social Work
15. Management of Social Work Programmes

❖ SOW112: Social Relations and Socialisation: 4 Credits 60 hours L, T, P, SPW

➢ Methods of Conducting and Managing Social Work Programmes

Objectives

In this unit, you will learn skills for managing a social work programme. Social work becomes effective when the social worker demonstrates an ability to manage it.

Content

1. **Approaches in doing social work**
   - Problem-Solving.
   - Functional Casework.
   - Crisis-Oriented Short-Term Casework.

- Task-Centred Casework.

Major Emphasis in Case Work

- Individualization
- Communication
- Information

Institutionalization
Disability
Group Work Approach
Value of Working with Groups,
Community Groups,
Purpose of Groups

- Recreation group.
- Recreation-skill groups
- Education groups
- Self-help groups
- Socialization groups
- Therapeutic groups

Basic Requirements in Starting a Group
Organizing a Support Group
Principles in Group Work Approach

- Decision-making.
- Initial concern
- Individualization

Group Assessment

Community Work Approach/Community Development

- Community Development
- Community Work Approach

A Profile Outline for Community Analysis

- Background and setting, including history, geography, and government
- Demography
- Communications
- Economic life
- Government politics, law enforcement
- Housing
- Education

Community Analysis

- Demography
- Economic life
- Education

- Health facilities
- Religious patterns

2. Management of social work programmes

The Planning Cycle

- Identification of Needs, Action Plan,
- Assessment of Needs,Solution Identification of Problems
- Implementation, Priority Needs
- Follow-Up, Monitoring, Evaluation
- Identification of Resources, Reassessment

Strategies for Community Development

- Organising Credit Groups
- How many credit associations are there?
- What are their weaknesses?
- How can you help these groups become stronger?
- Revolving Fund: Discuss how you can go about creating jobs for them.

Enterprise Education

- Desire
- Faith
- Vision
- Action planning.
- Specialized knowledge
- Starting your own business
- Viable Economic Activities

Outcomes

By the end of the unit, you should be able to:

- Explain the methods for doing social work;
- Justify the purpose of social work;
- Set schedules and programmes for social work;
- Identify agencies relevant to social welfare.

❖ SOW113: Theories of Social Work, Theories of Social Sciences

➢ Theories of social Sciences : 3 Credits (45 hours) L, T, P, SPW

1. Theories of Social work
2. Theories of Social Sciences
3. Guidelines for Social Workers
4. Ethics of a Social Worker
5. Demands on Social Work
6. Social Problems and Social Work Practice

7. Social Counselling, Development, Context and Practice
8. Social Work with Vulnerable Groups and People with Disabilities
9. Social Environment and Social Work: The Family, Group, Community and Organizations
10. Social Change and Development Perspectives

Outcomes

By the end of this unit, the student should be able to:

- Provide guidelines for social workers;
- Explain the founding theories for social work
- Explain the theoretical backing of social sciences
- Practise the art of building a helping relationship;
- Specify the ethics of a social worker; and
- Identify the problems faced by social/community workers.

- **Theories of Social Work, Theories of Social Sciences : 2 Credits (30 hours) L, T, P, SPW**

1. The Dynamics in the Development of Social Work Theories
2. Psychodynamic Theories in Social Work
3. Interactionist Theories in Social Work
4. Learning Theories in Social Work
5. Conflict Theories in Social Work
6. System Theories in Social Work
7. Different theories and their contribution to variations in the social worker's professional performance

❖ SOW114; Guidelines For Social Workers, Ethics for Social Work, Demands for Social Work

- **Guidelines For Social Workers : 2 Credits (30 hours) L, T, P, SPW**

1. Establishment of a counselling relationship (Theories of Social work, Theories of social Sciences)
2. Acceptance (Recognize the worth of the individual regardless of his/her circumstances, status, religion, race, politics, behaviour, and wish to foster human dignity and self-respect)
3. Self-determination (Encourage self-help as a means of growing in self-confidence, and the ability to take on more responsibility for one's own affairs)
4. Freedom to choose (make appropriate choices, and consider how his/her choice may affect others Be able to respect and care for clients as individuals without ridicule)
5. Confidentiality (The relationship is based on trust)
6. Being empathetic (sensitivity to the client's feelings)

7. Genuineness (Been open, real and honest)
8. Art of Building a Helping Relationship

- **Ethics of Social Worker : 2 Credits (30 hours) L, T, P, SPW**
    1. Identify an ethical decision making process
    2. Explain an ethical decision making process
    3. Apply an ethical decision making process to an uncomplicated social work practice situation
    4. Analyze a moderately complex social work practice dilemma and identify the key issues confronting the practitioner
    5. Apply an ethical decision making process to a moderately complex social work practice dilemma
    6. Develop possible options for resolving a complex social work practice dilemma
    7. Consider and weigh the potential impact of each option on the client, social worker and others in the resolution of a complex social work practice dilemma
    8. Select and support a course of action for resolving a complex social work practice dilemma

- **Demands on Social Work : 1 Credits 15 hours) L, T, P, SPW**
    1. Expectations of Clients
    2. Identify Mpho's problem
    3. Social Work Services (Looking at the needs in your country; the people/the community; the government; the non-governmental organizations)

❖ SOW115: Cameroon Government and Politics

- **Cameroon Government and Politics:4 credits (60 hours); L, T, P, SPW**

Objectives: The lesson is to enable the student to trace the origin and evolution of political governance in Cameroon. It would also permit the students to appraise the various constitutional changes and understand governance in Cameroon since independence. After studying the course, students would be able to;

Content

- Background of the birth of Cameroon
- Constitutional ganges in Cameroon
- Cameroon political and administrative institutions
- Understanding division of powers
- Problems of development and nation building.
- Governance, election and the civil society

Outcomes:

- Identify how the entity Cameroon came about.
- Differentiate the various regimes that have existed in Cameroon
- To appraise the various constitutional changes and understand governance in Cameroon since independence the division of power in Cameroon administration
- Know the various political parties and pressure groups in Cameroon
- Problems of development and nation building.
- Government budgeting
- Cameroon foreign policy, aid and
- The politics of trade.

❖ SOW116: Organisational Behaviour / Communicational Skills

➢ Organizational Behavior : 2 credits (30 hours); L, T, P, SPW

1. The students should understand the importance of organizational behaviour in
2. successfully managing a dynamic environment.
3. The students should understand the individual's contribution to organizational behaviour and performance by recognising the importance of personality, perception, attitudes and learning Content:
4. The students should understand motivation, the various content and process theories and their implications for management, and job re-design approaches to improve motivation. Content:
5. The students should understand about job satisfaction and its relationship to job performance together with stress, frustration reactions and the necessary management action to overcome them.
6. The students should understand the nature, skills, significance and effectiveness of groups in organizations
7. The learner will: Understand leadership theories and examine the key variables that determine the effectiveness of leadership in practice.
8. The learner will: Understand the nature of conflict and various approaches to securing conflict resolution.
9. The learner will: Understand formal and informal communication processes and networks, and examine the potential barriers to effective communication.

➢ Communication skills : 2 credits (30 hours); L, T, P, SPW

Objectives: On a daily basis we work with people who have different opinions, values, beliefs, and needs than our own. Our ability to exchange ideas with others, understand others' perspectives, solve problems and successfully utilize the steps and processes presented in our training depend significantly on how effectively we are able to communicate with others.

1. **Sending Messages** (Verbal messages, Nonverbal messages, Para verbal messages, The importance of consistency)

2. **Receiving** (Listening, Giving full physical attention to the speaker, Being aware of the speaker's nonverbal messages, Paying attention to the words and feelings, Reflective listening skills, Additional verbal communication tools)
3. **Barriers to Effective Communication** (Verbal communication barriers, Non verbal communication barriers)

❖ SOW117: Bilingual training

➢ English Expression: 1 credit (15hours); L, T

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting.

➢ French : 1 credits (15 hours); L, T, P, SPW

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;

- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole ;
- Expressions figées.

❖ SOW121: Social Influence, Humanities

➢ Social Influence, Humanities : 3 Credits (45 hours) L, T, P, SPW

1. Forms of Social Influence

- Influence of the presence of others
- Facilitation
- Inhibition
- Social Loafing

2. Social Imitation; Informational and Normative social Influence

- Conscious & Unconscious Imitation
- Social consequences of Imitation
- Minority Influence on majority
- Obedience towards authority

3. Social Influence Mechanisms and Techniques

- Reciprocation
- Commitment & Consistency
- Attitude & Attitude change

➢ Humanities : 2 Credits (30 hours) L, T, P, SPW

1. Defining the Humanities
2. The Family
3. Social Influence

4. Humanities
5. Theories of Counselling
6. Organization and Structure of the Family
7. Family Composition
8. Problems in Families
9. Strategies for Solving Problems in Families
10. Counselling Approaches
11. Human Relations
12. Human Resource Management

❖ SOW122: Theories of Counselling, Organization and Structure of the Family

➢ Theories of Counselling : 2 Credits (30 hours) L, T, P, SPW

1. Psychoanalytic Theory Freud's Topics
2. Jungian Analysis and Therapy
3. Adlerian Theory
4. Existential Theory and Therapy
5. Person-centered Theory
6. Gestalt Theory
7. Reality Theory

➢ Organization and Structure of the Family : 2 Credits (30 hours) L, T, P, SPW

1. **The Family**

- What is your understanding of the family?
- Trace your family line or tree.
- List the values and attitudes you may have acquired from your family.

2. Structre of the Family

- List your relatives by blood and by marriage.
- Discuss: 'Blood ties are stronger than marital ties'.

3. Types of Families

- The nuclear family
- The extended family

4. Family Composition

- Polygamous Family
- Single-Parent Family
- Step Family
- Adoptive Family
- Foster versus Adoptive Family
- The Child-Headed Family
- The Recomposed family

❖ SOW123: Business Communication and Law

➢ Business Communication : 2 credits (75 hours); L, T, P, SPW

Objectives: Contemporary approaches to planning, composing and revising common written and oral business communications is explained and applied. Emphasis is on the writing of clear, concise, and effective letters, memorandums, e-mails and business reports. This course is designed for all students and is expected to be taught in one year.

Content

- Effective communication techniques:
- Writing: Paragraphs:
- Writing: Sentences
- Writing: Words
- Communicating for Employment
- Types of Correspondence
- Communication through Reports and Proposals
- Oral Presentations
- Barriers to effective communication.
- common technical abbreviations in communication

Outcomes: Upon completion of this course, the students will be able to:

- Write, proofread and revise common business communications.
- Identify proper types of messages, the purpose for writing, steps in the writing process, how to adapt to the audience and choosing the best delivery channel.
- Recall the best practices for business communication while recognizing the importance of non-verbal cues, effective listening and workforce diversity.
- Identify good speaking skills and the technique.
- Develop an understanding of the communication process.
- Demonstrate the ability to use correct grammar.
- Develop skill in applying planning and writing techniques to the solution of business problems.
- Analyze business communication situations and produce letters in language and style appropriate to specific situations.
- Produce an analytical report based on original research with comprehensive documentation.
- Demonstrate the ability to communicate effectively through oral communication.

➢ Law: 2 credits (30 hours) LT P SPW

Objective: To know the components of law.

Content:

1. Criminal law
2. Criminal responsibility
3. Labour law
4. Some rights of the employee under the labour rule
5. Civil status registration
6. Right of women and children under the code
7. Tort
8. Inheritance, succession and wills
9. Introduction to human right
10. Some international right instruments

❖ SOW124: Family Composition, Problems in Families

➢ Family Composition : 2 Credits (30 hours) L, T, P, SPW

Note to the Facilitator:

1. Divide participants into 6 groups. Each group should take one kind of family composition and discuss questions 1 to 3.

Group Work

2. List any unique characteristics of children coming from the following family compositions:
   - Polygamous family
   - Single-parent family
   - Step family
   - Adoptive family
   - Foster family
   - Child-headed family
3. List the problems that are likely to be faced by each of these families
4. Discuss how you, as a social worker, can help this kind of family

➢ Problems in families : 3 Credits (45 hours) L, T, P, SPW

1. **Child Abuse**
   - Physical abuse
   - Sexual abuse
   - Emotional abuse
   - Verbal abuse
   - List of possible solutions to child abuse.
   - Children's rights

2. **Teenage Pregnancy**
    - Child's future;
    - The parents' reaction
    - The reactions of the community
    - Measure could you take to prevent a recurrence of such an event in your school
3. **Alcoholism**
4. **Drug Abuse**
5. **Domestic Violence**
    - Characteristics of a child who comes from a violent home.
    - Possible solutions to domestic violence.
6. **Death, Divorce and Separation in the Family**
    - Behavioural characteristics that help you identify a child in such circumstances?
    - Would to do to help the child?
7. **Homelessness**
    - Education of the children
    - Bad habits already developed
    - Lack of trust they have for the community
    - Resources available in your community.
8. **Poverty**
9. **The Uprooted Family**
10. **Resettling Refugees, Case Study**
    - The education of their children;
    - The provision of food, medical care, and shelter;
    - The anxiety and resentment of the refugees and the local community;
    - The environmental impact of these refugees; and
    - The main line of government ministries and other relevant agencies.

❖ SOW125: Strategies for Solving Problems in Families

- **Strategies for Solving Problems in Families: 2 Credits 30hours L, T, P, SPW**

1. ***Preventive Strategies***
    - Provide relevant education to clients.
    - Train peer counsellors to give information:

- Invite speakers to talk about relevant topics. Use traditional community resources, and those from NGOs.
- Avoid total seclusion between boys and girls, by allowing protected interaction and socialization.

2. Rehabilitation Strategies

- Provide counselling to the client in order to recover from emotional trauma.
- Provide counselling to family members.
- Seek professional assistance from other specialists.
- Seek assistance from agencies such as NGOs, churches, and law enforcement authorities, where necessary.
- If necessary, recommend foster care.
- Provide options as a solution.

3. What Schools Can Do to Support Diverse Family Structures

- Ensure that information about the child's home situation is regularly checked.
- In case of separation, schools should try and inform both parents about the child's progress.
- Know the policy for dealing with possible disputes between parents.
- Be sensitive to significant changes in the child's behaviour.
- If possible, cater for the child's practical needs, i.e., eating well, shelter, clothing, activities to keep the child busy, etc.
- Attempt to break down the stigma felt by many parents and their children, i.e., making cards for father's/mother's day may not be appropriate for some children.
- Avoid the attitude of expecting less from some children, especially if they come from dysfunctional families. All children should receive the same treatment.
- Make information available, especially on financial resources and help.
- Parental involvement should be encouraged. If necessary, start support groups.
- When you talk to groups of parents, do not assume all to be from a two-parent family.
- Encourage girls to pursue subjects which are likely to make them more financially independent when they grow up.
- Educate children about the responsibilities of parenthood.

❖ SW126: Counselling Approaches, Human Relations, Human Resources Management

➢ Counselling Approaches: : 2 Credits 30hours L, T, P, SPW

- Applicability of different counselling theories above
- Approaches and Methodologies in the Social Sciences: A Pluralist Perspective

➢ **Human relations : 2 Credits 30hours L, T, P, SPW**

- Study of social facts, collective and individual, and the phenomena of the same nature (anthropology, psychosocial, demography)

➢ **Human Resources Management : 2 Credits 30hours L, T, P, SPW**

❖ SOW127: Information and Communication Technology:

➢ **Information and Communication Technology: 3 Credits (45 hours) L, T, P, SPW**

1. Techniques of Information and Communication 1

- Concepts and architecture of computers
- Definitions: computing, information, computer, data, program, software, drivers
- System of enumeration of base 2, the unit of measure of the information and its multiple
- Components of the computer (hardware and software)
- Study of an operating system
- Study of a text treatment software: Microsoft Word
- Study of a spreadsheet/Microsoft Excel
- Study of a presentation software: Microsoft PowerPoint

2. Technique of information and communication 2

- Creation of a simple database with a spreadsheet (How to Give a name to a cell range)
- Validation of Data in a range of cells on a spreadsheet
- Creation of the statistical tables simple (modality, workforce, frequency) and automatic filling with functions such as NB, NB.If and NB.If.ENS, Average, Sum, if
- Creation of graphics from statistical tables
- Presentation and use of a statistical software (ex: Epi Info)
- Creation of a questionnaire on EPI info or other
- Data entry and analysis
- Definition of the concepts of the computer network
- Presentation of the types of media and networks

- Presentation of Internet (Connection, research, download)
- Networks withoutwires
- Learning of a software application
- Numbering system
- Computer Security: Virus and antivirus

❖ SOW231: Behavioural Theories, Environmental Influence

➢ Behavioural Theories, Environmental Influence : 5 credits (75hours): L, T, P, SPW

1. Behaviourism Theorists
2. Timeline of Development
3. Definition of Behaviourism
4. Application to Instructional Design
5. Examples of Application
6. How would you learn with this theory applied to instruction intended for you?
7. **Ivan Pavlov**
   - Founder of classical conditioning;
   - Unconditioned stimulus causes unconditioned response
8. **John B. Watson**
   - - Coined the term "behaviourism"
   - - Studied how a certain stimuli led organisms to make responses
   - - Believed psychology was only an objective observation of behaviour
9. **B.F. Skinner**
   - Radical Behaviourism: proposed that all action is determined at not free
   - Operant Response: behaviour that control the rate at which specific consequences occur

❖ SOW232: Child Developmental Psychology

➢ Child Developmental Psychology : 4 Credits 60 hours L, T, P, SPW

1. Different Stages of Child development and major changes
2. Introduction to Developmental Psychology
3. Theories of Human Development
4. Biological Foundations of Development

- Hereditary Influences on Development
- Prenatal Development and Birth
- Infancy
- Physical Development: The Brain, Body, Motor Skills, and Sexual Development
- Cognitive Development: Piaget's Theory and Vygotsky's
- Sociocultural Viewpoint
- Information-Processing Perspectives
- Measuring Mental Performance
- Development of Language and Communication Skills

5. Social and Personality Development
   - Emotional Development, Temperament, and Attachment
   - Development of the Self and Social Cognition
   - Sex Differences and Gender-Role Development
   - Aggression, Altruism, and Moral Development

❖ SOW233: Culture and Society/ Cultural Heritage

➢ Culture and Society/ Cultural Heritage : 5 Credits 75 hours L, T, P, SPW

1. **Patrilineal/Matrilineal Society**
   - Is your society a patrilineal or a matrilineal society?
   - What are the advantages/disadvantages of having the kind of society (patrilineal/matrilineal) that you have now?
   - Discuss how children are named in your country.
2. **Transmission of Culture**
   - Discuss, and give examples of the major areas of culture transfer that the family performs.
   - In what ways does culture determine values, beliefs and thought?
   - What role does the school play in influencing culture?
3. **Your Culture**
   - On a blank sheet of flipchart paper, illustrate your culture (i.e., put in ideas, beliefs, values, knowledge or material things, which you think typifies your specific culture).
4. **Culture Change**
5. **Effects of the Mass Media on Culture**
   - Give examples of culture transfer in your community.
   - Discuss the effect of radio and television on your culture.
   - List aspects of your society that you consider important in understanding culture.

- Explain why, and how, culture is always changing. Give examples from your community.
- Discuss the effects of culture on guidance and counselling.

6. Cultural Heritage

❖ SOW234: Multicultural Societies , Social Stratification

➢ Multicultural Societies, Social Stratification, : 6 credits 90 hours L, T, P, SPW

1. Multicultural Societies
2. Multiculturalism
3. Social Stratification,
4. Management of social work programmes
5. Traditional Ways of Managing Social Problems
6. Setting Schedules and Programmes for Social Work
7. Structure of Social Work Within and Outside the Government

❖ SOW 235 Adolescent Therapy

➢ Adolescent Therapy: 4 Credits 60 hours L, T, P, SPW

1. Introduction to the World of Children: Developmental Framework
2. Engagement and Assessment
3. Interventions
4. Treatment Interventions
5. Context of Counseling: Therapy Fundamentals
6. Process of Counseling: Assessment, Intake, Diagnoses, and Ethics
7. Tools of Counseling: Play Therapy; Cognitive Behavioral Therapy; Psychodynamic, Narrative, Solutions;
8. Issues in Counseling: Externalizing Issues & Intervention; Trauma and Abuse
9. Developing Resilience Through Counseling

❖ SOW236: Social Work and Society

➢ Social Work and Society: 3 Credits 45 hours L, T, P, SPW

1. Human Behavior in Social Environment
2. Influences on Social Action involvement
3. Feeling Different as a Child
4. Experiencing Marginalization
5. Becoming Socially Active
6. Beliefs, Values and Ethics

7. Social Action and Social Work Education
8. Ethics and the Health Sciences
9. Social Work Methods
10. Consequences of Social Activism

❖ SOW 237 Initiation for the Research/ Internship Report Writing

➢ Initiation to research: 1 credit (15hours); L, T, P, SPW

1. In Health Research
2. Sources of Knowledge
3. Methods of Reasoning
4. Stages of the research process (rational, assumptions, literature review, methodology, results/discussion, summary, bibliography)
5. Classification of research
6. Establishment of the Questionnaires
7. Ethics
8. Preparation and Presentation of Research Reports
9. Case practice: drafting of protocols of research

- **Construction of a Research proposal**
- **Background:** Literature review, formulating the problem statements, justification of studies, objectives, framing the questions according to general and specific objectives; is developing a testable hypothesis to achieve the objectives for quantitative research selection, referencing, etc.; Ethical considerations; Work plan: personnel; timetable project administration; Plans for dissemination
- **Data collection and management**: Design and Pretesting of measuring instruments (reliability and validity of instruments);training of interviewers; quality control of measurements; computerization, checking and validating, measurements; the issue of missing observations, statistical summarization of information; testing of hypothesis.
- **Analysis & presentation of Results; Report writing and format.**

➢ Internship Report Writing

1. Title Page (The title page of the report will include: Name of the organization, Name of the internee, Student ID and session, Submission date of the internship report, Name of the University/ logo
2. Dedication (Optional)
3. Acknowledgement
4. Executive Summary
5. Table of contents
6. Overview of the Organization (word limit: min. 300 words)
   - Brief history

- Introduction of the organization
- Policy of the organization
- Competitors

7. Organizational Structure (word limit: not specified)
   - Organizational Hierarchy chart
   - Number of employees
   - Main offices
   - Introduction of all the departments
   - Comments on the organizational structure
8. Training Program (word limit: min. 1000 words)
   - Detailed description of the operations/activities performed by the department(s) you worked in.
   - Detailed description of the task(s) assigned to you.
9. Critical Analysis (word limit: min. 1000 words)
10. SWOT Analysis (word limit: min.500 - 1000 words)
11. Recommendation (word limit: min. 300 words)
12. Conclusion (word limit: min. 350 words)
13. References & Sources

❖ SOW241: Social Welfare Services, Social Work as a Profession

➢ Social Welfare Services, Social Work as a Profession: 5 Credits 75 hours L, T, P, SPW

Objective : Because our communities face a variety of problems, countries have realized that there is a need for social welfare services. This refers to formally organized, and socially sponsored institutions, agencies and programmes, to maintain or improve economic and social conditions, health or personal competence in some, or all, parts of the population. The provision of welfare services is called social work. Let us look at the aims of social work services.

Content

Social Welfare Services

- Enhance problem-solving and capacities of people to cope
- Assist children, young people and adults with social problems
- Provide rehabilitation services for individuals in prison, the physically handicapped, parents and their communities
- Assist the community to initiate useful programmes for people using available community resources
- Link people with systems that provide them with services, resources, and opportunities
- Promote the effective operation of these systems
- Carry out research (i.e., case study, survey, observation, etc.)

- Contribute to the development and improvement of social policy

Social Stratification

- What are the social stratifications in your country? Discuss situations you can observe or are familiar with.
- What causes these situations, and how do you think they affect the people in your society?
- How does social stratification affect the lives of children coming from different backgrounds?
- How does social stratification affect the guidance and counselling programme in schools, or in our countries?

❖ SOW242: Managing social work

➢ Managing social work : 4 Credits (60 hours) L, T, P, SPW

1. **Contextual factors for social work management and research on managerial work**
   - Organizational trends affecting the everyday work of the managers in the
   - Swedish personal social services
   - New Public Management
   - Increasing specialization within the Swedish personal social services
   - Managerial work
   - Managerial work in public sector management
   - Research on management/leadership in social work
   - Nationally and internationally
2. **Perspectives on social work organizations and the social work profession**
   - Personal social services are public sector organizations
   - Personal social services are human service organizations
   - Interdependence between professionals and organizations
   - Organizations that are dependent on professionals
   - Professionals that are dependent on public sector organizations
   - Relevance for social work management
3. **Managers in the personal social services**
   - Who are the managers?
   - Sex, age and university education
   - Managerial levels and number of subordinates
   - Organizational affiliation and experience
   - The interviewees
4. **Becoming a social work manager – learning management**
   - Becoming a manager – coincidence or choice?

- Transition
- Learning management
- Post-qualifying training
- In-service training – administration and content
- Other sources of managerial competences
- Practically derived vs. educationally derived knowledge?
- Knowledge gaps
- The recruitment of social work managers – two challenges
- Embedded in practice?
- Generic leadership skills for social work managers?

5. Being a social work manager

- Deliberate and reactive management
- Scheduled meetings; management or disturbance?
- Administration and strategic work
- Constant interruptions and acute situations
- Managing in a changed landscape
- Downsizing of support functions and increased administration
- Budget; decentralization, increased control and focus on cost
- Effectiveness
- Clearer assignment and increased demands
- A changed view on management
- Market relations
- Specialization
- Resistance or adaptation to the changed landscape?

❖ SOW243: Cognitive Behavioural Tares

➢ Cognitive Behavioural Tares: 3 Credits 45 hours L, T, P, SPW

1. What Is Cognitive-Behavioural Therapy
2. Depression
3. Bipolar Disorder
4. Substance Use Disorders
5. Generalized Anxiety Disorder (Gad)
6. Panic Disorder
7. Obsessive-Compulsive Disorder (Ocd)
8. Specific Phobias
9. Schizophrenia and Psychosis
10. Eating Disorders
11. Stepped Approach to Care And Alternative Ways Of Delivering Cbt

❖ SOW244: Social Security, Legal Issues in Social Work

➢ Social Security, Legal Issues in Social Work :6 Credits 90 hours L, T, P, SPW

1. Social Security

- Introduction to Social Security
- The Equality of Treatment
- The Employment Injury Benefits
- Invalidity, Old-Age and Survivors' Benefits
- The Medical Care and Sickness Benefits
- The Maintenance of Social Security Rights
- The Employment Promotion and Protection against Unemployment
- The Job Creation in Small and Medium-Sized Enterprises
- Maternity Protection Human Rights:

2. Human Rights

- Definition of Human Rights
- Types of Human Rights
- Importance of Human Rights
- Universal Declaration of Human Rights
- The Concept of Human Rights
- Moral and political Approaches
- Functional Account of Human Rights
- The Moral justification of human Rights
- The agreement Theories

❖ SOW245: Health and Safety Management

➢ Health and Safety Management : 3 credits (45 hours); L, T, P, SPW

1. Introduction

- Outline the scope and nature of occupational health and safety.
- Benefits of Health and safety to business

2. Why promote health and safety awareness

- Legal obligation
- Financial obligations (productivity and insurance premium)
- Moral (business public image/ societal expectations)

3. Organizational health and safety roles and responsibilities of employers, directors and managers

- Planning the direction of health and safety
- Delivering the plan for health and safety
- Monitoring health and safety performance
- Reviewing health and safety performance

4. Hazards to consider

- Ergonomic hazards (bending, pushing carts, making beds)
- Trauma hazards that include slips, trips and falls
- Respiratory, dermal and carcinogenic hazards from chemicals in cleaning products
- Mold and microbial contaminants
- Infectious agents
- Occupational stress due to heavy workloads, lack of adequate supplies, job insecurity, low pay and discrimination

5. **The most common hazards in the hospitality industry are**
   - Lifting and pushing (handling heavy or awkward shaped objects)
   - Trips, slips falls (slipping on a wet floor or tripping on uneven surfaces)
   - Fire, hot surfaces and substance (hot plates, pans and splashes from hot oils or liquids)
   - Cutting equipment (knives and electric meat slicers)
   - Occupational violence (abusive customers or dealing with robbers)
   - Poor ventilation
6. **Hazards will result in an injury for workers is higher when they are combined with risk factors such as:**
   - lack of supervision
   - inexperience
   - trying to impress the boss, supervisor or co-workers temporary employment
   - Long working days.
7. **First Aiders / Fire marshals role**

❖ SOW 246 Internship: 6 credits 90 hours L, T, P, SPW

- **Internship: 6 credits (90 hours); P, SPW**
  1. Arrival and integration in the company
  2. Work in the company
  3. Keeping the trainee journal
  4. The choice of the work theme: in collaboration with professional and academic supervisors
  5. Elaboration of the research design
  6. Resources to be exploited
  7. Work organization
  8. The writing of report
  9. Presentation of the report before Jury

❖ SOW 247 Civics and Moral Education

- **Civics, Moral Education:3 credits (45 hours); L, T, P, SPW**

Objectives: The lesson provides the student with the definition and concepts of civic education and citizenship. Concepts like human values and moral consciousness are discussed. Identify the differences between, ethics and he law.

Contents:

1. **Underatnding Civics Education :**
   - Definitions
   - Importance of civics
2. **Civics And Its Concepts**
   - Moral concepts
   - Justice and the law
   - Human qualities, values and norms
3. **Citizenship**
   - What is citizenship
   - Difference between citizens and foreigners
   - Ways of becoming a citizen or a national
4. **Functions of the State and its Citizens**
   - Protection
   - Education
   - Job provisions
   - Health
   - Assistance
   - Tax paying
   - Voting
   - Observing and respect of national laws
5. **Ethics, Deontology and Professionalism**
   - Understanding Ethics
   - Sources of ethics
   - Deontology, Professional ethics and professionalism
   - Evolution of ethics
   - Relationship between morality, law and ethics
   - Professionalism
   - Codes of ethics

Field : TOURISM AND HOTEL MANAGEMENT

Specialty :

TOURISM AND TRAVEL AGENCY MANAGEMENT

Field:	TOURISM AND HOTEL MANAGEMENT
Specialty:	**Tourism and Travel Agency Management**

1. The objective of the training

Organizations in the Travel and tourism industry constantly understand projects to develop and test new products and services. Regardless of the type of travel and tourism organization or the products and services that it offers, marketing plays a key function in this success. Familiarize the students with the ways in which ethical issues arise and examine strategies for their management, Tourism development of destinations facilities and services to meet of current and future tourists. To examine tourism marketing management in the context of services marketing. This specialty is to address some of important issues relating to the financial management of business operating in the tourism industry.

2. Research Skills

→ **Generic skills**

- Work independently, collaborate as a team;
- Analysis and synthesis of professional documents (French, English);
- Oral, written and corporate communication skills within and without (French, English);
- Participate /engage in the management of the project;
- Know and make use of professional networks and institutions of tourism sectors.

→ **Specific skills**

- Understand travel agency operations.
- Deal with the tourists and colleagues in a professional manner.
- Manage the needs and requirements of different types of tourists.
- Deal with the needs and requirements of incoming tourists.
- Comply with legal requirements of the hospitality industry.
- Identify the agents, impact managing the impact of tourism development.
- Know that marketing is a continuous process that includes everything that an organization does to attract keep customer
- The marketing process in the travel and tourism industry.
- Choose a travel and tourism project, the business plan and a team work.
- Produce promotional material suitable for use in travel and tourism

3. Career opportunities

- Responsible for a lodging service of a hotel establishment;
- Employment in an independent hotel or chain;
- Receptionist;
- Operations Director;
- Director of accommodation in hotels;
- Executive Housekeeper or Deputy House keeper;
- Customer Relationship Manager;
- Head waiter;
- Yield manager

4. Organization of the Teachings

FIRST YEAR: FIRST SEMESTER

Field of study: Tourism and Hotel Management		*Specialty:* Tourism and Travel Agency Management					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
TTA111	Mathematics for Business and Finance	40	15	15	5	75	5
TTA112	Computer for Business	40	10	5	5	60	4
Professional Courses 60% (4 UC) 18 Credits 270 hours							
TTA113	Principles of Management / Principles of micro Economics / Principles of Finance	40	15	15	5	75	5
TTA114	Introduction to Travel and Tourism	40	15	15	5	75	5
TTA115	Cameroon Government and Politics	40	10	5	5	60	4
TTA116	Organizational Behaviour / Communication Skills	40	10	5	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
TTA117	Bilingual training	20	10	10	5	45	3
TOTAL		**260**	**85**	**70**	**35**	**450**	**30**

FIRST YEAR – SECOND SEMESTER

Field of study: Tourism and Hotel Management		Specialty: Tourism and Travel Agency Management					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
TTA121	History and geography of Cameroon	40	15	15	5	75	5
TTA122	Legislations of Tourist establishments in Cameroon	40	10	5	5	60	4
Professional Courses 60% (4 UC) 18 Credits 270 hours							
TTA123	Business Communication / Internship Report Writing	40	15	15	5	75	5
TTA124	Tourism Destination / Tourism Development in Cameroon	40	15	15	5	75	5
TTA125	Hotel and Resort Management	10	10	5	5	30	2
TTA126	Ethics in Tourism / Customer Relationship Management / Human Resource Management	50	20	15	5	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
TTA127	Human and Social Relations	20	10	10	5	45	3
TOTAL		**240**	**95**	**80**	**35**	**450**	**30**

SECOND YEAR: THIRD SEMESTER

Field of study: Tourism and Hotel Management		Specialty: Tourism and Travel Agency Management					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
TTA231	Managing finance in tourism	40	15	15	5	75	5
TTA232	Marketing in Tourism	40	10	5	5	60	4
Professional Courses 60% (4 UC) 18 Credits 270 hours							
TTA233	Leisure Industry / Tourism and Globalization	40	15	15	5	75	5
TTA234	Eco Tourism Planning and Development /Tourism Operations Management	50	20	15	5	90	6
TTA235	Travel Agency Management / Eco Tourism Planning and Development	40	10	5	5	60	4
TTA236	Accommodation Management	20	10	10	5	45	3
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
TTA237	Cultural and Heritage tourism	20	10	10	5	45	3
TOTAL		**250**	**90**	**75**	**35**	**450**	**30**

SECOND YEAR: FOURTH SEMESTER

Field of Study: Tourism and Hotel Management		Specialty: Tourism and Travel Agency Management					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
TTA241	Economy and tourism issues	35	20	15	5	75	5
TTA242	Management of large hotel	25	20	10	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
TTA243	Sustainable tourism Planning	20	10	10	5	45	3
TTA244	Sustainable tourism Development/ Case study	40	15	15	5	75	5
TTA245	Hotel Health and Safety	30	10	15	5	60	4
TTA246	Internship	0	0	0	90	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
TTA247	Civic Education and Ethics/ Labour Law	30	10	0	5	45	3
TOTAL		**180**	**85**	**65**	**120**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ TTA111: Mathematics for Business and Finance: 5 credits (75 hours); L, T, SPW

❖ TTA112: Computer for Business: 4 credits (60 hours): L, T, P, SPW

Contents:

- Introduction – historical background
- Types of computers and application areas
- Impact of computers on society
- Current notions – e.g information society and globalization
- Outline computer organization- block structure of computers
- Explanatory definitions and examples of basics hardware-software and networking
- Explanatory definitions and procedures in using computer systems e.g. business and data processing
- Internet working/ internet acces-use of internet facilities e.g. E-mail-WEB page access-download-file transfert.Information servicese. e.g. E-commerce-mention assorted internet related protocols and standards e.g. http-ftp-html
- Office automation / Introductory use word processor-graphics and spread sheet packages-database assess
- Conceptual view/layout of problem handled be given packages-optimal-packages

❖ TTA113: Principles of Management / Principles of micro Economics / Principles of Finance: 5 credits (75 hours); L, T, P, SPW

➢ **Principles of Management**

Content:

- **Defining management in general terms**
- **Development of modern management thought**
  - behavioral school
  - management process school
  - quantitative school
  - integrated approach
  - systems approach
  - contingency approach
  - planning- organizing-motivating and controlling as applied to the management of a business
- **The functional field of production – operations management**

- **Communication in modern management**

- **Principles of Micro Economics**

- **Principles of Finance**

Objectives

By the end of the course, the students should be able to:

1. Discus the scope of finance; basic definitions, relationship with other fields, objectives and functions
2. Identify the different types and sources of finance in different forms of organization.
3. Calculation of time value of money; annuity, perpetuity and amortization.
4. Determination of simple cost of capital for firms

Contents :

- Meaning and scope of finance
- Forms of organization and finance
- Forms and sources of finance
- Capital for joint stock firms
- Financial instruments
- The securitymarkets
- The cost of capital
- Introduction to the cash budget

❖ TTA114: Introduction to Travel and Tourism: 5 credits (75 hours); L, T, P, SPW

An introduction to the travel and tourism industry and its role in the economy is explored. The eight sectors of the tourism industry are examined and factors that have affected the industry over time are analyzed. Students develop a travel destination package to learn about the planning involved in organizing a trip. Students also investigate career paths and consider potential opportunities in this exciting field of employment.

- **LEARNING OUTCOMES:**

- Upon the successful completion of this course, you should be able to:
- Define, understand, and explore a variety of tourism and travel terminology and concepts.
- Describe the characteristics of tourism and travel.
- Define the inter-relationship of the eight sectors of the industry and recognize the growth of different sectors.
- Identify evolving issues and trends in the tourism industry and discuss their implications.

- Identify travel motivators and travel generators.
- Assess the impact of tourism as a world-wide economic, environmental, cultural, political, and social force.
- Describe the role and function of the professional, industry, and government organizations that impact tourism.
- Describe how tourism functions at the local, regional, and national levels.
- Explore personal attributes and abilities to identify employment opportunities in the foundations developed in core courses in tourism.
- Identify career paths and sources of career-path information in tourism.
- Identify, discuss and apply tourism professional codes of ethics.
- Identify tourism related products at local, regional and national levels and describe their impacts.
- Identify the issues relating to customers and employees with disabilities.
- Discuss the role and structure of tourism related regional, national, and international associations.
- Be aware of key transportation issues and how tourists travel into and around the country.
- Identify key regional tourism attractions and destinations.

CONTENT:

Chapter one:

- Introduction to Tourism
- Understanding Tourism
- The Cameroonian Tourism Product
  - Historical Avenues
  - Careers in Tourism
  - Associations and Organizations
  - Tourism Guests / Tourism Hosts

Chapter two:

- Components of a Tourism
- Destination Tourism Planning
- Tourism Development Regional
- Tourism Planning

Chapter three

- Components of Tourism
- Attractions
- Events and Conferences
- Adventure Tourism and Recreation
- Travel Trade
- Tourism Services

Chapter four

- The Future of Tourism
- The Growth of Tourism

- Issues Raising Concern in the Industry
- Trends and Challenges for the Tourism Industry
- Economic impacts of Tourism

Chapter five

- Travel history
- Travel patterns and trends
- Transportation methods

❖ TTA 115: Cameroon Government and Politics: 4 credits (60 hours)

Objectives:

The lesson is to enable the student to trace the origin and evolution of political governance in Cameroon. It would also permit the students to appraise the various constitutional changes and understand governance in Cameroon since independence. After studying the course, students would be able to;

- Identify how the entity Cameroon came about.
- Differentiate the various regimes that have existed in Cameroon
- To appraise the various constitutional changes and understand governance in Cameroon since independence the division of power in Cameroon administration
- Know the various political parties and pressure groups in Cameroon
- Problems of development and nation building.
- Government budgeting
- Cameroon foreign policy, aid and
- The politics of trade.

1- BACKGROUND OF THE BIRTH OF CAMEROON

- The name Cameroon and its origin
- Events Leading To Unification
- The Federal Government
- The Unitary Government
- From unitary state to the republic

2- CONSTITUTIONAL GANGES IN CAMEROON

- 1960 constitution
- 1961 constitution
- The 1972 constitution
- The revision of the constitution in 1984
- 1996 constitution
- The modification of the 1996 constitution in 2008.

3- CAMEROON POLITICAL AND ADMINISTRATIVE INSTITUTIONS

- The government and the systems of government
- Parliamentary system
- The presidential system

4- UNDERSTANDING DIVISION OF POWERS

- Executive branch
- Judicial branch
- Legislative branch
- Hierarchical structure of Cameroon

5- PROBLEMS OF DEVELOPMENT AND NATION BUILDING.

- Principles of nation building
- Leadership
- Vision
- Paying the price and
- The working culture

6- GOVERNANCE, ELECTION AND THE CIVIL SOCIETY

- The democratization process
- The civil society
- The foreign policy of Cameroon
- Election and electoral process in Cameroon

❖ TTA 116: Organizational Behaviour / Communication Skills: 4 credits (60 hours); L, T, P, SPW

➢ Organizational behaviour

Objectives 1:

The students should understand the importance of organizational behaviour in successfully managing a dynamic environment.

Content:

- Compare the primary roles, functions and activities of different management levels including their interface with organizational behavior
- Explore the concepts of organisation and behaviour and explain the characteristics of organisational culture

Objective 2

The students should understand the individual's contribution to organizational behaviour and performance by recognising the importance of personality, perception, attitudes and learning **Content**:

- Identify individual contribution and assess alternative approaches to personality and its measurement
- Explain the process of perception and any distortions that may arise
- Examine the concept of attitudes and the problems of attitude change including solutions like the learning process and its key theories.

Objective 3:

The students should understand motivation, the various content and process theories and their implications for management, and job re-design approaches to improve motivation.

Content:

- Compare and contrast need theories, behavioural models and process approaches
- Examine the problems of motivation and the implications for management of the different theories. 3.3 Explain the main approaches and recent developments in improving job design

Objective 4:

The students should understand about job satisfaction and its relationship to job performance together with stress, frustration reactions and the necessary management action to overcome them.

Content:

- Examine the concepts of morale and job satisfaction and their relationship to performance.
- Explain the sources of and reactions to frustration and alienation at work.
- Analyse stress, appreciate its links to personality and recognize how best to handle stressful situations.

Objective 5:

The students should understand the nature, skills, significance and effectiveness of groups in organizations

Content:

- Distinguish formal and informal groups and their effects on behaviour.
- Identify the key characteristics and functions of effective workgroups and the process of group development.
- Examine the roles or skills associated with effective teams and explore the nature of team spirit.

Objective 6

The learner will: Understand leadership theories and examine the key variables that determine the effectiveness of leadership in practice.

Content:

- Distinguish leadership from management and the exercise of power as distinct from authority.
- Compare and contrast leadership theories based on traits, styles and situation.
- Explain the variables driving leadership effectiveness.

Objective 7

The learner will: Understand the nature of conflict and various approaches to securing conflict resolution.

Content:

- Explain the nature and causes of conflict between individuals, groups and the organisation.

- Examine the role of leaders/ managers in managing conflict and identify strategies or techniques for its resolution
- Identify specific conflict situations and compare alternative procedural arrangements for preventing or reducing conflict

Objective 8

The learner will: Understand formal and informal communication processes and networks, and examine the potential barriers to effective communication

Content:

- Examine the nature and importance of formal and informal communication and communication processes in organisations.
- Compare group networks and recognize the importance to management of networking.
- Analyse barriers to effective communication and techniques to reduce them

- **Communication skills**

The three components of communication

On a daily basis we work with people who have different opinions, values, beliefs, and needs than our own. Our ability to exchange ideas with others, understand others' perspectives, solve problems and successfully utilize the steps and processes presented in our training depend significantly on how effectively we are able to communicate with others.

The act of communicating involves verbal, nonverbal, and Para-verbal components. The verbal component refers to the content of our message, the choice and arrangement of our words. The nonverbal component refers to the message we send through our body language. The Para-verbal component refers to how we say what we say - the tone, pacing and volume of our voices.

In order to communicate effectively, we must use all three components to do two things:

1. Send clear, concise messages.
2. Hear and correctly understand messages someone is sending to us.

Chapter one: Sending Messages.

- Verbal messages
- Nonverbal messages
- Para verbal messages
- The importance of consistency

Chapter two: Receiving

- Listening
- Giving full physical attention to the speaker
- Being aware of the speaker's nonverbal messages
- Paying attention to the words and feelings
- Reflective listening skills
- Additional verbal communication tools

Chapter three: Barriers to Effective Communication

- Verbal communication barriers
- Non verbal communication barriers

❖ TTA 117: Bilingual training

- **Bilingual training II: 3 credits (45 hours); L, T, P, SPW**

- **English: 1.5 credits (22 hours 30mn)**

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;

- Browse a text long enough to locate desired information;

- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Lettre / memo writing and minutes of a meeting

- **French : 1.5 credits (22 hours 30mn)**

1. Vocabulaire

- Vocabulaire technique usuel

1. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;

- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ TTA 121: History and geography of Cameroon: 5 credits (75 hours); L, T, P, SPW

Objectives

At the end of this training, the student should

1. Know the data and understand the forces of natural equilibrium in other to master the motivations of tourism
2. Know the great geographical regions of the world and understand the anthropisation phenomenon (ecosystem);
3. Know the geography of Cameroon

Content:

- **Section A: General Geography**

- Definition;
  - The global land (land, revolution, rotation, hourly beam);

  Physical factors in connection with tourism (climate, landscape)
  - The protection of physical factors (national and regional packs, world . patrimony);
- Human factors (history, art and literature, activity of modern man)
- Towns and country side (localization , functions, characters)

- Graphical representation, cartography.

• **Section B: Cameroon geography (physical, human, economic)**

- General geography of Cameroon;
- Physical factors;
- Human factors;
- Towns and country sides;
- Protections of physical factors

• **Section C: History Of Cameroon Objectives:**

At the end of this training the student should be capable of explaining to the tourist, the great periods that marked the evolution of the countries and to give information on the figures of Cameroon as well as the neighboring regions

- The study of history and the prehistory of Cameroon: The presentation of human groups of Cameroon
- Political evolution of Cameroon (German periods, of mandate, guardianship since I960...)
- Cameroon before the slave trade treaty
- :Cameroon during the slave trade treaty
  Cameroon during the colonial period
  Decolonization of Cameroon Cameroon after independence
- Factors dominating the contemporary world

❖ TTA122: Legislations of Tourist establishments in Cameroon: 4 credits (60 hours); L, T, P, SPW

❖ TTA123: Business Communication / Internship Report Writing: 5 credits (75 hours); L, T, P, SPW

➢ **Business Communication**

Contemporary approaches to planning, composing and revising common written and oral business communications is explained and applied. Emphasis is on the writing of clear, concise, and effective letters, memorandums, e-mails and business reports. This course is designed for all students and is expected to be taught in one year.

Course Objectives

Upon completion of this course, the students will be able to:

1. Write, proofread and revise common business communications.
2. Identify proper types of messages, the purpose for writing, steps in the writing process, how to adapt to the audience and choosing the best delivery channel.
3. Recall the best practices for business communication while recognizing the importance of non-verbal cues, effective listening and workforce diversity.
4. Identify good speaking skills and the technique.
5. Develop an understanding of the communication process.

6. Demonstrate the ability to use correct grammar.
7. Develop skill in applying planning and writing techniques to the solution of business problems.
8. Analyze business communication situations and produce letters in language and style appropriate to specific situations.
9. Produce an analytical report based on original research with comprehensive documentation.
10. Demonstrate the ability to communicate effectively through oral communication.

Content

1- Effective communication techniques:

- Identifying audience
- Establishing purpose
- Formulating message
- Selecting style and tone
- Functions of job-related writing
- Writing process
- Communicating in the electronic office

2- Writing: Paragraphs:

- Types and functions of paragraphs
- Topic sentence
- Appearance and patterns

3- Writing: Sentences

- Construction and punctuation
- Active and passive voice
- Parallelism
- Context; modifiers; pronoun reference

4- Writing: Words

- Spelling
- Right meaning
- Eliminating unnecessary words
- Eliminating sexist language
- Jargon and slang Chapter five: Letter Writing
- Appearance
- Attitude
- Format
- Parts
- Tone and Style

5- Communicating for Employment

- Process
- Resume writing
- Application letter
- Form application

- Interviewing
- Accept and reject job offer
- Keeping and upgrading position

6- Types of Correspondence

- Memos
- Letters of Inquiry
- Customer relations letters
- Letters of instruction
- Persuasive messages
- Disappointing messages

7- Communication through Reports and Proposals

- Report Process and Research Methods
- Finding and Using Library Materials
- Conducting Interviews
- Documenting Sources
- Summarizing Materials
- Writing the Abstract
- Questionnaires
- Definitions
- Managing data and using graphics
- Completing the Formal Report: Proposals, Short and Long Reports

8- Chapter nine: Oral Presentations

- Effective speaking and listening
- Briefings
- Formal Presentations

9- Barriers to effective communication.

- Lack of clarity.
- Incomplete information.
- Incorrect information.
- Faulty equipment.
- Inappropriate medium/channel.
- Inappropriate language.
- Wrong time and/or place.
- Insufficient Adjustment Period.
- Poor listening skills.
- Poor reading skills.
- Physical noise.
- Psychological noise' in all its aspects.
- Physical barriers.

10- common technical abbreviations in communication

- Abbreviations in common use.
- Words in common use.
- Phrases in common use.

- **Internship Report Writing**

1. **Title Page**

The title page of the report will include:

- Name of the organization
- Name of the internee, Student ID and session
- Submission date of the internship report
- Name of the University/ logo

2. Dedication (Optional)

If you want to dedicate your work to someone, you may write the dedication note under this section of your internship report.

3. Acknowledgement

In this section you acknowledge the help and support of all the people who helped you in completion of your internship and internship report e.g. the library staff, course instructor, family or any other person.

4. Executive Summary

Executive summary previews every section of the report in a short form. It can be referred to as the micro image of the report. It helps the reader to get a quick glance at the report before reading it in detail. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

5. Table of contents

List the important headings and sub headings in the report with page numbers. Also make a separate list of tables and figures in the table of contents if you have used any.

6. Overview of the Organization (word limit: min. 300 words)

- Brief history
- Introduction of the organization
- Policy of the organization
- Competitors

7. Organizational Structure (word limit: not specified)

- Organizational Hierarchy chart
- Number of employees
- Main offices
- Introduction of all the departments
- Comments on the organizational structure

8. Training Program (word limit: min. 1000 words)

- Detailed description of the operations/activities performed by the department(s) you worked in.
- Detailed description of the task(s) assigned to you.

9. Critical Analysis (word limit: min. 1000 words)

Relate the theoretical concepts with your practical experience during your internship in the organization. Execute an overall analysis of the organization.

10. SWOT Analysis (word limit: min.500 - 1000 words)

Clearly describe all the strengths, weaknesses, opportunities and threats of the organization where you have done internship. Remember that strengths and weaknesses are internal to the organization and represent its culture while opportunities and threats correspond to the external environment

Strengths are those qualities which distinguish or give an edge to the organization over other organizations.

Weaknesses are the attributes of an organization that are harmful in achieving the objectives of an organization.

Opportunities are the external factors that are helpful in achieving the objectives of the organization.

Threats are the external factors which could damage the business performance of the organization.

11. Recommendation (word limit: min. 300 words)

In this section you are required to suggest solutions for all the problems or discrepancies (you have pointed out in critical/ SWOT analysis) found in the organization.

12. Conclusion (word limit: min. 350 words)

In this section you are required to describe the organization according to your evaluation/assessment in the light of critical and SWOT analyses

Note:

Section # 8-12 are NOT expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected as per ZERO TOLERANCE POEICY of the university.

13. References & Sources

In this section, provide all the references and sources in APA format that you have used for data collection in your Internship Report.

14. Annexes

At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.

❖ TTA124: Tourism Destination / Tourism Development in Cameroon: 5 credits (75 hours); L, T, P, SPW

➢ Tourism Destination

1- An Introduction to Destination Management.

- Defining a Tourism Destination
- The Basic Elements of the Tourist Destination
- The Destination Management Organisation (DMO
- How Does Destination Management Work

- Public/Private Partnerships
- Why Manage the Destination
- Advantages of Managing a Destination
- Unique Features of the Tourism Industry
- The Implications of Being Unique
- Responsible Tourism Practices: Keys to Destination Sustainability
- Tools for Managing Resources
- Destination Life Cycle: Various Stages of Development and
- Why it is Important to be Aware of Them?
- Types of Tourism
- The Customer Journey
- Maximising Visitor Satisfaction.

2- The Strategic Foundations: Assessing the Situation and Setting a Vision

- The Situation Analysis: Assessing the Destination's Competitiveness
- Research is Key
- Elements of the Situation Analysis
- Identifying Competitors and Tracking the Competitive Environment
- Who Are Your Competitors
- Finding Competitor Intelligence
- Benchmarking Against Competitors
- Watching the Competitive Environment
- Setting a Vision, Goals, Objectives and Core Strategies
- Turning Visions and Goals into Actions

3- Positioning and Branding the Destination

- Competitive Positioning of Destinations
- Unique Selling Propositions and Unique Emotional Propositions
- Positioning Implications for Destination Management
- Destination Branding
- The Strategic Role of the Destination Brand
- Branding Challenges for Tourism Destinations
- Benefits of Effective Destination Branding
- Key Factors for Success
- Understanding Your Targeted Market
- Brand Building Process
- Developing the Brand Identity
- Designing the Brand
- Internalising the Brand

4- Developing Destination Products

- Product Strategies
- Implications for Product Strategy
- Product-related Goals of the DMO
- Managing the Destination Product Life Cycle
- Extending the Product Life Cycle

- Product Portfolios and New Product Development
- Process for Developing a Product Portfolio
- New Product Development Process
- Promoting Tourism SMME Development
- Support Areas for Tourism
- Support Organisations
- Some Ideas for Special SMME Support Initiatives
- Women's Employment and Participation in Tourism
- Events as Major Potential Tourism Stimulators
- Destination Events Strategy
- Devising a DMO Portfolio of Events
- Packaging Experiences
- Tourism Management of Natural, Cultural and Indigenous Heritage
- What is Heritage?
- Why Manage a Heritage site?
- Managing a Heritage Site
- Managing Visitor Behaviour Interpretation
- Visitor Stewardship
- Fostering Visitor Stewardship
- Stimulating Tourism Investment Incentives
- Administering Incentives
- Packaging and Promoting Investment Opportunities

5- Ensuring the Quality of the Visitors' Experience

- Ensuring Quality and Standards
- Lookers' to 'Bookers'
- Benchmarking
- Workforce Development
- Considerations for Training and Skills
- A Workforce Annual Training Plan Cycle
- Working with the Community
- Communicating with the Community
- Maximising a Community Partnership
- Getting to the Destination
- Developing Air Routes
- Immigration Services
- Getting Around the Destination
- Roads and Road Signage
- Public Transport and Taxi Systems
- The Role of Visitor Information Centres
- Key Roles of the Visitor Information Centre
- Considerations for Visitor Information Centres of the Future

- **Tourism Development in Cameroon**

Objectives

Tourism development is the planed and on-going development of destination facilities and services to meet the needs of current and future tourists. After completing this chapter, the students will be able to identify:-

- The agents of tourism development
- The objectives of tourism development
- The impact of tourism development
- Managing the impact of tourism development

Contents:

- Development agencies
- Landowners
- Development companies
- Consultancies
- Leisure organization
- Local authorities
- National government
- Local authorities
- Entertainment organization
- National and regional tourist borad
- Voluntary and community groups
- Pressure groups

❖ TTA125: Hotel and Resort Management: 2 credits (30 hours); L, T, P, SPW

An overview of the history, organizational structure, and economics of the hotel and resort business in Cameroon. The emphasis of the course will be an examination of the technical operations integral to hotel and resort management.

Learning Outcomes:

1. Upon completion of this course the student will be able to:
2. .Recognize service moments of truth and determine an appropriate course of action
3. .Define and describe the different styles of hotel accommodations
4. .Describe the organizational structure of various types of hotel properties and
5. delineate the functions and responsibilities housed in each department
6. Define hospitality and recognize quality guest service
7. Describe the relationship between guest service, guest expectations, guest satisfaction and profitability

Content:

- History of Hotels and Resorts
- The departmental design of hotel organization including organizational charts
- Familiarization with departmental operational activities
- Various types of F & B outlets
- The relationship between restaurants and hotels
- Competition
- Levels of service and styles of accommodations
- Amenities and services
- Providing quality service and guest satisfaction
- Service moments of truth and the personalization of service
- Facilities management including energy management and recycling
- Human resources management and supervision
- Management/staff relationships
- Financial management
- The scope and complexity of the tourism industry
- The economic and environmental impacts of tourism in the host community
- Flandling guest issues and complaints
- Gaming
- Leadership
- Hospitality trend

❖ TTA126: Ethics in Tourism / Customer Relationship Management / Human Resource Management: 6 credits (90 hours); L, T, P, SPW

- **Ethics in tourism**
- **Customer relationship management**
- **Human Resource Management**

Objectives:

After completing this chapter the student will be able to

1. Identify characteristics of tourism as their impact on the management of human resource
2. Appreciate the impact of globalization and the development (ITCs") on human resource management (HRM) in tourism.
3. Recognizing the importance of quality. Culture context and the emergence of aesthetic labor in the management of human resources

Content;

- Introduction
- The characteristics of tourism as a sector and their impact on the management of human resource

- Tourism image as an employer
- Skills shortage in tourism
- Education and training in tourism
- Flexibility and innovation in the management of human resources
- Recruitment, retention and turnover
- Managing quality through human resource
- The impact of globalization
- The emergence of aesthetic labor
- The impact of information and communication technologies.

The required teaching periods 3 credit hours (40 contract hours)

❖ TTA127: Human and Social Relations: 3 credits (45 hours); L, T, P, SPW

Objectives

To present some social science that contribute to the understanding of man and the way he is looked upon in by society (group, community, etc)

Render the learner operational no matter the society in which he belongs

Content:

1- Study of social cases (collectives and individual) and the phenomenon's of the same nature, when they are generated by the society and can determine and influence the behavior or individual stemming from the society.

2- presentation of the following social science :

- Sociology : to define and analyze the discipline, as well as the notion : norms- rules - conflicts - disturbances- explicit conflict - socialization - organization- hobbies, family- tourism - sports etc
- Anthropology: definition and analysis of the discipline, as well as the notion: man - human group - vestige (sign, mark) - feeding - habits- culinary phenomenon- other (there people) - social pro habitation - taboos- exotism etc...
- Social psychology : to define and analyze the discipline and the different notions : integration - value - social regulation - perception of others - interacting act - rejection - attraction - representation - personality, etc
- Demography : definition and analysis of the discipline and of broad notion such as : population - native (indigenous) - foreigners - migration - - population - growth - fertility - fruitfulness - rate of population growth - aging of the population – etc.
- Science of communication: definition and analysis of the discipline and of broad notion like : communication - social communication - media - transmitter - receiver - communicational act- modern languages (mother tongue), dialects) - foreign languages - communication networks, etc

❖ TTA 231: Managing finance in tourism: 5 credits (75 hours); L, T, P, SPW

Objective

The propose of this chapter is to address some of the important issues relating to the financial management of business operating for the tourism industry. After completing this chapter, the student will be able to

1. explain the important of financial management for businesses operating in the travel and tourism industry
2. discuss the importance of long term capital investment decisions
3. explain the information requirements of decision makers responsible for assessing potential businesses investment opportunities
4. appreciate the implications of risk for long term investment in the travel and tourism industry
5. Explain methods which may be used to assess the risk associated with investment projects and take it in to account in the decision making process.
6. Appreciate issues influencing the sources of long-term finance, which may be used to support long term investments.

Contents

- Introduction
- Long-term investment decisions
- Positive aspects of risk and uncertainty
- Wider issues for consideration in investment decisions
- Financing decisions.

❖ TTA 232: Marketing in Tourism: 4 credits (60 hours); L, T, P, SPW

Objectives:

The purpose of the chapter is to examine tourism marketing management in the context of services marketing: having completed this chapter, the students will be able to:

1. Appreciate the challenges faced by markets of travel and tourism today
2. Recognize issues stemming from strategy- tactical tension
3. Understand the marketing process and appreciate the need for marketing plan.

Content

- Introduction
- Principles of marketing
- Target marketing
- Market segmentation
- Marketing mix
- Marketing objectives

- Smart objectives
- Improve image of product or organization
- Create awareness of product or organization
- Branding in the travel and tourism industry
- At the core lies consumer behavior
- Managing the strategic - tactical tension
- Stining around the marketing mix
- The marketing process and the marketing plan
- Branding as a focus for marketing effort
- A probe into the loyalty question
- Segmentation in the museum sector The required teaching periods 3 credit hours (30 contract hours)

❖ THM 233: Leisure Industry / Tourism and Globalization: 5 credits (75 hours); L, T, P, SPW

➢ Leisure Industry

Objectives

After completing this chapter, the student will be able to:

- identify the main reasons for the establishment and development of the leisure industry
- describe the benefits of leisure industry
- discuss the extent of provision and types of facilities in the industry
- review the importance and structure of the theme parks industry as a component with tourism and leisure.

- **Contents**

- The background
- Trends in leisure consumption
- Provision of leisure facilities
- Approaches to providing leisure facilities
- The theme park industry
- Prospects for theme park
- The theme park in Cameroon
- The equipment and facilities in the industry in Cameroon
- The SAP concept in Africa and Cameroon.

➢ Tourism and globalization

Course description:

An introduction to globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace

Course Objectives:

Upon successful completion of the course, students will be able to:

1. Select and use appropriate sources to gather information and data needed for international business decisions
2. Define key international business terms and concepts
3. Identify how cultural variables affect business
4. Discuss the different types of economic, political, and legal systems and their impact on business
5. Compare and contrast major trade theories and trade policies and their effect on business
6. Discuss international exchange rates and their effects on global business
7. Critically analyze the opportunities and risks associated with international business activities

Course Outline:

1- Introduction

- Globalization
- Multinational enterprises
- Geography foundations
- Countries and regions of the world
- Population and geography
- Economic development and geography
- Technology and globalization
- Data sources and international research

2- Culture

- Elements of culture
- Self reference criterion
- Business customs
- Business ethics
- Religion
- Communication
- Frameworks for cultural analysis
- Hall: (high context - low context; time)
- Hofstede (dimensions of cultural values)
- Effect of culture on business

3- Political, Economic, and Legal Systems

- Sovereignty of nation states
- Types of political systems
- Types of economic systems
- Types of legal systems
- Treaties
- Resolution of international business disputes
- Risk and other impacts of political, economic, and legal systems on business

4- International Trade Theory

- Mercantilism
- Absolute advantage
- Comparative advantage
- Ricardo
- Factor endowments (Heckscher-Ohlin, Leontief)
- National competitive advantage (Porter's diamond)
- Trade theory and business

5- International Trade Policies and Institutions

- Tools for trade policy
- Tariffs
- Subsidies
- Quotas
- Local content mandates
- Others
- Purposes of protectionism
- Benefits of free trade
- Foreign direct investment
- History of world trade
- Modern world trade (post WWII) WTO
- Regional economic integration
- European Union
- Asian trade agreements (Asia Pacific Economic
- Cooperation, Association of Southeast Asian Nations)
- African trade agreements
- Western hemisphere trade agreements (NAFTA, CAFTA, MERCOSUR, Andean
- Community) Other s

6- International Monetary and Financial Issues

- Foreign exchange markets
- Exchange rates
- Relationship between prices and exchange rates
- Purchasing power parity
- Money supply and inflation

7- Interest rates and exchange rates

- International monetary system
- The gold standard Bretton Woods
- International Monetary Fund
- World Bank
- Fixed exchange rates
- Floating exchange rates
- Effect of exchange rates on business
- Entering International Markets
- Purposes of expanding into global markets

- Entry strategies
- Exporting
- Importing
- Licensing
- Franchising
- Wholly owned subsidiaries
- Strategic alliances
- Analyzing International Business Decisions

❖ **TTA234: Eco Tourism Planning and Development / Tourism Operations Management: 6 credits (90 hours); L, T, P, SPW**

➢ **Eco Tourism Planning And Development: 3 credits (45 hours); L, T, P, SPW**

Learning Outcome 1

The students should understand the processes of tourism planning and development and their associated impacts.

Content:

- Describe the key stages within the process of tourism planning and development at a destination, national and international level.
- Explain the differences in the tourism planning and development process in mature and new tourism destination areas.
- Discuss the influence of key stakeholders in tourism planning and development.

Learning Outcome 2

The student should know how to apply strategic principles to the marketing and management of environmentally sensitive destinations and attractions.

- Describe the main characteristics of tourism and conservation planning in sensitive areas.
- Explain the long-term implications of a strategic approach to destination marketing and management.
- Assess the implications of capacity management for the marketing and management of a location
- Discuss the pressures for short-term development on marketing and management in the TTH sector.

Learning Outcome 3

The student should understand the issues surrounding sustainable planning and development and sustainable tourism principles and policies.

- Evaluate key issues of debate relating to sustainable development.
- Discuss differing definitions of sustainable tourism and sustainable tourism development.
- Assess the implications of the application of sustainable tourism principles to planning, development and management in TTH. (Students should focus

specifically on the role of the local community in sustainable tourism development.)

- Assess the implications of sustainable tourism practices in the context of both developed and developing economies.

Learning Outcome 4

The students should understand the techniques available to the tourism industry to minimize environmental impacts from its operations.

- Discuss the environmental impact of tourism businesses.
- Explain the principles involved in an environmental impact assessment or audit. (The eight guiding principles of environmental impact assessment should be examined.)
- Explain how businesses in the TTH sector can manage and reduce their environmental impacts.
- Describe the role of key stakeholders in minimizing environmental impacts

Learning Outcome 5

The students should understand the role of public sector tourism and conservation agencies in the management of tourism resources.

- Discuss the role of the public sector in TTH planning, development and management.
- Identify key public sector agencies responsible for the above functions, (key agencies will vary from country to country)
- Discuss the public versus private sector debate in TTH development from political, economic and cultural standpoints.
- Explain the limitations of public sector management capability in the TTH industry.

Learning Outcome 6

The students should understand the processes that integrate and engage stakeholders in participatory planning and consensus building.

- Explain the key elements of stakeholder theory. (Edward Freeman in the book Strategic Management: A Stakeholder Approach.)
- Apply stakeholder theory to TTH contexts, local, national and international.
- Critically analyse the concepts of participatory planning and consensus building.
- Explain the impact of culture on approaches to participatory planning and consensus building.

Learning Outcome 7

The student should be able to critically evaluate and classify the positive and negative impacts of tourism development

- Explain the key economic, socio-cultural and environmental impacts of TTH development (According to Glenn Kreag)
- Discuss the interdependencies of these areas.
- Make assessments based on case studies of the benefits and negative impacts of tourism across all key areas.

Learning Outcome 8

The students should be able to critically assess the interrelations between the characteristics of a destination, types of development, types of tourists, and tourism impacts.

- Identify the key links between the characteristics of destination, types of development, types of tourists, and tourism impacts.
- Critically assess the interdependencies between the characteristics of destination, types of development, types of tourists, and tourism impacts.

- **Tourism Operations Management: 3 credits (45 hours)**

Course description:

The course is designed to enable the learner to gain an in-depth understanding of the role, functions and management of tour operations within Cameroon and European travel industry. It is also intended to enable the learner to develop a comprehensive range of skills necessary to work in the tour operations sector.

Learners who successfully complete this course will:

- understand the role, functions and management of tour operations within the travel industry
- understand the key stages in the production of package holidays
- appreciate the stages in the production of holiday brochures
- be able to explain the economics of tour operating
- be familiar with relevant legislation
- possess the skills required for employment in the tour operations sector
- be able to evaluate current trends in tour operating

Course content:

Introduction to Tour Operations Compilation of Package Holidays Production of Package Holiday Brochure Package Holiday Sales Home and Overseas Tour Operations

1- Introduction to Tour Operations

Learners should be able to:

- explain the role and functions of tour operators
- identify the largest tour operators in Cameroon and few European countries
- define the following terms; Organiser, Retailer, Consumer, Mass Tourism, Identikit destinations, Inclusive Tour (Package Holiday) 'Old' Tourism, 'New' Tourism
- distinguish between the main types of tour operators: Incoming Tour Operators, Outbound Tour Operators and Specialist Tour Operators
- describe the development of mass tour operations in Cameroon
- undertake a case study of a leading Cameroon tour operator
- evaluate the work undertaken by various organisations representing tour operators in the Cameroon and abroad: Ireland Golf Tour Operators Association, Overseas Tour Operators, Coach Tourism and Transport Council of Ireland,

International Federation of Tour Operators
- examine the consumer, travel and employee legislation, which is relevant to tour operators
- recognise the importance of licensing and bonding arrangements for tour operators
- analyse the impact of Information Technology on Tour Operators
- outline the timescale required for planning a Package Holiday Programme from the research stage to the holiday departure stage

2- Compilation of Package Holidays

- outline the basic elements, optional elements and alternative structures of package holidays
- examine the key stages in researching, planning, negotiating, contracting and pricing package holidays
- evaluate the most popular types of package holidays available to consumers; Summer Sun, Cruise, Fly-drive, Ski and Snowboard, Camping Sites, Longhaul, Short Stay Breaks, Golfing, City Breaks, Adventure Holidays, Winter Sun, Exotic Destinations, Railbreaks, Coach Tours and Special Interest Package Holidays (also apply local examples)
- apply the concepts of 'old' tourism and 'new' tourism to the compilation of package holiday programmes
- use market research to measure and predict consumer preferences and requirements
- evaluate existing package holiday programmes
- explain how consumer trends and demographic changes affect the compilation of package holidays
- explain the various types of negotiations with airlines, accommodation owners and other principals which lead to formal contract arrangements
- understand the factors which influence the pricing of the package holiday
- explain the various pricing terms: seasonal adjustments release back dates, mass market tour pricing, fixed costs, variable costs, indirect costs, direct costs, profit margins, forward buying, yield management, discounting strategies and specialist tour pricing
- explain how the price of the package holiday is calculated allowing for commissions, overrides and profit margins
- examine the various contract methods: time charter, series charter, ad hoc charter, split charter, seat purchase, allocation commitment and transfer charter

3- Production of Package Holiday Brochure

- examine the format and design of various types of package holiday brochures
- outline the information that needs to be included in the holiday brochure: front cover, spine, introduction, resort pages, general information, terms and conditions, contract form and back cover
- explain the stages in brochure production: creative brief, copy writing, proofing,

colour proof, printing, final price decisions and production

- explain why a distinctive 'house' style, high quality photography, suitable paper and reliable easy to comprehend text are essential to the effectiveness of the brochure
- Outline the tour operator- printer negotiations when producing a tour brochure discuss the various means of brochure distribution to the travel agencies and directly to the customers

-evaluate the effectiveness of brochure launches, media advertising, holiday tours and holiday sales in promoting early package holiday sales

4- Package Holiday Sales

- explain the economics of tour operating and managing for profit
- examine how tour operating business performance is determined
- explain how tour operators compete for business
- demonstrate an understanding of how Cameroon consumers buy package holidays
- list the top origin markets and outbound destinations for Cameroon holidaymakers and European holidaymakers
- explain package holiday terminology: W flight pattern, load factor, hedging, dead heading, supplements, seat only, occupancy, fuel surcharges, airport taxes and charges, local charges, price grid, add-ons, seasonality, ancillary services, price wars
- discuss the range of package holiday features available to consumers: free places, early and late booking, pre-bookable seats, use of airport lounges, taxi transfers, children's clubs, in house facilities, late availability, 'bargain basement' holidays
- use the sales sequence to sell package holidays
- apply the general information, terms and conditions that are attached to a package holiday
- use various sources of information to build up their personal product knowledge of popular and of new destinations
- share product knowledge and expertise with colleagues, as appropriate
- understand the objectives of familiarization trips (educational study trips)
- Use a computer reservation system to check availability and to book a package holiday: View data CRS
- calculate the cost of a package holiday including basic cost and extra costs in the calculation
- Complete booking documentation for the customer: booking forms, invoices and receipts
- Issue travel documentation for the customer: tickets, itineraries and vouchers
- provide pre and post departure customer service: processing amendments, cancellation of booking, dealing with customer complaints and responding to special requests
- provide practical assistance to colleagues to ensure adequate support for

customer service
- evaluate the benefits of teamwork to tour operators

5- Home and Overseas Tour Operations

- examine the roles and responsibilities of the various personnel in the home tour operator's office: researchers, negotiators, administrators, reservation and sales agents, human resource and public relations officers
- examine their roles and responsibilities of the various personnel in the resorts: resort managers, senior resort representatives, transfer representatives, children's entertainers, holiday representatives and animators
- examine the work completed in the resort office: budgeting, training, accommodation lists and passenger manifests, insurance company liaison, 24 hour service, transfer transport, accidents and emergencies
- examine the work completed by holiday representatives in the resort, meet and greet, transfers, accommodation, check-in, welcome talk, orientation meeting, selling excursions, information packs and notice boards, children's clubs and entertainment programmes, evening entertainment programmes, quality control and representative reports, holiday advice and holidaymaker complaints
- use audio equipment
- appreciate the skills and qualities required to work in any area of Tour Operations
- understand the recruitment and interview procedures utilised by tour operators when seeking new staff
- complete an orientation meeting with a group of holidaymakers
- Successfully avail of employment opportunities in the Tour Operations sector if desired
- evaluate trends in tour operating: expansion of cruise market, product diversification, vertical and horizontal integration, conglomerates, increases in the number of senior travelers, consolidation and the impact of e-commerce

❖ TTA 235: Travel Agency Management: 4 credits (60 hours); L, T, P, SPW

Objectives

After completing this chapter, the students should be able to:-

- Explain the role of travel agents as components of the tourism industry
- Identify the functions performed by and agent
- Be aware of the qualities necessary for effective agency management and Services
- Understand the considerations and requirements for establishing and running a travel agency
- Be aware of the constrains and threats under which agents operate and evaluate alternative solution for their survival.

Content:

- The role of travel agents.
- Setting up and running up a travel agency
- Travel agency skills and competence
- Business travel
- Profitability if travel agents
- The future of travel retailing
- Bonding
- Dealing with principals

The required teaching periods 3 credit hours (30 contract hours)

❖ TTA 236: Accommodation Management: 3 credits (45 hours); L, T, P, SPW

Objectives:

By the end of this course, students will be able to:

1. Explain the management styles used in the housekeeping department and to explain the purpose, role and areas of responsibility of a housekeeping department in a hotel unit.
2. Explain the organization structure within the housekeeping department and to list the responsibilities of an executive housekeeper, supervisor and rest of housekeeping employees. Highlight job specifications of the various positions within the department, highlighting the importance and need of team working amongst employees and management. Managing housekeeping personnel and all explain the human resources practices needed.
3. Understand the importance and role of planning housekeeping operations with the use of documents and SOPs by demonstrating an understanding of the activities involved alongside with operational procedures.
4. Identify the skills needed and manage effectively the departmental budget, inventory, material classification and any related pre-opening operations.
5. Explain the importance of cleanliness and hygiene and identify the guestroom layouts, status codes and the standard contents of a guestroom.
6. Understand the process of cleaning the different types of guest rooms and public areas.
7. Identify the role of a supervisor in housekeeping starting with rooms

Course Content and Scope:

- **Housekeeping**

- The Role of Housekeeping in Hospitality Operations
- Planning and Organizing the Housekeeping Department
- Organizational Structure of Housekeeping Department
- Supervising Housekeeping Staff

- Managing Inventory
- Controlling Expenses
- Key and Key Control
- Safety and Security
- Managing an On-Premises Laundry
- Supervising Guestroom Cleaning
- Supervising the Cleaning of Public and Other Areas Overseeing the Care of Ceiling, Walls, Furniture, and Fixtures Managing Bed, Linens, and Uniforms Supervising the Care of Carpets and Floors

• **Front office**

Registrations Guest Accounting Introduction to Hotels Classifications of Hotels Front Office Departments Reservations

❖ TTA 237: Cultural and Heritage tourism: 3 credits (45 hours); L, T, P, SPW

- **Course description**

A conceptual partnership between cultural heritage and tourism; analysis of a wide range of cultural heritage attractions; heritage visitors' behavior, especially motivation; contemporary approaches to heritage tourism development and management; and heritage marketing; the roles of interpretation programs employed in major cultural heritage sites; principles and models of interpretation; frameworks and approaches to plan and design interpretation programs for visitors; communication modes.

- **Course objectives**

After successful completion of this course, students will be able to:

- Understand the definitions, terminology and concepts of cultural heritage and its relationships with tourism.
- Understand heritage tourism supply by examining different categories of heritage attractions, and the contexts within which heritage exists and additional perspectives on scale from the supply perspective.
- Understand heritage tourism demand by analyzing the nature of heritage demand, visitor characteristics, visitor typology and their motivations driving to visit heritage sites.
- Acknowledge heritage tourism management by examining ownership, economics, strategies for managing visitors and residents, and heritage interpretation.
- Explain the significance of heritage marketing and the transformation process of cultural heritage assets into heritage tourism products both individual organization and regional perspectives.
- Understand the role of interpretation in cultural heritage sites and the relevance of such interpretation approaches to visitors.
- Understand principles and models of interpretation.
- Build an awareness of the interpretation approaches of major cultural heritage

sites available to visitors.
- Provide a framework to plan, design, and assess interpretation programs for tourists.
- Understand a variety of interpretation techniques as a part of communication.

- **Course Outline**

- Introduction to a conceptual partnership between cultural heritage and tourism and the heritage tourism supply
- Types of heritage attractions
- Cameroon heritage sites, conservation and impacts of heritage tourism in Cameroon
- World Heritage Sites, Heritage conservation, Impacts of heritage tourism
- Planning and development for heritage tourism in Cameroon
- Educational fieldtrip to Cameroon Heritage Sites: West, Littoral, South West, Northwest etc.
- Heritage assessment and Heritage values Managing heritage tourism ownership and economics
- Managing heritage tourism: visitor management, legal aspects and zoning Heritage interpretation for tourism,
- Definition, The roles of interpretation and Principles of interpretation/presentation
- Models of Interpretation and Interpretative techniques
- Heritage marketing, Heritage visitor characteristics and motivations
- Heritage tourism product development and sustainability

❖ TTA241: Economy and tourism issues: 5 credits (75 hours); L, T, P, SPW

Objectives

- After completing this chapter, the students will be able to:
- Know the nature, aims and objectives of eco-tourism
- Know how to manage the eco system in travel and tourism
- Be able to know the purpose of eco-tourism projects
- Be able to carry out a research project in the travel and tourism industry
- Make an evaluation of the future trends and appeal of worldwide eco-tourism

Contents

- Introduction
- Nature, aims and objectives of eco-tourism
- The roles of organizations involved in raising awareness of eco-tourism
- Eco- tourism s contribution to social, cultural and environmental issues
- Purpose of eco-tourism projects
- Trends and future appeal to eco-tourism projects
- Organizations involved in the management of the project

- **TTA 242: Management of large hotel:4 credits (60 hours); L, T, P, SPW**

- **TTA 243: Sustainable tourism Planning: 3 credits (45 hours); L, T, P, SPW**

Learning Outcome 1

The students should understand the processes of tourism planning and development and their associated impacts.

Content:

- Describe the key stages within the process of tourism planning and development at a destination, national and international level.
- Explain the differences in the tourism planning and development process in mature and new tourism destination areas.
- Discuss the influence of key stakeholders in tourism planning and development.

Learning Outcome 2

The student should know how to apply strategic principles to the marketing and management of environmentally sensitive destinations and attractions.

- Describe the main characteristics of tourism and conservation planning in sensitive areas.
- Explain the long-term implications of a strategic approach to destination marketing and management.
- Assess the implications of capacity management for the marketing and management of a location
- Discuss the pressures for short-term development on marketing and management in the TTH sector.

Learning Outcome 3

The student should understand the issues surrounding sustainable planning and development and sustainable tourism principles and policies.

- Evaluate key issues of debate relating to sustainable development.
- Discuss differing definitions of sustainable tourism and sustainable tourism development.
- Assess the implications of the application of sustainable tourism principles to planning, development and management in TTH. (Students should focus specifically on the role of the local community in sustainable tourism development.)
- Assess the implications of sustainable tourism practices in the context of both developed and developing economies.

Learning Outcome 4

The students should understand the techniques available to the tourism industry to minimize environmental impacts from its operations.

- Discuss the environmental impact of tourism businesses.
- Explain the principles involved in an environmental impact assessment or audit. (The eight guiding principles of environmental impact assessment should be examined.)
- Explain how businesses in the TTH sector can manage and reduce their environmental impacts.
- Describe the role of key stakeholders in minimizing environmental impacts

Learning Outcome 5

The students should understand the role of public sector tourism and conservation agencies in the management of tourism resources.

- Discuss the role of the public sector in TTH planning, development and management.
- Identify key public sector agencies responsible for the above functions, (key agencies will vary from country to country)
- Discuss the public versus private sector debate in TTH development from political, economic and cultural standpoints.
- Explain the limitations of public sector management capability in the TTH industry.

Learning Outcome 6

The students should understand the processes that integrate and engage stakeholders in participatory planning and consensus building.

- Explain the key elements of stakeholder theory. (Edward Freeman in the book Strategic Management: A Stakeholder Approach.)
- Apply stakeholder theory to TTH contexts, local, national and international.
- Critically analyse the concepts of participatory planning and consensus building.
- Explain the impact of culture on approaches to participatory planning and consensus building.

Learning Outcome 7

The student should be able to critically evaluate and classify the positive and negative impacts of tourism development

- Explain the key economic, socio-cultural and environmental impacts of TTH development (According to Glenn Kreag)
- Discuss the interdependencies of these areas.
- Make assessments based on case studies of the benefits and negative impacts of tourism across all key areas.

Learning Outcome 8

The students should be able to critically assess the interrelations between the characteristics of a destination, types of development, types of tourists, and tourism impacts.

- Identify the key links between the characteristics of destination, types of development, types of tourists, and tourism impacts.
- Critically assess the interdependencies between the characteristics of destination, types of development, types of tourists, and tourism impacts.

❖ TTA 244: Sustainable tourism Development/ Case study

➢ **Sustainable tourism Development: 5 credits (75 hours); L, T, P, SPW**

➢ **Case Study**

This course principally should pick at least ten tourist attractions in Cameroon and critically examine them. The ten attractions should come from the tern regions of the country. Specifically, students should be drilled on:

- The characteristics of the attraction
- Components of the attraction
- Advantages and disadvantages of the attraction to the local community and Cameroon as a whole
- The historical development of the attraction
- Management policy
- The strength and weaknesses of the attraction etc.

❖ TTA 245: Hotel Health and Safety: 4 credits (60 hours); L, T, P, SPW

➢ **Hotel Health and Safety Awareness**

1) Introduction

- Outline the scope and nature of occupational health and safety.
- Benefits of Health and safety to business

2) Why promote health and safety awareness

- Legal obligation
- Financial obligations (productivity and insurance premium)
- Moral (business public image/ societal expectations)

3) Organizational health and safety roles and responsibilities of employers, directors and manager

- Planning the direction of health and safety
- Delivering the plan for health and safety
- Monitoring health and safety performance
- Reviewing health and safety performance

4) Hazards to consider

- Ergonomic hazards (bending, pushing carts, making beds)
- Trauma hazards that include slips, trips and falls
- Respiratory, dermal and carcinogenic hazards from chemicals in cleaning products

- Mold and microbial contaminants
- Infectious agents
- Occupational stress due to heavy workloads, lack of adequate supplies, job insecurity, low pay and discrimination.

5) The most common hazards in the hospitality industry are

- Lifting and pushing (handling heavy or awkward shaped objects)
- Trips, slips falls (slipping on a wet floor or tripping on uneven surfaces)
- Fire, hot surfaces and substance (hot plates, pans and splashes from hot oils or liquids)
- Cutting equipment (knives and electric meat slicers)
- Occupational violence (abusive customers or dealing with robbers)
- Poor ventilation

6) hazards will result in an injury for workers is higher when they are combined with risk factors such as:

- lack of supervision
- inexperience
- trying to impress the boss, supervisor or co-workers temporary employment
- Long working days.

7) First Aiders / Fire marshals role

❖ TTA 246: Internship: 6 credits (90 hours); SPW

➢ **Professional internship: 6 credits (90 hours); L, T, P, SPW**

1. Arrival and into the enterprise
2. Working in a company
3. The holding of the trainee diary
4. The choice of the theme of work: in collaboration with professional and academic mentors
5. Elaboration of the canvas of research
6. The resources to use
7. The organization of work
8. Drafting of the report
9. Presentation of the report before a jury

❖ TTA 247: Civic Education and Ethics / Labour Law

➢ **Civic Education and Ethics :2 credits (30 hours); L, T, P, SPW**

Objectives:

The lesson provides the student with the definition and concepts of civic education and citizenship. Concepts like human values and moral consciousness are discussed. At the end of this lesson, students would be able to;

- Trace the etymology of civics
- Explain the importance of civics to the life of the nation
- Clearly understand moral concepts
- Define who a citizen is and what is citizenship
- State how one can become a citizen in a country
- Understand the functions of the state to the citizens and vice versa.
- Identify the differences between, ethics and he law
- Understand deontology and professionalism

1- Understanding civics education

- Definitions
- Importance of civics

2- Civics and its concepts

- Moral concepts
- Justice and the law
- Human qualities, values and norms

3- Citizenship

- What is citizenship
- Difference between citizens and foreigners
- Ways of becoming a citizen or a national

4- Functions of the state and its citizens

- Protection
- Education
- Job provisions
- Health
- Assistance
- Tax paying
- Voting
- Observing and respect of national laws

5- Ethics, deontology and professionalism

- Understanding Ethics
- Sources of ethics
- Deontology, Professional ethics and professionalism
- Evolution of ethics
- Relationship between morality, law and ethics
- Professionalism
- Codes of ethics

➢ **Labor Law: 1 credit (15 hours)**

A- First part

1. The concept of Law;
2. The characters of the Law Rule;
3. Sources of Law (Hierarchical norms);

4. Enforcement (Non-retroactivity of the law and the territoriality of the law);
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law);
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression);

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation;

Resolution of labor disputes

Field : TOURISM AND HOTEL MANAGEMENT

Specialty :

HOTEL MANAGEMENT AND CATERING

Field:	TOURISM AND HOTEL MANAGEMENT
Specialty:	**Hotel Management and Catering**

1. The objective of the training

The HND specialty hotel management aims to train students in the trades of hotel management establishments catering by providing them with all the management techniques and skills that will enable them to serve customers welcome and give proper care. After the training in this course, the students must be able to:

- Plan and manage economic operations of Hotel establishments;
- Plan and manage various sections of an Hotel establishment;
- Manage any size of Hotel Organizations

2. Research Skills

→ **General skills**

- Communicate in a professional framework in French, English and other foreign languages;
- Develop business plans;
- Run a team;
- Master the tool basic computing;
- Create and manage a business;
- Use the tools of management for decision-making;
- Understand the environment and the operation of the hotel establishments;
- Plan and follow-up of the work.

→ **Specificskills**

- Know the hotel products;
- Know the typology of the clientele in hotels;
- Have a mastery of business management;
- Have a thorough mastery of human resources management in the field of hotel management rules and regulations of hotel management;
- Establish and interpret an account operating forecast;
- Interpret the balance sheet of the company;
- Chair a meeting;
- Have a good command of the legislation in hotels;
- Have a thorough master ship of catering;
- Have knowledge in accommodation (floor, reception deskcaretaker and concierge);

- To be able to work in a team;
- To demonstrate their adaptability, flexibility and taking responsibility in the framework of activities and professional practice;
- Master the tools and technical communication;
- Be able to assess and train the staff.

3. Career opportunities

- Responsible for service in the hotel or the restaurant;
- Employee in an independent hotel or a restaurant;
- Receive and serve clients;
- Assistant Room maid;
- Hotel Captain;
- Director of accommodation;
- Director of the catering;
- Director of Operations;
- Director of a hotel enterprise.

4. Organization of the Teachings

FIRST YEAR – FIRST SEMESTER

Field of study: Tourism and Hotel Management		Specialty: Hotel Management & Catering					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HMC111	Mathematics and Statistics	35	20	0	5	60	4
HMC 112	Food Microbiology/Food Science/ Food service safety & Sanitation	40	30	0	5	75	5
Professional Courses 60% (4UC) 18 credits270 hours							
HMC 113	Introduction to Tourism	30	10	15	5	60	4
HMC 114	Bar Restaurant Management Technology I	30	10	15	5	60	4
HMC 115	Management of accommodation institutions I	50	5	15	5	75	5
HMC 116	Culinary technology and Food Production I	25	5	40	5	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
HMC 117	Bilingual training	30	10	0	5	45	3
Total		**240**	**90**	**85**	**35**	**450**	**30**

FIRST YEAR – SECOND SEMESTER

Field of study: Tourism and Hotel Management		Specialty: Hotel Management& Catering					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HMC 121	Law and regulations	35	10	10	5	60	4
HMC 122	Hotel Accountancy I/Hotel Marketing	45	20	5	5	75	5
Professional Courses 60% (4 UC) 18 credits 270 hours							
HMC123	Culinary Arts and Pastry Techniques	40	10	20	5	75	5
HMC 124	Bar restaurant Management Technology II	40	10	20	5	75	5
HMC 125	Housekeeping and Accommodation Techniques I	20	5	30	5	60	4
HMC 126	Knowledge of cheese and Oenology	20	5	30	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 credits 45 hours							
HMC127	Creation of enterprises, general accounting and taxation	30	10		5	45	3
Total		**230**	**70**	**115**	**35**	**450**	**30**

SECOND YEAR: THIRD SEMESTER

Field of study: Tourism and Hotel Management		Specialty: Hotel Management&Catering					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HMC231	Computer Application	30	20	5	5	60	4
HMC232	Human Resource Planning And Development	40	20	10	5	75	5
Professional Courses 60% (4 UC) 18 credits 270 hours							
HMC 233	Hotel Engineering	40	10	20	5	75	5
HMC 234	Housekeeping, Accommodation Techniques II	40	10	20	5	75	5
HMC 235	Pastry & Bakery Techniques	20	5	30	5	60	4
HMC 236	Culinary Technology/ Food Production II	20	5	30	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 credits 45 hours							
HMC 237	Civic Education and Ethics	30	10		5	45	3
Total		**220**	**80**	**115**	**35**	**450**	**30**

SECOND YEAR: FOURTH SEMESTER

Field of study: Tourism and Hotel Management		Specialty: Hotel Management& Catering					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
HMC241	Economy and issues of tourism	25	20	10	5	60	4
HMC 242	Personality And Communication Development	35	20	15	5	75	5
Professional Courses 60% (4 UC) 18 credits 270 hours							
HMC 243	Catering Management	40	10	20	5	75	5
HMC 244	Introduction to project Management /Hotel Marketing Management	20	10	10	5	45	3
HMC 245	Hotel standards and Procedures/ Hotel Catering law	40	5	30	-	75	5
HMC246	Professional internship			60	30	90	6
Cross-Sectional Courses 10% (1 UC) 3 credits 45 hours							
HMC247	Basics of Foreign Language	30	10		5	45	3
Total		**170**	**75**	**145**	**60**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ HMC 111: Mathematics and Statistics

- **Mathematics and Statistics : 4 credits (60 hours); L, T, SPW**

- **General Mathematics I: 1 credit (15 hours); L, T, SPW**

Algebra vector spaces

1. **Polynomials**
   - Polynomials characteristics.
2. **Vector space**
   - Linear applications.
3. **Matrices**
   - Operations on the matrices;
   - Matrices associated with a linear application; matrices and determinants.
4. **The Determinants**
   - Determinant of a square matrix;
   - Calculation of the determinants of order less than or equal to 3.
5. **Differential equations and linear recurential of order 2 with constant coefficients;**
6. **Mathematical applications in economics and management.**

- **General Mathematics II: 1 credit (15 hours); L, T, SPW**

1. The real numbers;
2. Numerical Functions of a real variable, limit, continuity;
3. Differentiability, extrema, theorem of Rolle and finished increases;
4. Polynomials, fractions, rational;
5. Study and graphic representation, reciprocal functions;
6. Limited developments, integrals and applications to calculations of areas;
7. Digital Suites: Direction of variation, convergence;
8. Arithmetic Suites, Suites geometrical, recurring suites of order 1;
9. Mathematical applications in economics and management.

- **Statistics : 2 credits (30hours); L, T, P, SPW**

1. **Statistical series to a variable**

Definition and vocabulary;

- Graphicalrepresentation;
- Characteristics of central tendency and dispersal characteristics:
  - Average;
  - Mode;
  - Median;

- Gap-type;
- Quantities;
- Coefficient of variation.

2. **Statistical series of two variables**
    - Definition and vocabulary;
    - Cloud of points;
    - Average point;
    - Covariance and covariance matrix of 2 variables;
    - The coefficient of correlation and regression;
    - Linear adjustment by the method of least squares.

❖ HMC112: Food Micro Biology / Food Science. Food service Safety & Sanitation

➢ **Food Micro Biology / Food Science. Food service Safety & Sanitation: 5 Credits (75 hours); L, T, P, SPW**

1. Scientific vocabulary and basic techniques
2. Recognition of the principles that govern the culinary transformations of food, a balanced diet
3. Organoleptic properties
4. Sanitary Safety of culinary Productions
5. Safety and security of goods and people in the hotel businesses and catering
6. Microorganisms affecting food safety and their classification
7. Classes of food and vitamins
8. Food Poisoning and Remedy
9. Waste Management

❖ HMC113: Introduction to Tourism: 4 credits (60 hours); L, T, P, SPW

1. The concept of tourism
2. The different forms of tourism
3. The establishments of tourism
4. The hotel sector in the tourism industry
5. The different actors in this industry
6. World's leading touristic destinations
7. Touristic sites and tourism products
8. Notions of travel agencies and different types of transport

❖ HMC 114: Bar Restaurant Management Technology I: 4 credits (60 hours); L, T, P, SPW

1. Study and initialization with the premises, equipment, the hardware of the bar and the restaurant
2. Implantation of a restaurant, choice of site and equipment
3. Different types of restaurants
4. Techniques of implementation.
5. Techniques of service of various dishes and drinks and the rules to be followed during service
6. Different types of services practiced in the restaurant
7. Menu planning and different types of menus
8. Practical work

    Task-01: Holding Service Spoon & Fork
    Task-02: Carrying a Tray / Salver
    Task-03: Laying a Table Cloth
    Task-04: Changing a Table Cloth during service
    Task-05: Placing meal plates & Clearing soiled plates
    Task-06: Stocking Sideboard
    Task-07: Service of Water
    Task-08: Using Service Plate & Crumbing Down
    Task-09: Napkin Folds
    Task-10: Changing dirty ashtray
    Task-11: Cleaning & polishing glassware
    Coffee preparation and service
    Tea preparation and service
    Soft drinks and fruit juice preparation and service

Bar Management Technology

- Understand the principles of alcoholic beverages production and service
- Know the classification and characteristics of wines
- Know the classification and characteristics of spirits, liquors and cocktails
- Know the classes and service of non-alcoholic beverages
- Know the quality and control standards of alcoholic and non-alcoholic beverages
- Understand skills involved in cocktail preparation
- Understand the importance of planning and organization for special functions

❖ HMC 115: Management of accommodations institutions /Human resources management: 5 credits (75 hours), L, T, P, SPW

1. Develop a policy of employment
2. Manage the budget assigned to the staff

3. Administer the staff (recruitment, reception and integration, staff monitoring and careers, remuneration, etc.)
4. Inform, communicate and train

✓ **Accounting and financial management**

5. Participate in the establishment of a financial information system
6. Carry out of operating budgets
7. Participate in the evaluation of investment needs and in funding and, choose the modes of financing in relation with the Financial Partners
8. Manage and do to the financial control of the cycle of exploitation
9. Make financial forecasts and cash flow

✓ **Front Office Management**

- Hotel organisation and the front office
- Yield Management
- Staffing the front office
- Job description
- Functions of various front office personnel
- Effective interdepartmental communication
- Reservation Management
- Room Management and sales
- Products of the hotel
- Hotel balance sheet, recording and interpretation
- Managing clients' stay
- Dealing with clients'' complaints
- Customer service and customer satisfaction
- The night auditor job
- The concierge job

✓ **Food Service Sanitation & Safety**

Hotel Food service sanitation and safety

Objectives:

- Understand the importance of Sanitation and personal hygiene with maintaining food safety.
- Learn proper procedures for washing hands and using disposable gloves
- Gain knowledge of the different ways food may become unsafe
- Learn what HACCP and how it applies to your day-care
- Review types of record keeping
  - Food service sanitation
  - Sanitising equipment
  - Sanitising the work place
  - Personal Hygiene

- Food Safety Management Systems
- H. A. C. C.P, S. A. F. E.
- Monitoring and Recording
- How are the controls measures checked and recorded?
- Control measures and critical limits
- Food contamination and Food Intoxication
- Food borne illnesses
- Water borne illnesses
- Air borne illnesses
- Food borne illness outbreak
- Food rotation

✓ **Hotel costing& controls**

- Understand the nature of cost
- Understand the cost calculations
- Understand how to calculate the costing of different dishes
- Know the banquet costing
- Understand meat costing
- Know different portion control methods
- Understand store control system
- Know the use of monthly figure and operating system
- Know the notion ale behind feeding and its effect on food cost
- Understand how to monitor food waste

➢ **Administrative management:1 credit (15 hours); L, T, P, SPW**

1. Participate in the implementation and monitoring of the Administrative organization
2. Determine the need for information, manage documents and the circuits of documents
3. Achieve the brackets of the internal and external communication of the company
4. Develop procedures and documents necessary to the operation of the system of restoration or service

➢ **Action and commercial management:1 credit (15 hours); L, T, P, SPW**

1. Participate in the commercial strategy
2. Prospecting for customers and partners
3. Negotiatingduringpurchase
4. Negotiatingduringthe sale
5. Animate a team
6. Administer the purchases and sales
7. Manage the human, material and financial resources

❖ HMC116:Culinary Technology & Food Production I: 5 credits (75 hours); L, T, P, SPW

- Design the layout of a modern kitchen. Explain the flow of work and factors determining location of a kitchen and its sections.
- Explain the factors to be considered for the provision of lighting, ventilation, floors, walls, ceiling and drainage system in kitchen planning.
- Explain the criteria for allocation of space, department and segmentations in a kitchen layout.
- Describe the two main types of equipment layout in a kitchen:
    a. Island arrangement
    b. Long line/wall
- List all large, mechanical and small equipment tools and utensils used in a large kitchen.
- Explain the uses of the equipment in the different arrangements
- Explain the criteria used in selecting kitchen equipment regarding the manufacture, durability, price, efficiency, and maintenance after purchase and warrantees
- Clean and maintain equipment
- Explain the necessary precautions in the use of equipment
- Identify various types of commodities and assess their uses, cost, storage hygienic handling and nutritional value.
    a. Meat e.g. beef, lamb, pork, goat etc.
    b. Plant and cereals e.g. fruits, vegetables, cereals, herbs, sugar.
    c. Milk and dairy products e.g. milk, cheese, cream etc.
    d. Processed meat e.g. poultry, games, fish, beef, pork etc.
    e. Fats and oil
- Compare the fresh and convenience products with reference to quality, use, cost, storage hygienic handling and nutritional value in cookery
- List the specifications and quality ecognition of \fresh and convenience products
- Explain the importance of menu in the preparation and presentations of foods
- Explain the effects of bad menu planning
- Describe the factors to be considered in planning menu.
- Prepare various types of menu to include: cyclical menu, picnics menu.
- Prepare specialty menus for lunch and dinner to include: ethnic e.g. Chinese, Indian, French, Cameroonian dishes

❖ HMC117 : Bilingual training :3 Credits (45 Hours)

➢ Bilingual Training I

- **English: 1 credit (15 hours)**

1. Vocabulary
- Technical and usual vocabulary of the specialty
2. Grammar
3. Bilingual expression
- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication
4. Autonomous reading of "writings" of all levels
- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. Write clear, detailed texts
- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Lettre/memo writing and minutes of a meeting

- **French : 1 credit (15 hours)**

1. Vocabulaire
- Vocabulaire technique usuel
1. Grammaire
- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ HMC121: Law and regulations: 4 credits (60 hour; L, T, P, SPW

- .Basic rules in law
- Labour law
- Commercial Law
- Administrative law
- The collective agreement of the cafes, hotels, bars, restaurants (CHBR)

❖ HMC122: Hotel Accountancy / Hotel Marketing

➢ **Hotel Accountancy : 3 credits (45hours); L, T, P, SPW**

1- DOUBLE ENTRY BOOK KEEPING

- Introduction, Accounting concepts and conventions

2- BOOKS & JOURNAL

- Accounts –Classification of Accounts
- Rules for debiting and crediting
- Posting from Books
- Purchase Book
- Sales Book
- Purchase return Book
- Multi Columnar cash Book
- Petty cash Book
- Postings from subsidiary book
- Trial Balance

3- FINAL ACCOUNTS

- Preparation of Trading and profit and loss accounts
- Balance sheets

4- CONCEPT OF COST-ELEMENTS OF CASH AND PROFITS

- Ingredient Costing
- Hotel cost Sheet
- Food cost percentage

5- HOTEL ACCOUNTS

- Guest Ledger
- Register of coupons issued
- Register of Reservation
- Guest Registration card bill
- Arrival Departure
- Daily Food cost sheets

- **Hotel Marketing : 2 credits (60 hours); L, T, P, SPW**

1. Elaboration of the commercial offer
2. Conquest and customer loyalty
3. Negotiation in the area of purchase
4. Elaboration of the negotiating plan
5. Elaboration of commercial action plan
6. Marketing Hotel Products
7. Marketing Restaurant products
8. Hotel marketing Strategies
9. Customer service and Retention Strategies

❖ HMC123: Culinary Arts and Pastry Techniques: 5 credits (75 hours); L, T, P, SPW

- Knowledge and premises and equipment of work
- Organization of the production according to the types of restaurant
- Techniques and culinary preparations of base (using the technical sheets of manufacturing)
- Gestures& Culinary Arts principles
- Local cuisine (composition of balanced menus from the basic recipes)
- Describe the structure and nutritional composition of meat.
- Identify cuts of meats for various uses applying various techniques steaks, strips, fillet, chops, cubes etc.
- Describe the effect of heat on different cuts of meats.
- Identify healthy and wholesome birds.
- Identify diseased poultry.
- Prepare poultry for cooking
- Prepare poultry and games applying garnishes, flavourings, savings, stuffing etc.
- Describe portion control in the preparation production and service of poultry and games dishes including dressing, carving and boning.

- Classify fish and sea foods.
- Clean, preserve and store fish and sea foods in 3.1 above.
- Explain the food value and effect of cooking on fish.
- Prepare, cook and present various kinds of fish and sea foods dishes applying
    - Boiling
    - Poaching
    - Grilling
    - Frying
    - Baking
    - Steaming
    - Stewing
- Explain the conditions required in pastry and confectionery making.
- Identify different types of pastries and confectioneries.
- Identify different faults common in pastry and confectionery making and their remedies.
- Bake, cakes and other pastry products for various occasions.
- Decorate the cakes and pastries.

❖ HMC124: Bar Restaurant Management Technology II: 5 credits (75 hours); L, T, P, SPW

1. Lay out, Implantation and Importance of a bar
2. Different types of bars
3. Bar products and ingredients
4. Non-alcoholic drinks
5. Classification of alcoholic drinks
6. Organisation of service in the bar
7. Bar personnel and the organograms
8. Bar Management
9. Classification of purchases, management documents
10. Stock management and valorisation
11. Cocoa & Malted Beverages
12. Preparation & Service
13. Proposals of benefits tailored to the different formulas of catering (Traditional, events, theme, catering service, etc.)
14. Coordination between the restaurant and the other services
15. Ordering and tracking of supply
16. Calculate costs and analyse the sales
17. The Banquet service, banqueting and event planning
18. Cocktail service and organisation of cocktails
19. Table setting and different types of table dispositions

❖ HMC125:Housekeeping &Accommodation Techniques I

➢ **Housekeeping & Accommodation Techniques I: 4 credits (60 hours); L, T, P, SPW**

- Housekeeping department, layout, implantation and importance

1. Housekeeping hygiene
2. Staffing and staff duties
3. Organisation and the organograms
4. Housekeeping principles
5. Types of hotel rooms
6. Qualities of good linen.
7. Standard sizes of bed & bath linen.
8. Purchasing linen.
9. Hiring linen.
10. Establishing par stock.
11. Stocktaking & records maintained.
12. Activities in the linen room.
13. Features of the good linen room.
14. Linen Issuing system.
15. New for old system, topping up system
16. Uniform Section
17. Laundry Operations
18. Laundry Layout, location, size & equipments
19. Functioning of Laundry machines
20. Guests' personal laundry
21. Classes of stains
22. Groups of stains removal agents
23. Treatment of unknown & specific stains
24. Classification of fibers, weft, warp & selvedge
25. Weaves qualities of Textile fibers
26. Characteristics & uses of fabrics
27. Finishes applied to fabrics
28. Common pests encountered
29. Effective pest control measures
30. Principles of Flower Arrangements
31. Styles of Flower Arrangements
32. Flowers & foliage, containers stem holders & other
33. accessories
34. General guidelines, colour schemes

❖ HMC 126 Knowledge of cheese and oenology

➢ **Knowledge of the cheeses: 4 credits (60 hours); L, T, P, SPW**

- Milk as raw material for cheese production
- Microorganisms responsible for cheese maturation
- Types of cheeses

- Cutting method adapted to the shape of the cheese;
- The families of cheese;
- The simple service of cheese;
- The simple presentation of an assortment of cheeses
- The vine and the grape**-** Raw materials for wine production
- Conditions affecting wine Production

➢ **Oenology: 2 credits (30 hours); L, T, P, SPW**

- The wine industry
- Wine Production of different wines
- Red Wines
- White wines
- Rose wines
- Wine Conservation and aging
- World leading production regions
- Wine and dish harmony

❖ HMC 127: Business creation, General Accounting and Taxation: 3 credits (45 hours); L, T, P, SPW

➢ **Business Creation: 1 credit (15 hours); L, T, P, SPW**

1. Concept of contractor
2. Motivations to the creation of a business
3. Search for ideas and Evaluation
4. Research Funding
5. Choice of legal status
6. Ethical aspects of business
7. Preparation of the business plan

➢ **General Accounting I: 1 credit (15 hours); L, T, P, SPW**

1. The heritage
2. The flows in the company and their registration
3. Relationship balance, balance sheet, Result
4. Accounting Law and the accounting plan
5. Purchases and sales
6. The charges and the products
7. Accessory expenses on purchases and on sales
8. Accounting for Service Companies
9. The packaging
10. The transport
11. The conventional financial system
12. The payment in cash
13. Long-term payment

14. Acquisition and production of capital property
15. Vat, excise duty, withholding tax levy on Rent
16. Salaries and Wages

- **Taxation: 1 credit (15 hours); L, T, SPW**

1. **General introduction**
   - The role of the tax;
   - Sources of the tax law of Cameroon;
   - Structure of the tax system in Cameroon;
   - Establishment of the tax (liquidation base unto recovery);
   - Classification of the tax.
2. **Vat and excise duty**
   - Field of application;
   - Systems of taxation;
   - Chargeable event and chargeability of VAT and excise duty;
   - Calculation of the VAT to be repaid to the treasury or credit of VAT (with filling of the Declaration);
   - Regularizations of VAT.
3. **Tax on the income of individuals**
   - General information;
   - Systems of taxation;
   - Determination of the tax base by category of income as well as the aggregate net income;
   - Calculation of the tax;
   - Modalities of perception.

❖ HMC 231:Computer Application: 4 credits (60 hours); L, T, P, SPW

- Application & the uses of Information Technology in the Hospitality Industry Examples of use of Computers in Front/Outlets etc.
- Introduction to different Computer Related terms/concepts
- Different types of Microprocessors & other Hardware Terminology
- Hardware & Software – the distinction
- Introduction to different kinds of OS used in case of stand alone PC/Network
- Single user/multi user OS(DOS/UNIX)
- Windows Professionnal
- File Handling Concepts under DOS/WINDOW
- Concept of Computer File & its storage
- Ways of maintaining Files under DOS/Windows
- DOS utilities/File Manager
- Overall windows operation
- Introduction to different windows based package

❖ HMC232: Human Resource Planning And Development: 5 credits (75 hours); l, T, P, SPW

- Concepts and process of Human Resource Planning
- Macro-level scenario of Human Resource Planning
- Methods & techniques – demand forecasting
- Job evaluation – concepts, scope & limitation
- Job Analysis & job descriptions
- Job evaluation methods
- Human Resource Information Systems
- Human resource Audit
- Human resource Accounting
- Human resource development – an overview
- Human resource development systems
- Task Analysis
- Human Resource development in service industry
- Organizing for Human resource Development
- Emerging trends & perspective

❖ HMC 233: Hotel Engineering: 5 credits (75 hours); L, T, P, SPW

- The principles for the development of a site
- The structural elements and architectural features of the buildings
- The elements of design and decoration
- The facilities and special equipment in hotel services
- The lighting and heating
- The packages in Hotels
- The services of hotels
- The hotel contracts
- The forms of catering
- Plumbing & Sanitation
- Plumbing Terminology
- Storage of Water
- Storage capacity
- Traps
- Plumbing practice
- Safety & precaution
- Sanitary systems
- Fitting
- Water Closets
- System of hot & cold supply
- Electricity
- Fuse

- Fire Precaution
- Fire Prevention
- Types of Extinguishers
- Kitchen equipment
- Stores
- Convention Oven
- Microwave
- Steamers
- Deep fat Fryers
- Refrigerators
- Dish washing Machine
- House Keeping Equipment
- Transfer of Heat
- Gas & Electricity
- Composition & purification of Water
- Hard & Soft water
- Thermostats
- Fuels & Classification

❖ HMC234: Housekeeping & Accommodation Techniques II

➢ **Housekeeping &Accommodation Techniques: 5 credits (75 hours); L, T, P, SPW**

- Cleaning methods and cleaning equipment
- Guests supplies
- Standard procedures
- Linen, linen maintenance and management
- Work coordination and records
- Housekeeping relationship with other departments
- Know the structure and features of the rooms division in hotels
- Identify the expectations and needs of different customers.
- Appreciate the importance of service quality or competitive advantages Discuss how providers achieve competitive advantage through quality service.
- Discuss the expectations and needs of different guests
- Describe the organizational structure of the accommodation function in hotels I.e. rooms division.
- Explain the role of each department in the rooms division of a hotel i.e. the front office and housekeeping.
- Discuss the relationship between front office and housekeeping department.
- Identify the differences in organizational structure that exist in small, medium and large hotels.

❖ HMC235: Pastry & Bakery Techniques

- **Pastry and Bakery Techniques: 4 credits (60 hours); L, T, P, SPW**

1. Organization of the production;
2. Main techniques and preparations in pastry using the technical sheets of manufacture;
3. Ordering and follow-up of supply;
4. Calculation and analyses of the costs and ratios;
5. Promotion of package, seasonal cycle of the products.

❖ HMC236: Culinary Technology& Food Production II: 4 credits (60 hours); L, T, P, SPW

1. Animate, motivate and train the production team
2. Optimize the means of production
3. To coordinate the operations of production and distribution
4. Apply the basic theories and related to foods and cooking as well as to all aspects of food preparation

❖ HMC237: Civic Education and Ethics: 3 credits (45 hours); L, T, P, SPW

The Concepts

- The citizen;
- The Nation;
- The State;
- Publics Property and collective's goods;
- The freedoms;
- The public service;
- Ethics;
- Ethics, Law and reason;
- Ethical Problem ;
- Ethics and management.
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ HMC241: Economy and Issues of Tourism: 4 credits (60 hours); L, T, P, SPW

- Analysis of the macroeconomic framework of the tourism;
- Elaboration of economic aggregates in tourism;
- The market of tourism, hotel and catering;
- Collection of data and statistics;
- Tourism demand;
- The tourist offer.

❖ HMC242: Personality and Communication Development

➢ **Personality and Communication Development: 5 credits (75 hours); L, T, P, SPW**

- Historical event connected with general awareness.
- Geographical general awareness.
- Science related awareness.
- Group discussion
- Speech on given topic.
- Extempore speech.
- Technique of writing official letters connected with Hospitality Industry.

❖ HMC243: Catering Management: 4 credits (60 hours); L, T, P, SPW

- Introduction to Catering Management
- Principles & functions of catering Management
- Tools of Catering Management for the following organizational
  - Top Management
  - Middle Management
  - Line Management
  - Operational Staff (workers)
- Management of Resources available to the Catering Manager
- Menu
  - Planning
  - Designing
  - Analysis
  - Merchandising
- Kitchen Planning
  - Area selection
  - Space requirement

- Policy formulation
- Setting of equipments
- Maintenance
- Food & Beverage service area:
- Planning, Layout & Designing
- Establishing staffing levels:
- H.R.D. in Catering Industry

❖ HMC244: Introduction to Projects Management / Hotel Marketing Management

➢ **Introduction to Project Management of: 1 credits (15 hours); L, T, P, SPW**

1. Steps for the realization of a project
2. Project management tools

➢ **Hotel Marketing Management** : **2 credits (30 hours); L, T, P, SPW**

- Characteristics of a service, their marketing implications, Internal marketing,
- Marketing and non profit organisation
- Overview of mix components – product, price, promotion, place, people,
- Independence and Interdependence of Elements, Application to srevice
- Definition of market segmentation – bases used, conditions, advantages and disadvantages
- Product life Cycle – stages and possible uses
- Scope, process, role of Market Research, Secondary information, sources, range &importance
- Primary date allocation methods including random, quote, observation, experimentation, convenience, postal & telephone
- Advantage & Disadvantages

❖ HMC245: Hotel standards and procedures, Hotel & Catering Law

➢ **Hotel standards and procedures, Hotel & Catering Law: 5credits (75 hours); L, T, P, SPW**

1. The construction standards
2. Security standards
3. International norms and standards in the field of hotel
4. Regulation of the urban planning

5. Hotel Catering law
   - Know law of contract.
   - Know the rights of quest in residence.
   - Know the food and drug decree of 1973.
   - Understand the hygiene regulation.
   - Know liquor licensing laws.
   - Understand staff employment regulations
   - Understand wages and national wage payment guide.
   - Know torts and occupiers liability.

❖ HMC246: Professional internship

The professional internship: 6 credits (90 hours); L, T, P, SPW

1. Arrival and into the enterprise
2. Working in a company
3. The holding of the trainee diary
4. The choice of the theme of work: in collaboration with professional and academic mentors
5. Elaboration of the canvas of research
6. The resources to use
7. The organization of work
8. Drafting of the report
9. Presentation of the report before a jury

❖ HMC 247: methodology for drafting the internship report/ Foreign Language (German, Spanish Italian or Chinese): 3 credits (45 hours); L, T, P, SPW

➢ **Methodology for drafting the report of internship: 1 credit**

1. The collection of information
2. How to make a report
3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report

7. The acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted , punctuation, graphic charter)
15. How to prepare the defense

- **Foreign Language II: L, T, : 2 credits (30 hours)**

The Minister of Higher Education

Pr Jacques FAME NDONGO

DOMAIN

ARTS AND CULTURE, EDUCATION AND COMMUNICATION

Field : EDUCATION

Specialty :

DIDACTICS, CURRICULUM DEVELOPPEMENT AND TEACHING

Field:	EDUCATION

Specialty:	Didactics, Curriculum Development and Teaching

1. The objective of the training

To provide professional training for graduates from various subject areas wishing to teach or who are teaching at secondary school system and educational settings.

2. Expected skills

→ **General skills**

- Understand the professional and economic environment and education
- Master the use of the compute
- Be apt in oral and written communication
- Be capable of team leadership

→ **Specific Skills**

- Create an effective learning community, based on experience
- Make learners central and the curriculum responsive to their needs
- Customize and apply curricular to almost any school or district anywhere
- Illustrate a concept of curriculum by describing it and using questions that translate the concept to a particular setting
- Learn about curriculum in relation to culture, instruction-assessment
- Promote learner-centred education, competency-based systems, self-directed learning, personal growth, and much more.
- Translate government policies on primary and secondary education into measurable objectives, programs and activities
- Develop and revise syllabuses
- Develop teaching and learning materials that support the syllabuses
- Promote creative teaching and interactive methodologies
- Organize courses on curricular matters
- Test and evaluate the curriculum
- Research into curricular issues

3. Career opportunities

- Curriculum developer
- Curriculum evaluator
- Didactician

4. Organization of the Teachings

- **First semester**

Field of study: EDUCATION		**Specialty: Didactics, Curriculum Development and Teaching**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
CDT 111	Psychology of Learning	40	15	15	5	75	5
CDT 112	Philosophy of Education	30	10	15	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
CDT 113	History of Education	45	10	10	10	75	5
CDT114	Child Psychology	45	10	10	10	75	5
CDT 115	Introduction to Curriculum Development	30	10	10	10	60	4
CDT 116	Research Methodology	20	10	20	10	60	4
Cross-sectional Courses 10% (1 UC) 3 Credits (45 hours)							
CDT 117	Bilingual training I	20	10	10	5	45	3
Total		**230**	**75**	**90**	**55**	**450**	**30**

- **Second semester**

Field of study: EDUCATION		**Specialty: Didactics, Curriculum Development and Teaching**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
CDT 121	Introduction to Measurement and Evaluation in education	30	15	10	5	60	4
CDT 122	Introduction to Curriculum Studies and Teaching	40	15	10	10	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
CDT 123	Curriculum issues and trends in Cameroon	20	10	20	10	60	4
CDT 124	Educational policy & planning	35	10	20	10	75	5
CDT 125	General Teaching Methods	35	10	20	10	75	5
CDT 126	Professional Internship I				60	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
CDT 127	Computer application in Education	10	10	20	5	45	3
Total		**170**	**70**	**100**	**110**	**450**	**30**

- **Third semester**

Field of study: EDUCATION		**Specialty: Didactics, Curriculum Development and Teaching**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
CDT 231	Inclusive Practices in Schools	40	10	15	10	75	5
CDT 232	Introduction to Educational Technology	30	10	10	10	60	4
Professional Courses 60% (4 UC) 18 Credits 270 hours							
CDT 233	Introduction to Economics of education	30	15	20	10	75	5
CDT 234	Principles of Instructional Design	30	15	20	10	75	5
CDT 235	General phonetics	20	10	20	10	60	4
CDT 236	Environmental Education	20	10	15	15	60	4
Cross-sectional Courses 10% (1 UC) 3 Credits 45 hours							
CDT 237	Bilingual Training II/ Labor Law	20	10	10	5	45	3
Total		**190**	**80**	**110**	**70**	**450**	**30**

- **Fourth semester**

Field of study: EDUCATION		**Specialty: Didactics, Curriculum Development and Teaching**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
CDT 241	Professional training	40	15	15	5	75	5
CDT 242	Human Resource Management in education	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits 270 hours							
CDT 243	Curriculum and Instruction	20	10	20	10	60	4
CDT 244	Curriculum Development Process	30	15	20	10	75	5
CDT 245	Sociology of Education	20	10	15	15	60	4
CDT 246	Professional Internship II				75	75	5
Cross-sectional Courses 10% (1 UC) 3 Credits 45 hours							
CDT 247	Civics and Moral Education	20	10	10	5	45	3
Total		**160**	**75**	**90**	**125**	**450**	**30**

L: Lecture T: Tutorials P: Practical SPW: Student Personal Work

5. Courses content

❖ CDT 111: Psychology of Learning

- **Psychology of Learning : 5 credits (75 hours); L, T, P, SPW**

Objective: To provide students with in-depth knowledge of human learning and their application to the teaching and learning context. At the end of the course, students will be expected to explain the meaning and nature of human learning and their implication to classroom practice; identify and discuss difficulties in the transfer of learning.

Content:

1. Definition of Learning and other learning related concepts
2. Types of learning
3. Learning theories (behavioral, cognitive, humanistic and information processing theory)
4. Factors affecting learning
5. Motivation and learning
6. Individual differences
7. Strategies for teaching and learning and classroom methods of assessing learning outcome
8. Transfer of learning

❖ CDT 112: Philosophy of Education

- **Philosophy of Education: 4 credits (60 hours); L, T, P, SPW**

Objectives: Students should be able to discuss the relationship between theory, philosophy and educational practice; compare and contrast the philosophical perspectives of the various philosophers; implication of philosophies of education to curriculum implementation.

Content:

1. Explaining the concepts of education
2. Definition, purpose and types of philosophy of education
3. Philosophical school of thoughts in education
4. Indigenous and modern philosophies of education.
5. Processes of education
6. Democracy and education
7. Equality, freedom, freewill, mind, body and authority
8. Individual and Society

❖ CDT 113: History of Education I

➢ History of Education I: 5credits (75 hours); L, T, P, SPW

Objectives: To enable students understand the evolution of Cameroon educational system and the changes it has undergone from precolonial, to colonial and post-colonial times. The course should also develop in students an understanding of the difference between the English and French sub-systems of education.

Content:

1. Introduction to the history of education, Greek and Roman times
2. Western Education
3. Christian Education
4. Church and education
5. The State and education
6. Analysis of law and degrees of education in Cameroon
7. The spread of Western education overseas in the colonies

❖ CDT114: Child Psychology

➢ Child Psychology: 5credits (75 hours); L, T, P, SPW

Objectives: Students are expected to know the implications of developmental stages of the child on curriculum development and classroom practice.

Content:

1. General principles of Psychology
2. Schools of thoughts in psychology
3. Physical development
4. Social (focus on attachment) and emotional development
5. Cognitive development
6. Stages of growth
7. Difference between growth, development and maturation

❖ CDT 115: Introduction to Curriculum Development

➢ Introduction to Curriculum Development : 4 credits (60 hours); L, T, P, SPW

Objectives:

- Learners will understand some of the historical, theoretical, and philosophical influences on the school curriculum.
- The learner will examine current trends in curriculum development.

- The learner will develop an understanding of the relationship between curriculum, instruction, and assessment.
- The learner will examine the role of technology in curriculum development.
- The learner will develop an understanding of curriculum development that will assist them to actively develop curriculum and assessment strategies

Contents:

1. Introduction: Meaning of curriculum and curriculum development, types of curriculum.
2. Course design and planning
3. The broad context
4. Curriculum development
5. Strategies and models
6. strategies of curriculum development
7. objectives model
8. process model
9. models of curriculum development
10. The elements of the curriculum:
11. aims and learning outcomes
12. content
13. teaching and learning methods
14. Direct, indirect and self-directed teaching
15. Curriculum implementation.
16. Monitoring, assessment and evaluation of the curriculum

❖ CDT 116: Research Methodology

- **Research Methodology. Theoretical and practical: 4 credits (60 hours); L, T, P, SPW**

Objectives: At the end of this course, students should be able to:

- Understand the philosophical and theoretical underpinnings of research.
- Understand the various steps in a research process
- Understand the role of literature review in research
- Make a distinction between qualitative and quantitative research designs
- Understand the various research methods and which is suitable for particular research
- Understand the data collection process, instrument design, their advantages and disadvantages

- Understand the methods involved in data analysis

Content:

1. Philosophical and theoretical basis of research
2. Positivist and post positivist philosophies
3. The research process/steps in research
4. The role of literature review in research
5. Distinction between methodology and method
6. Research methodology
7. Types of research designs and methods
8. Quantitative and qualitative designs
9. Data collection instruments and process
10. Methods Data analysis and presentation
11. Discussing a research finding, conclusion and recommendation

❖ CDT 117: Bilingual training I

➢ **English: 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter / memo writing and minutes of a meeting

- **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ CDT 121: Introduction to Measurement and Evaluation in Education

- **Introduction to Measurement and Evaluation in Education: 4 credits (60 hours); L, T, P, SPW**

Objectives: At the end of this course, students should be able to:

- Define measurement and evaluation
- Differentiate between measurement and evaluation
- Test and measurement

- Describe the various measurement scales (nominal, ordinal, interval and ratio)
- Identify the role of evaluation in our education system
- Bring out the problems of evaluation

Content

1. What is measurement
2. What is evaluation
3. Scales/levels of measurement (Nominal, ordinal, interval & ratio)
4. Error of measurement
5. Basic concepts of assessment and evaluation
6. Importance or functions of test and measurement
7. Curriculum evaluation
8. Learning results evaluation
9. Evaluation models
10. Statistical techniques for analysing evaluation data; analysing qualitative data.
11. Problems of evaluation

❖ CDT 122: Introduction to Curriculum Studies and Teaching

➢ Introduction to Curriculum Studies and Teaching: 5 credits (75 hours); L, T, P, SPW

Objectives: Designed to strengthen classroom teaching, understanding of various subjects, with the ability to design new approaches to improve student achievement and instruction.

Content:

1. Definition of curriculum and teaching
2. Relationship between curriculum and teaching
3. Syllabus interpretation and implementation
4. Assessment and evaluation
5. Curriculum implementation and context
6. Curriculum strategies to facilitate teaching in schools

❖ CDT 123: Curriculum issues and trends in Cameroon

➢ Curriculum issues and trends in Cameroon: 4 credits (60 hours); L, T, P, SPW

Objectives:

At the end of this course, the student should be able to understand the major issues and trends from the colonial to post-colonial curriculum in Cameroon. Students should

further be aware of the need for a curriculum that is relevant to the Cameroon context and needs of our society.

Content:

1. Meaning of curriculum issues and trends
2. Characteristics of colonial curriculum
3. Curriculum reform perspectives
4. Issues in curriculum reform such realization, harmonization, Competency Based Approach amongst others.
5. The polices of curriculum reform
6. The recommendations of the National Forum of 1995 and the law of 1998
7. Participation of international organizations
8. Role of multinationals and textbook publishers
9. Curriculum research

❖ CDT 124: Educational Policy & Planning

➢ Educational Policy & Planning: 5 credits (75 hours); L, T, P, SPW

Objectives: The course provides students with knowledge and skills for analysing educational programmes and policies in schools.

Content:

1. Definition of educational policy and planning
2. The planning process
3. Approaches to educational planning
4. Importance of educational planning
5. Educational plans and economic and social planning
6. Cost-benefit approach to educational planning
7. Policy issues in education
8. Education and employment

❖ CDT 125: General Teaching Methods

➢ General Teaching Methods: 5 credits (75 hours); L, T, P, SPW

Objectives: To introduce students to generic and strategic applicable in the teaching of all school subjects and to provide micro- teaching opportunities for them to practice some of these methods and strategies.

Content:

1. The concept of pedagogy
2. Pedagogy differentiate from andragogy
3. Role of pedagogy in the learning process
4. Pedagogy as a generic teaching method
5. Direct teaching methods
6. Indirect teaching methods
7. Self-directed teaching methods
8. Teaching methods
9. Teaching strategies and teaching styles
10. Micro-teaching applications

❖ CDT 126: Professional Internship I

- **Professional Internship I: 4 credits (60 hours); L, T, P, SPW**

Objectives: The course is designed to give students hands-on experience in educational management and administration, as well as curriculum implementation.

Content:

1. Arrival and Business Integration
2. Working in a company or Teaching in a school.
3. The use of the Intern journal
4. Theme of work: in collaboration with professional academic mentors
5. Elaboration of the basic of research
6. The organization of work
7. Writing of partial report

❖ CDT 127: Computer Application in Education Objectives

- **Computer Application in Education Objectives: 3 credits (45 hours); L, T, P, SPW**

Objectives : At the end of this course, students should be able to:

- Understand basic concepts in computer
- Understand and use programs like windows, MS word, Excel, PowerPoint
- Understand how the social media can be used in the teaching and learning process.

Content:

1. Introduction – definition of a computer

2. Storage, retrieval and use of software (windows)
3. File management
4. Introduction to MS word, Excel, and PowerPoint
5. Use of social media in teaching and learning
6. Computer assisted instruction
7. Computer managed instruction
8. Politics of computer acquisition
9. Centralized, decentralized, and shared planning approaches to introduce computers in schools
10. Maintaining computers
11. Preparing teachers to use computers
12. Internet as educational resource
13. Online and distance learning with computers

❖ CDT 231: Inclusive Practice in School

➢ Inclusive Practice in School: 5 credits (75 hours); L, T, P, SPW

Objectives: To develop knowledge and understanding of current legislation and policy initiative related to inclusion in education.

Content:

1. Meaning of inclusive practice in education
2. Legislation and policies on inclusion
3. Managing challenging behaviour
4. Understanding diversity in children
5. Closing the gap
6. Implication of inclusion to students learning outcome
7. Inclusion and teaching methods

❖ CDT 232: Introduction to Educational Technology

➢ Introduction to Educational Technology: 4 credits (60 hours); L, T, P, SPW

Objectives: The course treats the design, implementation and evaluation of the process of learning and teaching in terms of specific objectives and using human, material and financial resources to bring about effective teaching and learning.

Content:

1. The concept of technology,
2. Instructional models,
3. Technological applications in teaching,
4. The life teacher versus media,

5. Using community resources;
6. Distance teaching strategies;
7. Print and audio-visual workshop
8. Computer workshop
9. Community resources workshop.

❖ CDT 233: Introduction to Economics of Education Objectives

➢ Introduction to Economics of Education Objectives: 5 credits (75 hours); L, T, P, SPW

Objectives : By the end of this course, students should be able to:

- Explain the economic foundation of education
- Examine the link between education and economy
- Explain the interaction between sociological and economic factors in education
- Understand the economic functions of education
- Understand the sources and problems of educational financing
- Understand the demand and supply of education

Content:

1. Definition of economics
2. Definition of economics of education
3. The interaction between sociological and economic factors in education
4. The economic functions of education
5. Education as an investment
6. The demand and supply of education in Cameroon
7. Sources of educational financing
8. Problems of educational financing

❖ CDT 234: Principles of Instructional Design

➢ Principles of Instructional Design : 5 credits (75 hours); L, T, P, SPW

Objectives: This course discusses the properties and models of instructional design and their application in course or program design in formal and non-formal learning environments.

Content:

1. Concepts of design
2. Teaching and instructional design

3. Instructional design process
4. Categorization of objectives(Bloom & Gagne schemes)
5. Lesson and program design
6. Problem solving
7. Concept learning
8. Cognitive strategies
9. Psychomotor, declarative knowledge

❖ CDT 235: General Phonetics

➢ General Phonetics : 4 credits (60 hours); L, T, P, SPW

Objective: To equip the student with techniques of communication in reference to their different disabilities.

Content:

1. Concepts: communication, phonetics, sense organs, learning deficiency
2. The quantities and the accents in phonetics
3. The Phonology or functional Phonetic
4. The phonetics (scalable, acoustic, experimental
5. The sense organs

❖ CDT 236: Environmental Education

➢ Environmental Education : 4 credits (60 hours); L, T, P, SPW

Objectives: This course is designed to foster the acquisition and transfer to knowledge, skills and effective attributes concerning the environment and its problems. It also provides competence in the teaching and supervision of the environmental education dimensions in schools.

Content:

1. The needs and basis for environmental education
2. Essential knowledge about environmental ecological system
3. Some environmental problems and their solutions
4. Teaching methodologies and activities to facilitate the teaching and learning of environmental dimensions of other subjects

❖ CDT 237: Bilingual training II (Applied) / Labour Law

➢ English: 1.5 credits (22 hours 30mn)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ French : 1.5 credits (22 hours 30mn)

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
   - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
   - Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance, d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

➢ **Labor Law: 1 credit (15 hours)**

A- First part

1. The concept of Law;
2. The characters of the Law Rule;
3. Sources of Law (Hierarchical norms);
4. Enforcement (Non-retroactivity of the law and the territoriality of the law);
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law);
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression);

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation;
5. Resolution of labor disputes

❖ CDT241: Professional Training

➢ **Professional Training : 5 credits (75 hours); L, T, P, SPW**

Objectives: the course intends to introduce the student in the classroom situation. Students study the role of the student teacher in planning for full-time teaching.

Contents:

1. Reviews classroom procedures, organization, planning, and technologies, and covers student teacher and beginning teacher procedures, general background, introduction to the classroom, teaching strategies, language, thinking, evaluation, employment (including letters of application, resume writing, and interviews), and continued professional growth
2. Micro-teaching based or specific teaching shoulls and tagets
3. Lesson planning
4. Preparation or collecting of teaching materials
5. Journal writing procedures
6. Participation in teaching practice workshop
7. Classroom observation and teaching

❖ CDT 242: Human Resource Management in Education

- **Human Resource Management in Education: 4 credits (60 hours); L, T, P, SPW**

Objectives: To teach basic principles of strategic human resource management, to enable them understand that personnel management is more integral strategy driven activity in organizations

Content:

1. Overview of human resources management and the role it plays in education
2. Staffing and training
3. Compensation, benefits and performance management system
4. Human resource law and employment
5. Labour management relations
6. Managing health, safety and workplace stress
7. Leadership and ethics

❖ CDT 243: Foundations of Multicultural Education

- **Foundations of Multicultural Education : 4 credits (60 hours); L, T, P, SPW**

Objectives: Students are expected to know how culture, race and ethnicity influences students learning and experiences in school.

Content:

1. Overview of multicultural education
2. Historical perspective of multiculturalism
3. Social structure- race, class, gender, etc.

4. Schooling and equity issues
5. Language and students achievement
6. Multiculturalism and pedagogy.

❖ CDT244: Curriculum Development Process

➢ Curriculum Development Process: 5 credits (75 hours); L, T, P, SPW

Objective: The course discusses in-depth major concepts, stages, models and tasks in the curriculum development process.

Content:

1. Processes of developing a curriculum
2. Component of the curriculum
3. Stages in the curriculum development process
4. Participants and roles in the curriculum development process
5. Objective-oriented, humanistic oriented and administrative oriented models of curriculum development
6. Curriculum evaluation models

❖ CDT245: Sociology of Education

➢ Sociology of Education: 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Identify and examine African traditional concepts and pedagogy in education
- Examine basic concepts of sociology and education
- Examine the link between education and sociology
- Examine the cultural construction of childhood and family implication in the education of young children
- Identify social rapport and network system to reinforce educational process
- Examine how gender and feminist issues influence education policies, classroom pedagogy, knowledge etc.

Content:

1. Basic concepts in sociology
2. Education and sociology of education
3. Systems theory
4. Agencies of socialization, family, church, school, society, mass media, etc
5. Traditional African pedagogy and concept of education
6. African social support, reinforcement and determined systems

7. Theories of sociology of education (functionalist, conflict and symbolic interactionist theories)
8. Education and social inequality with references to concepts of social categories, class, gender etc
9. Gender and feminist theories application on educational practices, issues of knowledge, curriculum, classroom, pedagogy, research and educational policies.

❖ CDT 246: Professional Internship II

➢ Professional Internship II: 5 credits (75 hours); L, T, P, SPW

Objectives: To provide knowledge in converting theory to practice.

Content: It involves students doing fieldwork with experienced school managers and administrators under their guidance and supervision, in collaboration with their school administrators or teachers. The student will be required to be in the field for 3 months. Essential of writing/reporting issues in the descriptive, informative, argumentative and, expository manner. Practice of proof- reading footnoting and presenting bibliographical references.

❖ DCT 247: Civics Education and Ethics

➢ Civics Education and Ethics : 3 credits (45 hours); L, T, P, SPW

The Concepts

1. The citizen
2. The Nation
3. The State
4. Public Property unto collective property
5. The freedoms
6. The public service
7. Problem of ethics
8. Ethics, Law and reason
9. Management and ethics of responsibility
10. Ethics and management
11. Ethics
12. Civics
13. Deontology
14. Moral consciousness
15. The universal declaration of Human Rights

16. Good governance in public services
17. Explain the importance of civics to the life of the nation
18. Functions of the state and its citizens
19. Deontology, Professional ethics and professionalism
20. Relationship between morality, law and ethics
21. Codes of ethics

Field : EDUCATION

Specialty :

EDUCATION MANAGEMENT AND ADMINISTRATION

Field: EDUCATION

Specialty: Education Management and Administration

1. The objective of the training

The student enrolled in HND cycle specialized in school administration introduces himself to the techniques and analysis of tools related to school governance in education; should be able to build public policy analysis tools related to school governance.

2. Expected skills

→ **Generic Skills**

- Understand the professional and economic environment and education;
- Master the use of the computer;
- Be apt in oral and written communication;
- Be capable of team leadership

→ **Specific skills**

- Know the meaning and differences between educational management and administration
- Communicate in a professional setting in French and English
- Master the basic computer tool
- Create and run a business
- Understand educational principles
- Use management and decision support tools
- To build instruments of analysis of educational facts in the field of school management
- Apply the principles of public policies in the field of education
- Analyses a school situation and draw the possible consequences

3. Career opportunities

- Manager of an educational project;
- Educational consultant;
- Analysis of training needs in education;
- School administrator or manager.

4. Organization of the Teachings

- **First semester**

Field of Study: Education		**Specialty: Education Management and Administration**					
Course code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
EMA111	Introduction to Educational management	40	15	15	5	75	5
EMA112	Introduction to educational administration and planning	35	10	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
EMA113	Demographic data and statistics in Education	40	20	10	5	75	5
EMA114	Documentation and Record Keeping in Education	35	10	10	5	60	4
EMA115	Management of Assets in Education	30	15	10	5	60	4
EMA116	Introduction to Organizational Behaviour	45	15	10	5	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
EMA117	Bilingual training I	30	5	5	5	45	3
Total		**255**	**90**	**70**	**35**	**450**	**30**

- **Second semester**

Field of study: EDUCATION		**Specialty: Education Management and Administration**					
Course code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
	Fundamental Courses 30% (2 UC) 9 Credits 135 hours						
EMA121	Introduction to Foundations of Education	45	15	10	5	75	5
EMA122	Introduction to Entrepreneurship	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
EMA123	Developmental projects in Education	30	15	20	10	75	5
EMA124	Computer Application in Education	30	10	15	5	60	4
EMA125	Introduction to Economics of Education	30	15	20	10	75	5
EMA126	Tutorial Teaching	30	10	15	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
EMA127	Education for Sustainable Development	30	5	5	5	45	3
Total		**225**	**85**	**95**	**45**	**450**	**30**

- **Third semester**

Field of Study: Education		**Specialty: Education Management and Administration**					
Course code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
EMA231	Introduction to Measurement and Evaluation in Education	30	20	5	5	60	4
EMA 232	Finance and Accounting in Education	45	10	15	5	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
EMA 233	Professional Projects in Education	20	20	10	10	60	4
EMA 234	Educational Organization and personnel Administration I	30	20	15	10	75	5
EMA 235	Research Methodology	30	20	15	10	75	5
EMA 236	Educational policy and Planning	20	10	20	10	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
EMA 237	Bilingual training II / Law	30	5	5	5	45	3
Total		**205**	**105**	**85**	**55**	**450**	**30**

- **Fourth semester**

Field of Study: Education		**Specialty: Education Management and Administration**					
Course code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
EMA241	Introduction to Human Resource Management in education	35	20	15	5	75	5
EMA242	Environmental Education	25	15	15	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
EMA243	School Mapping	20	15	20	5	60	4
EMA244	Supervision of Instruction	30	10	15	5	60	4
EMA245	Education Organization & Personnel Admin II	35	5	15	5	60	4
EMA246	Professional Internship	0	0	0	90	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
EMA247	Civics Education and Ethics	20	10	10	5	45	3
Total		**165**	**75**	**90**	**120**	**450**	**30**

L: Lecture T: Tutorials P: Practical SPW: Student Personal Work

5. Courses content

❖ EMA 111: Introduction to Educational management

- **Introduction to Educational management: 5 credits (75 hours); L, T, P, SPW**

Objectives: to provide management skills in learners to effectively manage all resources at their disposal pertaining to education.

Content:

1. Definition of concepts: management, education, educational management
2. Theories of management
3. Management of resources
4. Communication
5. Leadership styles and leadership theories
6. Approaches to the effectiveness of education
7. Case Study

❖ EMA 112: Introduction to Educational Administration and Planning

- **Introduction to Educational Administration and Planning: 4 credits (60 hours); L, T, P, SPW**

Objectives: The course is designed to provide knowledge in aspects of educational administration and planning.

Content:

1. Meaning of concepts, principles, goals and techniques of educational administration and planning;
2. Distinction between educational administration and educational management
3. Roles and functions of various educational managers and planners
4. Schools and a formal organization
5. Major theories of educational administration
6. Approaches to educational planning

❖ EMA 113: Demographic data and Statistics in Education

- **Demographic data and Statistics in Education: 5 credits (75 hours); L, T, P, SPW**

Objectives:

During the process of educational management, the student needs to understand the dynamics of the population he/she is working with. This course will introduce the

student to demographic techniques that will enable them to know more about the population under investigation.

Contents

1. Definition of concepts
2. State of the population and its effects on education
3. Population movements and their impact on education
4. Dynamics of the school population
5. Prospects for the school population
6. Determinants of the school population
7. Planning of the initial and in-service training of teachers

❖ EMA 114: Documentation and Record Keeping in Education

➢ Documentation and Record Keeping in Education: 4 credits (60 hours); L, T, P, SPW

Objectives:

The course is designed to equip students with knowledge and skills to identify various school documents and data meant for such documents for both academic and financial transactions.

Content:

1. Concept of documentation and record keeping
2. Academic data and their appropriate books in school
3. Financial records and their appropriate books in school
4. Records keeping process
5. Documentation and record keeping management

❖ EMA 115: Management of Assets in Education

➢ Management of Assets in Education : 4 credits (60 hours); L, T, P, SPW

Objectives:

At the end of the course, students should be able to identify the elements that constitute the asset/property of an educational institution as well as describe the procedure to be followed in the acquisition, management and disposal, of the said asset/property.

Content:

1. Definition of terms (asset, educational asset, management); identification of educational assets
2. Categories of educational assets

3. Procedure for acquiring educational assets
4. The exploitation of educational assets
5. Actor's role and responsibilities in the management process
6. Problems encountered in the management of assets
7. Termination of educational assets/property

❖ EMA 116: Introduction to Organizational behaviour

- **Introduction to Organizational behavior: 5 credits (75 hours); L, T, P, SPW**

Objective: provide a comprehensive analysis of individual and group behaviour in organization; how organizations can be managed more effectively and at the same time enhance the quality of employees work life.

Content

1. Definition of concepts: organization, organizational behaviour
2. Theoretical approach to organizational behaviour
3. Management issues
4. Ethical issues in organization
5. Communication
6. Motivation
7. Conflict resolution strategies
8. Leadership and management
9. Power
10. Organizational structure and Design
11. Organizational Culture and Climate
12. Study of the case

❖ EMA 117: Bilingual training I

- **Bilingual training I: 3 credits (45 hours); L, T, P, SPW**

Objective:

Conversation en français entre l'apprenant et ses camarades pour approfondir les adaptations

- **English: 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. **Vocabulary**

- Technical and usual vocabulary of the specialty

2. **Grammar**
3. **Bilingual expression**

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter / memo writing and minutes of a meeting

➢ **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;

- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ EMA 121: Introduction to Foundations of Education

➢ Introduction to Foundations of Education: 5 credits (75 hours); L, T, P, SPW

Objectives: This course is designed to provide knowledge and an overview of the conditions and historical roots of education and to enable the students develop their own understanding of teaching and education in general.

Content:

1. Definition of concepts
   - Education;
   - Foundations of Education.
2. Historical foundations of education
3. Sociological foundations in education
4. Philosophical foundations of education
5. Psychological foundations of education
6. The policy of Cameroon for the education of 1995 to our days

❖ EMA 122: Introduction to Entrepreneurship

➢ Introduction to Entrepreneurship: 4 credits (60 hours); L, T, P, SPW

Objectives:

This course aims at training students on how to create businesses that meet the needs of the economy.

Content:

1. Micro-economics equilibrium (indicators, growth, depression, balance accounts and payments)
2. Economic policy and employment (growth and revenue sharing, formation production-development)
3. Effectiveness and efficiency in education
4. Demographic evolution in the developed and developing world
5. Training and Employment

6. Training and Unemployment
7. The jobs porters in Cameroon
8. Mapping of Trades

❖ EMA 123: Developmental Projects in Education I

➢ Developmental Projects in Education I: 5 credits (75 hours); L, T, P, SPW

Objectives 1: To enable the student carryout projects in education that meet the needs of the society.

Content:

1. Meaning of projects in education
2. Types of Projects
3. Steps of developing a project
4. Case Study
5. Audits and evaluation of project
6. Evaluation and decision-making.

Objectives 2: The course aims at providing the students with knowledge and skills relating to the various models of organization analysis.

Content:

1. Overview of educational Meaning of personnel administration
2. Examination of the various models of organization analysis
3. Development of administrative structures
4. Staff management and development
5. School as a social system

- Of assessing learning outcome.
- Transfer of learning

❖ EMA 124: Computer Application in Education Objectives

➢ Computer Application in Education Objectives: 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Understand basic concepts in computer
- Understand and use programs like windows, MS word, Excel, PowerPoint
- Understand how the social media can be used in the teaching and learning process.

Content:

1. Introduction – Definition of a computer

2. Storage, retrieval and use of software (windows)
3. File management
4. Introduction to MS word, Excel, and PowerPoint
5. Use of social media in teaching and learning
6. Computer assisted instruction
7. Computer managed instruction
8. Politics of computer acquisition
9. Centralized, decentralized, and shared planning approaches to introduce computers in schools
10. Maintaining computers
11. Preparing teachers to use computers
12. Internet as educational resource
13. Online and distance learning with computers

❖ EMA 125: Introduction to Economics of Education and Planning

➢ Introduction to Economics of Education and Planning: 5 credits (75 hours); L, T, P, SPW

Objectives: This course will enable the students to be familiar with the central question in the economics of education, and be able to properly apply the appropriate economic models to the questions; to develop oral and written presentation skills.

Content:

1. General introduction
2. Clarification of the concept of planning in the context of Education
3. Educational planning in Cameroon: role of the state, school, and the community.
4. School map and the policy of Education
5. Element of systemic organization of education-training in Cameroon (bilingualism)
6. The policy of Higher Technical and vocational Education in Cameroon
7. Educational effectiveness and efficiency
8. The role of the vocational guidance in the education system
9. Demand and supply of education
10. Cost and financing of education
11. Private and social benefits of education.
12. Education and employment

❖ EMA 126: Tutorial Teaching

➢ Tutorial Teaching : 4 credits (60 hours); L, T, P, SPW

Objectives: Students should be able to present large chunk of materials within a short period of time, acquire skills in public speaking and effecting interaction with mates and teachers in classroom situation and online platforms.

Content:

1. Definition of tutorial teaching
2. Forms of tutorials teaching
3. Processes in organizing tutorial classes
4. Relevance of tutorials
5. Case study

❖ EMA 127: Education for Sustainable Development

➢ Education for Sustainable Development: 3 credits (45 hours); L, T, P, SPW

Objectives: This course provides students with knowledge on sustainable development and related challenges encountered in a globalized world. Students are expected to know the relevance of sustainable development, the environmental, social and economic dimensions and the role of sustainable education in economic development.

Content:

1. Defining education
2. The concept of sustainable development
3. Sustainable development goals
4. Relationship between education and sustainable development
5. Governance, education and science system
6. Sustainable education and economic development
7. Role of local and international organizations in sustainable development in the Cameroon educational system.
8. Efficiency and innovation in education
9. Climate change
10. Biodiversity

❖ EMA 231: Introduction to Measurement and Evaluation in Education

➢ Introduction to Measurement and Evaluation in Education : 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Define measurement and evaluation
- Differentiate between measurement and evaluation
- Test and measurement
- Describe the various measurement scales (nominal, ordinal, interval and ratio)
- Identify the role of evaluation in our education system
- Bring out the problems of evaluation

Content

1. What is measurement?
2. What is evaluation?
3. Scales/levels of measurement (Nominal, ordinal, interval & ratio)
4. Error of measurement
5. Basic concepts of assessment and evaluation
6. Importance or functions of test and measurement
7. Curriculum evaluation
8. Learning results evaluation
9. Evaluation models
10. Statistical techniques for analysing evaluation data
11. Analysing qualitative data
12. Problems of evaluation

❖ EMA 232: Finance and Accounting in Education

➢ Finance and Accounting in Education : 5 credits (75 hours); L, T, P, SPW

Objectives: This course aims at training students/educational managers and administers on how to prepare financial reports, provide knowledge and skills to prepare balance sheets, income statement and cash flow statement I educational organizations.

Content

1. Definition of finance, accounting
2. Meaning of financial accounting
3. Sources of finance in education
4. Cost accounting and Budgeting

5. Preparing balance sheet, income statement and cash flow statement
6. Preparing and analysing statement of accounts
7. Prudent operation of finance
8. Pressures and demands in financial reporting practice
9. Documentation and record keeping in education
10. Case study

❖ EMA 233: Professional Projects in Education

➢ Professional Projects in Education: 4 credits (60 hours); L, T, P, SPW

Objectives: To develop theoretical understanding of an educational issue and how you can apply that understanding to your professional practice. Students will be required to think creatively and critically in other to create projects that make valuable contribution to the development of practice in the field of education.

Content:

1. Overview of professional projects in education
2. Types of projects in education
3. Processes of carrying out projects in education
4. Audit and Evaluation of projects in education (internal and external)
5. Relevance of projects in education

❖ EMA 234: Educational Organization and Personnel Administration

➢ Educational Organization and Personnel Administration:5 credits (75 hours); L, T, P, SPW

Objectives: The course aims at providing the students with knowledge and skills relating to the various models of organization analysis.

Content:

1. Overview of educational Meaning of personnel administration
2. Examination of the various models of organization analysis
3. Development of administrative structures
4. Staff management and development
5. School as a social system Organization

❖ EMA 235: Research Methods in Education

➢ Research Methods in Education: 5 credits (75 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Understand the philosophical and theoretical underpinnings of research.

- Understand the various steps in a research process
- Understand the role of literature review in research
- Make a distinction between qualitative and quantitative research designs
- Understand the various research methods and which is suitable for particular research
- Understand the data collection process, instrument design, their advantages and disadvantages
- Understand the methods involved in data analysis

Content:

1. Philosophical and theoretical basis of research
2. Positivist and post positivist philosophies
3. The research process/steps in research
4. The role of literature review in research
5. Distinction between methodology and method
6. Research methodology
7. Types of research designs and methods
8. Quantitative and qualitative designs
9. Data collection instruments and process
10. Methods Data analysis and presentation
11. Discussing a research finding, conclusion and recommendation

❖ EMA 236: Educational Policy & Planning

➢ Educational Policy & Planning: 4 credits (60 hours); L, T, P, SPW

Objectives: The course provides students with knowledge and skills for analysing educational programmes and policies in schools.

Content:

1. Definition of educational policy and planning
2. The planning process
3. Approaches to educational planning
4. Importance of educational planning
5. Educational plans and economic and social planning
6. Cost-benefit approach to educational planning
7. Policy issues in education
8. Education and employment
9. The concept of pedagogy

10. pedagogy differentiate from andragogy
11. Role of pedagogy in the learning process
12. Pedagogy as a generic teaching method :
    - direct teaching methods;
    - indirect teaching methods;
    - self-directed teaching methods;
    - Teaching methods;
    - teaching strategies and teaching styles ;
    - micro-teaching applications.

❖ EMA 237: Bilingual training II (Applied)/ LAW

➢ English: 1.5 credits (22 hours 30mn)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense
   - Browse a text long enough to locate desired information
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task
5. **Write clear, detailed texts**
   - Essay writing
   - Application for employment
   - C.V.
   - Letter of motivation
   - Lettre / memo writing and minutes of a meeting

➢ French : 1.5 credits (22 hours 30mn)

1. **Vocabulaire**
   - Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi
- Des fonctions grammaticales

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative
- Lecture rapide et compréhension de texte
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

➢ Labor Law: 1 credit (15 hours)

A- First part

1. The concept of Law
2. The characters of the Law Rule
3. Sources of Law (Hierarchical norms)
4. Enforcement (Non-retroactivity of the law and the territoriality of the law)
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law)
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression)

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation;
5. Resolution of labor disputes

❖ EMA241: Introduction to Human Resource Management in Education

➢ Introduction to Human Resource Management in Education: 5 credits (75 hours); L, T, P, SPW

Objectives: To teach basic principles of strategic human resource management, to enable them understand that personnel management is more integral strategy driven activity in organizations

Content:

1. Overview of human resources management and the role it plays in education
2. Staffing and training
3. Compensation, benefits and performance management system
4. Human resource law and employment
5. Labour management relations
6. Managing health, safety and workplace stress;
7. Leadership and ethics

❖ EMA 242: Environmental Education

➢ Environmental Education: 4 credits (60 hours); L, T, P, SPW

Objectives: It is designed to foster the acquisition and transfer of knowledge, skills and effective attributes concerning the environment and its problems. It also provides competence in the teaching and supervision of the environmental education dimensions in schools.

Content:

1. Meaning of Environmental Education
2. Needs and basis for environmental education
3. Essential knowledge about the environmental problems
4. Solutions to such problems

5. Teaching methodologies and activities to facilitate the teaching and learning of environmental dimensions of other subjects

❖ EMA 243: School Mapping and Micro Planning in Education

➢ School Mapping and Micro Planning in Education: 4credits (60 hours); L, T, P, SPW

Objectives: The course equips the students with effective knowledge and skills for proper mapping.

Content:

1. School mapping and micro planning- concepts and processes
2. Diagnoses of educational system at the local level
3. Processes and methods of constructing school map
4. Problems encountered in constructing school map at the different levels of education
5. Estimating demand, demography and enrolment in education
6. Preparation of the prospective school map
7. Introduction and country-wide projection of school mapping
8. Functions of the school mapping
9. Relevance of school mapping

❖ EMA 244: Supervision of Instruction

➢ Supervision of Instruction: 4 credits (60 hours); L, T, P, SPW

Objectives: This course discusses the various concepts and models of supervision and their application in Cameroon school system.

Content:

1. Concepts of supervision;
2. Supervision and inspection;
3. Theoretical basis of supervision;
4. School supervision and supervision in industry;
5. School supervision as the process of improving instruction;
6. Models of instructional supervision;
7. Supervision models and application in Cameroon schools.

❖ EMA 245: Education Organization and Personnel Administration

- **Education Organization and Personnel Administration: 4 credits (60 hours); L, T, P, SPW**

Objectives: The course aims at providing the students with knowledge and skills relating to the various models of organization analysis.

Content:

1. Overview of educational Meaning of personnel administration
2. Examination of the various models of organization analysis
3. Development of administrative structures
4. Staff management and development
5. School as a social system

❖ EMA 246: Professional Internship I

- **Professional Internship I: 6 credits (90 hours); L, T, P, SPW**

Objectives: The course is designed to give students hands-on experience in educational management and administration, as well as curriculum implementation.

Content:

1. Arrival and Business Integration
2. Working in a company or Teaching in a school.
3. The use of the Intern journal
4. Theme of work: in collaboration with professional academic mentors
5. Elaboration of the basic of research
6. The organization of work
7. Writing of partial report

❖ EMA 247: Civics and Moral Education

- **Civics and Moral Education: 3 credits (45 hours); L, T, P, SPW**

Objectives: Provide students with basic ideas, principles and rules relating to the development and practice of good character, behaviour and responsible citizenship in a national and global perspective.

Contents:

1. Overview of moral education
2. Types of ethics and ethical concepts
3. Traditional African values

4. Cultural diversity
5. Professional and work ethics
6. Concept of civic education
7. Nation and nation building
8. State
9. Government, types and organs of government
10. Good governance
11. Human rights and citizenship
12. Political, economic and social history of Cameroon

Field : EDUCATION

Specialty :

DISTANCE AND CONTINUING EDUCATION

FIELD:	EDUCATION

Specialty:	Distance and Continuing Education

1. The objective of the training

To provide students with technical training especially in ICT necessary to work with adults who are able and willing to continue education out of a formal classroom situation.

2. Expected skills

→ **General skills**

- Pilot a unit of production
- Manage the flow of material and information
- Manage work in shifts/team work
- Supervise production and control products
- Animate a quality system

→ **Specific Skills**

- Overview of distance learning
- Overview of design and computer system
- Explain the concept of adult pedagogy
- Evaluate the programming and the effects of the training of
- Make live the pedagogical relationship
- Online and distance learning with computers

3. Career opportunities

- Distance education trainers
- Contract and evaluate webinars
- Develop pedagogic platform for distance learning

4. Organization of the Teachings

- **First semester**

Field of study: EDUCATION		**Specialty: Distance and Continuing Education**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
DCE111	Philosophy of education	30	20	15	10	75	5
DCE112	Psychology of Learning	20	15	15	10	60	4
Professional Courses 60% (4 UC) 18 Credits(270 hours)							
DCE113	Computer Application in Education	35	20	10	10	75	5
DCE114	Educational Technology	35	10	20	10	75	5
DCE115	Introduction to Andragogy	30	10	15	5	60	4
DCE116	Introduction to Digital Communication	20	10	20	10	60	4
Cross-Sectional Course 10% (1 UC) 3 Credits 45 hours							
DCE117	Bilingual Training I	20	10	10	5	45	3
Total		**190**	**95**	**105**	**60**	**450**	**30**

- **Second semester**

Field of study: EDUCATION		**Specialty: Distance and Continuing Education**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
DCE 121	Research Methodology in Education	25	10	15	10	60	4
DCE 122	Principles of Computer Security	30	15	20	10	75	5
Professional Courses 60% (4 UC) 18 Credits(270 hours)							
DCE123	Distance Learning	30	15	20	10	75	5
DCE 124	Adult Pedagody	25	10	15	10	60	4
DCE 125	Tutorial Teaching	30	15	20	10	75	5
DCE 126	Professional Internship I	25	15	15	5	60	4
Cross-Sectional Course 10% (1 UC) 3 Credits(45 hours)							
DCE127	Introduction to Sociology of Education	10	10	20	5	45	3
Total		**175**	**90**	**125**	**60**	**450**	**30**

- **Third semester**

Field of study: EDUCATION		**Specialty: Distance and Continuing Education**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
DCE 231	Educational Leadership	30	15	10	5	60	4
DCE 232	Information System and Monitoring in Education	30	15	20	10	75	5
Professional Courses 60% (4 UC) 18 Credits 270 hours							
DCE 233	Introduction to Measurement and Evaluation in Education	30	15	20	10	75	5
DCE 234	Introduction to Guidance and Counseling	20	10	25	5	60	4
DCE 235	Instructional Design	30	15	20	10	75	5
DCE236	Educational Policy and Planning	20	10	20	10	60	4
Cross-Sectional Course 10% (1 UC) 3 Credits 45 hours							
DCE 237	Civics and Moral education	20	10	10	5	45	3
Total		**180**	**90**	**125**	**55**	**450**	**30**

- **Fourth semester**

Field of study: EDUCATION		**Specialty: Distance and Continuing Education**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
DCE241	Introduction to Educational Management	30	15	20	10	75	5
DCE242	Sociology of education	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
DCE243	Introduction to Organizational Behavior	30	15	20	10	75	5
DCE244	Financial Accounting in Education	20	10	10	5	45	3
DCE245	Introduction to Human Resource Management in Education	30	10	15	5	60	4
DCE246	Professional internship II	0	0	0	90	90	6
Cross-Sectional Courses 10% (1UC) 3 credits (45 hours)							
DCE247	Bilingual Training II/LAW	10	10	20	5	45	3
TOTAL		**150**	**75**	**95**	**130**	**450**	**30**

L: Lecture T: Tutorials P: Practical SPW: Student Personal Work

5. Courses content

❖ DCE 111: Philosophy of Education

➢ Philosophy of Education : 5 credits (75 hours); L, T, P, SPW

Objectives: Students should be able to discuss the relationship between theory, philosophy and educational practice; compare and contrast the philosophical perspectives of the various philosophers; implication of philosophies of education to curriculum implementation.

Content:

1. Explaining the concepts of education
2. Definition, purpose and types of philosophy of education
3. Philosophical school of thoughts in education
4. Indigenous and modern philosophies of education
5. Processes of education
6. Democracy and education
7. Equality, freedom, freewill, mind, body and authority
8. Individual and Society

❖ DCE 112: Psychology of Learning

➢ Psychology of Learning: 4 credits (60 hours); L, T, P, SPW

Objectives: To provide students with in-depth knowledge of human learning and their application to the teaching and learning context. At the end of the course, students will be expected to explain the meaning and nature of human learning and their implication to classroom practice; identify and discuss difficulties in the transfer of learning.

Content:

1. Definition of Learning and other learning related concepts
2. Types of learning
3. Learning theories (behavioral, cognitive, humanistic and information processing theory)
4. Factors affecting learning
5. Motivation and learning
6. Individual differences - strategies for teaching and learning and classroom methods of assessing learning outcome.
7. Transfer of learning

❖ DCE 113: Computer Application in Education Objectives

➢ Computer Application in Education Objectives: 5 credits (75 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Understand basic concepts in computer
- Understand and use programs like windows, MS word, Excel, PowerPoint
- Understand how the social media can be used in the teaching and learning process.

Content:

1. Introduction – definition of a computer
2. Storage, retrieval and use of software (windows)
3. File management
4. Introduction to MS word, Excel, and PowerPoint
5. Use of social media in teaching and learning
6. Computer assisted instruction
7. Computer managed instruction
8. Politics of computer acquisition
9. Centralized, decentralized, and shared planning approaches to introduce computers in schools
10. Maintaining computers
11. Preparing teachers to use computers
12. Internet as educational resource
13. Online and distance learning with computers

❖ DCE 114: Introduction to Educational Technology

➢ Introduction to Educational Technology: 5 credits (75 hours); L, T, P, SPW

Objectives: The course treats the design, implementation and evaluation of the process of learning and teaching in terms of specific objectives and using human, material and financial resources to bring about effective teaching and learning.
Content:

1. The concept of technology,
2. Instructional models,
3. Technological applications in teaching,
4. The life teacher versus media,
5. Using community resources;

6. Distance teaching strategies;
7. Print and audio-visual workshop
8. Computer workshop
9. Community resources workshop.

❖ DCE 115: Introduction to Andragogy

➢ Introduction to Andragogy: 4 credits (60 hours); L, T, P, SPW

Objective: Introduce students to adult education, their attitude and ways of effecting teaching and learning.

Content:

1. Explaining the concept of andragogy
2. Teaching methods for adult
3. Theories of adult learning
4. Analyze the training needs
5. Define the learning objectives
6. Build situations of adult training
7. Evaluate the programming and the effects of the training of adults
8. Make live the pedagogical relationship

❖ DCE 116: Introduction to Digital Communication

➢ Introduction to Digital Communication : 4 credits (60 hours); L, T, P, SPW

Objectives: Students will acquire skills on methods and procedures of communication through ICT for effective teaching and learning.

Content:

1. Meaning of communication and digital communication
2. ICT and Communication
3. Types of digital communication
4. Use of digital tools for effective teaching and learning
5. Constructing a pedagogic platform
6. Case study

❖ DCE 117: Bilingual Training I

➢ English: 1.5 credits (22 hours 30mn); L, T, P, SPW

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. **Grammar**
3. **Bilingual expression**

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. **Autonomous reading of "writings" of all levels**

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. **Write clear, detailed texts**

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter / memo writing and minutes of a meeting

➢ **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. **Vocabulaire**

- Vocabulaire technique usuel

2. **Grammaire**

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi
- Des fonctions grammaticales.

3. **Expression et communication**

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante
- Communication orale interactive

- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative
- Lecture rapide et compréhension de texte
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ DCE 121: Research Methods in Education

➢ Research Methods in Education: 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Understand the philosophical and theoretical underpinnings of research.
- Understand the various steps in a research process
- Understand the role of literature review in research
- Make a distinction between qualitative and quantitative research designs
- Understand the various research methods and which is suitable for particular research
- Understand the data collection process, instrument design, their advantages and disadvantages
- Understand the methods involved in data analysis

Content:

1. Philosophical and theoretical basis of research
2. Positivist and post positivist philosophies
3. The research process/steps in research
4. The role of literature review in research
5. Distinction between methodology and method
6. Research methodology
7. Types of research designs and methods
8. Quantitative and qualitative designs
9. Data collection instruments and process
10. Methods of Data analysis and presentation
11. Discussing a research finding, conclusion and recommendation

❖ DCE126: Professional Internship I

- **Professional Internship I: 4 credits (60 hours); L, T, P, SPW**

Objectives: The course is designed to give students hands-on experience in educational management and administration, as well as curriculum implementation.

Content:

1. Arrival and Business Integration
2. Working in a company or Teaching in a school.
3. The use of the Intern journal
4. Theme of work: in collaboration with professional academic mentors
5. Elaboration of the basic of research
6. The organization of work
7. Writing of partial report

❖ DCE 123: Distance Learning

- **Distance Learning: 5 credits (75 hours); L, T, P, SPW**

Objectives: To introduce students to the various methods and procedures of distance education and it relevance in the attainment of goals and objectives in education.

Content:

1. Overview of distance learning
2. Instructor information.
3. Contact policy
4. Participation policy
5. Learning objectives
6. Instructional materials
7. Course timeline
8. Assessment and evaluation procedures

❖ DCE 122: Principles of Computer Security

- **Principles of Computer Security:4 credits (60 hours); L, T, P, SPW**

Objectives: Students should be able to design computer system to ensure security.

Content:

1. Overview of design and computer system
2. Security mechanism

3. Physical security
4. Security awareness
5. User authenticator
6. Application of security mechanism
7. External and internal firewalls
8. Security of operating systems and software

❖ DCE 125: Tutorial Teaching

➢ Tutorial Teaching: 5 credits (75 hours); L, T, P, SPW

Objectives: Students should be able to present large chunk of materials within a short period of time, acquire skills in public speaking and effecting interaction with mates and teachers in classroom situation and online platforms.

Content:

1. Definition of tutorial teaching
2. Forms of tutorials teaching
3. Processes in organizing tutorial classes
4. Relevance of tutorials
5. Case study

❖ DCE 124: Adult Pedagogy

➢ Adult Pedagogy: 4 credits (60 hours); L, T, P, SPW

Objectives: To train students on the various methods and procedures used in teaching adult.

Content:

1. Explaining the concept of adult pedagogy
2. Analyze the training needs
3. Define the learning objectives
4. Build situations of adult training
5. Evaluate the programming and the effects of the training of adult
6. Make live the pedagogical relationship

❖ DCE 127: Introduction to Sociology of Education

➢ Introduction to Sociology of Education: 3credits (45 hours); L, T, P, SPW

Objective: Explain the different aspects of socialization to the benefit of the learner. Explain different types of cultures and beliefs and different type group and group dynamics principles

Content:

1. What is sociology of education?
2. Sociological theories
3. Education and the society
4. The roles of education: socialization, integration and reproduction
5. Four conceptions of education report/company
6. sociological theories
7. social stratification, social class and ethnicity
8. Three theoretical approaches to the relationship social origin and education : (Techno functionalism) and theory or "human capital"
9. Inequalities in education and social mobility
10. Inventory and review of a few variables" "Enhancing access to education today
11. Education in the industrial society and the post-industrial

❖ DCE 231: Educational Leadership

➢ Educational Leadership: 4credits (60 hours); L, T, P, SPW

Objectives: To enable students apply principles of leadership, team building and conflict resolution and also develop leadership strategies with diverse individuals and settings.

Content:

1. Meaning of leadership, educational leadership
2. Leadership theories and styles.
3. Team building and leading a learning community
4. Leadership and vocational counseling
5. Case study
6. Diversity, inclusion and leadership

❖ DCE 232: Information System and Monitoring in Education

- **Information System and Monitoring in Education: 5 credits (75 hours); L, T, P, SPW**

Objectives: The course enable students know the meaning and importance of information system in education and the role they play in various functional areas in administration and management; systems monitoring and evaluation using the information system; how to monitor the performance of an education system and to manage the distribution and allocation of educational resources and services; elements of information system and how it meets the an organization's needs; adaptation to change of new technology and information security and risk management security.

Content:

1. Meaning of a system
2. information system; information systems strategy
3. database processing in organization
4. organizational IT infrastructures
5. data management and decision making
6. information risk management and security
7. information system strategy and organizational strategy
8. building information systems technology in educational management
9. information leadership and governance
10. IT assets in educational management

❖ DCE 233: Introduction to Measurement and Evaluation in Education

- **Introduction to Measurement and Evaluation in Education: 5 credits (75 hours); L, T, P, SPW**

Objectives: At the end of this course, students should be able to:

- Define measurement and evaluation
- Differentiate between measurement and evaluation
- Test and measurement
- Describe the various measurement scales (nominal, ordinal, interval and ratio)
- Identify the role of evaluation in our education system
- Bring out the problems of evaluation

Content

1. What is measurement

2. What is evaluation
3. Scales/levels of measurement (Nominal, ordinal, interval & ratio)
4. Error of measurement
5. Basic concepts of assessment and evaluation
6. Importance or functions of test and measurement
7. Curriculum evaluation
8. Learning results evaluation
9. Evaluation models
10. Statistical techniques for analyzing evaluation data; analyzing qualitative data.
11. Problems of evaluation

❖ DCE 234: Introduction to Guidance and Counseling

➢ Introduction to Guidance and Counseling: 4 credits (60 hours); L, T, P, SPW

Objectives: This course enables the future teachers to understand adolescence development and behavior. Special attention is given to the varied and changing needs and interest of adolescents, and the role of the school towards the adolescents in a rapidly changing world.

Content:

1. aims, theories and methods in individual and group counseling,
2. Physical, intellectual social and personality characteristics of adolescence;
3. Adolescence and learning,
4. Vocational counseling and guidance services.

❖ DCE 235: Instructional Design

➢ Instructional Design: 5 credits (75 hours); L, T, P, SPW

Objectives: To enable students choose appropriate instructional design for effective teaching and learning.

Content:

1. Meaning of instructional design
2. Types of instructional design
3. Relevant research on effective learning and instruction
4. Role of instructional designers
5. Cognitive and instructional designing
6. Theories and models of instructional designing
7. Processes of instructional design
8. Case study.

❖ DCE 236: Educational Policy & Planning

➢ Educational Policy & Planning: 4 credits (60 hours); L, T, P, SPW

Objectives: The course provides students with knowledge and skills for analysing educational programs and policies in schools.

Content:

1. Definition of educational policy and planning
2. The planning process
3. Approaches to educational planning
4. Importance of educational planning
5. Educational plans and economic and social planning
6. Cost-benefit approach to educational planning
7. Policy issues in education
8. Education and employment
9. The concept of pedagogy
10. Pedagogy differentiate from andragogy
11. Role of pedagogy in the learning process
12. Pedagogy as a generic teaching method, direct teaching methods, indirect teaching methods, self-directed teaching methods.
13. Teaching methods, teaching strategies and teaching styles, micro-teaching applications

❖ DCE 237: Civics Education and Ethics

➢ Civics Education and Ethics : 3 credits (45 hours); L, T, P, SPW

The Concepts

1. The citizen
2. The Nation
3. The State
4. Public Property unto collective property
5. The freedoms
6. The public service
7. Problem of ethics
8. Ethics, Law and reason
9. Management and ethics of responsibility

10. Ethics and management
11. Ethics
12. Civics
13. Deontology
14. Moral consciousness
15. The universal declaration of Human Rights
16. Good governance in public services
17. Explain the importance of civics to the life of the nation
18. Functions of the state and its citizens
19. Deontology, Professional ethics and professionalism
20. Relationship between morality, law and ethics
21. Codes of ethics

❖ DCE 241: Introduction to Educational Management

➢ Introduction to Educational Management: 5 credits (75 hours); L, T, P, SPW

Objectives: to provide management skills in learners to effectively manage all resources at their disposal pertaining to education.

Content:

1. Definition of concepts: management, education, educational management
2. Theories of management
3. Management of resources
4. Leadership styles and leadership theories
5. Approaches to the effectiveness of education
6. Case Study
7. Communication

❖ DCE 242: Sociology of Education

➢ Sociology of Education: 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Identify and examine African traditional concepts and pedagogy in education
- Examine basic concepts of sociology and education
- Examine the link between education and sociology
- Examine the cultural construction of childhood and family implication in the education of young children

- Identify social rapport and network system to reinforce educational process
- Examine how gender and feminist issues influence education policies, classroom pedagogy, knowledge etc.

Content:

1. Basic concepts in sociology
2. Education and sociology of education
3. Systems theory
4. Agencies of socialization, family, church, school, society, mass media, etc
5. Traditional African pedagogy and concept of education
6. African social support, reinforcement and determined systems
7. Theories of sociology of education (functionalist, conflict and symbolic interactionist theories)
8. Education and social inequality with references to concepts of social categories, class, gender etc.
9. Gender and feminist theories application on educational practices, issues of knowledge, curriculum, classroom, pedagogy, research and
10. Educational policies

❖ DCE 243: Introduction to organizational behavior

➢ Introduction to Organizational behavior: 5 credits (75 hours); L, T, P, SPW

Objectives: provide a comprehensive analysis of individual and group behaviour in organization; how organizations can be managed more effectively and at the same time enhances the quality of employees work life.

Content:

1. Definition of concepts: organization, organizational behavior
2. Theoretical approach to organizational behavior
3. Management issues
4. Ethical issues in organization
5. Communication
6. Motivation
7. Conflict resolution strategies
8. Leadership and management
9. Power
10. Organizational structure and Design
11. Organizational Culture and Climate
12. Case Study

❖ DCE 244: Financial Accounting in Education

➢ Financial Accounting in Education: 3 credits (45 hours); L, T, P, SPW

Objectives: This course aims at training students/educational managers and administers on how to prepare financial reports, provide knowledge and skills to prepare balance sheets, income statement and cash flow statement I educational organizations.

Content:

1. Definition of finance, accounting
2. Meaning of financial accounting
3. Sources of finance in education
4. Cost accounting and Budgeting
5. Preparing balance sheet, income statement and cash flow statement
6. Preparing and analyzing statement of accounts
7. Prudent operation of finance
8. Pressures and demands in financial reporting practice
9. Documentation and record keeping in education 10. Case study

❖ DCE245:Introduction to Human Resource Management in Education

➢ Introduction to Human Resource Management in Education: 4 credits (60 hours); L, T, P, SPW

Objectives: To teach basic principles of strategic human resource management, to enable them understand that personnel management is more integral strategy driven activity in organizations

Content:

1. Overview of human resources management and the role it plays in education;
2. Staffing and training;
3. Compensation, benefits and performance management system;
4. Human resource law and employment;
5. Labor management relations
6. Managing health, safety and workplace stress;
7. Leadership and ethics.

❖ DCE 246: Professional Internship II

➢ Professional Internship II: 6 credits (90 hours); P, SPW

Objectives: To provide knowledge in converting theory to practice

Content:

It involves students doing fieldwork with experienced school managers and administrators under their guidance and supervision, in collaboration with their school administrators or teachers. The student will be required to be in the field for 3 months. Essential of writing/reporting issues in the descriptive, informative, argumentative and, expository manner. Practice of proof- reading footnoting and presenting bibliographical references.

❖ DCE 247: Bilingual Training II (Applied) / Labor Law

➢ English: 1.5 credits (22 hours 30mn)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ French : 1.5 credits (22 hours 30mn)

1. **Vocabulaire**
   - Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondence, d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

➢ Labor Law: 1 credit (15 hours)

A- First part

1. The concept of Law;
2. The characters of the Law Rule;
3. Sources of Law (Hierarchical norms);
4. Enforcement (Non-retroactivity of the law and the territoriality of the law);
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law);
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression);

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation;
5. Resolution of labor disputes

Field : EDUCATION

Specialty :

VOCATIONAL GUIDANCE AND COUNSELLING

Field:	EDUCATION
Specialty:	**Vocational Guidance and Counselling**

1. The objective of the training

It is concern primarily with helping students make decisions and choices involved in planning their future career.

2. Expected skills

At the end of this course, students should be able to:

→ **Generic Skills**

- Pilot a unit of production;
- Manage the flow of material and information;
- Manage work in shifts/team work;
- Supervise production and control products;
- Animate a quality system.

→ **Specific Skills**

- Analyse a school situation and draw the possible consequences
- To stimulate self-knowledge, interest and aptitudes as well as the various trades and professions
- Encourage the emergence of a school and career project
- Create interest for studies
- Reduce failure, repetition and school dropout of a course/programme
- Develop skills and abilities that meet the needs of the job market/society
- Evaluate capabilities and interest and develop attitude towards work
- Develop readiness for choices and ability to face challenges

3. Career opportunities

- Counselling and professional orientation
- Planning school life activities
- Tutorials
- Follow-up and evaluation of educational projects
- Analysts of training needs

4. Organization of the Teachings

- **First semester**

Field of study: EDUCATION		**Specialty: Vocational Guidance and Counselling**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
VGC111	Educational Orientation	30	20	15	10	75	5
VGC112	Introduction to Guidance and Counseling	20	15	15	10	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
VGC113	Psychology of Learning	35	20	10	10	75	5
VGC114	Adult Pedagogy	35	10	20	10	75	5
VGC115	Vocational Guidance Services	30	10	15	5	60	4
VGC116	Introduction to Education administration and planning	20	10	20	10	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
VGC117	Bilingual training I	20	10	10	5	45	3
Total		**190**	**95**	**105**	**60**	**450**	**30**

- **Second semester**

Field of study: EDUCATION		**Specialty: Vocational Guidance and Counselling**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
VGC121	Introduction to Educational Technology	30	15	10	5	60	4
VGC122	Research methodology in education	40	15	10	10	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
VGC123	Use of Test in Counseling	30	15	20	10	75	5
VGC124	Counseling Exceptional Children & Their Parents	35	10	20	10	75	5
VGC125	Theories and Techniques of Counseling	30	15	10	5	60	4
VGC126	Professional Internship I	20		40		60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
VGC127	Bilingual Training II (Applied)/ Law	10	10	20	5	45	3
Total		**195**	**80**	**130**	**45**	**450**	**30**

- **Third semester**

Field of study: EDUCATION		**Specialty: Vocational Guidance and Counselling**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
VGC231	Philosophy of education	30	15	10	5	60	4
VGC232	Sociology of Education	30	15	20	10	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
VGC233	Introduction to curriculum development	30	15	20	10	75	5
VGC234	Counseling Ethics and Culture in Education	20	10	25	5	60	4
VGC235	Computer Application in Education	30	15	20	10	75	5
VGC236	Introduction to Measurement and Evaluation in education	20	10	20	10	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
VGC237	Civics Education and Ethics	20	10	10	5	45	3
Total		**180**	**90**	**125**	**55**	**450**	**30**

- **Fourth semester**

Field of study: EDUCATION		**Specialty: Vocational Guidance and Counselling**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
VGC241	Gender and Education	35	15	20	5	75	5
VGC242	Communication in Counseling	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
VGC243	Vocational Guidance & Development	15	15	25	5	60	4
VGC244	Educational Leadership	20	10	10	5	45	3
VGC245	Environmental Education	35	15	20	5	75	5
VGC246	Professional Internship II	0	0	0	90	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
VGC247	Computer Application in Education	20	10	10	5	45	3
Total		**155**	**80**	**95**	**120**	**450**	**30**

L: Lecture T: Tutorials P: Practical SPW: Student Personal Work

5. Courses content

❖ VGC 111: Educational Orientation

➢ Educational Orientation: 5 credits (75 hours); L, T, P, SPW

Objective: Students will be expected to show some skills in developing self-directed career, educational information Centre, compiling information about employment, educational and placement opportunities, Planning development and career education programs.

Content:

1. Meaning of Educational Orientation;
2. Historical background of vocational choice theories, non- psychological theories of vocational choice (Accident, Economic, Socio- cultural theories); Psychodynamics, needs, self-theories, Holland's personality type theory, of tests in vocational Counseling
3. Conditions of developments (change in technology, globalization and the restructuring, the education-training, transformation of the concept of career, unemployment, the composition of the population, the aging)
4. Phases of Development
5. The orientation in Cameroon: organization, operation, problems

❖ VGC 112: Introduction to Guidance and Counseling

➢ Introduction to Guidance and Counseling: 4 credits (60 hours); L, T, P, SPW

Objective: This course enables the future teachers to understand adolescence development and behavior. Special attention is given to the varied and changing needs and interest of adolescents, and the role of the school towards the adolescent in a rapidly changing world.

Content: Topics will include the aims, theories and methods in individual and group counseling, Physical, intellectual social and personality characteristics of adolescence; Adolescence and learning, Vocational counseling and guidance services.

❖ VGC 113: Psychology of Learning

➢ Psychology of Learning: 5 credits (75 hours); L, T, P, SPW

Objectives: To provide students with in-depth knowledge of human learning and their application to the teaching and learning context. At the end of the course, students will be expected to explain the meaning and nature of human learning and their implication to classroom practice; identify and discuss difficulties in the transfer of learning.

Content:

1. Definition of Learning and other learning related concepts
2. Types of learning
3. Learning theories (behavioral, cognitive, humanistic and information processing theory)
4. Factors affecting learning
5. Motivation and learning
6. Individual differences - strategies for teaching and learning and classroom methods of assessing learning outcome.
7. Transfer of learning

❖ VGC 114: Adult Pedagogy

➢ Adult Pedagogy: 5 credits (75 hours); L, T, P, SPW

Objectives: To train students on the various methods and procedures used in teaching adult.

Content:

1. Explaining the concept of adult pedagogy
2. Analyze the training needs
3. Define the learning objectives
4. Build situations of adult training
5. Evaluate the programming and the effects of the training of adult
6. Make live the pedagogical relationship

❖ VGC115: Vocational Guidance Services

➢ Vocational Guidance Services: 4credits (60 hours); L, T, P, SPW

Objectives: To train student on the various types of vocational guidance services existing within and out of the school organization and professionals in such services. They are also expected to know the functions and objectives of such services.

Content:

1. Introduction
2. Educational guidance services at the school
3. Principles, tasks and fields of educational guidance
4. Methods and techniques in educational guidance
5. Organizational structure and the funding of the vocational guidance services

6. Staff of vocational guidance services and training of the professional staff
7. Strategies, techniques and clients of the vocational guidance services
8. Vocational guidance services and employment

❖ VGC 116: Introduction to Educational Administration and Planning

➢ Introduction to Educational Administration and Planning: 4 credits (60 hours); L, T, P, SPW

Objectives: The course is designed to provide knowledge in aspects of educational administration and planning.

Content:

1. Meaning of concepts, principles, goals and techniques of educational administration and planning
2. Distinction between educational administration and educational management
3. Roles and functions of various educational managers and planners
4. Schools and a formal organization, major theories of educational administration
5. Approaches to educational planning

❖ VGC 117: Bilingual Training I

➢ English: 1.5 credits (22 hours 30mn); L, T, P, SPW

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;

- C.V.;
- Letter of motivation;
- Letter / memo writing and minutes of a meeting

➢ **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ VGC 126: Professional Internship I

➢ **Professional Internship I: 4 credits (60 hours); L, T, P, SPW**

Objectives: The course is designed to give students hands-on experience in educational management and administration, as well as curriculum implementation.

Content:

1. Arrival and Business Integration
2. Working in a company or Teaching in a school.
3. The use of the Intern journal
4. Theme of work: in collaboration with professional academic mentors
5. Elaboration of the basic of research
6. The organization of work
7. Writing of partial report

❖ VGC 122: Research Methodology in Education

➢ Research Methodology in Education: 5 credits (75 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Understand the philosophical and theoretical underpinnings of research.
- Understand the various steps in a research process
- Understand the role of literature review in research
- Make a distinction between qualitative and quantitative research designs
- Understand the various research methods and which is suitable for particular research
- Understand the data collection process, instrument design, their advantages and disadvantages
- Understand the methods involved in data analysis

Content:

1. Philosophical and theoretical basis of research
2. Positivist and post positivist philosophies
3. The research process/steps in research
4. The role of literature review in research
5. Distinction between methodology and method
6. Research methodology
7. Types of research designs and methods
8. Quantitative and qualitative designs
9. Data collection instruments and process
10. Methods Data analysis and presentation
11. Discussing a research finding, conclusion and recommendation

❖ VGC 123: Use of Tests in Counseling

➢ Use of Tests in Counseling: 5 credits (75 hours); L, T, P, SPW

Objective: To equip students with basic knowledge and skills in using various testing and non - testing techniques in educational and vocational guidance and placement.

Content:

1. Kinds of tests : Aptitude, achievement, personality, inventories, principles of testing, scoring and interpretation
2. Characteristics of good tests etc.

❖ VGC 124: Counseling Exceptional Children and Their Parents

➢ Counseling Exceptional Children and Their Parents: 5 credits (75 hours); L, T, P, SPW

Objective: At the end of this course students should be able to understanding the significance of guidance and counseling in education, to understand the different approaches in counseling, and the process of counseling, to understand the procedure in organizing a sound guidance program in schools, to develop competences to deal with children with special needs to develop the skills and qualities required for a school counselor.

Content:

1. Guidance and counseling in education
2. Exceptional children
3. Guidance in school
4. Counseling in school, the counseling process
5. Communication in counseling
6. Modern trends in counseling
7. Counseling children and adolescents with exceptional needs.

❖ VGE 121: Introduction to Educational Technology

➢ Introduction to Educational Technology: 4 credits (60 hours); L, T, P, SPW

Objective: The course treats the design, implementation and evaluation of the process of learning and teaching in terms of specific objectives and using human, material and financial resources to bring about effective teaching and learning.

Contents:

1. The concept of technology,

2. Instructional models,
3. Technological applications in teaching,
4. The life teacher versus media,
5. Using community resources;
6. Distance teaching strategies;
7. Print and audio-visual workshop
8. Computer workshop
9. Community resources workshop.

❖ VGC 125: Theories and Techniques of Counseling

➢ Theories and Techniques of Counseling: 4 credits (60 hours); L, T, P, SPW

Objective: The course is designed to provide knowledge of various counseling theories to help students understand the different approaches to counseling.

Content:

1. Overview of counseling theories,
2. Psychodynamic theories,
3. Behavioral and humanistic,
4. Directive and non- direct approaches.

❖ VGC 127: Bilingual Training II(Applied) / Law

➢ English: 1.5 credits (22 hours 30mn)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense
   - Browse a text long enough to locate desired information
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task

5. **Write clear, detailed texts**
   - Essay writing
   - Application for employment
   - C.V.
   - Letter of motivation
   - Letter/memo writing and minutes of a meeting

➢ **French : 1.5 credits (22 hours 30mn)**

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini
   - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi
   - Des fonctions grammaticales
3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique
   - Communication orale courante
   - Communication orale interactive
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative
   - Lecture rapide et compréhension de texte
   - synthèse d'un long texte
   - De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondence, d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV
   - Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
   - Expressions figées

- **Labor Law: 1 credit (15 hours)**

A- First part

1. The concept of Law;
2. The characters of the Law Rule;
3. Sources of Law (Hierarchical norms);
4. Enforcement (Non-retroactivity of the law and the territoriality of the law);
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law);
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression);

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation;
5. Resolution of labor disputes

❖ VGC 231: Philosophy of Education

- **Philosophy of Education: 4 credits (60 hours); L, T, P, SPW**

Objectives: Students should be able to discuss the relationship between theory, philosophy and educational practice; compare and contrast the philosophical perspectives of the various philosophers; implication of philosophies of education to curriculum implementation.

Content:

1. Explaining the concepts of education
2. Definition, purpose and types of philosophy of education
3. Philosophical school of thoughts in education
4. Indigenous and modern philosophies of education.
5. Processes of education
6. Democracy and education
7. Equality, freedom, freewill, mind, body and authority
8. Individual and Society

❖ VGC 232: Sociology of Education

➢ Sociology of Education: 5 credits (75 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Identify and examine African traditional concepts and pedagogy in education
- Examine basic concepts of sociology and education
- Examine the link between education and sociology
- Examine the cultural construction of childhood and family implication in the education of young children
- Identify social rapport and network system to reinforce educational process
- Examine how gender and feminist issues influence education policies, classroom pedagogy, knowledge etc.

Content:

1. Basic concepts in sociology
2. Education and sociology of education
3. Systems theory
4. Agencies of socialization, family, church, school, society, mass media, etc
5. Traditional African pedagogy and concept of education
6. African social support, reinforcement and determined systems
7. Theories of sociology of education (functionalist, conflict and symbolic interactionist theories)
8. Education and social inequality with references to concepts of social categories, class, gender etc.
9. Gender and feminist theories application on educational practices, issues of knowledge, curriculum, classroom, pedagogy, research and educational policies

❖ VGC 233: Introduction to Curriculum Development

➢ Introduction to Curriculum Development : 5 credits (75 hours); L, T, P, SPW

Objectives:

- Learners will understand some of the historical, theoretical, and philosophical influences on the school curriculum
- The learner will examine current trends in curriculum development
- The learner will develop an understanding of the relationship between curriculum, instruction, and assessment
- The learner will examine the role of technology in curriculum development
- The learner will develop an understanding of curriculum development that will assist them to actively develop curriculum and assessment strategies

Contents:

1. Introduction: Meaning of curriculum and curriculum development, types of curriculum.
2. Course design and planning – the broad context
3. Curriculum development – strategies and models
4. Strategies of curriculum development
5. Objectives model
6. Process model
7. Models of curriculum development
8. The elements of the curriculum:
9. Aims and learning outcomes
10. Content
11. Teaching and learning methods
12. Direct, indirect and self-directed teaching
13. Curriculum implementation.
14. Monitoring, assessment and evaluation of the curriculum

❖ VGC 234: Counseling Ethics and Culture in Education

➢ Counseling Ethics and Culture in Education 4 credits (60 hours); L, T, P, SPW

Objective: It introduces students to various ethical issues in counseling and the influence of cultural context in counseling.

Content:

1. Ethics of counseling according to the America (counseling) Psychological Association. African,
2. Cameroonian Culture and Counseling,
3. Ethical issues in counseling relationship;
4. Referral termination and counseling relationship;
5. Responsibility of counselor to client and school administration or community.

❖ VGC 235: Computer Application in Education I

➢ Computer Application in Education I: 5 credits (75 hours); L, T, P, SPW

➢ Techniques of Information and Communication 1

- Concepts and architecture of computers
- Definitions: computing, information, computer, data, program, software, drivers

- System of enumeration of base 2, the unit of measure of the information and its multiple
- Components of the computer (hardware and software)
- Study of an operating system
- Study of a text treatment software: Microsoft Word
- Study of a spreadsheet/Microsoft Excel
- Study of a presentation software: Microsoft PowerPoint

➢ **Technique of information and communication 2**

- Creation of a simple database with a spreadsheet (How to Give a name to a cell range)
- Validation of Data in a range of cells on a spreadsheet
- Creation of the statistical tables simple (modality, workforce, frequency) and automatic filling with functions such as NB, NB.If and NB.If.ENS, Average, Sum, if
- Creation of graphics from statistical tables
- Presentation and use of a statistical software (ex: Epi Info)
- Creation of a questionnaire on EPI info or other
- Data entry and analysis
- Definition of the concepts of the computer network
- Presentation of the types of media and networks
- Presentation of Internet (Connection, research, download)
- Networks without wires
- Learning of a software application
- Numbering system
- Computer Security: Virus and antivirus

❖ VGC 236: Introduction to Measurement and Evaluation in Education

➢ Introduction to Measurement and Evaluation in Education: 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of this course, students should be able to:

- Define measurement and evaluation
- Differentiate between measurement and evaluation
- Test and measurement
- Describe the various measurement scales (nominal, ordinal, interval and ratio)
- Identify the role of evaluation in our education system

- Bring out the problems of evaluation

Content

1. What is measurement
2. What is evaluation
3. Scales/levels of measurement (Nominal, ordinal, interval & ratio)
4. Error of measurement
5. Basic concepts of assessment and evaluation
6. Importance or functions of test and measurement
7. Curriculum evaluation
8. Learning results evaluation
9. Evaluation models
10. Statistical techniques for analysing evaluation data; analysing qualitative data
11. Problems of evaluation.

❖ VGC 237: Civics and Moral Education

➢ Civics and Moral Education: 3 credits (45 hours); L, T, P, SPW

Objectives: Provide students with basic ideas, principles and rules relating to the development and practice of good character, behavior and responsible citizenship in a national and global perspective.

Contents:

1. Overview of moral education
2. Types of ethics and ethical concepts
3. Traditional African values
4. Cultural diversity
5. Professional and work ethics
6. Concept of civic education
7. Nation and nation building
8. State
9. Government, types and organs of government
10. Good governance
11. Human rights and citizenship
12. Political, economic and social history of Cameroon
13. Understanding Ethics
14. Sources of ethics
15. Deontology, Professional ethics and professionalism

16. Evolution of ethics
17. Relationship between morality, law and ethics
18. Professionalism
19. Codes of ethics

❖ VGC 241: Gender and Education

➢ Gender and Education: 5credits (75 hours); L, T, P, SPW

Objectives: The course reviews education in developing countries, their policies and structure with emphasis on the participation of women in the educational system and the influence of this on the status of women and the society.

Content:

1. Gender stereotype
2. Gender difference
3. Cognitive developmental theory and genders schematic processing theory
4. Socialization process and parenting styles
5. Changing gender roles
6. Development of self and the issue of self

❖ VGC 242: Communication in Counseling

➢ Communication in Counseling: 4 credits (60 hours); L, T, P, SPW

Objectives: To equip students with effective communication skills and techniques relevant in vocational counseling.

Content:

1. Meaning of communication
2. Relationship between communication and counseling
3. Types of communication
4. Communication process
5. Communication skills
6. Techniques of effective communication in counseling
7. Conflict management and communication

❖ VGC 243: Vocational Guidance and Development

➢ Vocational Guidance and Development: 3 credits (45 hours); L, T, P, SPW

Objectives: To help the students understand the theories underlying principles and factors that influence career development and career choice.

Content:

1. Accident theory
2. Trait-and-factor
3. Ginsberg's stages of vocational development
4. Reo, Holland, Super, social system Approach
5. Vocational theories applied to the Cameroon social and cultural context
6. Vocational planning
7. Vocational counseling

❖ VGC 244: Educational Leadership

➢ Educational Leadership: 3 credits (45 hours); L, T, P, SPW

Objectives: To enable students apply principles of leadership, team building and conflict resolution and also develop leadership strategies with diverse individuals and settings.

Content:

1. Meaning of leadership, educational leadership
2. Leadership theories and styles
3. Team building and leading a learning community
4. Leadership and vocational counseling
5. Case study
6. Diversity, inclusion and leadership
7. Leadership and conflict resolution

❖ VGC 245: Environmental Education

➢ Environmental Education: 5 credits (75 hours); L, T, P, SPW

Objectives: This course is designed to foster the acquisition and transfer to knowledge, skills and effective attributes concerning the environment and its problems. It also provides competence in the teaching and supervision of the environmental education dimensions in schools.

Content:

1. This course provides the needs and basis for environmental education
2. Essential knowledge about environmental ecological system
3. Some environmental problems and their solutions
4. Teaching methodologies and activities to facilitate the teaching and learning of environmental dimensions of other subjects

❖ VGC 246: Professional Internship II

➢ Professional Internship II : 6 credits (90 hours); L, T, P, SPW

Objective: The course is designed to give students hands-on experience in educational management and administration. Students are required to defend the report of their internship report and the end of programme.

Content:

1. Arrival and Business Integration
2. Working in a company
3. The use of the Intern journal
4. Theme of work: in collaboration with professional academic mentors
5. Elaboration of the basic of research
6. The organization of work
7. Writing of report
8. Presentation of the report before a jury

❖ VGC 247: Computer Application in Education II

➢ Computer Application in Education II: 4 credits (60 hours); L, T, P, SPW

Objectives: The course treats computer applications in education, and the use of computer in school management.

Content:

1. Computer assisted instructions
2. Computer managed instructions
3. Politics of computer acquisition, centralized, decentralized and shared planning approaches to introducing computers in school
4. Maintaining computers
5. Preparing teachers to use computers
6. Internet as an educational resource
7. Distance learning with computers

Field : EDUCATION

Specialty :

SPECIAL EDUCATION

Field:	EDUCATION
Specialty:	Special Education

1. The objective of the training

This specialization is aimed at educating people who are capable to use modern methods to teach, re-education, develop social skills, reading literacy, lip sign specialization.

To help students trainer of this course will know how to teach children with audio-visual, autistic and others impairment to integration them in the society.

2. Expected skills

→ **General skills**

At the end of this programme the educator will demonstrate knowledge and skills related to:

- Definition and characteristic of the learner with special disorders
- Causes and prevalence of the disorders
- Assessment and education placement options for individuals in need of special services
- Intervention strategies
- How to create learning goals and objectives
- Adapt a kind of pedagogy to suit the different needs of the learner
- Master special techniques of communication with the deaf and dumb such as sign language, verbal-tonal, creed speech, French or English sign, etc.

→ **Specific skills**

- To re-orientate the speech at the initial stage of impairment and improvement
- Prepare the child's environment to provide educational and psychological support
- Promote the integration of the child with impairment into the circuital of development
- Sensitize the concerns about the prospects of special education
- Adapt modern educational technologies to the education deaf and dumb

3. Career opportunities

- As a specialized educators they can teach in regular schools, training colleges as well as in inclusive schools
- Function in other educational establishments, speech rehabilitation centers by providing audio logical and phonological services as well as manufacturing earpieces, cleaning hearing aids etc.
- Teaching leap reading and sign language to children with hearing impairment
- Provide services that facilitate the comprehension of children with hearing impairment integrated in the regular schools
- Trainers can gain meaningful employment as sign language interpreters and translators
- Employment in social and handicap centres
- Ministry of education and social welfare

4. Organization of the Teachings

- **First semester**

Field: EDUCATION		**Specialty: Special Education**					
Course code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
SPE 111	Introduction to Psychology	30	10	10	10	60	4
SPE 112	Developmental Psychology	35	15	20	5	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
SPE 113	ICT and lip reading and sign language	30	10	15	5	60	4
SPE 114	Special Didactics and adapted pedagogic tools	35	10	20	10	75	5
SPE 115	French Sign Language	30	10	15	5	60	4
SPE 116	Phonetic & Communication with Auditory & Speech Impairement	35	10	20	10	75	5
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SPE 117	Bilingual training I	20	10	10	5	45	3
Total		**215**	**75**	**110**	**50**	**450**	**30**

- **Second semester**

Field of study: EDUCATION		**Specialty: Special Education**					
Course Code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits(135 hours)							
SPE121	General pedagogy	30	15	10	5	60	4
SPE122	Special pedagogy	40	15	10	10	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
SPE123	Professional Deontology and law	30	15	20	10	75	5
SPE124	History of Education of Disabled Children	35	10	20	10	75	5
SPE125	Early Education and parental guidance	30	15	10	5	60	4
SPE126	Initiation to the speech , auditory and visual skills development	20	0	40	0	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits (45 hours)							
SPE127	Civics and Moral Education	10	10	20	5	45	3
Total		**195**	**80**	**130**	**45**	**450**	**30**

- **Third semester**

Field : EDUCATION		**Specialty: Special Education**					
Course code	**Course title**	**Number of Hours**					**Number of credit**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
SPE 231	Introduction to educational Psychology	30	15	10	5	60	4
SPE 232	General phonetic	30	15	20	10	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
SPE 233	Neuropsychology in children	30	15	20	10	75	5
SPE 234	Special teaching methods/didactics	20	10	25	5	60	4
SPE 235	Professional deontology using official texts for the Disabled	30	15	20	10	60	5
SPE 236	Research methodology	20	10	20	10	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SPE 237	Bilingual training II	20	10	10	5	45	3
Total		**180**	**90**	**125**	**55**	**450**	**30**

- **Fourth semester**

Field : EDUCATION		**Specialty: Special Education**					
Course code	**Course title**	**Numbers of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
SPE 241	Descriptive Phonetics	30	15	20	10	75	5
SPE 242	Psychology of learning	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
SPE 243	Psycho pedagogy	30	15	20	10	75	5
SPE 244	Pedagogy of nursery school	20	10	10	5	45	3
SPE 245	Inclusive pedagogy and ICT	30	10	15	5	60	4
SPE 246	Professional Internship			60	30	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
SPE 247	Citizenship education and children rights / Law	20	10	10	5	45	3
Total		**160**	**75**	**145**	**70**	**450**	**30**

L: Lecture T: Tutorials P: Practical SPW: Student Personal Work

5. COURSES CONTENT

❖ SPE 111: Introduction to Psychology

➢ Introduction to Psychology: 4 credits (60 hours); L, T, P, SPW

Objectives: At the end of the course the students will be able to: describe the respective behaviors of the disable, discuss the different psychological schools of thought focus and founders and use concepts.

Content:

1. History and definition of psychology
2. Different schools of psychological thoughts (Sigmund-Freud, Watson, Piaget, Eric Erikson, Bandura, etc.)
3. Motivation
4. Perception
5. Intelligence etc.

❖ SPE 112: Developmental psychology

➢ Developmental psychology: 5 credits (75hours); L, T, P, SPW

Objective: At the end of the course the students will be able to:

- Provide students with knowledge of the stages child development in the areas of biological, post natal, social and emotional.
- Organize a sequence lessons considering the level and processes of the development of the child's cognitive, affective or moral and psychomotor.

Content:

1. Biological determination of the child from the zygote, chromosomes, cell, parts of the body
2. External and internal neo-natal and pre--natal development stages
3. Post-natal physical development
4. Hereditary versus environment
5. Stages of child development:
    - Childhood, adolescent and its problems, implications of adolescent ;
    - Cognitive development according to Piaget and Burner ;
    - Psychosocial development according Erikson ;
    - Moral development according Freud and Kohlberg.

❖ SPE 113: Information and communication technology (ICT) and sign and lip language

➢ Information and communication technology (ICT) and sign and lip language: 4 credits (60 hours); L, T, P, SPW

Objective:

- Etiologic information and prevalence
- Help the student to know the different types and methods of supports and the possible prevention.
- Prescribe and recommend tools suitable to be used for the impaired
- Use different types and appropriate communication technologies with sign and lips language

Content:

1. Historical perspective of ICT, especially of the dump, deaf sign Language, autism
2. Importance of ICT the disables - especially dump, deaf and autism
3. Concepts and description of tools
4. Characteristics of each of the different impaired
5. Auditory and sound tools
6. General information on deafness, dumbness and blindness
7. Support for a Deaf, dumb, blind and autism -Special social skills
8. Visualization of specialized related films
9. Presentations and involvement of specialized works in the world to the deaf, dumb and blind

❖ SPE 114: Special Didactics and adapted pedagogic tools

➢ Special Didactics and adapted pedagogic tools: 5 credits (75 hours); L, T, SPW

Objectives: At the end of the course the students will be able to master teaching methods in the subject matter

- Equip the student with the mode of communication which is more appropriate for the audio-visuals and autistic victims
- Appropriate the first elements of lips and sign language in order to communicate with the disable

Content:

1. Overview of special didactics and pedagogic tools
2. Subject matter specialization
3. Types of Methods and strategies and a lot of practice

❖ SPE 115: French Sign Language

➢ French Sign Language: 4 credits (60 hours); L, T, P, SPW

Content:

1. Definition of the RSA
2. Essential parameters of the RSA
3. The order of the signs in a sentence
4. Grammatical Data
5. Classifiers
6. The verbs; pronouns
7. Poetry and phonological study

❖ SPE 116: Phonetic and communication with auditory and speech impairment

➢ Phonetic and communication with auditory and speech impairment: 5 credits (75 hours); L, T, P, SPW

Objective:

- To allow the student to acquire the phonetic elements that will help later in the technique of rehabilitation
- Identification of the several of defects within the articulatory system of the deaf dump autism and measures of adaption
- Apply specific reading techniques

Content:

1. The international phonetic alphabets
2. Emission and mechanism of the formation of the vowels
3. Vowel system French
4. The voice
5. Different ways of assessment and educational placement

➢ Phonetic descriptive (1st part): 3 credits (45 hours); L, T, P, SPW

Objective

- Inform the student on the human ear, its functionality, and the diseases specific to the ear, nose, mouth, throat and eyes
- Identify children with defects in the body that can interfere with the correct emission of the floor.
- Inform the student with the pathology of the human various functions, and the diseases specifically to the ear, nose, mouth, throat and eyes

Content:

1. The organs of hearing
2. The pathology of the external ear
3. Middle ear infections
4. The organs of respiration
5. He organs of the phonation
6. The organs of the articulation
7. Physiology of the organs of the phonation and language

❖ SPE 117: Bilingual training I

➢ English: 1.5 credits (22 hours 30mn); L, T, P, SPW

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter / memo writing and minutes of a meeting

➢ French : 1.5 credits (22 hours 30mn); L, T, P, SPW

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;

- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ SPE 121: General pedagogy

➢ General pedagogy: 4 credits (60 hours); L, T, P, SPW

Objective: Equip the student of the basic principles of the formal and non-formal education. Able to plan logically his/her teaching plans

Content:

1. Basic data of the problems of education
2. Major types of teaching methods
3. Processes, strategies and techniques involve in teaching
4. Setting of general and specific objectives
5. Teacher competence, pedagogical style and classroom management techniques
6. Techniques in constructing resource materials and writing of lesson notes

❖ SPE 122: Specific Pedagogy (teaching in a specific subject area)

➢ Specific Pedagogy (teaching in a specific subject area) : 5 credits (75 hours); L, T, P, SPW

Objective: Teach subject matter using strategies in the process of teaching specialized subject

Content:

1. Knowledge in the teaching of a specific subject matter e.g. English, mathematics
2. Methodology of teaching the specialized subject matter
3. Strategies in the process of teaching specialized subject matter
4. NB the step in general pedagogy applies in 121 above ad emphasis on 122 is on teaching the specialized subjects

❖ SPE 123: Professional Deontology and law with learning deficiency

➢ Professional Deontology and law with learning deficiency: 5 credits (75 hours); L, T, P, SPW

Objective:

- To explain the nature and controversy surrounding the definition of the various concepts
- Disability, handicappers, impairments, learning deficiency etc. according to United Nations and UNICEF perspectives

Content:

1. Professional concepts
2. Controversial nature of the concepts
3. Deontology of children with learning disabilities according to
4. United Nations and UNICEF perspective
5. Professional implications and legal issues in teaching
6. Perception of both teachers –student (s) relationship
7. Protection of children with learning disabilities
8. Human rights

❖ SPE124: History of Education of Disabled children

➢ History of Education of Disabled children: 5 credits (75 hours); L, T, P, SPW

Objective: Teach the historical and evolution of the disability. People's perception of the disable and vice versa.

Content:

1. Historical and evolution of the disable

2. Perception of the disabled in Cameroon, past and present
3. Factors enhancing integration amongst the disable and the society.

❖ SED125: Early Education and parental guidance

➢ Early Education and parental guidance: 4 credits (60 hours); L, T, P, SPW

Objective:

- Students should be able to explain positive relationships between the teacher, parents and the child
- To explain stages of child development, implications for social skills
- Explain and differentiate the role of each of people involve in education the child

Content:

1. Elaboration of concepts: Education, types of education. Formal, informal and conformal
2. Discuss Parental, School, child and the society
3. Social development of skills among the disabled
4. Information, occupation and counseling

❖ SPE 126: Initiation to the speech, auditory and visual and mental skills development

➢ Initiation to the speech, auditory and visual and mental skills development: 4 credits (60 hours); L, T, P, SPW

Objective: Define basic concepts in the subject matter and explain the importance of each of the impairment to man. Different types of pedagogic tools to enhance the different aspects.

Content:

1. More exercises on sign and mental methodology
2. Involvement of the students in activities in respect to their different deficiencies

❖ SPE127: Civics and moral education

➢ Civics and moral education: 3 credits (45 hours); L, T, P, SPW

Objective: At the end of this course, the student should be able to:

- Explain the relationship between themselves and the state in one hand and themselves with God.
- Understand the different types of religion

- Know their responsibility to the state and to mankind

Content:

1. Concepts: philosophy of education, religion, the human person and dignity of man types of religion
2. African traditional religion- beliefs and practices
3. Islam- origin, evolution and teachings of Mohamed
4. Christianity
5. Buddhism Etc.
6. Civics
7. definition of ethics, civics, deontology, human rights, foundation of ethics
8. general and professional ethics
9. deontology in education and moral consciousness
10. the universal declaration of human rights
11. protection of the environment
12. professional vocation
13. good governance in public services
14. -Political, economic and social history of Cameroon

❖ SPE 231: Introduction to educational psychology

➢ Introduction to educational psychology: 4 credits (60 hours); L, T, P, SPW

Objective: To give the student an understanding of the child and acquired behavior.

Content:

1. The learning process
2. The teaching process
3. Theories of learning
4. Motivation
5. Perception
6. Counseling
7. Theories on psychology
8. Education administration and planning
9. Issues in special education

❖ SPE 232: General Phonetics

➢ General Phonetics: 5 credits (75 hours); L, T, P, SPW

Objective: To equip the student with techniques of communication in reference to their different disabilities

Content:

1. Concepts: communication, phonetics, sense organs, learning deficiency
2. The quantities and the accents in phonetics
3. The Phonology or functional Phonetic
4. The phonetics (scalable, acoustic, experimental
5. The sense organs

❖ SPE 233: Neuropsychology in children

➢ Neuropsychology in children : 5 credits (75 hours); L, T, P, SPW

Objective:

- To help the student understands the functionality of the nervous system and senses
- To plan the lessons taking into account the operation of other valid senses

Content:

1. General information on dyslexia
2. The neuron
3. The Spinal Cord
4. The brain
5. The sensory pathways
6. Physiology of the nerve fibber

❖ SPE 234: Special teaching Methods for children with learning deficiencies

➢ Special teaching Methods for children with learning deficiencies: 4 credits (60 hours); L, T, P, SPW

Objective: To facilitate the student's understanding in the teaching and learning processes considering the various learning disabilities

Content:

1. Different types of teaching methods to the disables
2. Principles of teaching and learning
3. Different types of evaluation

❖ SED235: Professional deontology on official texts

➢ Professional deontology on official texts: 5 credits (75 hours); L, T, P, SPW

Objective: Allow the student to teach and defend the rights of the deaf, dumb, blind and the children.

Content:

1. Definition of concepts: deontology, human rights, foundation of ethics
2. general and professional ethics
3. deontology in education and moral consciousness
4. the universal declaration of human rights
5. government policy
6. Professional ethics and laws binding the disabled

Skills referred : Ability to adapt to its new environment and to act accordingly by report to national legislation and international

Content:

7. The mission of the educator, its vocation, its professional conscience, his public and private life, its social role and its contribution to the influence of the specialized education
8. The official texts

❖ SPE 236: Research methodology

➢ Research methodology: 4 credits (60 hours); L, T, P, SPW

Objective: The course will introduce students to the preliminary research procedures in educational research

Content:

1. Identification of the problem and variables
2. Setting objectives
3. Research question and hypothesis
4. Scope and significance
5. Review of literature
6. Methodology and testing
7. Presentation of research findings
8. Discussion and conclusion
9.

❖ SPE 237: Bilingual Training II

➢ English: 1.5 credits (22 hours 30mn)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ French : 1.5 credits (22 hours 30mn)

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
   - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
   - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
   - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
   - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
   - Des fonctions grammaticales.

3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique ;
   - Communication orale courante ;
   - Communication orale interactive
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
   - Lecture rapide et compréhension de texte ;
   - synthèse d'un long texte
   - De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondence, d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
   - Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
   - Expressions figées

❖ SPE241: Descriptive phonetics

➢ Descriptive phonetics: 5 credits (75 hours); L, T, P, SPW

Objective:

- To allow the student to acquire the phonetic elements that will help later in the rehabilitation process
- Identification of the various defects among the deaf, blind and dumb and measures of adaption

Content:

1. The International Phonetic Alphabet
2. Emission and mechanism of the formation of the vowels
3. Vowel system French/English
4. The voice

❖ SPE242: Psychology of learning for children with learning deficiency

➢ Psychology of learning for children with learning deficiency : 4 credits (60 hours); L, T, P, SPW

Objective:

- Explain some current theories of learning and implications in the classroom
- identify and discuss difficulties amongst the disable

Content:

1. Concepts in learning
2. Meaning and nature of learning
3. Different types and criteria of learning
4. Major theories of learning
5. Factors affecting memory and transfer of learning
6. Motivation
7. Techniques and strategies on learning, approaches to the disabled

❖ SPE 243: Psycho pedagogy special (didactics)

➢ Psychology of learning for children with learning deficiency: 4 credits (60 hours); L, T, P, SPW

Objective :

- Allow the student to specialize in the techniques of the preparation of lessons.
- Adapt the general lesson techniques in the preparation of lessons in relation to the disable.

Content:

1. The major principles of the modern pedagogy
2. The Didactic Methods
3. The processes and techniques of lessons
4. The physical organization of the class
5. The pedagogical organization of work
6. The Audiovisual techniques
7. The organization of the class promenade
8. Work led to development of educational sequences
9. Study of cases in pedagogy practice

❖ SPE 244: Pedagogy of nursery school

➢ Pedagogy of nursery school : 3 credits (45 hours); L, T, P, SPW

Objectives:

- Equip the student with special tools to enhance the interaction of the learner
- Capacity for the student to introduce children to the different school subjects and especially to the lip reading, to the exercise of the

breath, control of vibration through the efficient use of the larynx and of other bodies

Content:

Pedagogy in Kindergarten- Kindergarten Pedagogy

1. Adaptation of the deaf, dumb and blind child to his new life in the school
2. Initiation to the different school subjects
3. Distinguish what is meant
4. Attitudinal awareness for the disable
5. Exercises of pace and sensory games
6. Introduce relative sports

❖ SPE 245: Inclusive pedagogy and ICT

➢ Inclusive pedagogy and ICT: 4 credits (60 hours); L, T, P, SPW

Objective: Equip the student of the basic principles of the formal and non-formal education and making use of ICT in the process of teaching and learning.

Skills referred

Ability of the student to teach both normal and disabled conveniently Plan, use teaching methods and strategies logically his/her teachings

Content:

1. Basic data of the problem of education
2. The pedagogues and teaching processes
3. Major types of teaching methods
4. Strategies and techniques of teaching
5. Setting of general and specific objectives
6. Teacher competence and pedagogical style
7. Techniques in constructing resource materials and writing of lesson notes
8. Historical perspective of ICT and sign and lip Language
9. Importance of ICT and sign and lip language
10. Concepts and tools
11. Word, excel, power point, publisher, internet
12. Auditory and sound tools

❖ SPE 246: Professional internship

➢ Professional internship : 6 credits (90 hours); L, T, P, SPW

Objective: Provide knowledge and skills in teaching in respect to the rights of the learner

Content:

1. Special teaching methods for children with learning deficiencies
2. different types of teaching methods to the disables
3. principles of teaching and learning
4. Different types of evaluations
5. Definition of ethics, civics, deontology, human rights, foundation of ethics
6. general and professional ethics
7. deontology in education and moral consciousness
8. the universal declaration of human rights

❖ SPE 247: Citizenship education and children's rights /Law

➢ Citizenship education and children's rights /Law: 3 credits (45 hours); L, T, P, SPW

Objectives:

- Student should know, describe and teach citizen's rights
- Explain the relationship between themselves and the state in one hand and themselves with God
- Understand the different types of religion and their respective cannons
- Know their responsibility to the state and to mankind

The Content:

1. Civics (definition);
2. Relevance of civic education;
3. The citizen;
4. The Nation;
5. The State;
6. Public Property unto collective property;
7. The freedoms;
8. The public service;
9. Ethics (definition, types, concepts);

10. Relevance of ethics;
11. Problem of ethics;
12. Traditional African values;
13. Professional and work ethics;
14. Ethics, Law and reason;
15. Management and ethics of responsibility;
16. Ethics and management.

- **Labor Law: 1 credit (15 hours)**

A- First part

7. The concept of Law;
8. The characters of the Law Rule;
9. Sources of Law (Hierarchical norms);
10. Enforcement (Non-retroactivity of the law and the territoriality of the law);
11. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law);
12. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression);

B- Second part

6. Sources of Labour Law
7. The different employment contracts (classic contracts and precarious contracts)
8. Execution of the employment contract (salary and salary claim, various professional sanctions)
9. Dismissal and resignation;
10. Resolution of labor disputes

Field : EDUCATION

Specialty :

ANDRAGOGY

Field:	EDUCATION
Specialty:	**Andragogy**

1. The objective of the training

This speciality generally trains the experts in methods and principles of adult education, considering the complexity of the education as a totality of man's social venture in his environments that makes him/her fit squarely. Students will be introduced to the appropriation of educational practices by referring to the variety of perspectives that are contradictory but rich in teaching.

2. Expected skills

Specifically, students will be able to:

- To learn more flexible teaching practices
- Identify the education needs of each adult
- Procedures in professional educational practices in adults
- Objectives and tasks of adult education
- Understand specific development in adults
- Communicate in a bilingual professional setting
- Animate and manage procedures in professional practice in adult education in a social setting
- Analyse a school situation and draw the possible consequences
- Analyse the complexity of the educational fact
- Interact in the context of education taking into account cultural differences diversities
- To develop teaching practices between individuals

3. Career opportunities

- Organization of training workshops;
- Training manager;
- Analysis of training needs;
- Trainer trainers; (internship)
- Follow-up of educational projects
- Initiate community educational projects

4. Organization of the Teachings

- **First semester**

Field: Education		**Specialty: Andragogy**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
AND111	Contemporary issues of adult education	45	15	10	5	75	5
AND112	Teaching methods and adult learning	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
AND113	The experimental bases of pedagogy	30	20	5	5	60	4
AND114	Pedagogical antinomies	45	15	10	5	75	5
AND115	Adult Pedagogy I	40	20	10	5	75	5
AND116	Introduction to Educational psychology	35	15	5	5	60	4
Cross-Sectional Course 10% (1 UC) 3 Credits (45 hours)							
AND117	Bilingual training I	30	10	0	5	45	3
Total		**255**	**110**	**50**	**35**	**450**	**30**

- **Second semester**

Field: Education		**Specialty: ANDRAGOGY**					
Course code	**Course title**	**Number of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
AND121	Cultural representation of the educational facts	45	15	10	5	75	5
AND122	Introduction to Sociology of education	30	20	5	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
AND123	Development of education projects	45	20	5	5	75	5
AND124	Guidance and Counseling in Inclusive Education	45	20	5	5	75	5
AND125	Education for sustainable development and human rights	30	20	5	5	60	4
AND126	Analysis of the needs of education	35	20	0	5	60	4
Cross-Sectional Course 10% (1 UC) 3 Credits(45 hours)							
AND127	Data processing	30	10	0	5	45	3
Total		**260**	**125**	**30**	**35**	**450**	**30**

- **Third semester**

Field: Education		**Specialty: ANDRAGOGY**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
AND231	Counseling orientation for Adult Education	30	20	5	5	60	4
AND232	Elementary Applied Statistics	45	15	10	5	75	5
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
AND233	Initiation to action research in education	30	20	5	5	60	4
AND234	Professional Internship I	40	20	10	5	75	5
AND235	Introduction to Educational technology	30	15	10	5	60	4
AND236	Adult pedagogy II	45	20	5	5	75	5
Cross-Sectional Course 10% (1 UC) 3 Credits 45 hours							
AND237	Economics and Business organization	30	10	0	5	45	3
Total		**250**	**120**	**45**	**35**	**450**	**30**

- **Fourth semester**

Field : Education		**Specialty: ANDRAGOGY**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits (135 hours)							
AND 241	Sociology of education	45	10	15	5	75	5
AND 242	Psycho-sociology of work	35	10	10	5	60	4
Professional Courses 60% (4 UC) 18 Credits (270 hours)							
AND 243	Introduction to Educational Technology II	35	10	10	5	60	4
AND 244	Measurement and evaluation	30	15	10	5	60	4
AND 245	Identification of training needs	35	15	5	5	60	4
AND 246	Professional Internship II			60	30	90	6
Cross-Sectional Course 10% (1 UC) 3 Credits (45 hours)							
AND 247	Civics, ethical education, and labor law	20	10	10	5	45	3
Total		**200**	**70**	**120**	**60**	**450**	**30**

L: Lecture T: Tutorials P: Practical SPW: Student Personal Work

5. Courses content

❖ AND 111: Contemporary issues of Adult Education

➢ Contemporary issues of Adult Education: 5 credits (75 hours); L, T, P, SPW

Objective: To emphasize on contemporary basic ideas in education and its relational importance

Content:

1. Initiate counting skills
2. Initiate the alphabet
3. Different numerals
4. Ryman and songs based on alphabet, digits and environmental needs
5. Stories relating to their culture and wellbeing.

❖ AND112: Teaching methods and adult learning

➢ Teaching methods and adult learning : 4 credits (60 hours); L, T P, SPW

Objective:

- Different types of methods and forms of adult learning
- Understand the criteria, principles and processes of involved in adult learning

Content:

1. Expositive Forms objects
2. Forms of dialog
3. Forms of research

❖ AND 113: The experimental base of the Pedagogy

➢ The experimental base of the Pedagogy: 4 credits (60 hours); L, T, P, SPW

Objective: The student will use different experimental bases of collecting data from adult educators and established pedagogical implication

Content:

1. The biological data
2. The sociological data
3. The psychological data
4. A few pedagogical implications

❖ AND 114: Pedagogical Antinomies

➢ Pedagogical Antinomies: 5 credits (75 hours); L, T, P, SPW

Objective: Explain the differences, relationship and contradictions that exist in nature and life situations, etc.

Content:

1. Education and nature
2. Education and the societal norms
3. Education and Human ideal

❖ AND 115: Adult Pedagogy

➢ Pedagogy of adults: 5 credits (75 hours); L, T, P, SPW

Objective: Explain the different training needs of the adult and the nature of the adult education

Content:

1. Learn, terms in everyday language - Language of Instruction
2. Analyze the training needs
3. Define the learning objectives
4. Build situations of adult training
5. Evaluate the programming and the effects of the training of adults
6. Make live the pedagogical relationship

❖ AND 116: Introduction to educational psychology

➢ Introduction to educational psychology: 4 credits (60 hours); L, T, P, SPW

Objective: Explain the different dynamics – social, economic, political emotional etc., in education that help to modify behavior

Content:

1. Concepts: psychology, education, behavior
2. Overview of Psychology
3. Issues on why we learn
4. Parameters of the Educational Psychology
5. Experimental bases of education based on the psychology
6. Adjustment or adaptation of behavior
7. Psychological social context in adult education

❖ AND 117: Bilingual Training I

➢ English: 1.5 credits (22 hours 30mn); L, T, P, SPW

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Letter / memo writing and minutes of a meeting

➢ French : 1.5 credits (22 hours 30mn); L, T, P, SPW

1. Vocabulaire

- Vocabulaire technique usuel

2. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
- Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

❖ AND 121: Cultural representations of the Educational Facts

➢ Cultural representations of the Educational Facts: 5 credits (75 hours); L, T, P, SPW

Objective: will introduce to the learner, the cultural and educational activities within the environment

Contents:

1. Definition of concepts in the subject area
2. Information on the different cultures in Cameroon
3. Different types of education formal, informal and non-formal and their effects

❖ AND 122: Introduction to Sociology of Education

➢ Introduction to Sociology of Education: 4 credits (60 hours); L, T, P, SPW

Objective:

- Explain the different aspects of socialization to the benefit of the learner
- Explain different types of cultures and beliefs and different type group and group dynamics principles

Content:

1. What is sociology of education?
2. Sociological theories
3. Education and the society

4. The roles of education: socialization, integration and reproduction
5. Four conceptions of education report/company
6. sociological theories
7. social stratification, social class and ethnicity
8. Three theoretical approaches to the relationship social origin and education: (Techno functionalism) and theory or "human capital"
9. Inequalities in education and social mobility
10. Inventory and review of a few variables
11. Enhancing access to education today
12. Education in the industrial society and the post-industrial

❖ AND 123: Development of education projects

➢ Development of education projects: 5 credits (75 hours); L, T, P, SPW

Objective: Initiation into educational project procedures

Content:

1. The importance of a project in education
2. The project types in education
3. Identification of project in education
4. Identification of educational needs

❖ AND 124: Guidance and counseling in Inclusive Education

➢ Guidance and counseling in Inclusive Education: 5 credits (75 hours); L, T, P, SPW

Objective: The teacher will help in bringing counseling services within individual differences

Content:

1. Meaning and overview of inclusive education
2. Definition of concepts: inclusion
3. Principles of guidance and counseling in inclusive education
4. Guidance-counseling approach: on the path of the pedagogical revision
5. Guidance approach and pedagogical inclusion
6. Plan of the Inclusion

❖ AND 125: Education for sustainable development and human

➢ Education for sustainable development and human :4 credits (60 hours); L, T, P, SPW

Objective: Variables involve for the learner to sustain economic, social and academic development as priority in living

Content:

1. Definition of key concepts
2. The phenomenon of climate change,
3. The prevention of disasters
4. Biodiversity
5. The reduction of poverty or the sustainable consumption
6. The solidarity economy
7. The factors of eco-agriculture, eco-tourism, eco-transportation, eco-trade on social development
8. Education and human rights

❖ AND 126: Analysis of Needs of Education

➢ Analysis of Needs of Education: :4 credits (60 hours); L, T, P, SPW

Objective: the student explain the different role of education to mankind

Content:

1. Education needs in politics
2. Education needs in business
3. Social and psychological wellness
4. Self- actualization
5. Moral needs

❖ AND 127: Data Processing

➢ Data Processing :3 credits (45 hours); L, T, P, SPW

Objective: To adapt the learner to fit into the contemporary world technology and its challenges

Content:

1. Overview of the Computer / ICTS in education in Cameroon
2. The issues of the integration of Computer Science/ICT for the andragogy
3. Software tools that support, illustrate and guide the operationalization of the activities of the(andragogy

4. Functional Models of ongoing projects Usefulness of the approach to computing
5. ICTS and sharing his personal skills
6. Professional practices: the use of informatics and ICTS
7. Management of innovation in ICT
8. Communication and help to communication with the ICT/computer

❖ AND 231: Counseling Orientation for adult education:

➢ Counseling Orientation for adult education :4 credits (60 hours); L, T, P, SPW

Objective: To inform the learner of the realities in life in terms of employment, task oriented, accessibility of all needs especially labour needs

Content:

1. Definition of concepts: education, task, orientation, assessment of needs
2. Role of Orientation in adult education
3. Importance of orientation to adults
4. Task orientation
5. Assessing the needs of adult learners
6. Education orientation and teaching practice

❖ AND 232: Elementary applied Statistics

➢ Elementary applied Statistics: 5 credits (75 hours); L, T, P, SPW

Content:

1. The distributions of the frequencies (construction and graphic representations) characteristics of position
2. Values of central tendency (median mode average)
3. Measures of variability (range, gap seminar interquartile range, average gap, variance, standard deviation and coefficient of variation)
4. Indices of asymmetry and convexity
5. Linear transformations
6. Curve and properties
7. Linear correlation and regression
8. Correlation coefficients

❖ AND 233: Initiation to Action- research in education

➢ Initiation to Action- research in education: :4 credits (60 hours); L, T, P, SPW

Content:

1. Overview of action research procedures
2. Scientific research project
3. Selection of Research topic
4. Formulation of problem
5. Construction of the Assumptions
6. Identification of variables, choice of the identifiers and their terms and conditions
7. Identification of the population: parent population, target population the survey population or population accessible
8. Typology of research (experimentation, ex-post facto, case study, case study, analysis of content etc.):

❖ AND 234: Professional Internship I

➢ Professional Internship I:5 credits (75 hours); L, T, P, SPW

Objectives: The course is designed to give students hands-on experience in educational management and administration, as well as curriculum implementation.

Content:

1. Arrival and Business Integration
2. Working in a company or Teaching in a school.
3. The use of the Intern journal
4. Theme of work: in collaboration with professional academic mentors
5. Elaboration of the basic of research
6. The organization of work
7. Writing of partial report

❖ AND 235: Introduction to Educational Technology

➢ Introduction to Educational Technology :4 credits (60 hours); L, T, P, SPW

Objective: The teacher describes and presents the different types of educational technologies, roles and their usefulness to the adult educator

Content:

1. Relevant concepts in technology
2. Overview of technology set up

3. Basic physics
4. Basic chemistry in teaching

❖ AND 236: Adult Pedagogy II

➢ Adult Pedagogy II:5 credits (75 hours); L, T, P, SPW

Objective: different types of methods are used to enhance knowledge in the learner

Content:

1. Overview of adult pedagogy I
2. Pedagogy on Inclusiveness
3. Special Pedagogy on subjects Are
4. Evaluate the programming and the effects of the training of adult
5. Relate the pedagogical relationship with life experiences
6. Principles and strategies necessary to facilitate teaching and learning

❖ AND 237: Economy and business organization

➢ Economy and business organization: 3 credits (45 hours); L, T, SPW

Content:

1. **Concepts of General Economics**
   - Introduction
   - Consumption and production
   - Income training
   - Money and Credit
   - Prices
   - The notion of growth and development
2. **The Company**
   - Introduction
   - Typology of companies
   - Structure and organization of the company
   - Business and Ethics
   - How to undertake (Create, Decide, and Manage)
3. **The place of the company in the economic environment**
   - Concept of the business environment
   - Inter and extra-company relations

- Commercial activity
- Concept of Strategy

4. **Productive activity**
   - Production policies and processes
   - Trade policies
   - Logistics
5. **The Concept of Management in the Company**
   - Activity and financial resources
   - Planning and management of human resources
   - Planning and management of material resources
6. **Information and Communication in the Company**
   - Role of information and communication
   - Collection and organization of information
   - Strategic diagnosis
   - Decision system

❖ AND 241: Sociology of education

➢ Sociology of education:5 credits (75 hours); L, T, P, SPW

Objective: Help the teacher to understand and explain the different schools and thoughts involved in sociology

Content:

1. Culture
2. Subculture
3. Social interaction
4. Philosophical and psychological aspect of education
5. Sociology of Professions

❖ AND 242: Psycho-sociology of work

➢ Psycho-sociology of work :4 credits (60 hours); L, T, P, SPW

Objective: to present the behaviour and interaction and right of the learner in the work place

Content:

National approach

1. **Concepts**

- Psychology
- Work
- The psychology of work
- Jurisdiction
- Repository
- Repository of skills

2. **The integration of a people in work team:**
   - Orientation toward a business
   - Orientation toward a job
   - Orientation toward a profession (Question of skills and repository of skills)
3. **Areas in relationship with the psychology of the work and their relevance**
   - Social psychology
   - Differential psychology
   - Experimental Psychology
   - Psychopathology
   - Clinical psychology
   - Developmental Psychology (period of involution …)
   - Psychophysiology
   - Medicine of work
   - Statistics
   - Sociology of Organizations …
4. **The main themes of the work psychology**
   - The individual in the face of work
   - Employees in the organization
   - The organization as a system of right-of-way
   - Risk in (and the) work
   - Routes of news in the psychology of work
5. **Methodological guidelines, Epistemology and Ethics in work psychology**
   - Methods of investigation
   - Conditions for the collection and use of data from research in psychologies of work

❖ AND 243: Introduction to Educational Technology II

➢ Introduction to Educational Technology II :4 credits (60 hours); L, T, P, SPW

Objective: The student uses resource materials and strategies and demonstration.

Content:

1. Definition and fields of action of the training
2. The strategies for the management of the programmes
3. The strategies for the management of the class
4. The demonstration professional activities of a teacher
5. The demonstration of skills of a teacher
6. The steps for the preparation of the Lesson note
7. The log book
8. The test book
9. The Bulletin of inspection
10. The pedagogical folder of the student teacher or the student-master

❖ AND 244: Measurement and Evaluation

➢ Measurement and Evaluation :4 credits (60 hours); L, T, P, SPW

Objective: The, student is able to define concepts, describe and construct different types of tests, teach using the blooms taxonomy to set questions, measure appropriately the scores

Content:

1. Concepts: Measurement, taxonomy, testing, evaluation
2. Importance of measurement and evaluation to a teacher
3. Reason for using tests and construction of different types of domains-cognitive, affective and psychomotor
4. Different types of evaluation procedures

❖ AND 245: Identification of training needs

➢ Identification of training needs :4 credits (60 hours); L, T, P, SPW

Objective: To course helps the student to explain the different types of needs

Content:

1. Identify social needs
2. Economic needs
3. Educational needs etc.

❖ AND 246: Professional Internship II

➢ Professional Internship: 6 credits (90 hours); L, T, P, SPW

Objective:

- The student is involved in the practical teaching and learning in the process of changing the behavior in the learner

- Using appropriate methodology to enhance learning

Internship Report Writing

1. **Title Page**

The title page of the report will include:

- Name of the organization
- Name of the internee, Student ID and session
- Submission date of the internship report
- Name of the University/ logo

2. **Dedication (Optional)**

If you want to dedicate your work to someone, you may write the dedication note under this section of your internship report.

3. **Acknowledgement**

In this section you acknowledge the help and support of all the people who helped you in completion of your internship and internship report e.g. the library staff, course instructor, family or any other person.

4. **Executive Summary**

Executive summary previews every section of the report in a short form. It can be referred to as the micro image of the report. It helps the reader to get a quick glance at the report before reading it in detail. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

5. **Table of contents**

List the important headings and sub headings in the report with page numbers. Also make a separate list of tables and figures in the table of contents if you have used any.

6. **Overview of the Organization (word limit: min. 300 words)**
   - Brief history
   - Introduction of the organization
   - Policy of the organization
   - Competitors
7. **Organizational Structure (word limit: not specified)**
   - Organizational Hierarchy chart
   - Number of employees
   - Main offices
   - Introduction of all the departments
   - Comments on the organizational structure
8. **Training Program (word limit: min. 1000 words)**

- Detailed description of the operations/activities performed by the department(s) you worked in.
- Detailed description of the task(s) assigned to you.

9. Critical Analysis (word limit: min. 1000 words)

Relate the theoretical concepts with your practical experience during your internship in the organization. Execute an overall analysis of the organization.

10. SWOT Analysis (word limit: min.500 - 1000 words)

Clearly describe all the strengths, weaknesses, opportunities and threats of the organization where you have done internship. Remember that strengths and weaknesses are internal to the organization and represent its culture while opportunities and threats correspond to the external environment

Strengths are those qualities which distinguish or give an edge to the organization over other organizations.

Weaknesses are the attributes of an organization that are harmful in achieving the objectives of an organization.

Opportunities are the external factors that are helpful in achieving the objectives of the organization.

Threats are the external factors which could damage the business performance of the organization.

11. Recommendation (word limit: min. 300 words)

In this section you are required to suggest solutions for all the problems or discrepancies (you have pointed out in critical/ SWOT analysis) found in the organization.

12. Conclusion (word limit: min. 350 words)

In this section you are required to describe the organization according to your evaluation/assessment in the light of critical and SWOT analyses

Note:

Section # 8-12 are NOT expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected as per ZERO TOLERANCE POEICY of the university.

13. References & Sources

In this section, provide all the references and sources in APA format that you have used for data collection in your Internship Report.

14. Annexes

At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.

❖ AND 247: Civics, Ethical Education and Labor law

➢ Ethics, Civil Education and Labor law: 2 credits (30 hours); L, T, P, SPW

The Concepts

1. The citizen
2. The Nation
3. The State
4. Public Property unto collective property
5. The freedoms
6. The public service
7. Problem of ethics
8. Ethics, Law and reason
9. Management and ethics of responsibility
10. Ethics and management
11. Ethics
12. Civics
13. Deontology
14. Moral consciousness
15. The universal declaration of Human Rights
16. Good governance in public services
17. Explain the importance of civics to the life of the nation
18. Functions of the state and its citizens
19. Deontology, Professional ethics and professionalism
20. Relationship between morality, law and ethics
21. Codes of ethics

➢ Labor Law: 1 credit (15 hours)

A- First part

1. The concept of Law;
2. The characters of the Law Rule;
3. Sources of Law (Hierarchical norms);
4. Enforcement (Non-retroactivity of the law and the territoriality of the law);
5. Judicial institutions (Courts of first instance, principle of double jurisdiction, appeal on points of law);
6. Sanctions of violation of the rule of law (Inhibition, execution, reparation, repression);

B- Second part

1. Sources of Labour Law
2. The different employment contracts (classic contracts and precarious contracts)
3. Execution of the employment contract (salary and salary claim, various professional sanctions)
4. Dismissal and resignation;
5. Resolution of labor disputes

Field : COMMUNICATION

Specialty :

JOURNALISM

Field:	COMMUNICATION
Specialty:	**Journalism**

1. The objective of the training

The training in HND specialty journalism aims to train students able to collect, prioritize, write on all its forms and in all positions and publish for a plural public information through: print, radio, television, agency and internet on national, African and international events. They report on the news by providing their own analysis and lighting.

2. Research Skills

→ **Generic skills**

- Animate and manage a team;
- Communicate orally and in writing in a professional setting in French, English and other foreign languages;
- Understand the operation of audiovisual production;
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Plan and follow work;
- Develop creativity, the spirit of analysis and synthesis.

→ **Specific skills**

- Master the sciences and techniques of information and communication;
- To control the functioning of the media: radio, television, written press and internet.
- Handle most technical tools (camera and sound recording equipment in particular);
- Acquire the theoretical knowledge and professional practices of the entire audiovisual production chain;
- Choose tools and information processing techniques for different audiences and media;
- Master the tools and methods necessary to make a radio or television broadcast;
- To master the methods and techniques of the written press;
- To master the different journalistic styles, the hierarchy of information;
- Take pictures and use the images;
- Organize and coordinate the different stages of a report.

3. Career opportunities

- Journalist Radio, TV, print media;
- Editor-in-Chief
- Documentary writer
- Responsible for communication in a public or private company; - Reporter.

4. Organization of the Teachings

YEAR ONE 1st SEMESTER

Field: Mass Communication		SPECIALITY: JOURNALISM					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Number of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
JOU 111	HISTORY AND ORGANIZATION OF THE MEDIA	25	20	10	5	60	4
JOU 112	INTRODUCTION TO MASS COMMUNICATION	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
JOU 113	PRACTICE OF RADIO AND TELEVISION JOURNALISM I	35	20	15	5	60	4
JOU 114	PRACTICE OF PRINT JOURNALISM I	35	20	15	5	75	5
JOU 115	PHOTO JOURNALISM	30	15	10	5	60	4
JOU 116	COMMUNICATION LAWS/ETHICS	35	20	15	5	75	5
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
JOU 117	LANGUAGE/ COMMUNICATION 1	20	10	10	5	45	3
Total		**210**	**130**	**90**	**35**	**450**	**30**

YEAR ONE 2nd SEMESTER

Field: Mass Communication		SPECIALITY: JOURNALISM					
Course Code	**Course Title**	**L**	**T**	**P**	**PW**	**Total**	**Number of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
JOU 121	COPY EDITING	35	15	15	10	75	5
JOU 122	FEATURES/OPINION WRITING	30	10	10	10	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
JOU 123	RADIO AND TELEVISION PRODUCTION	40	15	20	15	90	6
JOU 124	NEWSPAPER & MAGAZINE PROD	35	15	15	10	75	5
JOU 125	COMMUNICATION STRATEGY	30	10	10	10	60	4
JOU 126	RESEARCH METHODS	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
JOU 127	LANGUAGE AND COMMUNICATION 2	20	10	10	5	45	3
Total		**215**	**80**	**85**	**70**	**450**	**30**

YEAR TWO 3rd SEMESTER

Field: Mass Communication		SPECIALITY: JOURNALISM					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Number of Credit**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
JOU 231	PROOFREADING/ SYMBOLS	25	20	10	5	60	4
JOU 232	MEDIA MANAGEMENT	45	15	10	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
JOU 233	PRACTICE OF RTV JOURNALISM II	30	20	20	5	75	5
JOU 234	PRACTICE OF PRINT JOURNALISM II	30	20	20	5	75	5
JOU 235	MEDIA STUDIES	30	15	10	5	60	4
JOU 236	DIGITAL VIDEO PRODUCTION	30	15	10	5	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
JOU 237	LANGUAGE/ COMMUNICATION 3	20	10	10	5	45	3
Total		**210**	**115**	**90**	**35**	**450**	**30**

YEAR TWO 4th SEMESTER

Field: Mass Communication		SPECIALITY: JOURNALISM					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Number of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
JOU 241	COMPUTER FOR MASS MEDIA	25	20	10	4	60	4
JOU 242	EDITORIAL WRITING	50	10	10	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
JOU 243	RADIO AND TELEVISION PRODUCTION II	20	20	15	5	60	4
JOU 244	MODERN TYPOGRAPHY	30	20	20	5	75	5
JOU 245	WEB DESIGN AND DEVELOPMENT	30	20	20	5	75	5
JOU 246	INTERNSHIP	/	/	60	/	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
JOU 247	LANGUAGE/ COMMUNICATION 4	20	10	10	5	45	3
Total		**175**	**100**	**145**	**30**	**450**	**30**

5. Courses content

❖ JOU 111: HISTORY AND ORGANIZATION OF THE MEDIA

OBJECTIVES: Although history of the media enables the communication students to understand the events and activities that had taken place in the life of the mass media from colonial days to the present time of technology, learners will be more drilled in the organization of the media. At the end of the course, the learner would have known:

- The organization of the mass media
- Why and how to resolve disputes among staff.

CONTENT:

- colonial mass media
- Their owners and philosophies
- Print mass media in the colonial days
- The post-colonial press
- The print newspaper in Africa
- The nationalist movements
- Political parties and the press
- Missionaries and the media
- The advent of radio in Cameroon
- Content and regulations
- The post independence press
- The national newspapers (Cameroon outlooks, Cameroon Times ,etc), the government and party papers
- The modern media
- Advent of technology and the media
- The media organisational chart
- The editor-in-chief and his role
- The news and the desk editors
- Responsibility of editors to media owners
- Media owners' responsibilities to editors
- The reporters and their responsibilities to editors
- Readers and their obligations etc.
- The editorial policies and their editing principles
- Media Conflicts and resolutions

❖ JOU 112 INTRODUCTION TO MASS COMMUNICATION

OBJECTIVES:

The course traces the historical development of print, broadcast, public relations and Advertising and its impact on society, and at the same time, it examines the rapid

growth and Development of the internet. It introduces students to the inventors, patents, copyright regulations, scriptwriting formats, and careers in the media industry.

At the same time, the course explores how the media reflect and inspire cultural, political, and ethical norms with emphasis on various storytelling techniques based on audience and method of delivery.

The course also examines the role of the mass media in the creation for the audience.

CONTENT

→ **The Internet, Digital Media and Media Convergence**

- Evolution of mass media
- Mass media and the Process of communication
- Surveying the cultural landscape, critiquing media and culture
- Evolution of the internet
- From Media Convergence to the Web, the internet and democracy
- Sound Recording and Popular Music
- Development of sound-recording
- The music industry; US and the world.
- The Business of Sound recording
- Popular Radio and the Origins of Broadcasting
- Evolution of Radio technology and social impact
- The economics of radio broadcast
- Radio and democracy
- Television and Cable: The power of visual culture
- Development of TV and programming trends
- Development of Cable
- Regulatory challenges and the economics of ownership of TV and Cable

→ **Movies and the impact of images**

- Evolution of Movies and the rise of Hollywood
- The Studio system 'golden age'
- The economics of business
- Popular movies and democracy

❖ JOU 113 PRACTICE OF RTV JOURNALISM 1

OBJECTIVES: At the end of the course, we should be able to talk about the following areas:

- History and Origin of Radio and Television Broadcasting
- The principles and practice of RTV Journalism -Basic equipment used in Broadcasting
- The legal aspects of Broadcasting.
- News writing methodology

CONTENT

- Principles and Practice of Broadcasting
- History and Origin of Radio/TV Broadcasting
- Broadcasting as an Industry
- Basic Equipment used in Broadcasting
- Qualities of Good Broadcasting
- Advent of Radio in Cameroon
- Programme Format
- Radio Format and Terminology
- Importance of Programming
- News Production
- definition and basics of media writing concepts
- types of media stories
- News elements,
- the news values,
- qualities of a news story,
- structure of a news story,
- types of leads,
- news sources, channels,
- writing dry stories

❖ JOU 114 PRACTICE OF PRINT JOURNALISM 1

OBJECTIVES:

This course is aimed at introducing communication students to the concept, structure and the characteristics of the print media. At the end of this course, they would have;

- identified the difference(s) that exists between the print and the electronic media (radio, television, internet, etc)

- noted the relationships and the various methods of print media production.

CONTENT:

- Definition and concept of the print media
- History and development of the print media
- The major differences between the print and electronic media
- Types of print media (newspaper, Magazines etc)
- Types of newspapers and their contents
- Types of magazines and their contents
- Components of the print media, dailies, weeklies, monthlies etc

→ **Writing;**

- News concept
- Criteria for newsworthiness: Timeliness, proximity, conflict, prominence, human interest
- News gathering/sources
- Other factors affecting news treatment

- Types of news stories: straight news, features, news features. Opinions, editorials
- The inverted pyramid system

❖ JOU 115 PHOTO JOURNALISM

OBJECTIVES: This course is designed to introduce students to the basic principles of photography and to provide them with opportunities to apply those skills to the more specific practice of journalistic photography particularly in print and electronic Media. It is expected that at the end of the course learner would have been able to:

- distinguish between ordinary photography and photo journalism
- use the modern cameras to shoot and produce beautiful photographs
- entertain with photographs
- Apply different shots for various circumstances with the camera.
- identify and use different cameras

CONTENT:

→ **Types of photographs**
- still and motion
- artistic
- reported
- recorded

→ **Photographic equipment**
- Cameras
- Types of camera
- Parts of the camera and their functions
- Lens - their types and functions
- The Role Film and the Cut Film

→ **Field work**
- Camera, its basic functions,
- Camera control, shutter speed, lighting ratio etc
- Colour, photographic angles, latitudes

❖ JOU 116 COMMUNICATION LAWS/ETHICS

OBJECTIVES: This course enables the students to grasp the legal notions in communications and to demonstrate knowledge of the laws within the area in which they perform their duties in communication.

At the end of this course:

- students are expected to know what obtains in courts, relating to civil and criminal matters,
- they should know the laws of defamation,
- must have e a good knowledge of state security implications, -copyright, trespass, etc

CONTENT:

- The law of defamation
- Definition of defamation
- Classes of defamation (slander and libel)
- Remedies/penalties for defamation
- The courts (rules and their laws on the use of communication gadgets)
- Cases (types of cases)
- What constitutes contempt?
- Trespass/invasion of Privacy
- State security and the law
- Press freedom
- Freedom of expression, Constitutional provisions, International instruments,
- Access to information laws and procedures, Protection of whistleblowers
- Rules of court reporting, Contempt of court,
- Protection of social values: Obscenity and pornography, Violence and brutality, protecting children
- The law and professional standards relating to privacy
- The protection of confidential sources
- Some international instruments affecting the media

❖ JOU 117: LANGUAGE AND COMMUNICATION 1

➢ TECHNICAL ENGLISH

OBJECTIVES: It has been observed that language, whether taught to students of any language background, constitutes a problem in most of the examinations. This is why this course has been structured to bridge such a gap existing in the business world of information and communication technology. By the end of the course, learner must be able to:

- Achieve coherence in written English, French or any other Languages
- Write and form paragraphs with meaningful ideas
- Produce formal letters for business communication
- Produce reports accurately
- Conduct interviews using the language medium -Punctuate articles and other forms of writing. Speak orally

CONTENT:

- **GRAMMAR:** The concept of language, language as communication vehicle, Parts of speech: Verbs, nouns, adjectives, prepositions, etc-Reported speech: Converting direct speeches to indirect speeches, treating idioms and proverbs, common errors in the use of sentences

- **VOCABULARY**: Business and technical words for special purposes (treatment of words that cut across business, technical and communication fields)

- **WRITING**: Paragraphing passages, punctuation of passages

→ **Essay**: more difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs. (**Practical work)**

- **Speaking**: Diction Pronunciations, public demonstrations

➢ **TECHNICAL FRENCH**

CONTENT:

→ **Grammaire**
- Le verbe
- Le sujet
- L'accord du sujet et du verbe
- Le Complément d'Objet Direct
- Le Complément d'Objet Indirect
- Les pronoms personnels sujets,

→ **Orthographe**
- Orthographe lexicale (comment s'écrivent les mots)
- Les mots de la même famille
- Les différentes correspondances
- Le doublement des consonnes

→ **Vocabulaire**
- Le sens des mots
- Sens propre et sens figuré
- Les niveaux de langue

→ **conjugaison**
- L'identification du verbe
- Le passé, le présent, le futur
- Les personnes de la conjugaison
- Le verbe change avec le temps et la personne
- L'infinitif du verbe et les trois groupes
- Les modes et les temps

❖ JOU 121 COPY EDITING

OBJECTIVES: This course is intended

- To teach you the skills of copy editing and headline writing, with some familiarization in the concepts of page design.
- To polish and expand your knowledge of AP Style and grammar.

- To build awareness and understanding of professional writing standards regarding truth, accuracy, fairness, objectivity and deadlines.
- To build critical thinking and evaluation skills in editing, writer-coaching and design, and to prepare learner for a print media position.

CONTENT

- Concept of news editing
- Good copy editor, qualifications
- The skills, knowledge, resources and attitude of copy editor ones writing or another person's writing.
- Knowledge and implementation of AP Style, Stylebook and textbook as references.
- Acquiring skills for editing jobs editing of copies and writing of numerous headlines.
- Using of standard copy-editing symbols in corrections-

→ **Why edit**

- Looking for language
- Looking for style
- Legal implications
- Consistency and accuracy
- Writing dates and names
- Editorial policies
- Editor as the pilot
- Use of dictionary for verification
- Current Government cabinet and their actual names
- House style
- The right to insert

❖ JOU 122 FEATURES AND OPINION WRITING

OBJECTIVES:

On completion of this course, the student should:

- Understand the role of feature articles in print journalism.
- Know the difference between a feature article and other types of materials in newspaper/magazines e.g. News, opinion articles, editorials.
- Know the stages in writing feature articles.
- Know the art of writing feature articles.
- Understand styles in feature article writing.
- Understand how to illustrate a feature article.
- Know the importance of research in feature writing.

CONTENT:

- Nature, purpose and function of a feature article
- Difference between news and feature
- Sources of feature ideas
- Methods of organizing information/material gathered for a feature article
- Various methods of writing a feature article e.g. chronological order, anecdotal, climax, anticlimax, logical etc.
- Steps in writing a feature
- Importance of research in feature writing.

→ **Practical work**

❖ JOU 123 RTV PRODUCTION 1

OBJECTIVES: On completion of this course, the student should:

- Understand the responsibilities and functions of a producer
- Understand the technical aspects of a radio/tv station
- know the different types of programmes.
- Understand the languages of radio/television directing.
- Understand the legal aspects and implications of production.
- Know how to prepare scripts for radio/television production.
- Know the basic production techniques of different programmes.
- Know the professional and ethical codes

CONTENT:

- Organizational chart of a radio/tv station
- functions of operators in a radio/tv production.
- members of a typical radio/tv production and their functions
- major phases involved in programmes production
- radio and TV production equipment
- -different programme types
- The concept of news writing,
- its impact on the ears,
- the intro, types of introductions,
- the inverted pyramid system,
- creating transitions between the intro, body and conclusion, the lead-in principle,
- the air time and length of scripts, practical work, (writing of broadcast copies, for school news cast

❖ JOU 124 NEWSPAPER AND MAGAZINE PRODUCTION

OBJECTIVES:
After this unit, students will be able to appreciate the basic difference between newspapers/magazines and other media forms such as the electronic media and the processes involved in its production

CONTENT:
- Meaning and Brief History of Newspapers and Magazines
- Classification of Newspapers and Magazines
- Mission statement, editorial policy, house style, editorials
- Function of editorial pages, opinion pages and editorial cartoons
- Newsroom personnel and organization
- Copy flow and copy editing
- The concept of gate-keeping
- Conflict of Dual mandate and business interest
- Need for photographs and cartoons in newspapers/magazines
- Photo-selection and editing.

❖ JOU 125: COMMUNICATIONS STRATEGY

OBJECTIVES: Students are exposed to an overview of practices in communication management: research design, planning, implementation and evaluation. -Students investigate issues that challenge contemporary organizations by analyzing case studies, conducting research, and designing possible solutions.

Upon completion of this course, the students will be expected to:
- Demonstrate knowledge of the fundamental theories and best practices of strategic communication;
- Recognition of the role that communication professionals play in achieving organizational goals as demonstrated in assignments and exams.
- Know the structural aspects of PR industry
- specializations, types of jobs, Agency/corporate life, professionalization;
- Understand a variety of research methods;

CONTENTS
- Concept of communication strategy
- Ethics, laws and professional organizations
- Success and failures of communication programmes
- public relations, definition, history and theories of public relations,
- Public relations Industry
- Research methods, research design
- Practicing quantitative research

- Practicing qualitative research, Researching

→ **Specializations**

- Planning, Implementation, Evaluation
- Practicing tactics.
- Organizing timely events
- Crises management principles
- Using the media at the appropriate time
- Suggesting with solutions
- Good relations with members of the organization

❖ JOU 126: RESEARCH METHODOLOGY

OBJECTIVES:

- To prepare the student for the production of his or her internship report.
- To enable him/her acquire the skills of systematic inquiry and to understand the content, methods and techniques of handling business research.

CONTENT:

- Definition of research, types of research, tools of research, determining the population, preparing a questionnaire

→ **Data collection:**

- Types of errors and their sources in information gathering,
- **Internship report writing:** chapterization, working on literature review, contents of the various chapters ,editing and coding, tabulations, charts and graphs, regression analysis, field experiments, factorial designs, variance analysis. Presenting findings, techniques, references and bibliography.

❖ JOU 127: LANGUAGE AND COMMUNICATION2

➢ **TECHNICAL ENGLISH**

CONTENT:

→ **Writing:**

Writing Paragraphs: Topic Sentence and Coherence Development of Paragraphs: Illustration and Description, Cause and Effect. Stylistic Forms.

Formal Letters: Letters about Jobs, Ordering Goods and Letters to Government and other

Organizations Writing Reports I: Reporting Events: Reporting Experiments, Writing

Summaries: Techniques of Summarizing,

-Essay: More difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs.

→ **practical work**

→ **Spoken English**

Letters and Sounds in English, Vowels and Consonants, Interviews, Seminar Presentation, Public Speech Making.

(**Practical work)**

- **TECHNICAL FRENCH**

CONTENT:

→ **Grammaire**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

→ **Orthographe**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

→ **Vocabulaire**

- Les synonymes
- Les antonymes
- Les homonymes
- Le champ lexical

→ **Conjugaison**

- L'indicatif
- Le présent de l'indicatif – usage
- Le présent de l'indicatif – verbes du 1er groupe
- Le présent de l'indicatif – verbes des 2ème et 3ème groupes
- Le futur de l'indicatif – usage et conjugaison
- Le futur antérieur de l'indicatif – usage et conjugaison

❖ JOU 231 PROOFREADING AND SYMBOLS

OBJECTIVES

Proofreading symbols are used to identify mistakes and to state the needed correction, pays attention to the rules in producing copies'

By the end of the course the student would have learned to proofread using symbols for a variety of errors: spelling, capitalization, punctuation, sentences. Each activity will

give the learner an opportunity to practice in all areas of proofreading, thus enhancing his or her language skills

CONTENT

→ **Explanation of the Symbols to**

- Begin a new paragraph
- Capitalize a lowercase letter
- Use a lowercase letter
- Insert a missing word, letter, or punctuation mark Close up space
- Delete and close up
- Delete a word, letter, or punctuation mark
- Spell out CSP
- Change the order of letters or words,
- Add a period
- Add a comma
- Add a space
- Ad d a colon
- Add a semicolon
- Add a hyphen
- Add an apostrophe
- Insert quotation marks the **stet** in the margin let marked text stay as written.
- Words that sound the same, but have different spellings and meanings Capitalization.
- Hyphen and Apostrophe
- Quotation Marks and Underlining Skills in Language
- Usage **reviewing the parts of speech** noun.
- Pronoun verb
- Adjective
- Adverb
- Conjunction
- Interjection
- Subject-Verb Agreement
- Pronoun-Antecedent Agreement
  Dangling and Misplaced Modifiers.
- Comparative Forms of Adjectives and Adverbs
- Double Negatives

→ **Clarity, Transition, and Order**

- Sentence Order,
- Combining Sentences
- Paragraphing, Word Order, Transitions, Wordiness, and Sentence Variety Overwriting and underwriting

❖ JOU 232: MEDIA MANAGEMENT

OBJECTIVES:

This course is intended to reinforce the students' capacities in the principles of management, and its application to communication. At the end of the course, learners would have:

- Appreciated the methods of media management
- Acquired the skillsin media production and promotion
- Known how to mobilize human resources
- Known how to manage time and equipment

CONTENT:

Introduction to media management: basic management principles, Managerial skills in media production and promotion; Market for visual media products; market analysis and meeting the demand. Online marketing, mobsourcing. Media production planning: production objectives/goals; Mobilising human resources — production crew and cast, contracts and call sheets; Acquiring/hiring equipment and properties; Booking studio floor and time, mounting sets,.

❖ JOU 233 PRACTICE OF RTV JOURNALISM 2

OBJECTIVES: On completion of this course, the student should:

- Understand the responsibilities and functions of a producer
- Understand the technical aspects of a radio/tv station
- Know the different types of programmes.
- Understand the languages of radio/television directing.
- Understand the legal aspects and implications of production.
- Know how to prepare scripts for radio/television production.
- Know the basic production techniques of different programmes.
- Know the professional and ethical codes

CONTENT:

- organizational chart of a radio/tv station
- functions of operators in a radio/tv production.
- members of a typical radio/tv production and their functions
- major phases involved in programmes production
- radio and TV production equipment
- different programme types
- basic terminology used in radio/tv productions
- Basics of broadcast reporting and writing
- News: Definition, values, elements, characteristics, structure. News sources & audience.

- Writing for ear: Difference between news writing for print media and broadcast media. -Introduction to newsroom: structure, functions, culture; the basics of reporting; getting the news stories; tools of news gathering: hand outs, news releases, covering speeches, etc -News writing techniques (including the news angle; 5 ws and one H; the intro; focus) -Facts and opinion; clichés; corroboration; attribution; multi-angled stories vs one angled stories;
- Developing the story: beginning, middle and end; accuracy; reporting ethics: sourcing & verifying news; cross confirmation; apologies; trust building.
- The interview: skills; different types; phases
- Features, Documentaries: Types & Formats, Characteristics, Themes Talk shows, road shows, audience feedback, and live crosses, natural sounds, etc

→ **Practical work**

❖ JOU 234 : PRACTICE OF PRINT JOURNALISM 2

OBJECTIVES: This course is aimed at introducing communication students to the concept, structure and the characteristics of the print media. At the end of this:

- they would have identified the difference(s) that exists between the print and the electronic media (radio, television, internet, etc)
- they would have had an idea of the relationships and the various methods of print media production.

CONTENT

- Mission statement, editorial policy, house style, editorials
- functions of editorial pages, opinion pages and editorial cartoon
- magazines, type and functions
- news agency
- History of the news agency
- Examples and functions of news agencies
- Subscribing to agency news
- News agencies in the advent of technology and globalization.

→ **Writing**

- crafting headlines, types and functions
- sports,
- science reporting,
- court reporting and judicial procedures
- disclosure of source of information
- journalism jargons
- field work
- Concentration

→ **On practical work.**

❖ JOU 235 : AUDIO VISUAL TECHNOLOGY

OBJECTIVES: This course is intended to introduce the learner to audio visual technology. At the end of the course, learners would have:

- Appreciated the evolution of the technology of audio visual.
- known how to use video on the internet
- known much about video switches
- differentiate between the analogue and digital associations

CONTENT:

The digital age, study of the evolution of technology of audio visual, analysis of the influence of technology on the expression of the audio visual media , early television, the analogue, digital association, difference between digital and analogue, study of the forms, the images and procedures that characterize contemporary television.

Audio Microphone, outboard equipment, cables and connectors, audio consoles, speakers Graphics: Pictorial functions, graphic equipment, creating graphs with computers, graphic aesthetics, graphic designs

Video switches: Basic types of switches, basic switches design, operational techniques of video switches

Video on Internet and Optical Discs: Interactivity and dynamic, using video on internet, down loading and streaming, creating video for the internet, putting files on the internet, computer based optical disc, types of optical discs, using menus

❖ JOU 236 DIGITAL VIDEO PRODUCTION

OBJECTIVES: At the end of this course, students should:

- Explain the basics of microphones and their techniques
- Acquire deeper knowledge in the use of the tools of production,
- Be able to make choices in the use of equipment

CONTENT:

Deeper into Sampling, Sampling and Anti-Aliasing, Quantizing and Coding, Hard Drive Space, Requirements, Disk Allocation, Session Parameters, Buffer Settings and Latency Times, The Basics of Microphones and Microphone Techniques, Pro Tools Preferences, Importing Audio and Session Data, Keyboard Shortcuts, Assignment: The Ultimate Recording,

❖ JOU 237: LANGUAGE AND COMMUNICATION 3

- **TECHNICAL ENGLISH**

CONTENT:

- CORRESPONDENCE.

- Exercises on letter writing, editing and analysis
- Personal correspondence, official correspondence
- Business and commercial correspondence (letters of enquiries and replies, acknowledgements, and sales replies)

→ **Practical work**

- Writing circular letters, preparing agendas for meetings, taking down minutes in draft and developing them.
- Producing articles, choosing the topic, sourcing material for the article, presentation and format, language, length.
- Orals

➢ **TECHNICAL FRENCH**

OBJECTIVES:

French language is introduced to enable the student speak and write the two official languages of Cameroon.

At the end of the course the learner would have been able to:-

- Communicate fluently in French for business transactions,
- interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- Undertake research using both official languages.

CONTENT: (matière transversale : voir advertising /PR)

→ **Grammaire**

- Le complément du nom
- La proposition relative
- La nature et la fonction du mot
- Nature et fonction La phrase
- Les types de phrases
- Les formes de phrases

→ **Orthographe**

- Le genre des noms
- Le pluriel des noms
- Le féminin des adjectifs qualificatifs

→ **Vocabulaire**

- Autour de la formation des mots
- Les préfixes
- Les suffixes

→ **Conjugaison**

- L'imparfait de l'indicatif – usage et conjugaison
- Le plus-que-parfait de l'indicatif – usage et conjugaison
- Le passé simple de l'indicatif – verbes du 1er groupe et aller
- Le passé simple de l'indicatif – verbes des 2ème et 3ème groupes
- Le passé composé de l'indicatif – verbes du 1er groupe, être et aller
- Le passé composé de l'indicatif – verbes des 2 ème et 3ème groupes

❖ JOU 241: COMPUTER FOR MASS MEDIA

OBJECTIVES:

- To acquaint the students with computer and its operations.
- To make them aware of DTP and basic Internet Applications
- To appraise them with basic IT applications in the mass media

CONTENT:

→ **Unit-I: IT for Media**

- Basic IT applications in print, electronic and cyber media
- Emerging Trends in information technology
- Conventional media Vs new media
- Introduction to Blogs and Vlogs

→ **Unit-II: Designing and Layout**

- Concept and theory of design and graphics
- Basic elements and principles of graphics
- Design and layout
- Use of colours

→ **Unit-III: DTP&Multimedia**

- Introduction to DTP
- Multimedia: Characteristics and functions
- DTP Software –Quark Express, Corel Draw, Photoshop

Practical work

❖ JOU 242: EDITORIAL WRITING

OBJECTIVES: Explain the importance of editorials in contributing to community conversation; Write editorials that explain, evaluate or persuade; Understand the role of editorial cartoons

At the end of this course the student should be able to

- Understand that the editorial page of the paper should begin where the rest of the paper leaves off." Vermont C. Royster Pulitzer Prize winning editorial writer
- Know that the reader should find ideas about the things reported elsewhere in the paper. The key word here is ideas.
- Dicover that the editorial is an article that states the newspaper's ideas on an issue. These ideas are presented as opinion.

CONTENT

- Concept of editorial
- Reasons for editorials
- The editor
- The editorial board
- Editorial conference

- Issues discussed at the editorial conference
- Editorial research
- The press conference
- Difference between press conference and editorial conference
- Editorial topics and examples
- Sources of material
- Conceiving ideas
- Editorial writing principles
- The opening paragraph
- Components of the body
- Making it interesting
- Conclusion
- Difference between editorial and features/opinion
- Audience and feedback mechanism
- Letter to the editor

❖ JOU 243 PRACTICE OF RTV PRODUCTION 2

OBJECTIVES:

On completion of this course, the student should be able to:

- know how to plan a basic radio and television programmes.
- know how to prepare scripts for radio and television programmes.
- know how to present programmes for radio and television.
- know how to produce and direct programmes for radio and television.
- know how to handle outside broadcast.
- know how to put finishing touches on produced programmes for television.
- understand audience research techniques

CONTENT:

- How to determine the target audience for a programme.
- Factors to put into consideration in preparing production budget and give assignment on budget preparation.
- Copyright clearances, fees, unions, libel, slander, treason
- Scripting on radio/tv productions. Different types of scripts needed on radio/tv and their formats
- Preparing for a programme in the area of news
- Ethics expected of a professional broadcaster
- How resources can be mobilized for radio and Tv programme production. - How to conduct research on an event for outside broadcast coverage

→ **Writing**

- More work on the inverted pyramid system, writing the body, conclusion(kiss),the lead-in principle, the air time and length of scripts,
- Practical work, field work and writing of broadcast copies, etc)
- Producing documentaries

- Radio editorials
- Writing obituaries
- Press reviews
- Professional jargons/terminology

→ **Pracctical work**

❖ JOU 244 : MODERN TYPOGRAPHY

OBJECTIVES:

This course introduces you to the creative, functional and aesthetic role of type in visual communication. By understanding the basic principles of typography, the student will develop the ability to make clear the meaning of a message. He will study the history of type, type anatomy and typographic terms, while examining composition, type styles, font management and the use of fonts for both print and digital media.

CONTENT

- The history of the written and printed word.
- Typographic terminology.
- Typography for print based and digital applications.
- How fonts are managed in a range of design programs.
- The functional and interpretative role of typography in producing effective visual communication.
- Creative approaches to graphic design and text based communication.
- The relationship between the form of the communication and the needs of the user.
- Type as a design element in itself.
- The use of grids to define the relationship between type and other elements within a design.
- A short history of type, the printing press and the development of letterforms, plus a broad overview of the course and course content. Introduction to Adobe in Design software.
- Creative exercise making language visible.
- Lecture, workshop, video.
- Find examples of interesting page layouts and cover designs that demonstrate what you consider to be excellent, interesting or innovative design
- The Anatomy of Type.
- Text and Typography
- Type for the Screen
- Type in Motion
- Introduction to Printing and the Print Process

❖ JOU 245 WEB DESIGN AND DEVELOPMENT

OBJECTIVES:

- Upon completion…
- Students will be ready to be a Front End Developer, Web Administrator.
- They will learn…
- Object Oriented Programming using PHP
- Framework (Model View Controller)
- JavaScript Library
- Advanced Database Techniques (MySQL)

CONTENT

- Concentrate on CMS, HTML, Flash, Photoshop, MySQL, Dreamweaver and CSS. As a CIW, ADOBE.
- HTML Coding*
- CSS Coding, Adobe Photoshop*
- User Experience and User Interface
- MS Access*
- Web hosting
- HTML Coding*
- CSS Coding
- Adobe Photoshop*
- Content Management Systems
- (WordPress)
- JavaScript
- PHP Coding*
- MySQL*
- System Development Tools and Techniques*
- Improving productivity using IT
- Website Software (HTML + CSS)
- Presentation software (MS PowerPoint)
- Using Internet
- Database Software (Beginner: MS- Access)
- Specialist Software (Beginner: Joomla)
- Design Software (Beginner: Photoshop)
- Introduction to Social Media
- Data Management Software (SQL Language)
- Desktop Publishing Software
- Drawing and Planning Software
- Project Management Software
- Specialist Software (pHp/JavaScript)
  Bespoke Software (Advanced:
- Word Press3/Joomla)
- Website Software (Adobe Dreamweaver

❖ JOU 246: INTERNSHIP

OBJECTIVES:
To help the student learn hands-on while working in a media organization **-** To ask them to make use of their learning by documenting their training **Internship Training and Report Writing:**
Soon after the End of Second Semester Examination, each student will undergo internship for at least six weeks in a communication organization. After the training, he/she will submit an internship Report based on his/her experience and learning during internship attachment. The report should be submitted within four weeks of the start of the session in the third Semester.

❖ JOU 247: LANGUAGE AND COMMUNICATION 4

- **TECHNICAL ENGLISH**

OBJECTIVES:
By the end of the course, learner must be able to:
- achieve coherence in written English
- form paragraphs with meaningful ideas
- produce formal letters for business communication
- produce reports accurately
- Conduct interviews using the English medium
- punctuate articles and other forms of writing

CONTENT:
- Various types of meetings (business, social, committee, writing speeches for the boss, etc)

→ **Practical exercises** (writing of business letters, minutes and other forms of correspondences) -Comprehension
- Summaries
- Conclusions
- Orals

- **TECHNICAL FRENCH (matière transversale: voir advertising /PR)**

OBJECTIVES:
French language is introduced to enable the student speak and write the two official languages of Cameroon.
At the end of the course the learner would have been able to:-
- Communicate fluently in French for business transactions,
- Interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- Undertake research using both official languages.

CONTENT:

→ **Grammaire**

- La ponctuation
- La phrase simple et la phrase complexe
- Les propositions juxtaposées et coordonnées
- Les propositions subordonnées

→ **Orthographe**

- Le pluriel des adjectifs qualificatifs
- Les adjectifs qualificatifs de couleur et numéraux
- Le pluriel des noms composés

→ **Vocabulaire**

- L'origine des mots
- Les emprunts du français

→ **Conjugaison**

- L'impératif
- Le présent de l'impératif
- Le conditionnel
- Le présent du conditionnel
- Le subjonctif
- Le présent du subjonctif
- Tableaux de conjugaison

Field : COMMUNICATION

Specialty :

ADVERTISING AND PUBLIC RELATIONS

Field:	COMMUNICATION
Specialty:	**Advertising and Public Relations**

1. The objective of the training

The HND in Advertising and Public Relations combines two of the most fundamental communication activities of organisations today. People working in advertising and public relations need to understand both the creative and business needs of their clients. Corporations and communication agencies are seeking graduates with artistic and managerial skills. By combining these two disciplines, students receive a greater level of specialisation, thereby strengthening their qualifications and employment prospects in these dynamic fields. The program covers consumer behaviour, integrated marketing communications, media planning and analysis as well as production processes. It also equips students with skills to help enhance an organisation's reputation and goodwill with stakeholders.

2. Required Skills:

→ Generic skills

After their education or training students are generally expected to acquire skills in human and public relations and a mastery of advertising techniques, using modern information gathering techniques, treatment of text and effective use of distribution tools:

- Animate and manage a team;
- Train staff, manage human resources;
- Communicate in a professional setting in English French (oral / written);
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Master the basic computer tools;
- Plan and follow work;
- Develop creativity, analytical and, communication skills.

→ Specific Skills

- The competence to find relevant and enabling environment for the practice of public relations and advertising using the different media.
- Have the knowledge of current events and be able to analyse if the public is positive or negative about certain issues.

- Know the possibilities of the medium or media you are working with in order to determine whether or not the media are suitable for corporate information.
- Know publics (audience) well and be able to determine the relevance, values and the cultures of the people.
- be able to analyse public opinion
- The competence to organise and plan for media activities
- be able to make a realistic work plan for journalists
- be able to work under time pressure;
- be able to work closely with company executives
- be able to organise exhibitions, trade fares ,etc
- The competence to understand company products
- be able to distinguish between needs and wants;
- be able to select information on the basis of correctness,, accuracy, reliability and completeness;
- be able to interpret the selected information and analyse it within a relevant (historical) framework;
- be able to select information in accordance with the requirements of the product and medium;
- Be aware of the impact of your information on the public, your organization and others.
- The competence to win the confidence of publics and acceptability
- be creative and innovative and able to present your ideas in objective, clear and convincing terms;
- know your rights and obligations and be able to critically evaluate your working conditions;
- have knowledge about objectives, financial and market conditions, and the organizational structures
- be able to evaluate the strategic options in PR and advertising
- Know the practical aspects of being a public relations officer and an advertising agent.
- Know how to gather press cuttings and be versed with other forms of media relations

3. Career opportunities

Students may gain employment in the public, private or not-for-profit sectors in areas such as:

- Advertising/promotions
- Corporate communication
- Events & entertainment sector
- International marketing

- Management
- Market research and consulting
- Media planning
- Public relations
- Recruitment
- Retailing
- Tourism & leisure
- International organization engagement.

4. Organization of the Teachings

YEAR ONE: 1st SEMESTER

Field: Mass Communication		Specialty: Advertising and Public Relations					
Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
APR 111	INTRO TO CAMEROON GOVERNMENT & POLITICS	30	20	5	5	60	4
APR 112	COMMUNICATION LAWS AND ETHICS	35	15	15	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
APR 113	INTRODUCTION TO PRINT MEDIA	30	10	10	10	60	4
APR 114	INTRODUCTION TO PUBLIC RELATIONS/ADVERTISING	40	20	20	10	90	6
APR 115	THEORIES OF MASS COMMUNICATION	30	10	10	10	60	4
APR 116	INTRODUCTION TO BROADCAST MEDIA	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
APR 117	LANGUAGE AND COMMUNICATION 1	20	10	10	5	45	3
Total		**215**	**95**	**80**	**60**	**450**	**30**

YEAR ONE: 2ndSEMESTER

Field: Mass Communication		Specialty: Advertising and Public Relations					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
APR 121	CIVICS AND MORAL EDUCATION	30	10	10	10	60	4
APR 122	HISTORY AND ORGANIZATION OF THE MEDIA	35	15	15	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
APR 123	RTV NEWS WRITING	30	10	10	10	60	4
APR 124	ADVERTISING AND PUBLIC RELATIONS CAMPAIGN	40	20	20	10	90	6
APR125	PRINT NEWS WRITING	30	10	10	10	60	4
APR 126	RESEARCH METHODS	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
APR 127	LANGUAGE AND COMMUNICATION 2	20	10	10	5	45	3
Total		**205**	**80**	**135**	**30**	**450**	**30**

YEAR TWO: 3rd SEMESTER

Field: Mass Communication		**Specialty: Advertising and Public Relations**					
Code	**Courses Titles**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
APR 231	ENTREPRENEURSHIP	30	10	10	10	60	4
APR 232	INTERNATIONAL RELATIONS AND POLITICAL ECONONMY	30	10	10	10	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
APR 233	DIGITAL PUBLIC RELATIONS	35	15	15	10	75	5
APR 234	CORPORATE PUBLIC RELATIONS	35	15	15	10	75	5
APR 235	CORPORATE ADVERTISING	35	15	15	10	75	5
APR 236	DEVELOPMENT COMMUNICATION	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
APR 237	LANGUAGE / COMMUNICATION 3	20	10	10	5	45	3
Total		**215**	**85**	**85**	**65**	**450**	**30**

YEAR TWO 4th SEMESTER

Field: Mass Communication		**Specialty: Advertising and Public Relations**					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
APR 241	INTRODUCTION TO MARKETING	30	10	10	10	60	4
APR 242	COMPUTER FOR MASS MEDIA	35	15	15	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
APR243	MEDIA PHOTOGRAPHY	35	15	15	10	75	5
APR 244	EVENT MANAGEMENT	35	15	15	10	75	5
APR245	MEDIA PLANNING	30	10	10	10	60	4
APR 246	INTERNSHIP	/	/	60		60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
APR 247	LANGUAGE and COMMUNICATION 4	20	10	10	5	45	3
Total		**185**	**75**	**135**	**55**	**450**	**30**

5. Courses content

▪ APR 111: Introduction to Cameroon Government and Politics

➢ Introduction to Cameroon Government and Politics

OBJECTIVES:

Students of mass communications require the knowledge of governance and administration to be able to effectively function as communicators. This political awareness enhances the practice of the profession, especially in the emerging economy where communication is an agent of development.

At the end of this course the learner would have acquired;

- The knowledge of governance.
- Information about political structures and their functions.

CONTENT:

- The concept of governance
- The concept of politics
- Types of Governments
- Distinction among governments
- Democracy and origin
- The Attributes of the Philosophy of Democracy
- Types of Democracies
- Survey of Cameroon Political History
- The Establishment of the Federal Government /
- Unitary Government
- Constitutional Change in Cameroon

▪ APR 112: COMMUNICATION LAWS/ETHICS

OBJECTIVES:

This course enables the students to grasp the legal notions in communications and to demonstrate knowledge of the laws within the area in which they perform their duties in communication.

- At the end of this course:
- students are expected to know what obtains in courts, relating to civil and criminal matters,
- they should know the laws of defamation,
- must have e a good knowledge of state security implications, - copyright, trespass, etc

CONTENT:

1. The law of defamation
2. Definition of defamation
3. Classes of defamation (slander and libel)

4. Remedies/penalties for defamation
5. The courts (rules and their laws on the use of communication gadgets)
6. Cases (types of cases)
7. what constitutes contempt?
8. Trespass/invasion of Privacy
9. State security and the law
10. Press freedom
11. Freedom of expression, Constitutional provisions, International instruments,
12. Access to information laws and procedures, Protection of whistleblowers
13. Rules of court reporting, Contempt of court,
14. Protection of social values: Obscenity and pornography, Violence and brutality, protecting children
15. The law and professional standards relating to privacy
16. The protection of confidential sources
17. Some international instruments affecting the media

▪ APR 113: INTRODUCTION TO PRINT MEDIA

OBJECTIVES:

This course is aimed at introducing communication students to the concept, structure and the characteristics of the print media.

At the end of this, they would have identified the difference(s) that exists between the print and the electronic media (radio, television, internet, etc) their relationships and the various methods of print media production.

CONTENT:

- Definition and concept of the print media
- Books as print media
- The print media journalist
- Types of print media
- Newspaper and magazine
- Writing for newspaper, writing for magazines,
- Newspaper and magazine business
- Types of magazines
- The house journal
- Who publishes the house journal?
- The print media team
- The editor, senior reporters
- Reporter,
- The desk editor and his role
- The print media audience
- Learning on the job and formal training
- The cub reporter and his dairy

- Reporting and technology
- Dateline and deadline

▪ APR114: INTRODUCTION TO PR/ ADVERTISING

OBJECTIVES: On completion of the course learners should be able to:

- Define and explain advertising and public relations, its role and functions.
- Identify various types of advertising.
- Explain the different elements between advertising and public relations.
- Explain the various stages in public relations campaign
- and produce copies for advertising and PR events

CONTENT:

Unit I [Introduction to Advertising]

1. Advertisement: Definition, Meaning & Concept
2. Importance and Role of Advertising
3. Need, nature and scope of Advertising
4. Role and functions of Advertising
5. History & growth of Advertising in Cameroon

Unit II [Advertising as a social process]

1. Advertising consumer welfare,
2. Advertising standard of living
3. Advertising & cultural values

❖ PUBLI RELATIONS CONTENT:

➢ **Unit I [Basics of PR]**

1. PR as distinguished from advertising, publicity and marketing
2. Public Relation: Objectives and need
3. Functions of PR, Management function
4. Publics in public relations
5. PR planning process and basic public relation strategies
6. Crisis management by PR practitioners

➢ **Unit II [PR Tools]**

1. Functions of PR department
2. PR tools and techniques
3. News release - seven point formula
4. Press relation – principles
5. Press conference, press briefing
6. Press tours, get-togethers

7. Importance of events in PR
8. Tools of internal PR: House journal, annual report,
9. Writing speech, minutes and official memo

❖ APR 115: INTRODUCTION TO THEORIES OF MASS COMMUNICATION

OBJECTIVES: By the end of this course, graduates should:

- Explain the basic mass communication theories that guide our understanding of the effects and roles of mass media.
- Be able to analyze media messages from many perspectives, all through the use of mass communication theories.
- Demonstrate a much deeper understanding of the personal and cultural role of the mass media industries.

CONTENT

MODULE 1: The Nature of Communication

Unit 1 Overview of Communication

Unit 2 Characteristics of Communication

Unit 3 Elements of Communication Process

Unit 4 Forms and Context of Communication

Unit 5 Concept of Mass Communication

Unit 6 Functions of Mass Communication

MODULE 2: Theoretical Foundation of Mass Communication

Unit 1 Perspective on Theory

Unit 2 Nature and Uses of Theories

Unit 3 Critical Perspective of Mass Communication Theories

Unit 4 Basic Paradigms of Mass Communication Theories

Unit 5 Different Eras of Mass Communication Theories

❖ APR116: INTRODUCTION TO BROADCAST MEDIA

OBJECTIVES: At the end of the course, we should be able to talk about the following areas:

- The nature of broadcast media
- The different components of the radio and television
- Practically manipulate broadcast equipment

CONTENT;

- Definition of broadcasting -who is a broadcaster?
- the broadcast media journalist
- classification of the broadcast media
- difference between broadcast media journalist and print media reporter
- qualities of a broadcaster
- the news room
- the studio
- the airtime
- advertising
- the impact of technology on broadcasting
- the radio and its specificities
- the television and its peculiarities
- the technical section of the broadcast media
- the technical crew
- learning about its organization chart
- government influence on broadcasting

❖ APR117: LANGUAGE and COMMUNICATION

- **TECHNICAL ENGLISH**

OBJECTIVES: By the end of the course, learner must be able to:

- Achieve coherence in written English, French or any other Languages
- Write and form paragraphs with meaningful ideas
- Produce formal letters for business communication
- Produce reports accurately
- Conduct interviews using the language medium -Punctuate articles and other forms of writing.
- Speak orally

CONTENT

1. **GRAMMAR:** The concept of language, language as communication vehicle, Parts of speech: Verbs, nouns, adjectives, prepositions, etc-Reported speech: Converting direct speeches to indirect speeches, treating idioms and proverbs, common errors in the use of sentences

2. **VOCABULARY**: Business and technical words for special purposes (treatment of words that cut across business, technical and communication fields)

3. **WRITING**: Paragraphing passages, punctuation of passages

-**Essay**: more difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs. (**Practical work). Speaking**: Diction, Pronunciations, public presentation.

- **TECHNICAL FRENCH**

CONTENT :

→ **Grammaire**

- Le verbe
- Le sujet
- L'accord du sujet et du verbe
- Le Complément d'Objet Direct
- Le Complément d'Objet Indirect
- Les pronoms personnels sujets,

→ **Orthographe**

Orthographe lexicale (comment s'écrivent les mots)
Les mots de la même famille
Les différentes correspondances
Le doublement des consonnes

→ **Vocabulaire**

Le sens des mots
Sens propre et sens figuré
Les niveaux de langue

→ **conjugaison**

L'identification du verbe
Le passé, le présent, le futur
Les personnes de la conjugaison
Le verbe change avec le temps et la personne
L'infinitif du verbe et les trois groupes
Les modes et les temps

❖ APR121: CIVICS AND MORAL EDUCATION

OBJECTIVES: This course introduces the learner to the understanding of the citizens' rights and privileges in a particular system

At end of the course he/ she would have known about:

- The government machinery
- citizens' rights and obligations
- acquisition of patriotic instincts

CONTENT:

- Definition of Civics and Citizenship
- Concepts Relating to Civics

- Human Qualities, Values and Norms
- Ethics
- Relationship between morality, law and ethics
- Deontology
- Professionalism and code of ethics
- Code of ethics
- Environmental issues
- Good Governance in Public Service.
- Patriotism.

❖ APR 122: HISTORY AND ORGANIZATION OF THE MEDIA

OBJECTIVES: Although history of the media enables the communication students to understand the events and activities that had taken place in the life of the mass media from colonial days to the present time of technology, learners will be more drilled in the organization of the media

At the end of the course, the learner would have known:

-the organization of the mass media

- Why and how to resolve disputes among staff.

CONTENT:

Colonial mass media

- Their owners and philosophies
- Print mass media in the colonial days
- The post-colonial press
- The print newspaper in Africa
- The nationalist movements
- Political parties and the press
- Missionaries and the media
- The advent of radio in Cameroon
- Content and regulations
- The post independence press
- The national newspapers (Cameroon outlooks, Cameroon Times ,etc), the government and party papers
- The modern media
- Advent of technology and the media
- The media organisational chart
- The editor-in-chief and his role
- The news and the desk editors
- Responsibility of editors to media owners
- Media owners' responsibilities to editors

- The reporters and their responsibilities to editors
- Readers and their obligations etc.
- The editorial policies and their editing principles
- Media Conflicts and resolutions

❖ APR123: RTV NEWS WRITING

OBJECTIVES: This course introduces students to the fundamentals of news writing and techniques of speaking for the electronic media. At the end of it, learners should be able to:

- Write the various types of introductions
- Define and explain why broadcast copies are different from other forms,
- Identify and explain the dos and don'ts of both print and broadcast news copies
- Write acceptable and publishable copies for the local/international media.

CONTENT:

- The concept of electronic news writing, its impact on the ears, the intro, types of introductions, the inverted pyramid system, creating transitions between the intro, body and conclusion, the lead-in principle, the air time and length of scripts, difference between tv. news writing and radio news
- practical work, (**writing of broadcast copies, for school news cast)**

❖ APR124: ADVERTISING/PR CAMPAIGN

OBJECTIVES:

-To enable students to integrate the learning of various courses while conceptualizing, planning and producing campaigns in groups. -Plan PR and Advertising campaigns without difficulties

CONTENT:

Campaign Planning

- Defining Campaign Planning
- Brand versus Social Campaign
- **Overview of Campaign Planning:** Situation Analysis, Advertising/PR Objectives, Budget, Media Types and Vehicles, Creation and Production of Message, Measurement of Results.
- **The Planning Cycle:** Varying Strategies in Promoting Products/Brand and Social Products
- **Budget Setting**: Factors Determining Budget, Steps Involved, Budget Plan and Execution.
- Message Strategy: What to Say (Selection of Attributes, Benefits, Motives and Appeals - Laddering), How to Say (Selection of Verbal and Visual Elements, Execution

Style, Source of Delivery, Arrangement of Arguments)

- **Measurement of Results:** Criteria for Judging Campaign Results – Sales, Awareness,

  Purchase,Intention, Emotional Impact, GRPs, etc. Research Techniques for Pre and Post Testing

Campaign Production (This would be a group exercise. The individual groups would work like an ad agency with students representing various areas like Account Management, Media Planning Creativity, Production etc. and produce a campaign on a brand/social issue which would be judged by a panel of experts from the industry, including the 'client' wherever possible).

❖ APR125: PRINT NEWS WRITING

OBJECTIVES: Upon successful completion of this course students should be able to

- Understand the characteristics of good journalist, principles of writing and how to write clear sentences
- Know types of news stories for newspapers, types of stories and the ingredients of news.
- Write good headlines, leads, body and conclusion of a news story.

CONTENT :

- Déterminants of what makes news
- Organisation of the newspaper industry
- Challenges for newspaper reporters
- The newspaper newsroom, Editors, reporters etc
- How reporters cover news (forms), General assignments, beats, specialities
- Choosing beats, (beats can in terms of subject matter: economy health, politics, education environment)
- Magazines and other forms of the print media
- principles of writing clear sentences
- News treatment, Hard news, Soft news
- The gatekeeping process
- News writing technics
- Inverted pyramid system
- The intro, body, conclusion
- Types of intros

❖ APR 126: RESEARCH METHODOLOGY

OBJECTIVES:

- To prepare the student for the production of his or her internship report.
- To enable him/her acquire the skills of systematic inquiry and to understand the content, methods and techniques of handling business research.

CONTENT:

-Definition of research, types of research, tools of research, determining the population, preparing a questionnaire

- **Data collection:**

  Types of errors and their sources in information gathering,

- **Internship report writing:** chapterization, working on literature review, contents of the various chapters ,editing and coding, tabulations, charts and graphs, regression analysis, field experiments, factorial designs, variance analysis. Presenting findings, techniques, references and bibliography.

❖ APR127: LANGUAGE and COMMUNICATION

➢ TECHNICAL ENGLISH

CONTENT:

. Writing:

Writing Paragraphs: Topic Sentence and Coherence Development of Paragraphs: Illustration and Description, Cause and Effect. Stylistic Forms.

Formal Letters: Letters about Jobs, Ordering Goods and Letters to Government and other

Organizations Writing Reports I: Reporting Events: Reporting Experiments, Writing Summaries: Techniques of Summarizing,

-Essay: More difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs.

-practical work

-Spoken English

Letters and Sounds in English, Vowels and Consonants, Interviews, Seminar Presentation, Public Speech Making.

(**Practical work)**

➢ TECHNICAL FRENCH

CONTENT:

1- Grammaire

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

2-**Orthographe**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs

- Les déterminants
- L'adjectif qualificatif

3- **Vocabulaire**

- Les synonymes
- Les antonymes
- Les homonymes
- Le champ lexical

4- **Conjugaison**

- L'indicatif
- Le présent de l'indicatif – usage
- Le présent de l'indicatif – verbes du 1er groupe
- Le présent de l'indicatif – verbes des 2ème et 3ème groupes
- Le futur de l'indicatif – usage et conjugaison
- Le futur antérieur de l'indicatif – usage et conjugaison

❖ APR 231: ENTREPRENEURSHIP

OBJECTIVES: This course is intended to reinforce the students' capacities in the management, implementation and the execution of policies related to media business. They are also expected to acquire knowledge of accountability in the management of small and medium size projects of their own

COTNTENT:

-An Overview of Entrepreneurship and Entrepreneur

-Types of entrepreneurs

-Entrepreneurial Motivations, variables, creativity and innovation

-Concept of Business and Business Environment

-Forms of Business Ownership and Legal Implications

-Accountability in private business

-Management of small scale industries

-Teamwork, Group Dynamic and Entrepreneurship

-Writing Business Plan and Feasibility Studies

❖ APR232: INTERNATIONAL RELATIONS/POLITICAL ECONOMY

OBJECTIVES: By the end of this course, students will be able to:

- Interdependence, dependency, world system and regime;
- Tell exact locations of major countries on a world map and explain what problems those countries are facing;
- Demonstrate understanding of the causes and processes of modern international issues;
- Differentiate the concept of internationalization from that of globalization;

- Skillfully use extensive sources of information including internet, government publications, professional journals, and newspaper;

CONTENT:

- What is international relations?
- Theories of international relations
- Brief history of modern international relations
- National perspectives of different nations
- Power, conflict and resolution
- Balance of power, diplomacy, the global impact, environmental issues
- International security; sovereignty, territorial integrity
- Trade, balance, Culture, multinationals, economic interest,

❖ APR233: DIGITAL PUBLIC RELATIONS

OBJECTIVES:

- To study the growth, impact and implications of the New Media Revolution in the context of the Public Relations/Corporate Communication.
- To give hands-on-training to students in the application of digital formats.

CONTENT

New Media and the Emerging Trends

- The Evolution of Media
- Old Media vs. New Media
- The New Media Land scape
- The Changing Mass Media Audience and the Emergence of Social Media (Blogs, Facebook, Twitter, You Tube etc) and its Impact on Society.
- Interactivity and Active Audiences
- Digitalization and Convergence
- The Power of New Media
- Hands on skills – Various Modes and Usages of Social Media.

PR in the age of New Media: Scope, Challenges and Opportunities

- Changing Trends and Leveraging the Potential of New Media
- PR Tools of the Internet – Uses and their Online
- Application (Online Media Relations, Online Media Releases)
- Social Media –Platforms, Analytics and Campaigns
- Online PR Strategies
- Relationship Building in an Internet age – How organizations use websites, social networking sites and other digital platforms to communicate with their Stakeholders and Media
- Building Relationship through Interactivity

❖ APR234: CORPORATE PUBLIC RELATIONS

OBLECTIVES:

- Apply the PR process and techniques to different contexts and markets.
- Articulate and evaluate the PR process, its function and the role of the PR practitioner.
- Produce written responses demonstrating their critical awareness, writing skills and creativity.

CONTENT:

Corporate Social Responsibility

- The Social Responsibilities of Organisations, Community & Environmental Responsibilities
- The Demands of Public Opinion
- Discharging the Organisation's Social Responsibilities
- Ethical Implications
- Long-Term Implications
- Financial & Investor PR
- Importance of PR to Financial Services
- Publics for Stock & Currency Markets
- Publics for Insurance
- Fund Manager Publics
- Retail Publics
- PR Strategies in Relation to Financial Services

Government & Lobbying Activities

- Theoretical Perspective Underpinning Lobbying Practices
- Governmental Activities & Lobbying from the PR Perspective
- Main Elements of Lobbying
- Measurement of Effectiveness

❖ APR 235: CORPORATE ADVERTISING

OBJECTIVES: This course is intended to:

- Explain the construction and working of the advertising and promotion industries and the interactions between the various organisations which constitute them.
- Discuss the impact of advertising and related activities on society and the way controls to regulate their use are instituted in various countries.

CONTENT:

- Introduction to Corporate Advertising
- Value of Corporate Advertising
- Media for Corporate Advertising
- Effective Corporate Campaigns

- Psychological Perspectives on Corporate Advertising
- Branding Strategy & Brand Equity
- Criticisms of Corporate Advertising
- The Future of Corporate Advertising

❖ APR236: DEVELOPMENT COMMUNICATION

OBJECTIVES: After the completed course the student shall:
-Be able to comment on how development communication has developed historically and theoretically, be able to identify the stakeholders and the various focuses within the field, and be able to comment on how these aspects relate to each other,
-Be able to comment on and analyse how communication and media can be used in the context of peace and development,
-Understand and be able to apply intercultural communication methods in the context of peace and development,
-Be able to use relevant concepts and theories in order to analyse different conditions that can arise in an intercultural meeting,
l Be familiar with strategic information and communication planning: How theoretical communication perspectives can be applied in planned communication

CONTENT:

1. Development and its concept.
2. Theories of Development Communication.
   - Dominant theory b) Self reliance theory c) Diffusion theory
   - Dependent and inter-dependence theory
3. Social development
4. Economic development
5. Political development
6. Cultural development

❖ APR237: LANGUAGE and COMMUNICATION

➢ TECHNICAL ENGLISH

CONTENT:

- CORRESPONDENCE.

-Exercises on letter writing, editing and analysis
-Personal correspondence, official correspondence
-Business and commercial correspondence (letters of enquiries and replies, acknowledgements, and sales replies)

-**Practical work**
-Writing circular letters, preparing agendas for meetings, taking down minutes in draft and developing them.

-Producing articles, choosing the topic, sourcing material for the article, presentation and format, language, length.

- **TECHNICAL FRENCH**

OBJECTIVES:
French language is introduced to enable the student speak and write the two official languages of Cameroon.
At the end of the course the learner would have been able to:-

-Communicate fluently in French for business transactions,
-interact and gather mass media information in both English and French languages without any difficulties
-Exist and work freely in any part of Cameroon with bilingual proficiency,
-undertake research using both official languages.

CONTENT:

1- Grammaire

- Le complément du nom
- La proposition relative
- La nature et la fonction du mot
- Nature et fonction La phrase
- Les types de phrases
- Les formes de phrases

2- Orthographe

- Le genre des noms
- Le pluriel des noms
- Le féminin des adjectifs qualificatifs

3-Vocabulaire

- Autour de la formation des mots
- Les préfixes
- Les suffixes

4- Conjugaison

- L'imparfait de l'indicatif – usage et conjugaison
- Le plus-que-parfait de l'indicatif – usage et conjugaison
- Le passé simple de l'indicatif – verbes du 1er groupe et aller
- Le passé simple de l'indicatif – verbes des 2ème et 3ème groupes
- Le passé composé de l'indicatif – verbes du 1er groupe, être et aller
- Le passé composé de l'indicatif – verbes des 2 ème et 3ème groups

❖ APR241: INTRODUCTION TO MARKETING

OBJECTIVES: This course is intended to equip the learners with marketing skills required for public relations and advertising.

At the end of the course, learners should be able to:

- Understand the basic principles in marketing
- Apply marketing techniques to advertising and PR

CONTENT:

→ **Digital Marketing**

- Concepts, Definitions, Evolution and Process
- Emerging Trends – Cloud Computing and its Impact
- Digital Marketing Platforms
- Understanding how technologies are harnessed to create new business models and platforms

→ **Consumer Behaviour**

- Understanding Consumer Behavior : Concept,
- Understanding Online Consumer Behaviour,
- Culture, Spotting Challenges and Opportunities

→ **Integrated Marketing Communication**

- Understanding Integrated Marketing Communication : Concept, Definitions, Creating an Integrated Marketing Communication Plan
- IMC components: Advertising Tools, Promotional Tools, Integration Tools, Activation Tools
- Hybrid Marketing – Integrating Digital Marketing with Conventional Marketing

❖ APR242: COMPUTER FOR MASS MEDIA

OBJECTIVES:

- To acquaint the students with computer and its operations.
- To make them aware of DTP and basic Internet Applications
- To appraise them with basic IT applications in the mass media

CONTENT:

→ **Unit-I: IT for Media**

- Basic IT applications in print, electronic and cyber media
- Emerging Trends in information technology
- Conventional media Vs new media
- Introduction to Blogs and Vlogs

→ **Unit-II: Designing and Layout**

- Concept and theory of design and graphics
- Basic elements and principles of graphics
- Design and layout
- Use of colours

→ **Unit-III: DTP&Multimedia**

- Introduction to DTP
- Multimedia: Characteristics and functions
- DTP Software –Quark Express, Corel Draw, Photoshop

❖ APR243: MEDIA PHOTOGRAPHY

OBJECTIVES: On completion of this course, the student should:

- Know the history of photography.
- Know the types and parts as well as models of cameras.
- Know the different types of films.
- Understand the photographic process.
- Know camera manipulation
- Know darkroom procedure
- Know how to communicate with photographs.

CONTENT:

- Brief history and definition of photography
- Photography: a profession or craft
- Types and forms of pictures in mass media
- A professional media photographer
- The various cameras and their parts
- The place of photography in the media
- Computer and Adobe Photo Shop.
- Camera types and parts
- Professional photo studio
- Media photography and law

❖ APR244 : EVENT MANAGEMENT

OBJECTIVES:

This event management course looks at the power of events to build the organization and promote its aims. Students will explore the planning process, going step by step through the different elements, and along the way creating an effective timeline. They will look at how to get people to attend an event and how to manage the delegate process. They will also learn how to evaluate event, so that each time they are able to build on success.

CONTENT:

- Approach and defining the needs for an event
- Identifying an audience

- Creating an event brief
- Planning, budgeting, and critical factors for success
- Health and safety, risk assessment and insurance
- Sustainable event management practices
- Evaluating the event and reporting for stakeholders

→ **Lecture 1: Principles of project/Event Management:**

- resources
- activities
- risk management
- delegation
- project selection
- Role of the Event Manager.

→ **Lecture 2: Organizing the event/Purpose**

- venue
- timing
- guest list
- invitations
- food & drink
- room dressing
- equipment
- guest of honor
- speakers
- media
- photographers
- podium
- Exhibition.

Lecture 3:

- Seeking sponsors
- Different types of sponsorship
- definition
- objectives
- target market
- budget
- Strategic development
- implementation
- evaluation.

Lecture 4: Marketing tools /Types of advertising

- merchandising
- give aways
- competitions
- promotions
- Website and text messaging.

Lecture 5:

- Media tools
- Media invitations
- photo
- calls
- Press releases
- TV opportunities
- radio interviews.

❖ APR245: MEDIA PLANNING

OBJECTIVES:
To take the students through Media Planning Process, Tools and Functioning:

CONTENT:

Media Planning and its Application

«Defining Media Objectives, Target Audience

Objectives, Distribution Objectives, Media Terms,

Media Weight Theories

«Various **Models of Media Planning:** Bill Harvey's Expansion Model, Recency Model and

Other Models

" **Applications:** Analysis, Techniques and Implication of a Media Plan

" **Information Needs for Making a Media Plan:** Marketing and Copy Background, Marketing

Objectives, Rationale, Media Strategy, Gross Impression Analysis, Media Rationale

" **Preparing a Media Brief:** Marketing Information Checklist, the Objectives, Product

Category

Understanding Media Objectives, Strategy, Scheduling

Strategy and Media Plan

" **Setting Media Objectives:** Determining Media Objectives, Budget Constraints, Creative

Constraints, Reach and Frequency, Choosing the Right Media/Media Options and Evaluation

Techniques, Determining Media Values, Qualitative Value of Media, Ad Positions within

Media, Evaluating and Selecting Media Vehicles

" **Developing Media Strategy:** Consideration in Strategy Planning, the Competitive Strategy,

Formulating Strategy when Budget is too Small. Seasonal Effect of Media Effectiveness " **Developing a Media Plan**

❖ APR 246: INTERNSHIP REPORT AND DEFENSE

OBJECTIVES:

To help the student learn hands-on while working in a media organization **-** To ask them to make use of their learning by documenting their training **Internship Training and Report Writing:**

- Soon after the End of Second Semester Examination, each student will undergo internship for at least six weeks in a communication organization. After the training, he/she will submit an internship Report based on his/her experience and learning during internship attachment. The report should be submitted within four weeks of the start of the session in the third Semester.
- Revisions des exercises.
- En vue de la préparation des examens

❖ APR 247: LANGUAGE and COMMUNICATION

➢ TECHNICAL ENGLISH

OBJECTIVES: By the end of the course, learner must be able to:

- Achieve coherence in written English
- Form paragraphs with meaningful ideas
- Produce formal letters for business communication
- Produce reports accurately
- Conduct interviews using the English medium
- Punctuate articles and other forms of writing

CONTENT:

- Various types of meetings (business, social, committee, writing speeches for the boss, etc)
- Practical exercises (writing of business letters, minutes and other forms of correspondences) -Comprehension
- Summaries
- Conclusions
- Oral

➢ TECHNICAL FRENCH

OBJECTIVES: French language is introduced to enable the student speak and write the two official languages of Cameroon.
At the end of the course the learner would have been able to:

- Communicate fluently in French for business transactions,

- interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- undertake research using both official languages.

CONTENT:

→ **Grammaire**

La ponctuation

La phrase simple et la phrase complexe

Les propositions juxtaposées et coordonnées

Les propositions subordonnées

→ **Orthographe**

1. Le pluriel des adjectifs qualificatifs
2. Les adjectifs qualificatifs de couleur et numéraux
3. Le pluriel des noms composés

→ **Vocabulaire**

- L'origine des mots
- Les emprunts du français

→ **Conjugaison**

- L'impératif
- Le présent de l'impératif
- Le conditionnel
- Le présent du conditionnel
- Le subjonctif
- Le présent du subjonctif
- Tableaux de conjugaison

Field : COMMUNICATION

Specialty :

CORPORATE COMMUNICATION

Field: COMMUNICATION

Specialty: Corporate Communication

1. The objective of the training

The aims of the programme are to enable the students to have a basic understanding of what corporate communication is, what its role in corporations is, and the different perspectives of corporate communication, and to understand key theories of corporate communications.

2. Research Skills

→ **Generic skills**

- Animate and manage a team;
- Train staff, manage human resources;
- Communicate in a professional setting in English French (oral / written);
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Master the basic computer tools;
- Plan and follow work;
- Develop creativity, analytical and, communication skills.

→ **Specific skillS**

- Students can apply theories and concepts of corporate communication to real-life corporations;
- Students can use theories and concepts of corporate communication and public relations to develop a corporate communication strategy, taking account of the corporate identity, vision and values;
- Students can present their findings verbally and in writing.

3. Career opportunities

- Corporate Affairs
- Corporate Communication
- Event Management
- Public Relations
- Digital and Social Media
- Research
- Internal and external communication strategist

4. Organization of the Teachings

YEAR ONE 1st SEMESTER

Field: Mass Communication		SPECIALITY: CORPORATE COMMUNICATION					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nombers of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
COC 111	CIVICS AND MORAL EDUCATION	30	10	10	10	60	4
COC 112	COMMUNICATION LAWS AND ETHICS	35	15	15	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
COC 113	MARKETING / ADVERTISING	35	20	20	15	90	6
COC 114	CONFLICT MANAGEMENT	30	10	10	10	60	4
COC 115	INTRODUCTION TO MASS COMMUNICATION	30	10	10	10	60	4
COC 116	BUSINESS COMMUNICATION	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
COC 117	LANGUAGE AND COMMUNICATION 1	20	10	10	5	45	3
Total		**210**	**85**	**85**	**70**	**450**	**30**

YEAR ONE 2nd SEMESTER

Field: Mass Communication		SPECIALITY: CORPORATE COMMUNICATION					
Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
COC 121	ORGANIZATIONAL PSYCHOLOGY	30	10	10	10	60	4
COC 122	HUMAN RESOURCE MANAGEMENT	40	15	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
COC 123	COMMUNICATION STRATEGY	25	15	15	5	60	4
COC 114	NEWS PAPER AND MAGAZINE PRODUCTION	40	15	15	5	75	5
COC125	BASICS OF MEDIA WRITINGS	40	15	15	5	75	5
COC 126	RESEARCH METHODS	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
COC 127	LANGUAGE/ COMMUNICATION 2	20	10	10	5	45	3
Total		**225**	**90**	**90**	**45**	**450**	**30**

YEAR TWO 3rd SEMESTER

Field: Mass Communication		SPECIALITY: CORPORATE COMMUNICATION					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
COC 231	ENTREPRENEURSHIP	40	20	10	5	75	5
COC 232	MEDIA MANAGEMENT	30	15	10	5	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
COC 233	CORPORATE SOCIAL RESPONSIBILITY	25	15	15	5	60	4
COC 234	MEDIA STUDIES	40	20	10	5	75	5
COC 235	NEW MEDIA	30	15	25	5	75	5
COC 236	MEDIA RELATIONS	25	15	15	5	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
COC 237	LANGUAGE/ COMMUNICATION	20	10	10	5	45	3
Total		**210**	**110**	**95**	**35**	**450**	**30**

YEAR TWO 4th SEMESTER

Field: Mass Communication		SPECIALITY: CORPORATE COMMUNICATION					
Course Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Nomber of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
COC 241	COMPUTER FOR MASS MEDIA	35	15	15	10	75	5
COC 242	EDITORIAL WRITING	30	10	10	10	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
COC243	BUSINESS MANAGEMENT	35	15	15	10	75	5
COC 244	MULTI MEDIA	30	10	10	**10**	60	4
COC 245	BUSINESS COMMUNICATION	35	15	15	**10**	75	5
COC 246	INTERNSHIP	/	/	60	/	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
COC 247	LANGUAGE / COMMUNICATION 4	20	10	10	**5**	45	3
Total		**185**	**75**	**135**	**55**	**450**	**30**

5. Courses content

❖ COC 111: CIVICS AND MORAL EDUCATION

OBJECTIVES: This course introduces the learner to the understanding of the citizens' rights and privileges in a particular system.
At end of the course he/ she would have known about:-

- The government machinery
- citizens' rights and obligations • and acquisition of patriotic instincts

CONTENT:

- Concepts Relating to Civics
- Human Qualities, Values and Norms
- Ethics
- Relationship between morality, law and ethics
- Deontology
- Morality
- Professionalism and code of ethics
- Environmental issues
- Good Governance in Public Service.
- Patriotism, rights and duties of the citizen

❖ COC112: COMMUNICATION LAWS/ETHICS

OBJECTIVES: This course enables the students to grasp the legal notions in communications and to demonstrate knowledge of the laws within the area in which they perform their duties in communication.

- At the end of this course:
- students are expected to know what obtains in courts, relating to civil and criminal matters,
- they should know the laws of defamation,
- must have e a good knowledge of state security implications, copyright, trespass, etc

CONTENT:

The law of defamation

- Definition of defamation
- Classes of defamation (slander and libel)
- Remedies/penalties for defamation
- The courts (rules and their laws on the use of communication gadgets)
- Cases (types of cases)
- what constitutes contempt?
- Trespass/invasion of Privacy

- State security and the law
- Press freedom
- Freedom of expression, Constitutional provisions, International instruments,
- Access to information laws and procedures, Protection of whistleblowers
- Rules of court reporting, Contempt of court,
- Protection of social values: Obscenity and pornography, Violence and brutality, protecting children
- The law and professional standards relating to privacy
- protection of confidential sources
- Some international instruments affecting the media

❖ COC 113: MARKETING AND ADVERTISING.

OBJECTIVES

This course is intended to:

- Explain the construction and working of the advertising and promotion industries and the interactions between the various organisations which constitute them.
- Discuss the impact of advertising and related activities on society and the way controls to regulate their use are instituted in various countries.

CONTENT:

→ **Digital Marketing**

- Concepts, Definitions, Evolution and Process
- Emerging Trends – Cloud Computing and its Impact
- Digital Marketing Platforms
- Understanding how technologies are harnessed to create new business models and platforms

→ **Consumer Behaviour**

- Understanding Consumer Behavior: Concept,
- Understanding Online Consumer Behaviour,
- Culture, Spotting Challenges and Opportunities

→ **Integrated Marketing Communication**

- Understanding Integrated Marketing Communication : Concept, Definitions, Creating an Integrated Marketing Communication Plan, IMC components: Advertising Tools, Promotional Tools, Integration Tools, Activation Tools

→ **Hybrid Marketing – Integrating Digital Marketing with Conventional Marketing**

- Introduction to Corporate Advertising
- Value of Corporate Advertising
- Media for Corporate Advertising
- Effective Corporate Campaigns
- Psychological Perspectives on Corporate Advertising
- Branding Strategy & Brand Equity
- Criticisms of Corporate Advertising
- the Future of Corporate Advertising

❖ COC COC 114: CONFLICT MANAGEMENT

OBJECTIVES:

At the end of this course,

- the learner would have known how to resolve disputes in an organization
- learner would have learned about the causes of crises/ conflict management
- learner would also have known the usefulness of crises management

CONTENT:

- General Notion and Definition of Related Terms in Crises/Conflict Management
- Differences and similarities between Crisis and Conflict
- Understanding Crises and Conflict Management
- Understanding the causes
- Usefulness of Crisis Management
- Stages of conflicts
- Approaches and styles of conflict management
- Communication and Crises/Conflict Management
- Conflict Resolution
- The notion of fairness in Crises Management
- Biblical Foundation for Conflict Management

❖ COC 115 : INTRODUCTION TO MASS COMMUNICATION

OBJECTIVES:

The course traces the historical development of print, broadcast, public relations and advertising and its impact on society, and at the same time, it examines the rapid growth and development of the internet.

It introduces students to the inventors, patents, copyright regulations, scriptwriting formats, and careers in the media industry.

At the same time, the course explores how the media reflect and inspire cultural, political, and ethical norms with emphasis on various storytelling techniques based on audience and method of delivery.

The course also examines the role of the mass media in the creation for the audience.

CONTENT

1. The Internet, Digital Media and Media Convergence
   - Evolution of mass media
   - Mass media and the Process of communication
   - Surveying the cultural landscape, critiquing media and culture
   - Evolution of the internet
   - From Media Convergence to the Web, the internet and democracy
2. Sound Recording and Popular Music
   - Development of sound-recording
   - The music industry; US and the world.

- The Business of Sound recording
- Popular Radio and the Origins of Broadcasting
- Evolution of Radio technology and social impact
- The economics of radio broadcast
- Radio and democracy
- Television and Cable: The power of visual culture
- Development of TV and programming trends
- Development of Cable
- Regulatory challenges and the economics of ownership of TV and Cable Movies and the impact of images
- Evolution of Movies and the rise of Hollywood
- The Studio system 'golden age'
- The economics of business
- Popular movies and democracy

❖ COC 116: BUSINESS COMMUNICATIONS

OBJECTIVES:

- To provide the students with a detailed knowledge of business communication and report writing enabling them to Acquire practical and oral communication skills,
- Use written Communication skilfully in different business situations

CONTENT

- **EFFECTIVE COMMUNICATION IN BUSINESS:** Definition, characteristics, process, importance of communication in business, different kinds of communication, features of communication.
- **THE PROCESS OF BUSINESS COMMUNICATION** Elements of communication, communication concepts. Non verbal Communication, process of preparing effective business messages, planning steps, basic organisational plans, beginnings and endings, composition of the message.
- **EFFECTIVE COMMUNICATION PRINCIPLES:** Through styles: completeness, clarity, conciseness, correctness, concreteness, gestures: considerations, manners: courtesy, presentations and follow-up or feedback.

- **BUSINESS LETTER:** Direct request, inquiries, claims and requests for adjustments, requests regarding routine business or public causes, invitations, orders, reservations, favourable replies, unsolicited favourable messages, request, sales letter, evaluating your achievements, market research, making preliminary career decisions, resume, job application letter.

❖ COC 117: LANGUAGE and COMMUNICATION

➢ TECHNICAL ENGLISH

OBJECTIVES: By the end of the course, learner must be able to:

- Achieve coherence in written English, French or any other Languages
- Write and form paragraphs with meaningful ideas
- Produce formal letters for business communication
- Produce reports accurately
- Conduct interviews using the language medium
- Punctuate articles and other forms of writing.
- Speak orally

CONTENT:

→ **GRAMMAR:** The concept of language, language as communication vehicle, Parts of speech: Verbs, nouns, adjectives, prepositions, etc-Reported speech: Converting direct speeches to indirect speeches, treating idioms and proverbs, common errors in the use of sentences

→ **VOCABULARY**: Business and technical words for special purposes (treatment of words that cut across business, technical and communication fields)

→ **WRITING**: Paragraphing passages, punctuation of passages

→ **Essay**: more difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs. (**practical work)**

→ **Speaking**: Diction Pronunciations, public demonstrations **- Oral**

➢ TECHNICAL FRENCH

CONTENT :

→ **Grammaire**

- Le verbe
- Le sujet
- L'accord du sujet et du verbe
- Le Complément d'Objet Direct
- Le Complément d'Objet Indirect
- Les pronoms personnels sujets,

→ **Orthographe**

- Orthographe lexicale (comment s'écrivent les mots)
- Les mots de la même famille
- Les différentes correspondances
- Le doublement des consonnes

→ **Vocabulaire**

- Le sens des mots
- Sens propre et sens figuré
- Les niveaux de langue

→ **Conjugaison**

- L'identification du verbe
- Le passé, le présent, le futur
- Les personnes de la conjugaison
- Le verbe change avec le temps et la personne
- L'infinitif du verbe et les trois groupes
- Les modes et les temps

❖ COC121: ORGANIZATIONAL PSYCHOLOGY

OBJECTIVES: This course introduces the students to the behaviours of workers in various organizations and at the end of it, learners are expected to:

- Understand the different behaviours in the industry
- Understand the history of industrial psychology
- Have a notion of recruitment and selection of staff, training and productivity
- Learn about leadership, power and policy formulation

CONTENT

- Concept of Organizational Psychology
- History of Industrial psychology
- Policy formulation
- Impact of policy on productivity
- Assessment methods for selection and replacement of employees
- Selecting employees
- Training
- Theories of employee motivation
- Feelings about work
- Productive/, counter productive employee behaviour
- Occupational health Psychology
- Leadership/Power in organizations
- Organisational development and theory
- Crisis management
- Internal Communication
- Communication problems
- Human relations
- Physical psychological and social characteristics of the workplace;
- Drug use in the workplace
- Employment of persons with disabilities
- Individual differences and Stress in the workplace

❖ COC 122 : HUMAN RESOURCE MANAGEMENT

OBJECTIVES: This course introduces the learner to the understanding of personnel management. At end of it, the learner would have known about:-

- The management of personnel in organisateions
- Their functions
- Health and security situations
- The evolution of management resource

CONTENT:

- The evolution of the management of human resources
- Problems of managing human resources
- Personnel functions in organisations
- Personnel management techniques (recruitment, selection, etc)
- Personnel development
- Work/ human relations

❖ COC123: COMMUNICATIONS STRATEGY

OBJECTIVES: Students are exposed to an overview of practices in communication management: research design, planning, implementation and evaluation. -Students investigate issues that challenge contemporary organizations by analyzing case studies, conducting research, and designing possible solutions.

Upon completion of this course, the students will be expected to:

- Demonstrate knowledge of the fundamental theories and best practices of strategic
- Communication;
- Recognition of the role that communication professionals play in achieving Organizational goals as demonstrated in assignments and exams.
- Know the structural aspects of PR industry – specializations, types of jobs,
- Agency/corporate life, professionalization;
- Understand a variety of research methods;

CONTENTS

- Concept of communication strategy Ethics, laws and professional organizations
- Success and failures of communication programmes
- Public relations, definition, history and theories of public relations, Public relations Industry
- Research methods, research design
- Practicing quantitative research
- Practicing qualitative research, Researching Specializations
- Planning, Implementation, Evaluation
- Practicing tactics.
- Organizing timely events

- Crises management principles
- Using the media at the appropriate time
- Suggesting with solutions
- Good relations with members of the organization

❖ COC 124: NEWSPAPER AND MAGAZINE PRODUCTION

OBJECTIVES:
After this unit, students will be able to appreciate the basic difference between newspapers/magazines and other media forms such as the electronic media and the processes involved in its production

CONTENT:
- Meaning and Brief History of Newspapers and Magazines
- Classification of Newspapers and Magazines
- Mission statement, editorial policy, house style, editorials
- Function of editorial pages, opinion pages and editorial cartoons
- Newsroom personnel and organization
- Copy flow and copy editing
- The concept of gate-keeping
- Conflict of Dual mandate and business interest
- Need for photographs and cartoons in newspapers/magazines
- Photo-selection and editing
- Legal and ethical issues in photo-selection and editing
- Legal and ethical issues in newspaper/magazine production
- Why editing and page make-up
- Copy fitting and types of page make-up
- Elements of page make-up
- Headlines and their importance
- The printing process
- ICT's application in newspaper/magazine production
- Factors militating against newspaper/magazine production in Cameroon

❖ COC 125: BASICS OF MEDIA WRITING

OBJECTIVES: This course is aimed at introducing communication students to the elementary concept, structure and the characteristics of media writing.
At the end of this:
- they would have identified the difference(s) that exists between the print and the electronic media (radio, television, internet, as mass communication tools .etc)
- They would have had an idea of the relationships and the various methods of media production.

CONTENT:
- Definition and concept of the media
- History and development of the mass media Cameroon
- The major differences between the print and electronic media

- Types of print media and their components (newspaper, Magazines etc) and their contents
- The principles and practice of Broadcasting
- Importance of Programming
- Announcing
- The news concept, news gathering methods,
- Writing for different media
- News values, types of news
- Qualities of the communicator
- Tools for communication
- Their uses
- Impact of technology on Mass communication

❖ COC 126: RESEARCH METHODOLOGY

OBJECTIVES:

• To prepare the student for the production of his or her internship report.

• To enable him/her acquire the skills of systematic inquiry and to understand the content, methods and techniques of handling business research.

CONTENT:

-Definition of research, types of research, tools of research, determining the population, preparing a questionnaire • **Data collection:**

Types of errors and their sources in information gathering,

• **Internship report writing:** chapterization, working on literature review, contents of the various chapters ,editing and coding, tabulations, charts and graphs, regression analysis, field experiments, factorial designs, variance analysis. Presenting findings, techniques, references and bibliography.

❖ COC 127: LANGUAGE and COMMUNICATION

➢ TECHNICAL ENGLISH

CONTENT:

- **Writing:** Writing Paragraphs: Topic Sentence and Coherence Development of Paragraphs: Illustration and Description, Cause and Effect. Stylistic Forms.

Formal Letters: Letters about Jobs, Ordering Goods and Letters to Government and other organizations Writing Reports I: Reporting Events: Reporting Experiments, Writing Summaries: Techniques of Summarizing,

- **Essay**: More difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs.
- **practical work**

- **Spoken English**

Letters and Sounds in English, Vowels and Consonants, Interviews, Seminar Presentation, Public Speech Making.

(**Practical work)**

- **TECHNICAL FRENCH**

CONTENT:

→ **Grammaire**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

→ **Orthographe**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

→ **Vocabulaire**

- Les synonymes
- Les antonymes
- Les homonymes
- Le champ lexical

→ **Conjugaison**

- L'indicatif
- Le présent de l'indicatif – usage
- Le présent de l'indicatif – verbes du 1er groupe
- Le présent de l'indicatif – verbes des 2ème et 3ème groupes
- Le futur de l'indicatif – usage et conjugaison
- Le futur antérieur de l'indicatif – usage et conjugaison

❖ COC 231: ENTREPRENEURSHIP

OBJECTIVES: This course is intended to reinforce the students' capacities in the management, implementation and the execution of policies related to media business. They are also expected to acquire knowledge of accountability in the management of small and medium size projects of their own it carries 5 credit values.

COTNTENT:

- An Overview of Entrepreneurship and Entrepreneur
- Types of entrepreneurs
- Entrepreneurial Motivations, variables, creativity and innovation
- Concept of Business and Business Environment

- Forms of Business Ownership and Legal Implications
- Accountability in private business
- Management of small scale industries
- Teamwork, Group Dynamic and Entrepreneurship
- Writing Business Plan and Feasibility Studies

❖ COC 232: MEDIA MANAGEMENT

OBJECTIVES: This course is intended to reinforce the students' capacities in the principles of management, and its application to communication. At the end of the course, learners would have:

- Appreciated the methods of media management
- Acquired the skills in media production and promotion
- Known how to mobilize human resources
- known how to manage time and equipment

CONTENT:

Introduction to media management: basic management principles, Managerial skills in media production and promotion; Market for visual media products; market analysis and meeting the demand. Online marketing, mobsourcing. Media production planning: production objectives/goals; Mobilising human resources — production crew and cast, contracts and call sheets; Acquiring/hiring equipment and properties; Booking studio floor and time, mounting sets,.

❖ COC 233 CORPORATE SOCIAL RESPONSIBILITY

OBJECTIVE;

This course focuses on social responsibility

- Its evolution and the law.

At the end of it students would have:

- identified the role of the stakeholders in corporate social responsibility
- study the relationship between social responsibility and the citizens

CONTENT:

- The Meaning and Importance of Corporate Social Responsibility
- Evolution of CSR
- CSR and the law of economics
- CSR and social legitimacy
- CSR expectations in rich and in poor societies
- The evolving role of stockholders
- The iron law of social responsibility
- Moral and economic arguments for CSR

The Role of Stakeholders in CSR

- Stakeholder advocacy

- The role of business in society Consumers' awareness and willingness to pay for socially responsible corporate behavior
- The communications revolution and its impact on CSR
- Globalization and CSR
- Success and failure with CSR initiatives
- Corporate response to citizen demands via CSR
- The five stages of organizational growth in CSR
- The Strategic Importance of CSR Implementation
- CSR as a balance between organizational means and ends
- The strategic lens: vision, mission, strategy, and tactics
- Environmental and other global forces propelling CSR
- Impact of globalization and communications technologies

❖ COC 234: MEDIA STUDIES

OBJECTIVES:

This course introduces students to the fundamentals of mass media studies, including other forms of media in the contemporary world and their contribution to social, economic and political development.

- Examine the various forms of the media
- Establish the methods and identify the media that could be best used for certain events.

CONTENT:

- The various forms of media
- Difference between mass media and ordinary media
- Characteristics of each medium and their advantages/ disadvantages
- Advertising media and their values
- The Print media and their impact in the economy, society and governance
- The electronic media and their impact in the economy, society and governance
- The new media
- History of the new media and their evolution
- Globalization and the new media
- Problems and prospects of the new media in developing countries
- Mass media production
- Factors affecting the development of broadcasting in Cameroon

❖ COC 235: NEW MEDIA

OBJECTIVE: This is a two credit course designed to cover a wide range of issues in the new media. At the end of it students are expected to;

- understand the emergence of the new media, the digital concept, the visual culture and factors in change
- identify the network users and its economics
- learn about globalization, neoliberalism and the internet

CONTENT:

- The New media
- The characteristics of new media: some defining concepts
- Change and continuity
- New Media and Visual Culture
- The virtual and visual culture
- The digital virtual
- Perspective, camera, software
- Virtual images/Images of the virtual
- Digital cinema
- Networks, Users and Economics what is the Internet?
- Economics and networked media culture
- Political economy
- The social form of new media
- Limits on commercial influence
- Globalisation, neo-liberalism and the Internet The digital divide course content/outline:; The relevance of an industrial

❖ COC236 MEDIA RELATIONS

OBJECTIVES:

At the end of this course, students would have acquired practical Instructions to be critical thinkers, skilled factual storytellers, and agile managers of

Multiple media platforms, and servant-leaders in a rapidly changing media landscape.

CONTENT:

- Media Relations, strategies for agencies, organizations, businesses, ministries and mission organizations.
- Balanced media coverage, respond to requests for interviews, data or other questions aimed at publication or broadcast on various deadlines.
- media relations practice as applied to the media marketplace. Needs within organizations for PR
- PRO as q decision maker
- Mutuality in media relations

Recognizing what creates and qualifies news:

- Crafting news messages.
- Organizing special events: exhibitions-trade fares-press conference-Friendship with the media
- Getting ready for interview-use of microphone
- Differentiating between PR and advertising-Producing articles and news stories as, media relations
- Organizing campaigns and exhibitions

- Terminology, trends within organizations and the Mass Media-Employing current technology to enhance PR efforts in a variety of campaigns and Programs.

❖ COC 237: LANGUAGE and COMMUNICATION

➢ TECHNICAL ENGLISH

CONTENT:

→ **Correspondence**.

- Exercises on letter writing, editing and analysis
- Personal correspondence, official correspondence
- Business and commercial correspondence (letters of enquiries and replies, acknowledgements, and sales replies)

→ **Practical work**

- Writing circular letters, preparing agendas for meetings, taking down minutes in draft and developing them.
- Producing articles, choosing the topic, sourcing material for the article, presentation and format, language, length.
- Orals

➢ TECHNICAL FRENCH

OBJECTIVES:

French language is introduced to enable the student speak and write the two official languages of Cameroon.

At the end of the course the learner would have been able to:

- Communicate fluently in French for business transactions,
- interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- Undertake research using both official languages

.

CONTENT : (matière transverale : voir advertising/PR)

→ **Grammaire**

- Le complément du nom
- La proposition relative
- La nature et la fonction du mot
- Nature et fonction La phrase
- Les types de phrases
- Les formes de phrases

→ **Orthographe**

- Le genre des noms
- Le pluriel des noms
- Le féminin des adjectifs qualificatifs

→ **Vocabulaire**

- Autour de la formation des mots

- Les préfixes
- Les suffixes

→ **Conjugaison**

- L'imparfait de l'indicatif – usage et conjugaison
- Le plus-que-parfait de l'indicatif – usage et conjugaison
- Le passé simple de l'indicatif – verbes du 1er groupe et aller
- Le passé simple de l'indicatif – verbes des 2ème et 3ème groupes
- Le passé composé de l'indicatif – verbes du 1er groupe, être et aller
- Le passé composé de l'indicatif – verbes des 2 ème et 3ème groupes

❖ COC 241: COMPUTER FOR MASS MEDIA

OBJECTIVES:

- To acquaint the students with computer and its operations.
- To make them aware of DTP and basic Internet Applications
- To appraise them with basic IT applications in the mass media

CONTENT:

→ **Unit-I: IT for Media**

- Basic IT applications in print, electronic and cyber media
- Emerging Trends in information technology
- Conventional media Vs new media
- Introduction to Blogs and Vlogs

→ **Unit-II: Designing and Layout**

- Concept and theory of design and graphics
- Basic elements and principles of graphics
- Design and layout
- Use of colours

→ **Unit-III: DTP&Multimedia**

- Introduction to DTP
- Multimedia: Characteristics and functions
- DTP Software –Quark Express, Corel Draw, Photoshop

❖ COC 242: EDITORIAL WRITING

OBJECTIVES:

- Explain the importance of editorials in contributing to community conversation; Write editorials that explain, evaluate or persuade; Understand the role of editorial cartoons
- At the end of this course the student should be able to
- Understand that the editorial page of the paper should begin where the rest of the paper leaves off." Vermont C. Royster Pulitzer Prize winning editorial writer
- Know that the reader should find ideas about the things reported elsewhere in the paper. The key word here is ideas.

- Dicover that the editorial is an article that states the newspaper's ideas on an issue. These ideas are presented as opinion.

CONTENT

- Concept of editorial
- Reasons for editorials
- The editor
- The editorial board
- Editorial conference
- Issues discussed at the editorial conference
- Editorial research
- The editorial conference
- Difference between press conference and editorial conference
- Editorial topics and examples
- Sources of material

→ **Writing**

- Conceiving ideas
- Editorial writing principles
- The opening paragraph
- Components of the body
- Making it interesting
- Conclusion
- Difference between editorial and features/opinion
- Audience and feedback mechanism
- Letter to the editor

❖ COC 243: BUSINESS MANAGEMENT

OBJECTIVES:

At the end students will:

- Understand the establishment of business structures
- Assess the current state of the business cycle and its impacts on companies and managers today
- Identify and explain the impact of external variable on the business environment
- Apply business principles to specific scenarios and case studies

CONTENT

- Rational for business management
- the notion of business management
- Features of business management
- Types of businesses
- The role of technology in the application of management principles
- Community/work place problems
- Hands on learning with technology
- Skills required for career success
- Managing change in business

- Social, cultural, economic and environmental cases
- Business correspondences (reading writing and speaking)
- The role of managers
- Decision making
- Management styles
- The impact of external variables
- Business research and its instruments
- Team work/ feedback
- Setting and attaining management goals
- Effective planning
- Globalization and change

❖ COC 244: MULTIMEDIA COMMUNICATION

OBJECTIVES: At the end of the course, students are expected to know and appropriate the basics of Web publishing, from planning and designing a news site to producing and publishing text, photos, audio and video.

CONTENT:

- A brief history of the Internet and the digital revolution, and its impact on communication
- Basic values of journalism applied to the new media
- Principles of Web design, information architecture, usability of news Web sites.
- Gathering information on the Web, principles of Computer-Assisted Reporting
- Principles of writing and editing for the Web
- Blogs and participatory journalism. The audiences' engagement with news Web sites.
- Basic principles of video and photo for the Web. The multimedia newsrooms: how the Internet is changing the structure of news organizations -Ethical and legal problems of online journalism. -Blogs and participatory journalism.
- The audiences' engagement with news Web sites.
- Basic principles of video and photo for the Web.
- The multimedia newsrooms:
- how the Internet is changing the structure of news organizations

❖ OC 245 BUSINESS COMMUNICATIONS

OBJECTIVES:

- To provide the students with a detailed knowledge of business communication and report writing
- Enabling them to acquire practical and oral communication skills,
- Use written Communication skillfully in different business situations

CONTENT

- **EFFECTIVE COMMUNICATION IN BUSINESS:** Definition, characteristics, process, importance of communication in business, different kinds of communication, features of communication.
- **THE PROCESS OF BUSINESS COMMUNICATION** Elements of communication, communication concepts. Nonverbal Communication, process of preparing effective business messages, planning steps, basic organizational plans, beginnings and endings, composition of the message.
- **EFFECTIVE COMMUNICATION PRINCIPLES:** Through styles: completeness, clarity, conciseness, correctness, concreteness, gestures: considerations, manners: courtesy, presentations and follow-up or feedback.
- **BUSINESS LETTER:** Direct request, inquiries, claims and requests for adjustments, requests regarding routine business or public causes, invitations, orders, reservations, favorable replies, unsolicited favorable messages, request, sales letter, evaluating your achievements, market research, making preliminary career decisions, resume, job application letter.

❖ COC 246: INTERNSHIP REPORT AND DEFENSE

OBJECTIVES:

- To help the student learn hands-on while working in a media organization
- To ask them to make use of their learning by documenting their training

Internship Training and Report Writing:

Soon after the End of Second Semester Examination, each student will undergo internship for at least six weeks in a communication organization. After the training, he/she will submit an internship Report based on his/her experience and learning during internship attachment. The report should be submitted within four weeks of the start of the session in the third Semester.

❖ COC 247: LANGUAGE AND COMMUNICATION

➢ TECHNICAL ENGLISH

OBJECTIVES: By the end of the course, learner must be able to:

- achieve coherence in written English
- form paragraphs with meaningful ideas
- produce formal letters for business communication
- produce reports accurately
- Conduct interviews using the English medium
- punctuate articles and other forms of writing

CONTENT:

- Various types of meetings (business, social, committee, writing speeches for the boss, etc)

→ **practical exercises** (writing of business letters, minutes and other forms of correspondences)

- Comprehension
- Summaries
- Conclusions
- Orals

➢ **TECHNICAL FRENCH**

OBJECTIVES: French language is introduced to enable the student speak and write the two official languages of Cameroon.
At the end of the course the learner would have been able to:

- Communicate fluently in French for business transactions,
- Interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- Undertake research using both official languages.

CONTENT:

→ **Grammaire**
- La ponctuation
- La phrase simple et la phrase complexe
- Les propositions juxtaposées et coordonnées
- Les propositions subordonnées

→ **Orthographe**
- Le pluriel des adjectifs qualificatifs
- Les adjectifs qualificatifs de couleur et numéraux
- Le pluriel des noms composés

→ **Vocabulaire**
- L'origine des mots
- Les emprunts du français

→ **Conjugaison**
- L'impératif
- Le présent de l'impératif
- Le conditionnel
- Le présent du conditionnel
- Le subjonctif
- Le présent du subjonctif
- Tableaux de conjugaison

Field : COMMUNICATION

Specialty :

PRINTING, EDITING AND PUBLISHING

Field: COMMUNICATION

Specialty: Printing, Editing and Publishing

1. The objective of the training

The aim of the training is enable the students to acquire the knowledge for basic editing and publishing, grammar, punctuation, clear word usage, as well as understanding how to use technology for editing and proofreading. Gain an overall view of the industry and find out how to get into the editing and publishing industry.

2. Research Skills

→ **Generic skills**

- A thorough knowledge of English language (or the language the publication is written in)
- A methodical working style
- Concentration, accuracy and great attention to detail
- The ability to multitask
- Tact and diplomacy for negotiating changes with authors
- The ability to work to tight deadlines

→ **Specific skills**

- to learn how to produce publications like internal newsletters;
- to understand the relationship between publishing history, book history, and literary studies;
- To improve as a literary critic or creative writer;
- To develop or improve editing and publishing skills.

3. Career opportunies

- Magazine Editor
- Editorial assistant
- Press sub-editor
- Bookseller
- Book cover designer
- Proof-reader
- Book Editor
- Advertising and Editorial Photographer
- Publishing Editor

4. Organization of the Teachings

YEAR ONE 1st SEMESTER

Field: Mass Communiction		SPECIALTY: PRINTING, EDITING AND PUBLISHING					
Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Credit Value**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
PEP 111	CIVIC AND MORAL EDUCATION	30	10	10	10	60	4
PEP 112	COPYRIGHT LAW	30	20	10	15	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
PEP 113	INTRODUCTION TO BOOK PUBLISHING	35	10	10	5	60	4
PEP 114	PRINTING TECHNOLOGY	30	10	10	10	60	4
PEP 115	ADVERTISING	40	15	15	5	75	5
PEP 116	MULTIMEDIA COMMUNICATION	40	15	15	5	75	5
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
PEP 117	LANGUAGE AND COMMUNICATION 1	20	10	10	5	45	3
Total		**225**	**90**	**80**	**55**	**450**	**30**

YEAR ONE 2nd SEMESTER

Field: Mass Communication		SPECIALTY: PRINTING, EDITING AND PUBLISHING					
Course Code	**Course Title**	**L**	**T**	**P**	**PW**	**Total**	**Credit Value**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
PEP 121	ORGANIZATIONAL PSYCHOLOGY	30	10	10	10	60	4
PEP 122	INTRODUCTION TO COMPUTING	35	15	15	10	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
PEP 123	GRAPHIC DESIGN	35	15	15	10	75	5
PEP 124	COPY EDITING	35	15	15	10	75	5
PEP125	BUSINESS COMMUNICATION	30	10	10	10	60	4
PEP 126	RESEARCH METHODS	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
PEP 127	LANGUAGE AND COMMUNICATION 2	20	10	10	5	45	3
Total		**215**	**85**	**85**	**65**	**450**	**30**

YEAR TWO 3rd SEMESTER

Field: Mass Communication		SPECIALTY: PRINTING, EDITING AND PUBLISHING					
Code	**Course Title**	**L**	**T**	**P**	**PW**	**Total**	**Credit Value**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
PEP 231	COMMUNICATION THEORY	40	20	10	5	75	5
PEP 232	INTRODUCTION TO INTERACTIVE MEDIA	30	10	10	10	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
PEP 233	PAGE LAYOUT/ PLANNING	30	10	10	10	60	4
PEP 234	DESKTOP PUBLISHING	40	15	15	5	75	5
PEP 235	PROOFREADING/ SYMBOLS	40	15	15	5	75	5
PEP 236	PUBLISHING AND PROFESSIONAL PRACTICE	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
PEP 237	LANGUAGE AND COMMUNICATION 3	20	10	10	5	45	3
Total		**230**	**90**	**80**	**50**	**450**	**30**

YEAR TWO 4th SEMESTER

Field: Mass Communication		SPECIALTY: PRINTING, EDITING AND PUBLISHING					
Course Code	**Course Title**	**L**	**T**	**P**	**PW**	**Total**	**Credit Value**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
PEP 241	BUSINESS DEVELOPMENT	40	20	10	**5**	75	5
PEP 242	COSTING /ESTIMATING	30	10	15	**5**	60	4
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
PEP 243	MODERN TYPOGRAPHY	40	15	15	**5**	75	5
PEP 244	CYBER SPACE LAW	30	10	10	**10**	60	4
PEP 245	WEB CONTENT ,CREATION AND MANAGEMENT	20	15	35	**5**	75	5
PEP 246	INTERNSHIP REPORT	/	/	60	/	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
PEP 247	LANGUAGE/ COMMUNICATION 4	20	10	10	**5**	45	3
Total		**180**	**70**	**165**	**35**	**450**	**30**

5. Courses content

❖ PEP 111: CIVICS AND MORAL EDUCATION

OBJECTIVES: This course introduces the learner to the understanding of the citizens' rights and privileges in a particular system.
At end of the course he/ she would have known about:

- The government machinery
- citizens' rights and obligations
- and acquisition of patriotic instincts

CONTENT:

- Concepts Relating to Civics
- Human Qualities, Values and Norms
- Ethics
- Relationship between morality, law and ethics
- Deontology
- Morality
- Professionalism and code of ethics
- Environmental issues
- Good Governance in Public Service.
- Patriotism, rights and duties of the citizen

❖ PEP 112 COPYRIGHT LAW

OBJECTIVE: This course will provide a detailed assessment of the law of copyright, which concerns itself with the protection of many varieties of creative expression from the traditional (music, sculpture, literature), through the novel (computer software, databases, video game characters), to the esoteric (floral arrangements, fashion accessories, or the "total concept and feel" of a graphical computer interface).

CONTENT

- Copyright Theory and History Fixation and Originality
- Idea and Expression
- Derivative Works and Compilations
- Authorship
- Formalities and Duration
- Renewal and Termination
- Renewal and Termination (cont'd)
- Transfers and Licensing
- Copyrightable subject matter: useful articles; software
- Copyrightable subject matter: software (cont'd)
- Copyrightable subject matter: characters; databases
- Exclusive rights: Reproduction
- Exclusive rights: Reproduction (cont'd)
- Exclusive rights: Distribution
- Exclusive rights: Derivative works

❖ PEP 113 INTRODUCTION TO BOOK PUBLISHING

OBJECTIVE: This course introduces the student to the arts and science of printing books. At the end of it, he would have learned about:

- The printing press
- Book production
- Technological contribution to printing
- The law regulating book publishing

CONTENT:

→ **Unit1: Introduction to Book Publishing**

- Various stakeholders in the publishing industry -- authors, publishers, printers, distributors, retailers, consumers --
- Stake holders from other industries
- Major book publishing houses in Cameroon and abroad
- Role of UN/ UNESCO in book promotion
- Role of the government in promotion of the book industry
- National and International Book Fairs
- Digital revolution and its impact on book publishing --- E-Publishing -- Online Publishing – Mobile Publishing
- Concept and techniques -- interactive publishing-- blogs/websites-- recent trends
- Book publishing as a profession-- need for skilled manpower
- Book publishing in the era of globalization and liberalization -- Alternative Initiatives

→ **Unit II: Book Publishing Laws**

- Introduction to book publishing laws and ethics
- Freedom of Publishing- importance as a human right
- Shops & Establishment Act- relevant provisions, trade license, labour rules, wages, service conditions etc.
- Relevant provisions of various taxes
- Intellectual Property Right --Copy Rights --Subsidiary Rights – Translation Rights- CoPublishing -- Foreign Rights --
- Piracy – definition and anti-piracy measures
- Plagiarism – definition and measures to prevent plagiarism
- Contract with author / editor – meaning and scope -- types -- explanation Royalty -- relevant sections -- meaning and scope -- case studies editor, Acquisition

→ **Unit III: Book Editing Practice**

- Introduction to book editing—Commissioning Editor, Copy Editor –Role and responsibilities

- House Style–importance and practice- Spelling and Punctuation [Quotation Marks (double quote/ single quote)/ Abbreviations
- Measurements / Diacritical Marks/ Prelims/ Index/ Glossary/ Annotation/ Bibliography/
- Biographical Note/ dates/ foreign
- Language words/ documentation/ others (italics, bold, time, author's checklist)]
- Developing editorial skills - Checking Plagiarism -Use of editing symbols, editing attributes, condensation, rewriting, taking care
- Of jargons/unfamiliar words and expressions/careless abbreviations, check for language, style, spelling, punctuation, authenticity,
- Reference, paragraph breaks, headings, sub heads etc.

❖ PEP 114 PRINTING TECHNOLOGY

OBJECTIVE: The students will be able to

- Produce a perfect negative or positive film whenever required.
- Prepare suitable image carrier for any printing process.
- Make proper selection of ink compatible with printing substrate, printing process and enduse of the

→ **Substrate.**

- Understand the necessity for color management.
- Make correct requisition of paper for any printing process.

CONTENT:

→ **Unit 1**

- Photographic arterials and chemistry of photography
- Constituents of photographic emulsion and uses of each constituent
- Characteristics of photographic film base
- Effect of film exposure-formation of latent image
- Steps for film processing- Development, Fixing, Washing, Drying
- Development bath and fixing bath constituents
- Use of all constituents in development bath and fixing bath
- Effect of developer and fixing bath chemicals on film emulsion
- Chemistry of washing
- Use of Hypo Clearing Agent
- Sensitometer and Densitometry

→ **Unit 2**

- Image Carriers
- Offset plate making- deep etch process, wipe-on process, P.S. plate
- Processing, waterless plate making
- Gravure cylinder making process –chemical, electrochemical,
- Electromechanical and electronic engraving

- Flexographic plate making – rubber and photopolymer plates
- Screen printing process – direct, direct-indirect, indirect and capillary
- Introduction to Computer to Plate/Print/Press Technology

→ **Unit 3**

- Printing Inks and Toners
- Nature of printing ink – visual characteristics, drying characteristics,
- Adhesive nature, resistance properties
- Raw materials of printing inks – pigments and dyestuffs, oils, solvents,
- Resins, plasticizers, driers, waxes, surfactants, antioxidants and other
- Additives
- R files photo CD/scanner — Printing

❖ PEP115 ADVERTISING

OBJECTIVES: On completion of the course learners should be able to:

- Define and explain advertising and public relations, its role and functions.
- Identify various types of advertising.
- Explain the different elements between advertising and public relations.
- Explain the various stages in public relations campaign

CONTENT:

→ **Unit I [Introduction to Advertising]**

- Advertisement: Definition, Meaning & Concept
- Importance and Role of Advertising
- Need, nature and scope of Advertising
- Role and functions of Advertising
- History & growth of Advertising in Cameroon

→ **Unit II [Advertising as a social process]**

- Advertising consumer welfare,
- Advertising standard of living
- Advertising & cultural value

❖ PEP 116: MULTIMEDIA COMMUNICATION

OBJECTIVES: At the end of the course, students are expected to know and appropriate the basics of Web publishing, from planning and designing a news site to producing and publishing text, photos, audio and video.

CONTENT:

- A brief history of the Internet and the digital revolution, and its impact on communication
- Basic values of journalism applied to the new media
- Principles of Web design, information architecture, usability of news Web sites.
- Gathering information on the Web, principles of Computer-Assisted Reporting
- Principles of writing and editing for the Web

- Blogs and participatory journalism. The audiences' engagement with news Web sites.
- Basic principles of video and photo for the Web. The multimedia newsrooms: how the Internet is changing the structure of news organizations -Ethical and legal problems of online journalism. -Blogs and participatory journalism.
- The multimedia newsrooms:
- How the Internet is changing the structure of news organizations
- Audiences' engagement with news Web sites.
- Basic principles of video and photo for the Web.

❖ PEP117: LANGUAGE AND COMMUNICATION

➢ TECHNICAL ENGLISH

OBJECTIVES: It has been observed that language, whether taught to students of any language background, constitutes a problem in most of the examinations. This is why this course has been structured to bridge such a gap existing in the business world of information and communication technology.

By the end of the course, learner must be able to:

- Achieve coherence in written English, French or any other Languages
- Write and form paragraphs with meaningful ideas
- Produce formal letters for business communication
- Produce reports accurately
- Conduct interviews using the language medium -Punctuate articles and other forms of writing.
- Speak orally

CONTENT:

- **GRAMMAR:** The concept of language, language as communication vehicle, Parts of speech: Verbs, nouns, adjectives, prepositions, etc-Reported speech: Converting direct speeches to indirect speeches, treating idioms and proverbs, common errors in the use of sentences
- **VOCABULARY**: Business and technical words for special purposes (treatment of words that cut across business, technical and communication fields)
- **WRITING**: Paragraphing passages, punctuation of passages

→ **Essay**: more difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs. (**Practical work)**

- **Speaking**: Diction Pronunciations, public demonstrations

➢ **TECHNICAL FRENCH**

CONTENT :

→ **Grammaire**

- Le verbe
- Le sujet
- L'accord du sujet et du verbe
- Le Complément d'Objet Direct
- Le Complément d'Objet Indirect
- Les pronoms personnels sujets,

→ **Orthographe**

- Orthographe lexicale (comment s'écrivent les mots)
- Les mots de la même famille
- Les différentes correspondances
- Le doublement des consonnes

→ **Vocabulaire**

- Le sens des mots
- Sens propre et sens figuré
- Les niveaux de langue

→ **Conjugaison**

- L'identification du verbe
- Le passé, le présent, le futur
- Les personnes de la conjugaison
- Le verbe change avec le temps et la personne
- L'infinitif du verbe et les trois groupes
- Les modes et les temps

❖ PEP 121: ORGANIZATIONAL PSYCHOLOGY

OBJECTIVE: This course introduces the students to the behaviours of workers in various organizations and at the end of it, learners understand the different behaviours in the industry are expected to:

- understand the history of industrial psychology
- have a notion of recruitment and selection of staff, training and productivity
- also learn about leadership, power and policy formulation

CONTENT

- Concept of Organizational Psychology
- History of Industrial psychology
- Policy formulation
- Impact of policy on productivity
- Assessment methods for selection and replacement of employees
- Selecting employees
- Training

- Theories of employee motivation
- Feelings about work
- Productive/Counter productive employee behaviour
- Occupational health Psychology
- Leadership/Power in organizations
- Organisational development and theory
- Crisis management
- Internal Communication
- Communication problems
- Human relations
- Physical psychological and social characteristics of the workplace;
- Drug use in the workplace
- Employment of persons with disabilities
- Individual differences and Stress in the workplace

❖ PEP 122 INTRODUCTION TO COMPUTING

OBJECTIVES: After successful completion of the course, the students will be able to:

- Understand basic functions of computer hardware and software components including Operating system functions
- Identify various networks (LAN, WAN, intranet), topologies (ring, bus, star), protocols
  (TCP/IP, SMTP, POP & IMAP, HTTP & HTTPS, and DNS), media types (wire pair, coaxial cable,
- Fiber optics, microwave, radio frequency, infra-red), and network hardware (router, hub, Gateway)
- Know how to use search techniques (inclusion, exclusion, wildcards, phrase, Boolean

Search), evaluate the information found on Web pages (chat rooms, newsgroups, RSS,

Podcasting sites, Wikipedia, blogs), and cite electronic and printed references

- Understand computer viruses, biometric devices, encryption technique, digital signature, Email filtering, firewall, and precautions on Web

- Understand ethical issues regarding copyright, software licenses, information privacy,

Intellectual property, content filtering, Spam, and laws enacted with regards to SPAM, Children's protection on Web, electronic communication, and electronic theft.

CONTENT:

→ **Unit 1: Beginning Computer Science**:

- What is Computer Science?
- Using Python – Installing and online IDE
- First Program

- Hardware Basics
- Output
- Input
- Data Types and Variables
- Analog vs. Digital
- Bits and Pieces – understanding Binary
- Career Connection – who uses computer science?
- Silly Sentences Assignment
- Supplemental Activities:

→ **Unit 2: Number Calculations and Data**

- Why do we use Computers? A history
- Simple Calculations
- Modular Division
- Built in Functions
- Random Numbers
- Color Code
- Big Data
- Working with a real data set
- Career Connection - Data Scientists
- Website specification review
- Computer Programming
- Database and SQL Chapter
- E-commerce

→ **UNIT 3: Website**

- Security, Ethics, and Privacy Chapter
- Artificial Intelligence
- Future of Computing
- Impact of Computing on Society

❖ PEP123: GRAPHIC DESIGN

OBJECTIVES

This course is intended to Demonstrate a thorough understanding of the elements of; graphic design, understand and communicate in the language of graphic design.

At the end of this course learners would have known

How to use technology such as Photoshop, Illustrator, and Internet Explorer.* =learned to solve problems using critical thinking.

CONTENT

- Graphic Design Industry magazines, internet, etc.

- History of Graphic Design \Future of Graphic Design
- Using multimedia elements to create projects.
- Introduction to the equipment o Computer o Scanner o Camera
  - Digital tablet
  - Printer Graphic Design
- Elements of Design such as; color schemes project includes o Color o Line o Shape o Space o Texture o Value
- Principles of Design design projects such as; posters, magazine covers, product ads, cereal box prototypes, candy wrappers etc.
  - Balance
    - ✓ Contrast
    - ✓ Emphasis/Dominance
    - ✓ Harmony
    - ✓ Movement/Rhythm
    - ✓ Proportion
  - Repetition/Pattern
    - ✓ Unity
    - ✓ Variety Typography
    - ✓ create business proposal

Create a commercial and magazine ad. o Anatomy of a letter o Typefaces o Typographic Measurement o Typographic Standards o Typographic Guidelines Creating images for print & web using particular image formats for individual projects., logos, cd covers, o Formats o Resolution o Raster Vs Vector Editing Images using images scanned from the internet to create projects

Ethics Copyright laws

❖ PEP 124 COPY EDITING

OBJECTIVE: This course is intended

- To teach the skills of copy editing and headline writing, with some familiarization in the concepts of page design.
- To polish and expand your knowledge of AP tyle and grammar.
- To build awareness and understanding of professional writing standards regarding truth, accuracy, fairness, objectivity and deadlines.
- To build critical thinking and evaluation skills in editing, writer-coaching and design, and to prepare learner for a print media position.

CONTENT Concept of news editing, good copy editor, qualifications

- The skills, knowledge, resources and attitude of copy editor ones writing or another person's writing.

- Knowledge and implementation of AP Style, Stylebook and textbook as references.
- Acquiring skills for editing jobs editing of copies and writing of numerous headlines.
- Using of standard copy-editing symbols in corrections-

→ **Why edit**

- Looking for language
- Looking for style
- Legal implications
- Consistency and accuracy
- Writing dates and names
- Editorial policies
- Editor as the pilot
- Use of dictionary for verification
- Current Government cabinet and their actual names
- House style
- The right to insert and delete

❖ PEP125: BUSINESS COMMUNICATIONS

OBJECTIVES:

To provide the students with a detailed knowledge of business communication and report writing enabling them to Acquire practical and oral communication skills,
Use written Communication skilfully in different business situations

CONTENT

- **EFFECTIVE COMMUNICATION IN BUSINESS:** Definition, characteristics, process, importance of communication in business, different kinds of communication, features of communication.
- **THE PROCESS OF BUSINESS COMMUNICATION** Elements of communication, communication concepts. Non verbal Communication, process of preparing effective business messages, planning steps, basic organisational plans, beginnings and endings, composition of the message.
- **EFFECTIVE COMMUNICATION PRINCIPLES:** Through styles: completeness, clarity, conciseness, correctness, concreteness, gestures: considerations, manners: courtesy, presentations and follow-up or feedback.
- **BUSINESS LETTER:** Direct request, inquiries, claims and requests for adjustments, requests regarding routine business or public causes, invitations, orders, reservations, favourable replies, unsolicited favourable messages, request, sales letter, evaluating your achievements, market research, making preliminary career decisions, resume, job application letter.

❖ PEP 126: RESEARCH METHODOLOGY

OBJECTIVES:

- To prepare the student for the production of his or her internship report.
- To enable him/her acquire the skills of systematic inquiry and to understand the content, methods and techniques of handling business research.

CONTENT:

Definition of research, types of research, tools of research, determining the population, preparing a questionnaire

- **Data collection:**

Types of errors and their sources in information gathering,

Internship report writing: chapterization, working on literature review, contents of the various chapters ,editing and coding, tabulations, charts and graphs, regression analysis, field experiments, factorial designs, variance analysis. Presenting findings, techniques, references and bibliography.

❖ PEP 127: LANGUAGE AND COMMUNICATION 2

➢ TECHNICAL ENGLISH

CONTENT:

→ **Writing:**

Writing Paragraphs: Topic Sentence and Coherence Development of Paragraphs: Illustration and Description, Cause and Effect. Stylistic Forms.

Formal Letters: Letters about Jobs, Ordering Goods and Letters to Government and other

Organizations Writing Reports I: Reporting Events: Reporting Experiments, Writing Summaries: Techniques of Summarizing,

Essay: More difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs.

- practical work
- Spoken English

Letters and Sounds in English, Vowels and Consonants, Interviews, Seminar Presentation, Public Speech Making.

(**Practical work)**

➢ TECHNICAL FRENCH

CONTENT:

→ **Grammaire**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants

- L'adjectif qualificatif

→ **Orthographe**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

→ **Vocabulaire**

- Les synonymes
- Les antonymes
- Les homonymes
- Le champ lexical

→ **Conjugaison**

-L'indicatif
-Le présent de l'indicatif – usage
-Le présent de l'indicatif – verbes du 1er groupe
-Le présent de l'indicatif – verbes des 2ème et 3ème groupes
-Le futur de l'indicatif – usage et conjugaison
-Le futur antérieur de l'indicatif – usage et conjugaison

❖ PEP231 : COMMUNICATION THEORIES

OBJECTIVES:

At the end of this course, students should:

- explain the basic mass communication theories that guide our understanding of the effects and roles of mass media.
- be able to analyze media messages from many perspectives, all through the use of mass communication theories.
- demonstrate a much deeper understanding of the personal and cultural role of the mass media industries.

CONTENT:

→ **The Nature of Communication**

- Overview of Communication
- Characteristics of Communication
- Elements of Communication Process
- Forms and Context of Communication
- Concept of Mass Communication
- Functions of Mass Communication

→ **Theoretical Foundation of Mass Communication**

- Perspective on Theory
- Nature and Uses of Theories
- Critical Perspective of Mass Communication Theories
- Basic Paradigms of Mass Communication Theories
- Different Eras of Mass Communication Theories

❖ PEP 232: INTERACTIVE MEDIA

OBJECTIVES.

At the end of the course students should be able to:

- Create, compress, transfer and link appropriately to files in a variety of formats, including photos, audio, and video.
- Understand basic issues of copyright law and make informed decisions about online activities.
- Evaluate others' work constructively and with a goal of furthering learning.
- Take an active role in learning and discovery.

Learning will take place in a 100% online environment. Online lectures will be a mix of readings,

CONTENT

- Introduction Online environment, computer, and Social Media.
- Concept of the Web using FTP for transfer files.
- Organizing Digital Life planning through Google Calendar Tools
- Social media sites like Flickr and Del.icio.us.
- Blogging.

Content management systems 5 HTML, widgets and apps basics of HTML.
The most important tags.

- Web and Mobile Writing Text

Rules of writing text for the web, including: style, tone, headlines, links, captions and others elements needed for good blog posts, websites

- Searching the Web; Real Time Search The Internet.

Finding information using search engines and real time search engines, Online Law and Ethics problems of the internet
Copyright laws and ethical standards
Photos and Web sharing social media sites, such as Flickr or how to use Instagram App. Audio for the Web recording and editing audio using Audacity open source software Over-dubbing sound for storytelling.
Sound slides creating sound slides for social networking creating sound slides using Sound slides software.
Online Video using free tools for making and posting videos on Youtube.
Online Advertising (Google Adsense and Adwords, Facebook Advertising).
Social Networking

❖ PEP233 PAGE LAYOUT/ PLANNING

OBJECTIVES:
Students will:

- Edit all types of "copy" for publication in both metropolitan and suburban newspapers by editing a wide variety of news articles,

- Lay out a newspaper, including picture cropping, copy preparation, and headline writing, by producing actual layouts.
- Demonstrate an understanding of the ethical concerns facing editors in deciding what stories and photographs to publish in a newspaper
- Demonstrate an understanding of the press freedoms guaranteed by libel law [Information Literacy];
- Writing and editing for the web, post news stories

CONTENT

- Role of editors, syllabus proofing
- Life on the copy desk
- Overview of history and typography
- The basics of page design
- Newspaper layout exercise
- Newspaper design
- Grammar
- Punctuation
- Looking for holes and other problems
- Editing stories
- Writing headlines
- Headline writing
- Types of headlines
- Fitting copies to space
- Problems of page planning
- Factors in page planning
- Page planner as an artist
- Planning the magazine and books
- Balancing the page
- Tools of page planning
- Attractive pages
- Use of photographs
- Editors, law and ethics
- Publication research, oral presentations

❖ PEP 234 DESKTOP PUBLISHING

OBJECTIVES:

This course is designed for the first-time desktop publishing user in creating/producing, illustrating, evaluating, and designing all types of business forms, reports, and other documents. Some familiarity with the computer, word processing (Word), and keyboard are expected. Initial emphasis is placed on desktop concepts, desktop applications, learning and working in the windows and desktop environment.

Pre-requisites and Co-requisites:

CONTENT

- Introduction/Discussion
- Creating Business and Personal Documents
- Understanding the Desktop Publishing Process
- Preparing Internal Workplace Documents
- Creating Letterheads, Envelopes, Business Cards, and Press Releases
- Creating Personal Documents
- Performance Assessments
- Preparing Promotional Documents and Newsletters
- Creating Promotional Documents—Flyers and Announcements
- Creating Brochures and Booklets
- Creating Specialty Promotional Documents
- Creating Basic Elements of a Newsletter
- Using Design Elements to Enhance Newsletters
- Performance Assessments
- Producing Web Pages, Microsoft Publisher Documents, and PowerPoint Presentations Creating Web Pages and Forms
- Introducing Microsoft Publisher 2010
- Creating Presentations Using PowerPoint
- Performance Assessments

Using and applying the design concepts of focus, balance, proportion, contrast, directional flow, consistency, and color

Using desktop publishing features of Microsoft Word 2010 to integrate basic layout and design concepts in order to enhance the readability of multiple-page, portrait, or landscape documents such as letterheads, postcards, business cards, certificates, flyers, brochures, online forms, and newsletters

Producing and enhancing business and personal documents with variable page layouts using standardized type and graphic design techniques while incorporating updated Word 2010 features such as watermarks, Cover Pages, page borders, Themes, Quick Styles, Shapes, WordArt, SmartArt, Quick Parts, Picture Tools, Microsoft Office templates,

❖ PEP 235 : PROOFREADING AND SYMBOLS

OBJECTIVES

Proofreading symbols are used to identify mistakes and to state the needed correction, pays attention to the rules in producing copies'

By the end of the course the student would have learned to proofread using symbols for a variety of errors: spelling, capitalization, punctuation, sentences. Each activity will give the learner an opportunity to practice in all areas of proofreading, thus enhancing his or her language skills

CONTENT

→ **Explanation of the Symbols to** -

- Begin a new paragraph
- Capitalize a lowercase letter
- Use a lowercase letter
- Insert a missing word, letter, or punctuation mark,
- Close up
- Delete and close up
- Delete a word, letter, or punctuation mark
- Spell out CSP
- Change the order of letters or words,
- Add a period
- Add a comma
- Add a space
- Ad d a colon
- Add a semicolon
- Add a hyphen
- Add an apostrophe
- Insert quotation marks the **stet** in the margin let marked text stay as written.
- Words that sound the same, but have different spellings and meanings
- Capitalization.
- Hyphen and Apostrophe
- Quotation Marks and Underlining Skills in Language Usage **reviewing the parts of speech** noun. Pronoun verb
- Adjective
- Adverb
- Conjunction
- Interjection
- Subject-Verb Agreement
- Pronoun-Antecedent Agreement Dangling and Misplaced Modifiers.
- Comparative Forms of Adjectives and Adverbs
- Double Negatives
- **Clarity, Transition, and Order**
- Sentence Order,
- Combining Sentences
- Paragraphing, Word Order, Transitions, Wordiness, and Sentence Variety
- Overwriting and underwriting

❖ PEP236 THE LAW OF COPYRIGHT AND TRADE MARKS

OBJECTIVES:

This course examines the monopolies that are conferred on these branches of intellectual property as well as the legal implications at a national and international level.

The purpose of the course is to familiarize students with the basic principles of copyright and trade mark law. The law of copyright and trade marks is a vast area of law and due to time constraints there are aspects that cannot be considered in this course.

CONTENT

- Trade marks
- Introduction to trade marks
- Registration of trade marks
- Transactions involving trade marks
- Infringement of trade marks
- Domain names and the internet
- Copyright
- Introduction to copyright
- Requirements for the subsistence of copyright
- Transactions involving copyright
- Infringement of copyright
- Copyright and the internet
- Traditional knowledge and traditional cultural expressions
- Counterfeit good

❖ PEP 237: LANGUAGE AND COMMUNICATION 3

➢ TECHNICAL ENGLISH

CONTENT:

CORRESPONDENCE.

- Exercises on letter writing, editing and analysis
- Personal correspondence, official correspondence
- Business and commercial correspondence (letters of enquiries and replies, acknowledgements, and sales replies)

→ **ractical work**

- Writing circular letters, preparing agendas for meetings, taking down minutes in draft and developing them.
- Producing articles, choosing the topic, sourcing material for the article, presentation and format, language, length.
- Orals

- **TECHNICAL FRENCH**

OBJECTIVES:
French language is introduced to enable the student speak and write the two official languages of Cameroon.
At the end of the course the learner would have been able to:-

- Communicate fluently in French for business transactions,
- Interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- Undertake research using both official languages.

CONTENT:

→ **Grammaire**
- Le complément du nom
- La proposition relative
- La nature et la fonction du mot
- Nature et fonction La phrase
- Les types de phrases
- Les formes de phrases

→ **Orthographe**
- Le genre des noms
- Le pluriel des noms
- Le féminin des adjectifs qualificatifs

→ **Vocabulaire**
- Autour de la formation des mots
- Les préfixes
- Les suffixes

→ **Conjugaison**
- L'imparfait de l'indicatif – usage et conjugaison
- Le plus-que-parfait de l'indicatif – usage et conjugaison
- Le passé simple de l'indicatif – verbes du 1er groupe et aller
- Le passé simple de l'indicatif – verbes des 2ème et 3ème groupes
- Le passé composé de l'indicatif – verbes du 1er groupe, être et aller

Le passé composé de l'indicatif – verbes des 2 ème et 3ème groupes

❖ PEP 241 BUSINESS DEVELOPMENT

OBJECTIVES: Business Development is a course designed to introduce students to the ideas that they can create a place for themselves in today's economic reality. While examining current trends and issues in today's workplace, the student is challenged to explore their career interests as a starting point for entrepreneurial activities. This course

emphasizes the tools to write a successful business plan. Upon successful completion of this course, the student will have reliably demonstrated the ability to:

- Identify the personal skills necessary to succeed in an entrepreneurial environment.
- Examine current business trends and assess their impact and importance to small business in Canada.
- Apply business concepts and principles to develop entrepreneurial business goals and strategies.
- Construct a preliminary set of financial projections to assess the viability of a small business.

CONTENT:

1. **New Business Development:**
   - Examine the definition, the process and the background
   - Assessing Entrepreneurial Skills
   - Complete a Personal Self-Assessment
   - Assess your personal attitudes and attributes
   - Appraise your personal financial situation
2. **Explore New Business Ideas and Opportunities**
   - Outline sources of ideas for a new business
   - Examine future opportunities and trends, and identify
3. **Market signals**
   - Learn techniques to evaluate your business ideas
4. **Business star-up options**
   - Explore buying a business
   - Consider a franchise
   - Review starting a business from scratch
5. **Conduct a Feasibility Study**
   - Assess the market
   - Determine your start-up financial requirements
   - Develop short-term financial projections
6. **Organize your business**
   - Decide on your business structure
   - Register your business name
   - Discover the appropriate licenses and permits required to Start
7. **Protect your Idea**
   - Explore patents, trademarks with copyrights
8. **Arrange financing**
   - Examine sources of financing
9. **Prepare Your Business Plan**
   - Identify the steps in the business planning process
   - Organize the information

❖ PEP 242 COST AND ESTIMATING

OBJECTIVE: This course addresses the identification, elaboration, planning, and management of the project budget. At the end of the course, students would have mastered the following;

- Fluency in cost estimating methods
- Skills and tools allowing the development of a project cost estimate
- Development and management of the Cost Baseline
- Ongoing cost baseline management and control

CONTENT;

- Financial terms and concepts
- Fixed and variable costs
- Sunk costs
- Direct costs
- Indirect costs
- Project evaluation techniques
- Payback
- Benefit: Cost ratios
- Rate of return
- Net Present Value
- Triple Constraint
- Project Management Plan
- WBS
- Resource Estimates
- Time-Phased Budget
- Triple Constraint
- Purpose
- Cost Management Plan
- Context
- Purpose of Estimate Costs
- Cost estimating tools and techniques
- Analogous estimates

❖ PEP 243 MODERN TYPOGRAPHY

OBJECTIVES: This course introduces you to the creative, functional and aesthetic role of type in visual communication. By understanding the basic principles of typography, the student will develop the ability to make clear the meaning of a message. He will study the history of type, type anatomy and typographic terms, while examining composition, type styles, font management and the use of fonts for both print and digital media.

CONTENT

- The history of the written and printed word.
- Typographic terminology.
- Typography for print based and digital applications.
- How fonts are managed in a range of design programs.
- The functional and interpretative role of typography in producing effective visual communication.
- Creative approaches to graphic design and text based communication.
- The relationship between the form of the communication and the needs of the user.
- Type as a design element in itself.
- The use of grids to define the relationship between type and other elements within a design.
- A short history of type, the printing press and the development of letterforms, plus a broad overview of the course and course content. Introduction to Adobe in Design software.
- Creative exercise making language visible.
- Lecture, workshop, video.
- Find examples of interesting page layouts and cover designs that demonstrate what you consider to be excellent, interesting or innovative design
- The Anatomy of Type.
- Text and Typography
- Type for the Screen
- Type in Motion
- Introduction to Printing and the Print Process

❖ PEP 244 CYBERSPACE LAW

OBJECTIVES:

- The Cyberspace Law Course aims to assist you to:
- Appreciate how the online world is similar and different from the physical
- World from a regulatory perspective;
- Become competent in reading and understanding court case judgments and
- How they are constructed and show which arguments won and why;
- Be able to take a systematic approach to analyzing the legal issues involved in
- Various problems and conflicts commonly encountered online;

CONTENT

- Introduction to cyberspace regulation
- Brief introduction to the Internet
- Theoretical approaches to cyberspace law and regulation

- Domain Names and Internet Governance
- Governance of cyberspace, ICANN and reform
- Domain names and trademarks,
- Domain name disputes and the UDRP
- Content Regulation
- Broadcasting Services Act and the Role of ACMA
- IIA Code of Conduct
- Other content laws
- Censorship and filtering
- Defamation
- Flaming
- Cyber crime
- Computer crimes and online crimes
- Hacking and denial of service attacks
- Privacy
- Identification, Privacy laws and policies
- PITS and PETS
- Workplace surveillance
- Access
- Access issues and Discrimination
- Accessibility standards
- Copyright
- Napster to iNet
- Digital Agenda legislation
- Anti-circumvention
- Electronic Commerce

❖ PEP 245 WEB DESIGN AND DEVELOPMENT

OBJECTIVES:

- Upon completion…
- Students will be ready to be a Front End Developer, Web Administrator.
- They will learn…
- Object Oriented Programming using PHP
- Framework (Model View Controller)
- JavaScript Library
- Advanced Database Techniques (MySQL)

CONTENT

- Concentrate on CMS, HTML, Flash, Photoshop, MySQL, Dreamweaver and CSS. As an
- CIW, ADOBE.
- HTML Coding
- CSS Coding, Adobe Photoshop

- User Experience and User Interface
- MS Access
- Web hosting
- HTML Coding
- CSS Coding
- Adobe Photoshop
- Content Management Systems
- (WordPress)
- JavaScript
- PHP Coding
- MySQL
- System Development Tools and Techniques
- Improving productivity using IT
- Website Software (HTML + CSS)
- Presentation software (MS PowerPoint)
- Using Internet
- Database Software (Beginner: MS- Access)
- Specialist Software (Beginner: Joomla)
- Design Software (Beginner: Photoshop)
- Introduction to Social Media
- Data Management Software (SQL Language)
- Desktop Publishing Software
- Drawing and Planning Software
- Project Management Software
- Specialist Software (pHp/JavaScript)
- Bespoke Software (Advanced: Word Press3/Joomla)
- Website Software (Adobe Dreamweaver

❖ PEP 247: LANGUAGE AND COMMUNICATION 4

➢ TECHNICAL ENGLISH

OBJECTIVES: By the end of the course, learner must be able to:

- achieve coherence in written English
- form paragraphs with meaningful ideas
- produce formal letters for business communication
- produce reports accurately
- Conduct interviews using the English medium
- punctuate articles and other forms of writing *

CONTENT:

- Various types of meetings (business, social, committee, writing speeches for the boss, etc)

- **Practical exercises** (writing of business letters, minutes and other forms of correspondences) -Comprehension
- Summaries
- Conclusions
- Orals

➢ **TECHNICAL FRENCH**

OBJECTIVES: French language is introduced to enable the student speak and write the two official languages of Cameroon.
At the end of the course the learner would have been able to:

- Communicate fluently in French for business transactions,
- Interact and gather mass media information in both English and French languages without any difficulties
- Exist and work freely in any part of Cameroon with bilingual proficiency,
- Undertake research using both official languages.

CONTENT:

→ **Grammaire**
- La ponctuation
- La phrase simple et la phrase complexe
- Les propositions juxtaposées et coordonnées
- Les propositions subordonnées

→ **Orthographe**
- Le pluriel des adjectifs qualificatifs
- Les adjectifs qualificatifs de couleur et numéraux
- Le pluriel des noms composés

→ **Vocabulaire**
- L'origine des mots
- Les emprunts du français

→ **Conjugaison**
- L'impératif
- Le présent de l'impératif
- Le conditionnel
- Le présent du conditionnel
- Le subjonctif
- Le présent du subjonctif
- Tableaux de conjugaison

Field : COMMUNICATION

Specialty :

MEDIA PHOTOGRAPHY AND AUDIOVISUAL

Field: COMMUNICATION

Specialty: Media photography and Audio visual

1. The objective of the training

Considering the exigencies imposed by globalization, the job market and the 2035 emergence vision of the Cameroonian Head of State, there is the urgent need to adapt the HND in Communication Training Programme to meet international standards and the needs of the nation concerned. This calls for lining up the programme with the Bachelor, Masters, Doctorate (BMD or LMD in French) system. All these exigencies have been made even more inescapable by the rapid development and growth of technology especially in the area of communication.
The HND in Audio is designed to accommodate the entire values of Audio Visual in contemporary Mass Communication. The program covers photography, fundamental courses and professional modern skills required for Audio Visual communication.

2. Required skills:

→ **Generic skills**

- Animate and manage a team;
- Communicate orally and in writing in a professional setting in French, English and other foreign languages;
- Understand the operation of audiovisual production;
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Plan and follow work;
- Develop creativity, the spirit of analysis and synthesis.

→ **Specifics skills**

1. ***The competence to find relevant and enabling environment for the practice of Audio Visual Communication using the different media.***

   - have the knowledge of issues within the communication world, and be able to analyse the visual and Audio contents professionally.
   - know the possibilities of the medium or media you are working with in order to determine which equipment could be used for a particular event..

- Know modern communication equipment and the proficiency in Audio Visual.
- be able to analyse public interest in Audio Visual products.

2. The competence to organise and plan for media activities

- be able to make a realistic work plan for video coverage
- be able to work under time pressure;
- be able to work closely with media executives

3. The competence to understand audio and visual communication products

- be able to distinguish between needs and wants of Mass Communication
- be able to acquire the artistic instincts of communication
- be able to interpret visual design.
- be able to select the correct options in cinematography.
- be aware of the impact of Audio Visual in the development of ICT.

3. Career opportunities

Students may gain employment in the public, private or not-for-profit sectors in areas such as:

- Audio Visual communication
- Cinematography
- Events & entertainment sector
- Photographic industry
- Consulting Firms
- Media organizations
- Public relations and Advertising consultancies
- Retailing
- Tourism

4. Organization of the Teachings

YEAR ONE 1st SEMESTER

Field : Communication		Specialty : Media Photography and Audiovisual					
Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Number of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
MPA111	HISTORY /THEORIES OF ARTS	30	10	00	10	60	4
MPA112	COMMUNICATION LAWS / ETHICS	40	30	00	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
MPA113	MEDIA PHOTOGRAPHY I	40	15	20	15	90	6
MPA114	HISTORY AND OGANISATION OF MEDIA	35	15	15	10	75	5
MPA115	THEORIES OF MASS COMMUNICATION	30	10	10	10	60	4
MPA116	INTRODUCTION TO BROADCAST MEDIA	30	10	10	10	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
MPA117	LANGUAGE AND COMMUNICATION	20	10	10	5	45	3
Total		**225**	**100**	**85**	**70**	**450**	**30**

YEAR ONE 2nd SEMESTER

Field : Communication		Specialty : Media Photography and Audiovisual					
Code	**Course Title**	**L**	**T**	**P**	**SPW**	**Total**	**Number of Credits**
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
MPA121	CIVICS/ MORAL EDUCATION	30	10	10	10	60	4
MPA122	HISTORY OF CINEMATOGRAPHY	30	10	10	10	60	4
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
MPA123	PRACTICE OF RADIO/ TV PRODUCTON I	40	10	30	10	90	6
MPA124	VISION AND COMMUNICATION	35	15	15	10	75	5
MPA125	BASICS OF MEDIA WRITING I	30	10	10	10	60	4
MPA126	RESEARCH METHODS	30	10	10	10	60	4
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
MPA127	LANGUAGE AND COMMUNICATION 1	20	10	10	5	45	3
Total		**215**	**80**	**85**	**70**	**450**	**30**

YEAR TWO 3rdSEMESTER

Field : Communication	**Specialty : Media Photography and Audiovisual**

Code	Course Title	L	T	P	SPW	Total	Number of Credits
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
MPA231	ENTREPRENEURSHIP	25	20	10	5	60	4
MPA232	FILM STUDIES	45	15	10	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
MPA233	GRAPHIC DESIGN	30	20	20	5	75	5
MPA234	DIGITAL VIDEO PRODUCTION	30	20	20	5	75	5
MPA235	NEW MEDIA	30	15	10	5	60	4
MPA236	AUDIO VISUAL TECHNOLOGY	20	15	20	5	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
MPA237	LANGUAGE / COMMUNICATION	20	10	10	5	45	3
Total		**200**	**115**	**100**	**35**	**450**	**30**

YEAR TWO 4th SEMESTER

Field : Communication	**Specialty : Media Photography and Audiovisual**

Code	Course Title	L	T	P	SPW	Total	Number of Credits
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
MPA241	WRITING FOR MASS MEDIA II	25	20	10	5	60	4
MPA242	COMPUTER FOR MASS MEDIA	50	10	10	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
MPA243	THEORIES OF VISUAL DESIGN	20	20	15	5	60	4
MPA244	MEDIA PHOTOGRAPHY II	30	20	20	5	75	5
MPA245	PRACTICE OF RADIO /TELEVISION PRODUCTION 11	30	10	30	5	75	5
MPA246	INTERNSHIP	/	/	60	/	60	4
Transversal Courses 10% (1 UC) 3 Credits 45 hours							
MPA247	LANGUAGE/ COMMUNICATION	20	10	10	5	45	3
Total		**175**	**90**	**155**	**30**	**450**	**30**

5. Courses content

❖ MPA111: HISTORY AND THEORY OF ART:

CONTENT:

UNIT ONE: Fundamentals of art, Drawing, Geometrical drawing, line space, balance, and harmony, angles and viewpoint, perspective. Tonal variations, texture of objects and forms, colour schemes, colour combinations, composition and values.

UNIT TWO: Brief history of art. Classical art, murals, papyrus manuscripts, hieroglyphics, Mughal art, medieval art, Byzantine and Gothic, Renaissance, Baroque and Rocco, Romanticism and Realism

❖ MPA112: COMMUNICATION LAWS/ETHICS

CONTENT:

1 Definition of the law,
2 Law and the media
3 Social responsibility functions of the media
4 The various regulatory bodies
5 Copyright infringement, avoiding copy rights, intellectual property rights.
6 Seditious publication.
7 Invasion of privacy.
8 Ethics of journalism.
9 Ethical bodies.
10 Difference between ethics and the laws.
11 How ethics work in professionalism.

❖ MPA113: MEDIA PHOTOGRAPHY 1

CONTENT:

1 Brief history and definition of photography
2 Photography: a profession or craft
3 Types and forms of pictures in mass media
4 A professional media photographer -The various cameras and their parts
5 The place of photography in the media
6 Computer and Adobe Photo Shop.
7 Camera types and parts
8 Professional photo studio
9 Media photography and law

❖ MPA114: HISTORY AND ORGANIZATION OF THE MASS MEDIA

CONTENT:

1 colonial mass media
2 Their owners and philosophies
3 The post-colonial press
4 The print newspaper in Africa
5 The nationalist movements
6 Political parties and the press
7 Missionaries and the media
8 Content and regulations
9 The post independence press
10 The modern media
11 Advent of technology and the media
12 Their owners and philosophies
13 Print mass media in the colonial days
14 The nationalist movements
15 Political parties and the press
16 The advent of radio in Cameroon
17 Content and regulations
18 The post independence press
19 Advent of technology and the media
20 The media organisational chart
21 The editor-in-chief and his role
22 Responsibility of editors to media owners
23 Media owners' responsibilities to editors
24 The reporters and their responsibilities to editors
25 Readers and their obligations etc.
26 The editorial policies and their editing principles

❖ MPA115: THEORIES OF MASS COMMUNICATION

CONTENT:

1 **The Nature of Communication**
- Overview of Communication
- Characteristics of Communication
- Elements of Communication Process
- Forms and Context of Communication
- Concept of Mass Communication
- Functions of Mass Communication

2 **Theoretical Foundation of Mass Communication**
- Perspective on Theory
- Nature and Uses of Theories
- Critical Perspective of Mass Communication

❖ MPA 116: INTRODUCTION TO BROADCAST MEDIA

CONTENT:

1. Definition of broadcasting
2. who is a broadcaster?
3. the broadcast media journalist
4. classification of the broadcast media
5. difference between broadcast media journalist and print media reporter
6. qualities of a broadcaster
7. the news room
8. the studio
9. the airtime
10. advertising
11. the impact of technology on broadcasting
12. the radio and its specificities
13. the television and its peculiarities
14. the technical section of the broadcast media
15. the technical crew
16. learning about its organization chart
17. government influence on broadcasting

❖ MPA117: LANGUAGE AND TELECOMMUNICATION

- **Technical English**

CONTENT:

1. **GRAMMAR:** Parts of speech: Verbs, nouns, adjectives, prepositions, etc-Reported speech: Converting direct speeches to indirect speeches, treating idioms and proverbs, common errors in the use of sentences

2. **VOCABULARY**: Business and technical words for special purposes (treatment of words that cut across business, technical and communication fields)

3. **WRITING**: Paragraphing passages, punctuation of passages

-**Essay**: more difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs. (**Practical work).**

- **Technical French**

CONTENT :

1. **Grammaire**
   - Le verbe
   - Le sujet
   - L'accord du sujet et du verbe

- Le Complément d'Objet Direct
- Le Complément d'Objet Indirect
- Les pronoms personnels sujets,

2 **Orthographe**
- Orthographe lexicale (comment s'écrivent les mots)
- Les mots de la même famille
- Les différentes correspondances
- Le doublement des consonnes

3 **Vocabulaire**
- Le sens des mots
- Sens propre et sens figuré
- Les niveaux de langue

4 **conjugaison**
- L'identification du verbe
- Le passé, le présent, le futur
- Les personnes de la conjugaison
- Le verbe change avec le temps et la personne
- L'infinitif du verbe et les trois groupes
- Les modes et les temps

❖ MPA121: CIVICS AND MORAL EDUCATION

CONTENT:

1 Definition of Civics and Citizenship
2 Concepts Relating to Civics
3 Human Qualities, Values and Norms
4 Ethics
5 Relationship between morality, law and ethics
6 Deontology
7 Professionalism and code of ethics
8 Code of ethics
9 Environmental issues
10 Good Governance in Public Service.
11 Patriotism.

❖ MPA122: HISTORY OF CINEMA

CONTENT:

- Brief History of Film: The movie begins, From age of silent movies to black and white and colour and the coming of talkies; Chrono photographic camera to 35mm \,:ide 16 frames per second (Lumiere) Documentaries and feature films; Language of Cinema: visual composition - visual space, balance, contrast, depth of field; mise-en-scene; Shots, scene and sequence; Editing - formal and stylistic techniques Film as art, industry, and political instrument; Film Movements: German

Expressionism — The Cabinet of Dr.Calgari(Robert Wiene, 1920); Soviet Montage — BattleshipPotemkin (Sergei M. Eisenstein, 1925); Italian Neo-Realism — The Bicycle Thieves (Vittorio De Sica, 1948); The French New Wave — Breathless (Jean Luc Godard, 1960). Hollywood Cinema — Citizen Kane; Westerns —The Great Train Robbery (Edwin S. Porter, 1903); Psychoanalysis in cinema — Psycho (Hitchcock

❖ MPA123: PRACTICE OF RTV PRODUCTION 1

CONTENT:

1. How to determine the target audience for a programme.
2. Factors to put into consideration in preparing production budget and give assignment on budget preparation.
3. Copyright clearances, fees, unions, libel, slander, treason
4. Scripting on radio/tv productions. Different types of scripts needed on radio/tv and their formats
5. Preparing for a programme in the area of news
6. Ethics expected of a professional broadcaster
7. How resources can be mobilized for radio and Tv programme production.
8. How to conduct research on an event for outside broadcast coverage

(Practical work)

❖ MPA 124: VISION AND COMMUNICATION

CONTENT:

Introduction to communication; Visual Communication and its fundamental principles; History and development of visual arts and communication; visual communication and visual culture. What is visual media. Types of visual media — folk and performing art forms, theatre, drawing, painting, photography, film and television. New media and multimedia products. Visual elements — line, plane, shape, form, patter, texture gradation, colour symmetry, order, balance, unity, contrast, mass and proportion. Spatial relationships, compositions in 2- and 3-dimensional space. Visual communication aesthetics, the structure of appearance.

❖ MPA125 BASICS OF MEDIA WRITING

CONTENT:

1. Definition and concept of the media
2. History and development of the mass media Cameroon
3. The major differences between the print and electronic media
4. Types of print media and their components (newspaper, Magazines etc) and their contents

5 The principles and practice of Broadcasting
6 Importance of Programming
7 Announcing
8 The news concept, news gathering methods,
9 Writing for different media
10 News values, types of news
11 Qualities of the communicator
12 Tools for communication
13 Their uses
14 Impact of technology on Mass communication

❖ MPA126: RESEARCH METHODOLOGY

CONTENT:

1 **Definitions:**
   - The concept of research, purpose of research, types of research, avoiding errors in research.

2 **Data collection:**
   - Types of errors and their sources in information gathering, sampling error, non-response error, response error, inaccuracy, ambiguity etc instruments for data collection.

3 **Internship report writing:**
   - Identifying a problem, writing a problem statement, choosing a topic, the objectives, research questions, hypothesis, significant of study, scope of study, definition of terms, types of topics the introduction, working on literature review, methodology, contents of the various chapters ,editing and coding, tabulations, charts and graphs, regression analysis, field experiments, variance analysis. Presenting findings, techniques, reference.

❖ MPA127: LANGUAGE AND TELECOMMUNICATION

➢ **Technical English**

CONTENT:

1 **Writing:**
   - Writing Paragraphs: Topic Sentence and Coherence Development of Paragraphs: Illustration and Description, Development of Paragraphs: Cause and Effect and Definitions, Stylistic Forms
   - Formal Letters: Letters about Jobs, Ordering Goods and Letters to Government and other Organizations Writing Reports I: Reporting Events: Reporting Experiments, Writing Summaries I: Techniques of Summarizing, More on Techniques of Summarizing

2 **Essay:**
   - More difficult topics for different essays (descriptive, narrative, prose, argumentative) on contemporary, economic business, social and political affairs.

- Practical work

3 **Spoken English**

- Letters and Sounds in English, Vowels and Consonants, Interviews, Seminar Presentation, Public Speech Making.

(**Practical work)**

- **Technical French**

CONTENT:

1 **Grammaire**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

2 **Orthographe**

- Les Compléments Circonstanciels
- L'attribut du sujet Les prépositions
- Les adverbes
- Noms propres et noms communs
- Les déterminants
- L'adjectif qualificatif

3 **Vocabulaire**

- Les synonymes
- Les antonymes
- Les homonymes
- Le champ lexical

4 **Conjugaison**

- L'indicatif
- Le présent de l'indicatif – usage
- Le présent de l'indicatif – verbes du 1er groupe
- Le présent de l'indicatif – verbes des 2ème et 3ème groupes
- Le futur de l'indicatif – usage et conjugaison
- Le futur antérieur de l'indicatif – usage et conjugaison

❖ MPA231: ENTREPRENEURSHIP

CONTENT:

1 Economic Development through Entrepreneurship
2 Mass media entrepreneurship
3 Types of mass media ownership
4 Establishing media philosophy and policy
5 Personnel management
6 Equipment and Financial management

7 The influence of government policies on economic environments
8 Innovation in advertising and media revenue
9 Digital marketing and social networking

❖ MPA 232: FILM STUDIES

CONTENT:

UNIT 1: Film Language: Film and Verbal language; Film as expression and language; Signification in Film; Film Rhythm: Rhythm, music, pure cinema, film rhythm; Film dramaturgy: cinema and theatre; Film and narrativity: Cinema and novels.

UNIT 2: Seeing film: mis-en-scene analysis; setting, props, costume, lighting, acting; Cinematography: distance, height, angle and level, masking, movement, focus, colour and its meaning. UNIT 3: Film Editing: beyond the shot; principles and practices of continuity editing; continuity editing and its discontents; montage(s), meanings of the jump cut; Hearing Film: analyzing sound track; Silent movies — introduction of sound, terminologies of sound analysis, music for films.

❖ MPA233: GRAPHIC DESIGN

CONTENT

Graphic Design Industry magazines, internet, etc. History of Graphic Design\Future of Graphic Design
Using multimedia elements to create projects. Introduction to the equipment

- Computer
- Scanner
- Camera
- Digital tablet
- Printer Graphic Design

Elements of Design such as; color schemes project includes o Color o Line o Shape o Space o Texture o Value
Principles of Design design projects such as; posters, magazine covers, product ads, cereal box prototypes, candy wrappers etc.

- Balance o Contrast o Emphasis/Dominance o Harmony o Movement/Rhythm o Proportion
- Repetition/Pattern o Unity o Variety Typography create business proposal

Create a commercial and magazine ad. o Anatomy of a letter o Typefaces o Typographic Measurement o Typographic Standards o Typographic Guidelines Creating images for print & web using particular image formats for individual projects., logos, cd covers, o Formats o Resolution o Raster Vs Vector Editing Images using images scanned from the internet to create projects
Ethics Copyright laws

❖ MPA 234: DIGITAL VIDEO PRODUCTION

CONTENT:

Perception of sound - hearing sensitivity - frequency, range - sound wave length - measuring sound - Basic setup of recording system - analog digital cables, connecters, Analogue to digital conversion. Microphone - types - unidirectional, bidirectional, omni directional, cardioids; direction, pickup pattern, noise, choosing the right mike, technique- sound reproduction devices - input devices—various sound file extension. Audio Studio Fundamentals: Introduction to Pro Tools, Installing Pro Tools and the Textbook's DVD contents, The Pro Tools Interface, Signal Flow, Gain Stages, I/O Setup, Types of Tracks, Creating a New Session in Pro Tools, Keyboard Shortcuts. Pro Tools Recording Techniques: Setting Recording Levels, Sample Rate and Bit Depth, Sound Wave Fundamentals,

❖ MPA235 NEW MEDIA

CONTENT

1 The New media
2 The characteristics of new media: some defining concepts
3 Change and continuity
4 New Media and Visual Culture
5 The virtual and visual culture
6 The digital virtual
7 Perspective, camera, software
8 Virtual images/Images of the virtual
9 Digital cinema
10 Networks, Users and Economics what is the Internet?
11 Economics and networked media culture
12 Political economy
13 The social form of new media
14 Limits on commercial influence
15 Globalization, neo-liberalism and the Internet The digital divide course content/outline: ; The relevance of an industrial base

❖ MPA236: AUDIO VISUAL TECHNOLOGY

CONTENT:

The digital age, study of the evolution of technology of audio visual, analysis of the influence of technology on the expression of the audio visual media , early television, the analogue, digital association, difference between digital and analogue, study of the forms, the images and procedures that characterize contemporary television.

Audio: Microphone, outboard equipment, cables and connectors, audio consoles, speakers
Graphics: Pictorial functions, graphic equipment, creating graphs with computers, graphic aesthetics, graphic designs
Video switches: Basic types of switches, basic switches design, operational techniques of video switches
Video on Internet and Optical Discs: Interactivity and dynamic, using video on internet, down loading and streaming, creating video for the internet, putting files on the internet, computer based optical disc, types of optical discs, using menus

❖ MPA237: LANGUAGE AND TELECOMMUNICATION3

- ***Technical English***

CONTENT:

1 **Correspondence**
   - Exercises on letter writing, editing and analysis
   - Personal correspondence, official correspondence
   - Business and commercial correspondence (letters of enquiries and replies, acknowledgements, and sales replies)

2 **Practical work**
   - Writing circular letters, preparing agendas for meetings, taking down minutes in draft and developing them.
   - Producing articles, choosing the topic, sourcing material for the article, presentation and format, language, length.

- ***Technical French***

CONTENT:

1 **Grammaire**
   - Le complément du nom
   - La proposition relative
   - La nature et la fonction du mot
   - Nature et fonction La phrase
   - Les types de phrases
   - Les formes de phrases

2 **Orthographe**
   - Le genre des noms
   - Le pluriel des noms
   - Le féminin des adjectifs qualificatifs

3 **Vocabulaire**
   - Autour de la formation des mots
   - Les préfixes
   - Les suffixes

4 **Conjugaison**
   - L'imparfait de l'indicatif – usage et conjugaison

- Le plus-que-parfait de l'indicatif – usage et conjugaison
- Le passé simple de l'indicatif – verbes du 1er groupe et aller
- Le passé simple de l'indicatif – verbes des 2ème et 3ème groupes
- Le passé composé de l'indicatif – verbes du 1er groupe, être et aller
- Le passé composé de l'indicatif – verbes des 2 ème et 3ème groupes

❖ MPA 241: WRITING FOR MASS MEDIA11

CONTENT:

- Writing for visuals. Script: meaning and types of script. Elements of good script - structure, clarity, coherence. Process of scripting: idea formation, research, sequencing, opening and concluding. Script Formats - Scripts for film/ TV fiction and nonfiction,. News writing - news angle, multi angled stories, feature openers, development of story, news formula
- Educational documentaries, docudramas and advertisements; Script and story board. UNIT 2 Writing Television Script, advertisements, documentary, game show, variety programmes, information programmes, children, women and minority programmes. Concept of spoken language. Relation between narration and visuals. Script layout: treatment, screen play one page and split page.

❖ MPA242 COMPUTER FOR MASS MEDIA

CONTENT:

1. **Unit-I: IT for Media**
   - Basic IT applications in print, electronic and cyber media
   - Emerging Trends in information technology
   - Conventional media Vs new media
   - Introduction to Blogs and Vlogs
2. **Unit-II: Designing and Layout**
   - Concept and theory of design and graphics
   - Basic elements and principles of graphics
   - Design and layout
   - Use of colours
3. **Unit-III: DTP&Multimedia**
   - Introduction to DTP
   - Multimedia: Characteristics and functions
   - DTP Software –Quark Express, Corel Draw, Photoshop
4. **Practical work**

❖ MPA 243: THEORY OF VISUAL DESIGN

CONTENT:

- Visual Arts, design, Functions of Design, continuity and style, Abstract interpretation, image, symbols, Design methods — research analysis, ideation, concepts, prototyping and evolution.

- The principles of design — unity contrast, balance, rhythm, harmony and direction. The process of design — the needs, information, planning, exploration, creation, satisfaction. — Orderly presentation, attraction, simulation, reflection, support, and retention.

❖ MPA244: MEDIA PHOTOGRAPHY II

CONTENT:

Basic Requirements, Equipment. Image editing — Colour profiles, colour management, colour modes- RGB vs CMYK.Photoshop. Special effects techniques-motion pictures etc., manipulation of image, framing & trimming

Sensitivity, Temperature, Speed etc.,Reversal. Manipulation of Colour and Light.Black and White, and Colour Photography— Colour materials, Processing and Printing

❖ MPA 245: PRACTICE OF RADIO/TELEVISION PRODUCTION 11

CONTENT:

Production planning, pre-production planning-duties and responsibilities of producer/director. Production techniques- Camera for TV, Single camera and Multi-camera productions, treatment, screenplay, **field work :** shoot, script, storyboard; documentary, serial, talk show, interview, demonstration, discussion, profiles, commercials **(practical)**

❖ MPA 246: INTERNSHIP REPORT AND DEFENSE

OBJECTIVES :
-To help the student learn hands-on while working in a media organization **-** *To ask them to make use of their learning by documenting their training* ***Internship Training and Report Writing:***
Soon after the End of Second Semester Examination, each student will undergo internship for at least six weeks in a communication organization. After the training, he/she will submit an internship Report based on his/her experience and learning during internship attachment.

The report should be submitted within four weeks of the start of the session in the third Semester.

❖ MPA247: LANGUAGE AND TELECOMMUNICATION

- **Technical English**

CONTENT:
-Various types of meetings (business, social, committee, writing speeches for the boss, etc)

-**Practical exercises** (writing of business letters, minutes and other forms of correspondences) -Comprehension
-Summaries
-Conclusions
-Orals

- **Technical French**

1. **Grammaire**
   - La ponctuation
   - La phrase simple et la phrase complexe
   - Les propositions juxtaposées et coordonnées
   - Les propositions subordonnées
2. **Orthographe**
   - Le pluriel des adjectifs qualificatifs
   - Les adjectifs qualificatifs de couleur et numéraux
   - Le pluriel des noms composés
3. **Vocabulaire**
   - L'origine des mots
   - Les emprunts du français
4. **Conjugaison**
   - L'impératif
   - Le présent de l'impératif
   - Le conditionnel
   - Le présent du conditionnel
   - Le subjonctif
   - Le présent du subjonctif
   - Tableaux de conjugaison

Field : ARTS AND CULTURE

Specialty :

GASTRONOMIC ARTS

Field: ARTS AND CULTURE

Specialty : Gastronomic Arts

1. Objective of the training

This specialty trains specialists in the sciences and techniques of culinary production and distribution. They are the privileged intermediaries between the room, the kitchen and the direction. Versatile, they perform various functions within a hotel. Their knowledge of culinary production and distribution techniques, business economics, hygiene, safety, nutrition, dietetics, as well as modern languages make them a turning point in the development of menus, the realization of dishes, material hygiene, customer loyalty and development. They also acquire skills in industrial production processes and equipment.

2. Expected skills

→ **Generic skills**

- Communicate in a professional setting in French and English;
- Develop business plans;
- Animate and manage a team;
- Master the basic computer tool;
- Create and manage a business;
- Use management tools and decision support tools.

→ **Specific skills**

- Specialist in culinary production and distribution techniques;
- Develops the menus and realizes the dishes;
- Ensures the hygiene of the equipment used;
- Guarantor of the reputation of the establishment;
- Welcomes and advises customers in their choices, is concerned about their comfort (quality, speed of service ...) and intervenes in case of dispute;
- Conductor of the servers, ensures the smooth running of the service to which he can also participate;

- Privileged intermediary between the room, the kitchen and the direction;
- Participate in recruitment and train staff;
- Animates and controls the work of the team (or brigade);
- Supervise purchases, define costs;
- Check deliveries;
- Organize banquets and parties.

3. Career opportunities

- Wine waiter
- Wine shop;
- Economical;
- Head chef or restaurant;
- Restaurant manager;
- Butler;
- Collective or industrial catering manager.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		Specialty: Gastronomic Arts					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
GAA111	Aesthetics and Philosophy of Art	25	20	10	5	60	4
GAA112	Introduction to Art Anthropology	35	25	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
GAA113	Quality approach I	30	10		5	45	3
GAA114	Gastronomic Art African and cuisinistique I	30	30	10	5	75	5
GAA115	Management of spaces of sale I	45	15	10	5	75	5
GAA116	Architecture of the places of sale and production I	45	15	15		75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
GAA117	Intellectual Property Law, Marketing and Creation of Cultural Enterprises	30	10		5	45	3
Total		**220**	**120**	**90**	**20**	**450**	**30**

- **Second semester**

Field: Arts and Culture		Specialty: Gastronomic Arts					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
GAA121	History of the Culinary Art	25	20	10	5	60	4
GAA122	Agri-food economy	40	15	15	5	75	5
Professional courses60% (4 UC) 18 credits 270 hours							
GAA123	Quality Approach II	30	10		5	45	3
GAA124	Gastronomic Art African and cuisinistique II	30	20	20	5	75	5
GAA125	Management of spaces of sale II	45	15	10	5	75	5
GAA126	Creation cuisinistique I	30	20	20	5	75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
GAA127	Bilingual training I and general accounting	30	10		5	45	3
Total		**225**	**130**	**75**	**20**	**450**	**30**

- **Third semester**

Field: Arts and Culture		Specialty: Gastronomic Arts					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
GAA231	Food Psychology	25	20	10	5	60	4
GAA232	Applied anthropology	35	25	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
GAA233	Quality Approach III	30	10		5	45	3
GAA234	Computer Science	30		15		45	3
GAA235	Management of spaces of sale III	20	20	10	10	60	4
GAA236	Architecture of the spaces of sales and production II	40	25	20	5	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
GAA237	Methodology, Economics and organization of enterprises	30	10		5	45	3
Total		**220**	**115**	**85**	**30**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		Specialty: Gastronomic Arts					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
GAA241	Restoration and Sustainable Development	25	20	10	5	60	4
GAA242	Semiotics of Luxury Products	35	20	15	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
GAA243	Quality Approach IV	30	15	15		60	4
GAA244	Gastronomic Art African and cuisinistique III	40			5	45	3
GAA245	Creation cuisinistique I	20	15	10	15	60	5
GAA246	Professional internship			60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
GAA247	Civic Education and Ethics, Legal environment	30	10		5	45	3
Total		**230**	**105**	**75**	**40**	**450**	**30**

SPW: Students' Personal Work

5. Courses content

❖ GAA111: Aesthetics and Philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**

5. **Understanding of Concepts :**
   - Art ;
   - Decorative Art;
   - Interior Design ;
   - Aesthetics ;
   - Philosophy of Art.
6. **Great families of Art**
7. **History of Aesthetic theories**
8. **Report with visual arts**

❖ GAA112: Introduction to Art anthropology

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**

5. **Understanding of Concepts**
   - Anthropology;
   - Art Anthropology;
   - Art Object;
   - Work of Art.
6. **Purpose of Art Anthropology**
7. **Sources and Problems of Art Anthropology**
   - Purpose ;
   - Problem;
   - Source.
8. **Study of Art Objects**
   - Pictorial works;
   - Sculptural works.

❖ GAA113: Quality Approach I

- **Health : 3 credits (45 hours); L, T, P , SPW**

1. **Food Microbiology**
   - Reminders of Microbiology
   - Infectious diseases of food origin
   - Foodborne Infections and food poisoning

- antimicrobial struggle and regulatory measures
- Controls and microbiological criteria

2. **Food Parasitology**

- Reminders of the main parasites
- Concept of evolutionary cycle and | transmission to the man
- Preventive measures

3. **Food toxicology**

- The toxicological risk
- Principles of the Toxicological Evaluation
- Toxicity of food
- The control bodies of the sanitary quality

❖ GAA114: Gastronomic art African and cuisinistique I

➢ Gastronomic art in Africa: 2 credits (30 hours); L, T, P, SPW

1. **Research and Creation**

- Food geography and evolution of tastes, of habits and customs food in Africa (Cameroon);
- Research and archiving of ancient recipes;
- Restoration and creation of new procèdes of culinary manufacturing.

2. **Scheduling - launching and planning**

- Preparation of documents for the good running of the company;
- Table of circulation of documents;
- Classification of production units;
- Procedures internal supply.

➢ Cuisinistique : 2 credits (30 hours); L, T, P, SPW

- Knowledge of the various materials;
- Management of in-course and finished products;
- Definition of weights according to the types of production;
- Choice of products.

➢ Production: 1 credit (15 hours); L, T, P, SPW

1. The production process
2. Design of the production;
3. Assessment of needs;
4. Organization of work;
5. Production of the work;
6. Analysis of the results.

❖ GAA115: Management of spaces of sale I

- **The benefits: 2 credits (30 hours); L, T, P, SPW**
  1. Study of the characteristics of the various concepts of restoration;
  2. Study and knowledge of the products corresponding to the formulas;
  3. Study of the material costs and beverages, fixing of prices in restoration.
- **Exploitation of points of sale: 2 credits (30 hours); L, T, P, SPW**
  1. Equipment, hardware;
  2. Maintenance of the point of sale;
  3. Supply, storage;
  4. Techniques of production;
  5. Techniques for service.
- **The animation in restoration: 2 credits (30 hours); L, T, P, SPW**
  1. Knowledge of the gastronomic heritage;
  2. Knowledge of the heritage in wine;
  3. Characteristics of service.
- **The home and the marketing in restoration: 1 credit (15 hours); L, T, P, SPW**
  1. Rules of Precedence;
  2. Techniques of home;
  3. MPAses of the sale.

❖ GAA116: Architecture of the places of production and sales

- **The hotel and restaurant engineering: 1 credit (15 hours); L, T, P, SPW**
  1. **Definition, fields, and methods**
     - The goals of the engineering
     - The methods of the hotel and restaurant engineering
- **The conduct of an operation of investment: 1 credit (15 hours); L, T, P, SPW**
     - Study of design
- **The stakeholders : 1 credit (15 hours); L, T, P, SPW**
  1. Master of book
  2. Master of work
  3. The other partners in the design

- **The maintenance and the security: 1 credit (15 hours); L, T, P, SPW**

    1. Definition and forms of the maintenance
    2. Roles and function of the maintenance
    3. The regulatory framework of institutions receiving the public
    4. Fight against the fire
    5. The other risks

❖ GAA117: Intellectual Property Law, Marketing of Cultural Enterprises and BusinessCreation

- **Intellectual Property Law : 1 credit (15 hours) ; L, T, P**

    1. General Introduction to copyright
    2. The Law
    3. Counterfeiting of works
    4. Designs, models, the dual protection regime
    5. Copyright policy for an SME

- **Cultural Enterprise Marketing: 1 credit (15 hours) ; L, T, P**

1. The Marketing approach

- The marketing concept and its evolution
- Stages of the marketing approach
- The commercial strategy
- Marketing variables

2. Knowledge of needs and the market

- Needs
- The Consumer and his behaviour
- Market research survey

3. Marketing variables

- Service
- The Product: good and service
- Price
- Distribution
- Communication

4. Business strategy

- Corporate Appraisal
- Strategic choices
- Marketing plan

5. International Marketing approach

- Peculiarities of the export market research survey
- Prospecting abroad

- **Business Creation: 1 credit (15 hours) ; L, T, P, SPW**

    1. The Entrepreneur concept
    2. Motivations for starting a business

3. Ideas research and evaluation
4. Search for funding
5. Choice of legal status
6. Ethical aspects of business
7. Development of the business plan

❖ GAA121: History of Culinary Art

- **General information on the history of the art: 1 credit (15 hours); L, T,P, SPW**

1. The history of the history of art

- What is the history of the art?
- Origin and Evolution: from Antiquity to the 14th century
- In the 15th century: Giorgio Vasari
- Of our days

2. The major theories in the history of art

- The attributionnisme
- The iconologique approach
- The structuralism

3. The art in Europe

- From antiquity to the Middle Ages
- Modern times and contemporaries

4. The art in Black Africa

- Central Africa
- Western Africa
- Southern Africa
- Eastern Africa
- The art in Cameroon

- **History of the Culinary Art: 2 credits (30 hours); L, T, P, SPW**

1. General considerations and analysis of the Vocabulary relating to the kitchen

- Definition, Object and particularity of the history of the kitchen
- Interest of the study of the history of the kitchen

2. Stories of tastes and culinary techniques

- The types of tastes
- The techniques Culinary

3. The Kitchens: planning, utensils, and techniques for the Preparation

- The equipment
- The types of utensils and their contents

4. The techniques of conservation of foodstuffs and maintenance of equipment

- Inventory of techniques and the types of commodities

5. Evolution of the arts of living and the conviviality in Africa

- The dishes

- The drinks
- The services

6. **The state of the food production before and after the colonization**
   - The cultivation techniques
   - The types of cultures
   - The food models
   - The contribution of exogenous intrusions

➢ **Analysis of the documents: 1 credit (15 hours); L, T, P, SPW**

- Stories
- Icons
- Myths
- Tests. (The choice of the type of document to the latitude of the teacher)

❖ GAA122: Agri-food economy

➢ **Structure of market: 3 credits (45 hours); L, T, P, SPW**

➢ **The ranges of products: 2 credits (30 hours); L, T, P, SPW**

❖ GAA123: Quality Approach II

➢ **Security : 3 credits (45 hours) ; L, T, P, SPW**

1. **Posture and gestures in the professional situation**
   - Reminders of elements anatomy and physiology of F device: musculoskeletal; concepts anthropometry
   - Violations of the musculoskeletal system during physical activities: fractures, sprains, dislocations, back pain, deformation of the spinal column, muscle fatigue, tendonitis, etc.
   - Studies of the postures and gestures professionals
   - Ergonomic adaptation to the sectors "accommodation, culinary production, restoration"
2. **Professional ambiances, safety and comfort of persons**
   - Reminders of the visual perception and the perception; phonic concept of thermal perception
   - Climate Atmosphere
   - sound atmosphere
   - Luminous atmosphere
   - Regulatory measures relating to ambiances of the professional sectors

❖ GAA124: African Gastronomic art and cuisinistic II

➢ Gastronomic art in Africa: 3 credits (45 hours); L, T, P, SPW

1. **Research and Creation**
   - Knowledge of the professional constraints, deadlines, qualifications, costs
   - Mastery of production techniques traditional culinary and their evolution
   - Rules of composition; Culinary
   - Knowledge of the kitchen of the terroir, foreign, religious
   - Physico-chemical properties of food
   - Knowledge of the traditional restoration, air, marine, rail, the catering service
   - Principle and methods of the "under vacuum", legislation, constraints
   - Principles of the lighter cuisine

2. **Scheduling – launching and planning**
   - The various documents required for the management of supply
   - The organization of different types of businesses, study of position
   - The techniques of personnel selection
   - The management of the staff
   - The training of staff
   - The management of production units: Classification quantities and repetitiveness continuous flows discontiguous and
   - Weights of basis just-in-time production
   - Management of stocks
   - Management and Management of the resources of production
   - Knowledge of the profiles of position

➢ Cuisinistic: 2 credits (30 hours); L, T, P, SPW

- The materials in a business, characteristics and general and specific
- Evolution of hardware, criteria of Good choice
- Training and structure of documents, call for tenders: principles

❖ GAA125: Management of spaces of sale II

➢ Management of spaces of sale: 5 credits (75 hours); L, T, P, SPW

1. **Operation of the point of sale**
   - Organization of the work
   - Administrative organization
   - Diagnosis
   - Methodology of the opening of an establishment
2. **The benefits for restoration**

- Taking into account studies of the sociological and cultural environment in restoration
- Taking into account studies of consumer behavior in restoration
- Taking into account the legal environment applied to the restoration
- Study of the material costs and beverages, fixing of prices for restoration
- Line of products, range, duration in restoration

3. **The animation in restoration**

- Geography of heritage
- African gastronomy (Cameroon)
- Knowledge of local drinks
- Gastronomy and foreign wines
- Study of the regions

❖ GAA126: Cuisinistic Creation

➢ Research Project and of creation: 2 credits (30 hours); L, T, P, SPW

1. **Project for the production of a Cameroonian fastfood**

- Theme
- Prospecting
- Pages of trends
- Preparation
- Presentation

2. **Draft relooking gastrocuisinistic a Cameroonian restaurant**

- Study critical
- Problematic
- Assumptions
- Implementation of resources

3. **Draft gastrocuisinistique remake of Cameroonian Dishes**

- Study critical
- Problematic
- Assumptions
- Implementation of resources

➢ Design of Equipment: 1 credit (15 hours);L, T, P, SPW

4. **Ergonomic studies of products 2D and 3D**

- Aerodynamics
- Aesthetics
- Feature.

5. **Design of instruments of kitchen and household equipment**

- Instruments of preparation: Analog utensils
- The instruments of cooking: mixer, kettle…
- Instruments of dressage and Presentation: table, chair, tablecloths...

6. **New materials, new forms, new art of living**

- Materials, technologies and miniaturization
- Consumption habits…
- New trends: decor, color, space

➢ **Quick sketches: 1 credit (15 hours); L, T, P, SPW**

1. **The drawing of equipment gastro-light cuisinistic and accessories**

- Oven
- Stove
- Dishes
- Decorative elements
- Packaging

2. **Sketches of heavy equipment**

- The furniture
- Stoves
- Furniture of presentation

❖ GAA127: Bilingual training I and General Accounting

➢ **French expression: 1 credit (15hours); L, T**

1. **Form of words in French**

- Prefix, radical
- Root, suffix

2. **Explanation of words and group of words**
3. **Morphosyntax and rhetoric**

- Components and structure of the sentence:
  - Simple sentence;
  - Complex sentence;
  - Sentence composed.
- The figures in style:
  - Figures of analogy;
  - Figures of amplification;
  - Figures of opposition;
  - Figures of mitigation.

4. **Administrative correspondence professional**

- The different parts of a administrative correspondence and the administrative style
- Professional Correspondence:
  - Note of service;
  - Record (activity, mission);
  - The report (activity, mission).

5. **Professional correspondence to individual dominance**

- Application for Employment

- CV
- Letter of motivation

6. **Methodological Considerations on the written exercises**
   - French composition
   - Contraction of text:
     - French composition: methodological reminder and application;
     - Contraction of text: methodological reminder and application.
7. **Study of the communication situations**

- Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
- Situation of communication and verbal interactions
- Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
- Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)

➢ **General accounting: 2 credits (30 hours); L, T, P**

1. The heritage
2. The flows in the company and their registration
3. Relationship balance, balance sheet, Result
4. Accounting Law and the accounting plan
5. Purchases and sales
6. The loads and the products
7. Incidental expenses on purchases and on sales
8. Accounting for Service Companies
9. The packaging
10. The transport
11. The conventional financial system
12. The regulations in cash
13. The regulations in the long term
14. Acquisition and production of capital property
15. Vat, excise duty, withholding tax levy on Rent
16. Salaries and Wages

❖ GAA231: Food Psychology

➢ **Food Psychology: 4 credits (60 hours); L, T, P**

1. The determinants of the Food Act: the levers of action of the marketer

- Physiological determinants;
- The psychological determinants;
- The Determinants macro-social;
- The determinants micro-social.

2. The process of decision to the consumer.

- The sensory perception;
- The interpretation of stimuli;
- The memorization;
- The role of the representations;
- The categorization;
- The emotions;
- The somatic markers.

3. The evaluation and the choice of a food product

- The screening of alternatives of choice;
- The criteria and rules of evaluation;
- The functions of the food;
- The context of consumption;
- The choice of the product.

4. Evolution of food modes

- Quantitative and qualitative changes in food consumption;
- Evolution of the structure of meals, etc.

❖ GAA232: Applied Anthropology

➢ Applied Anthropology: 4 appropriations (60 hours); L, T, P

1. **The symbolic as the domain of the Meaning**
   - Definition and operative field
2. **Principles of the anthropology of the consumption**
   - Definition and operative field
3. **The beverages and foods: functional aspects**
   - Ritual foods
   - The dietary prohibitions
   - Therapeutic meals
   - Meals laymen
4. **The beverages and foods: functional aspects**
   - The interrelationship between the concepts to be and to eat (Nyi, Nya)
5. **The BE and the food**
6. **Analysis of documents (TD/TP)**

❖ GAA233: Quality Approach III

➢ Hygiene: 1 credit (15 hours) ; L, T, P,SPW

1. Maintenance

- Cleaning: products, materials, protocols;
- Decontamination: products, materials, protocols;
- Disinfection: products, materials, protocols;

- Organization of operations of cleaning, decontamination, disinfection.

2. Rodent - disinsectisation - Fight against parasites

- Modes of action of products;
- Toxicological aspects of products used;
- Precautions for use and regulation.

❖ GAA234: Computer Science

➢ Computer Science : 3 credits (45hours); L, T, P, SPW

1. The Hardware

1. **The peripheral components**
   - The input devices
   - The output devices
   - The storage devices
   - Input devices and output
2. **The central unit**
   - The central memory
   - The microprocessor
   - The ports
   - The motherboard
   - The chipset
   - The power supply
   - The expansion cards
   - Other internal organs!
3. **The unit of exchange (or bus)**
   - Role
   - Types of bus:
     - Data bus;
     - Control bus;
     - Address bus.

2. The software

1. **The application software**
   - Definition;
   - Role;
   - Types and examples of software.
2. **The basic software (or software systems)**
   - Definition
   - Types of basic software :
     - The drivers;
     - The compilers;
     - The utilities;
     - The operating systems:
       - Features;

- Roles;
- Types of operating system;
- structure of a system of exploitation;
- Architecture.

▪ Concept of Free Software and proprietary software.

3. **The study of the Graphical Environment Windows**
   4. Presentation;
   5. Management of Windows;
   6. Managing Files and Folders.
4. **What is a file, a folder?**
   - Path to a file
5. **Study practice of Microsoft Word**
   - Study of Basic Functions
6. **Study practice of Microsoft Excel**
   - Presentation;
   - Arithmetic operations.
7. **Construction of a formula**
   3. Use of the integrated functions:

   ▪ Definition;
   ▪ Syntax of the integrated functions ;
   ▪ A few integrated functions ;
   ▪ Relative reference, absolute reference and joint reference ;
   ▪ Case of Synthesis.

❖ GAA235: Management of spaces of sale III

➢ Management of spaces of sale III : 6 credits (90 hours); L, T, P, SPW

1. **Operational management of human resources**
   - Planning of the work on restoration
   - Determination of personnel needs and assessment of costs
   - Taking into account the methods of recruitment of staff
   - Taking into account the labor legislation in force in restoration
   - Techniques to the management of the staff
2. **The home and the marketing in restoration**
   - The uses and their evolution in time
   - Behavioral approach of the client
   - The phasesof the sale
   - Promotion of sales
   - Welcome in a foreign language

- Take advantage of a model of behavior.

3. **Control, quality and productivity in restoration**
   - Techniques for analysis of sales
   - Indicators of productivity of the staff in restoration
   - Development of standards of purchases
   - The standards of production
   - Criteria for the assessment of the staff
   - Pre-study, book of functional loads
   - Taking into account the results of investigations
4. **Commercial Media in restoration**
   - Study of the costs and of the media
   - Study on the prices
   - Internationalization of the card
   - Study of the financing of the media

❖ GAA236: Architecture of the spaces of sale II

➢ Architecture spaces of sale : 4 credits (60 hours); L, T, P, SPW

1. **The design principles**
   - The Hygienic constraints
   - The regulatory framework for the food chain and its consequences on the organization
   - The principles of planning and implementation
2. **Definition of surface needs**
   - The storage
   - The preparation areas
   - The area of cooking
   - The area of distribution
   - The laundry
   - The treatment of the waste
   - The premises of the staff
   - The dining room
   - The premises of the customers (health, locker rooms, telephone)
   - Energy sources and ventilation

3. **Elements of technical Engineering restaurants**
    - The cold
    - The ventilation
    - The water
    - The energy

❖ GAA237: Methodology, Economics and Organization of businesses and Civic Education

➢ Methodology for drafting the report of internship: 1 credit (15hours); L, P

1. The collection of information
2. How to make a report
3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

➢ Economy and organization of enterprises: 1 credit (15hours); L, T, P

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company

14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours); L, SPW**

The Concepts

- The citizen;
- The Nation;
- The State;
- Publics Property and collective's goods;
- The freedoms;
- The public service;
- Ethics;
- Ethics, Law and reason;
- Ethical Problem ;
- Ethics and management.
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ GAA241: Restoration and sustainable development

- **Capillary practices and African cosmetics : 2 credits (30 hours); L, T, P, SPW**

- **Documentary analysis: 2 credits (30 hours); L, T, SPW**

❖ GAA242: Semiotics of Luxury Products

- **Semiotics of Luxury Products: 3 credits (45 hours);L, T, P, SPW**

1. The communication of the luxury
2. The values expressed by the luxury
3. The formal rules of the current luxury
4. The vectors of luxury
5. The luxury in the social classification
6. The conspicuous consumption
7. The social distinction

- **Brand Management of marks: 2 credits (30hours); L, T, P, SPW**

1. The brand and its power
2. The identity of the mark
3. Steps for Creating a mark
4. The life cycle of a mark
5. Brief on a luxury brand
6. Facelift for the trade mark
7. Brand and Innovation

❖ GAA243: Quality Approach IV

- **Food : 4 appropriations (60 hours); L, T, P, SPW**

1. **Organoleptic Quality of Food**
   - Components of the organoleptic quality, taste sensations, olfactory, visual, auditory
   - Sensory perception by the sense organs
   - Sensory evaluation: methods of sensory analysis discriminatives tests, descriptive tests
   - Parameters of influence of the organoleptic quality; upgrade in value of this quality
2. **Merchantable quality of food**
   - Certification of the merchantable quality
   - Certification of the merchantable quality
   - Means of information
   - Agencies and the control services of the merchantability
3. **Traditional foods and new**
   - Diversification of the supply of food etc.
   - Technological characteristics and nutritional implications, organoleptic and sanitary
   - Implementation of traditional foods and novel foods in agro-food industries or in culinary production

❖ GAA244: Gastronomic art African and cuisinistic III

- **Production and optimization: 3 credits (45 hours); L, T, P, SPW**

1. **The techniques of manufacture:**
   - Theoretical and practical knowledge of the various concepts of production
   - Implemented in situations and actual dimensions

- Procedures and standards of production
- Knowledge of the techniques of artistic presentation
- Management of the production staff
- The management and analysis of the product ends up
- Animation of the production team
- Quality management
- Introduce the concept of total quality
- Mastery of techniques and processes, of the means of production
- Simplification of tasks

❖ GAA245: Creating African cuisinistic II

➢ **Research Project and of creation: 5 credits (75 hours); L, T, P, SPW**

1. Project for the production of a African fastfood

- Theme
- Prospecting
- Pages of trends
- Preparation
- Presentation

2. Draft relookinggastrocuisinistique a restaurant African

- Study critical
- Problematic
- Assumptions
- Implementation of resources

3. Draft gastrocuisinistique remake of African dishes

- Study critical
- Problematic
- Assumptions
- Implementation of resources

❖ GAA246: Professional internship

➢ **Professional Internship: 6 credits (90 hours); P, SPW**

1. Arrival and integration of enterprise;
2. Working in a company;
3. The holding of the Intern journal;
4. The choice of the theme of work: in collaboration with mentors professional and academic;

5. Elaboration of the canvas of the research;
6. The resources to operate;
7. The organization of the work;
8. Drafting of the report;
9. Presentation of the report before a jury.

❖ GAA247: Bilingual training II, Legal environment

➢ English Expression: 1 credit (15hours); L, T

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ Civil law: 1 credit (15hours); L, T, P

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

- **Labor law: 1 credit (15hours); L, T, P**

    1. Definition of the right of labor, birth and evolution of labor law and sources
    2. The contract of work (conclusion, implementation and rupture)
    3. The conflicts of work (individual and collective)
    4. The delegate of the staff, unions
    5. Work accidents and occupational diseases
    6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

CINEMATOGRAPHY

Field: ARTS AND CULTURE

Specialty : Cinematography

1. The objective of the training

This specialty formed Artists Director while remaining open to the technical and technological nuances between digital cinema (2K, 4K and 8K, SONY F23, SONY F35, as many digital cameras with "cinema boxes") and Television, the learner will put himself at the service of the team to be the hub and will also adapt to the production of documentary films as a man-orchestra.

2. Expected skills

→ **Generic skills**

- Animate and manage a team;
- Train staff, manage human resources;
- Communicate in a professional setting in English French (oral / written);
- Understand the functioning of film production;
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Master the basic computer tool;
- Participate in the development of the budget;
- Plan and follow work;
- Develop creativity, analytical skills, communication skills.

→ **Specific skills**

- To serve as a man-orchestra beyond the constraints of specialization;
- Manipulate most of his technical tools (camera and sound recording equipment in particular);
- Acquire the theoretical knowledge and professional practices of the entire film production chain;
- To master the tools and methods necessary to make a film or a documentary;
- Organize and coordinate the different stages of a creation project.

3. Career opportunities

- Creativity: scriptwriter,acting;
- Production: cameraman and assistant operator, cinematographer, film director, film director, film director, director of photography;
- The technicality: editor, operator of shooting, operator synthesizer;
- Logistics: production assistant, production manager, producer, general manager, script manager, antenna manager;
- Information: TV and cinema documentalist, images, advisor.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		Spécialty: Cinematographic production					
Course Code	Course Title	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CIN111	Aesthetics and Philosophy of Art	25	20	10	5	60	4
CIN112	Introduction to Art Anthropology	30	25	15	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
CIN113	Economy of the cinema	40	15	15	5	75	5
CIN114	Acting I	35	20	15	5	75	5
CIN115	Creating a documentary	25	10	20	5	60	4
CIN116	Thejob of the Director's assistant in a fiction	30	10	15	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CIN117	Frame and Intellectual Property Law, Marketing and Business Creation	30	10	0	5	45	3
Total		**215**	**110**	**90**	**35**	**450**	**30**

- **Second semester**

Field: Arts and Culture		Specilty: Cinematographic production					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CIN121	History of art I	35	20	15	5	75	5
CIN122	History of art II	25	20	10	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
CIN123	Counting and shooting plan	40	15	15	5	75	5
CIN124	The technical Decoupage and its implications	35	20	15	5	75	5
CIN125	Story-Board assisted by computer	20	20	15	5	60	4
CIN126	Producing a documentary (13mn)	30	20	10	0	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CIN127	Computer Science/computer graphics, bilingual Training I	30	10	0	5	45	3
Total		**215**	**125**	**80**	**30**	**450**	**30**

- **Third semester**

Field: Arts and Culture		Specialty: cinematographic production					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CIN231	History and Aesthetics of cinema	25	20	10	5	60	4
CIN232	General History of Africa	35	25	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
CIN233	Digital processing	40	15	15	5	75	5
CIN234	Reportage and Great reportage	30	10	15	5	60	4
CIN235	Acting II	30	10	15	5	60	4
CIN236	The job of the director's assistant in a fiction's documentary	40	20	10	5	75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CIN237	Methodology, Economics and organization of cultural businesses and civic education	30	10	0	5	45	3
Total		**230**	**110**	**75**	**35**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		Specialty: cinematographic production					
Course Code	Course Title	Hourly Volume					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CIN241	Philosophy and Aesthetics of Cinema	25	20	10	5	60	5
CIN242	Cinema and other Arts	35	25	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
CIN243	Digital processing	25	10	20	5	60	4
CIN244	Adobe After-Effect	20	10	25	5	60	4
CIN245	Realization of the reporting or great reportage of end of training	20	10	25	5	60	4
CIN246	Professional internship			60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CIN247	Bilingual Training II, Legal environment	30	10	0	5	45	3
Total		**155**	**85**	**150**	**60**	**450**	**30**

SPW: Students' Personal Work

5. Courses content

❖ CIN111: Aesthetics and Philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Report with visual arts**

❖ CIN112: Introduction to the anthropology of art

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ CIN113:Cinema as business enterprise

- **Production and Distribution: 3 credits (45 hours); L, T, P, SPW**
  1. **Economy of the cinema**
     - The film industry and its pre-required
     - The principles of mass production

- Planning the economic life of a film

2. The Circuits

- The production
- The distribution
- Theexploitation

➢ **Exploitation and diffusion: 2 credits (30 hours); L, T, P, SPW**

1. The contracts linking the production, distribution and exploitation

- Notions of audiovisual contracts and cinematographic film
- Relationship between producer and distributor
- Relationship between distributor and operator

❖ CIN114: Acting I

➢ **Actor training: 5 credits (75 hours) ; L, T, P, SPW**

1 The job of the actor / actress
2 Voice – training
3 Body – training
4 Communication
5 Speech
6 Audition skills
7 Acting on set

❖ CIN115: Creating a documentary

➢ **Different stages of creation: 5 credits (75 hours) ; CM, TD, TP, TPE**

1. The documentary and its History

- The beginnings of cinema as a document on the real
- The first documentary films
- The documentaries of the 1960s and genres

2. The contemporary documentary or creation

- The writing of the documentary of creation
- The modes of shooting; - the postproduction documentary

❖ CIN116: The job of Director's Assistant in a fiction

➢ **The role of the Assistant Director: 2 credits (30 hours); L, T, P, SPW**

- The counting of the votes and technical Decoupage
- The role of the Director's Assistant in the execution of the recount
- The role of the Director's Assistant in the development of the technical Decoupage

- The role of the Assistant to the Director as link between the Director of production and the Director

➢ **Relationship between assistant director and the whole team of shooting: 2 credits (30 hours); L, T, P, SPW**

1. **Assistance in the framework of casting and the markings**
    - The role of the Director's Assistant in the assistance of the casting director and the Director during the selection of actors
    - The role of the Director's Assistant in the team of markings
    - The role of the Director's Assistant in the refinement of the financial planning
2. **Sheets of services and relationship of complementarity between Wizard and Director**
    - The role of the Assistant to the Director in the development of the sheets of service; - the artistic collaboration with the Director

❖ CIN117: Frame and Intellectual Property Law, Marketing of Cultural Enterprises and Business Creation

➢ **Intellectual Property Law : 1 credit (15 hours) ; L, T, P**

1. General Introduction to copyright
2. The Law
3. Counterfeiting of works
4. Designs, models, the dual protection regime
5. Copyright policy for an SME

➢ **Cultural Enterprise Marketing: 1 credit (15 hours) ; L, T, P**

1. **The Marketing approach**
    - The marketing concept and its evolution
    - Stages of the marketing approach
    - The commercial strategy
    - Marketing variables
2. **Knowledge of needs and the market**
    - Needs
    - The Consumer and his behaviour
    - Market research survey
3. **Marketing variables**
    - Service
    - The Product: good and service
    - Price
    - Distribution
    - Communication

4. **Business strategy**
    - Corporate Appraisal
    - Strategic choices
    - Marketing plan
5. **International Marketing approach**
    - Peculiarities of the export market research survey
    - Prospecting abroad

- **Business Creation: 1 credit (15 hours) ; L, T, P, SPW**
    1. The Entrepreneur concept
    2. Motivations for starting a business
    3. Ideas research and evaluation
    4. Search for funding
    5. Choice of legal status
    6. Ethical aspects of business
    7. Development of the business plan

❖ CIN121: History of art I

- **History of art I : 4 appropriations (60 hours); L, T, P, SPW**
    1. Prehistoric and ancient arts
    2. Prehistoric arts
    3. Ancient arts
    4. The arts of the Middle Ages and the Renaissance
        - The Arts of the Middle Ages
        - The Arts of Renaissance

❖ CIN122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**
    1. **Modern arts (late 19th and early 20th century)**
        - Impressionism
        - Expressionism
        - Neo-impressionism
        - Etc.
    2. **Ancient Egyptian sculpture**
        - From the culture of the predynastic era to the sculpture of the historical period: Shapes and expressions of language;

- Techniques of sculpture: The search for the Egyptian aesthetic canon

3. **Ancient Egyptian calligraphy**
4. **Contemporary arts**

❖ CIN123: Counting and shooting plan

- **The counting of the votes: 3 credits (45 hours); L, T, P, SPW**
  1. **Counting of a scenario on the plan of all relevant categories:**
     - Filming locations;
     - Actors;
     - Extras;
     - Accessories;
     - Animals/plants;
     - Weapons;
     - Sound effects;
     - Waterfalls;
     - Constructions;
     - Costumes;
     - Decor;
     - Vehicles and security, etc.
  2. **Use of the software to perform the said counting the votes (Celtx)**
  3. **Of the casting in technical meetings;**
  4. **The identification to leaves of services; etc.**
  5. **Passage of the recount to the cutting**
- **Cutting and elaboration of a shooting plan: 2 credits (30 hours); L, T, P, SPW**
  1. Cutting and groupemenTes scenes by affinity
  2. Articulationdu program of work by comedian and by site
  3. Attend the Director of production and the Director in the execution of the financial plan within the limits of the budget

❖ CIN124: The technical cutting and its implications

- **The technical cutting and its implications: 5 credits (75 hours); L, T, P, SPW**
  1. Realization of the technical Decoupage (framing, angles of decision of views and movements of cameras)
  2. Provide a basis for the transformation of the technical document into a visual document
  3. Association of the technical Decoupage in the Floor Plan
  4. Understand the implicit cutting and deduct an explicit cutting

5. Collaboration with the variousDepartments Image, light, sound and decor for the realization of the Floor Plan
6. Represent the beginnings and ends of movements of cameras

❖ CIN125: Thecomputerassistedstoryboard

- **The storyboard assisted by computer: 4 appropriations (60 hours); L, T, P, SPW**
  1. Scenario dialog;
  2. Story-board;
  3. Celtx and the conversion of the scenario in story-board;
  4. Celtx and the integration of drawn pictures or photographs fixed at the storyboard;
  5. Celtx and the accuracy of scales of plans.

❖ CIN126: Producing a documentary (13mn)

- **Pre-production : 2 credits (30 hours); L, T, P, SPW**
  1. **Write, produce and disseminate his documentary at the end of the first year :**
     - Refine a scenario of documentary film after field investigations;
     - Preparation and filming the documentary of creation;
     - Use of a digital camera as documentary filmmaker;
     - Maneuver sound recording equipment as a documentary filmmaker.
- **Post production: 2 credits (30 hours);L, T, P, SPW**
  1. Climb or do fit a documentary
  2. Relationship between Documentary Filmmaker/assembler
  3. Opportunities for diffusion: The Pre-purchase to the purchase, the co-production to the production sponsored by a broadcaster

❖ CIN127: Computer Science/Computer Graphics bilingual and Training I

- **ICT : 1 credit (15hours); L, T, P, SPW**

H. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor

- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)

- Role
- Types of bus:
  - Data bus;
  - Control bus;
  - Address bus.

I. The software

1. The application software

- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)

- Definition
- Types of basic software :
  - The drivers;
  - The compilers;
  - The utilities;
  - The operating systems:
    - Features;
    - Roles;
    - Types of operating system;
    - structure of a system of exploitation;
    - Architecture.
- Concept of Free Software and proprietary software.

J. The study of the Graphical Environment Windows

7. Presentation;
8. Management of Windows;
9. Managing Files and Folders.

K. What is a file, a folder?

- Path to a file

L. Study practice of Microsoft Word

- Study of Basic Functions

M. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

N. Construction of a formula

4. Use of the integrated functions:

- Definition;
- Syntax of the integrated functions ;

- A few integrated functions ;
- Relative reference, absolute reference and joint reference ;
- Case of Synthesis.

- **Computer graphics : Initiation to the Photoshop Software: 1 credit (15hours); L, T, P, SPW**

11. **Adobe Photoshop: The tools and their functions**
    - Selection tools;
    - Move tools;
    - The tools of coloring;
    - Tools texts;
    - Recradage tools…
12. **Adobe Photoshop: File Formats**
    - PSD;
    - BMP;
    - PNG images;
    - PDF;
    - EPS;
    - PICT;
    - JPEG;
    - TIFF.
13. **Adobe Photoshop:**
    - Staining Color modes;
    - Color Adjustments.
14. **Adobe Photoshop: conversion between the modes grayscale bitmap and**
    - Convert an image to a bitmap mode; Convert an image to a grayscale mode.
15. **Adobe Photoshop: The Layers**
    - Pixilation of layers;
    - Duplication of layers;
    - Modification of the stacking of layers;
    - Appoint the layers;
    - Connection of layers;
    - Locking, Masks of fusion, flattening;
    - Layers of settings and of filling;
    - Layers of form.
16. **Adobe Photoshop: The effects and styles of layer**
    - The shadows;
    - The glimmers;
    - Bevelling and stamping;
    - Contour and color;
    - Fuser mode;
    - Angle, degraded and smoothing;
    - Length, noise, noise…
17. **Adobe Photoshop: Selection**

- Standard mode;
- Quick mask;
- Recovery of a selection.

18. **Adobe Photoshop: plots**
    - Management of the tracks;
    - Palette of tracks;
    - Conversion of tracks;
    - Feather radius;
    - Filling of plots.
19. **Adobe Photoshop: clippingpaths**
    - Creating a mask of image
20. **Adobe Photoshop: The transformations**
    - Variation of scale;
    - Rotation, Skew;
    - Document Changes: size, resolution, rotation and reflection.

- **French expression: 1 credit (15hours); L, T, P, SPW**

1. **Form of words in French**
    - Prefix, radical
    - Root, suffix
2. **Explanation of words and group of words**
3. **Morphosyntax and rhetoric**
    - Components and structure of the sentence:
        - Simple sentence;
        - Complex sentence;
        - Sentence composed.
    - The figures in style:
        - Figures of analogy;
        - Figures of amplification;
        - Figures of opposition;
        - Figures of mitigation.
4. **Administrative correspondence professional**
    - The different parts of a administrative correspondence and the administrative style
    - Professional Correspondence:
        - Note of service;
        - Record (activity, mission);
        - The report (activity, mission).

5. **Professional correspondence to individual dominance**
    - Application for Employment
    - CV
    - Letter of motivation
6. **Methodological Considerations on the written exercises**
    - French composition
    - Contraction of text:
        - French composition: methodological reminder and application;
        - Contraction of text: methodological reminder and application.
7. **Study of the communication situations**
    - Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
    - Situation of communication and verbal interactions
    - Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
    - Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)

❖ CIN231: History and Aesthetics of Cinema

- **The Cinematograph Brothers light: 1 credit (15 hours); L, T, P, SPW**
    1. Birth of the cinematograph by the first projection pay and service made possible thanks to the invention of the Brothers light in 1895
    2. The pre-cinema and the equipment they carried
- **The fiction and its evolution: 1 credit (15 hour); L, T, P, SPW**
    1. The birth of cinema as a fiction with Melies
    2. The Burlesque
    3. Passage of the silent film to cinema with sound
- **The first modern Cinema The cinema current: 2 credits (30 hours); L, T, P, SPW**
    1. The first film modernity
    2. The new language of films
    3. How communicates a cinema film and how communicates a film or a television broadcast: framing, light, sound, etc.

4. The cinema films broadcast on the television: of the cinema in the telecine, celluloid to digital
5. The kinescopage of films shot in digital format

❖ CIN232: General History of Africa

➢ General History of Africa: 3 credits (45 hours);L, T, P, SPW

1. The precolonial Africa: the model of African civilization before the colonization
2. The Berlin conference to the liberation movements
3. The Africa of the colonial period to the independence
4. Post-colonial Africa: Issues that are necessary to the independent Africa
5. The Second World War and its consequences
6. The confrontation of ideological blocs
7. The end of the cold war and the beginnings of the globalization

➢ Analysis of the documents: 2 credits (30 hours); L, T, P, SPW

1. Insist on artistic expressions
2. Technological innovations and their impact on the overall culture

❖ CIN233: Digital Processing

➢ Taken of View Video: 3 credits (45 hours); L, T, P, SPW

1. **Choose its equipment**
   - Determination of choices of camcorder according the shooting:
     - Size of the sensor;
     - Shades;
     - Color;
     - Scanning;
     - Luminance and chrominance;
     - Flow rate;
     - Recording media;
   - Practical exercises of pre-settings.
2. **bases of the video**
   - Sensors
   - Signal
   - Swaging
   - Digital recording

- Compression and media

3. **Light**
   - Type of lighting (halogen, HMI, neon, LED)
   - Color Temperature (Estimate, measurement and correction)
   - Highlighted (lighting three points, ambiances, day, night)
4. **The camera**
   - Reminder of basic concepts of optical (fixed focal, zooms)
   - Exposure and Sensitivity (extent, latitude)
   - Gamma correction
   - The cuts for blacks and whites
   - Balancing of the White
   - Engineer menu
5. **Framing**
   - Rule of composition of images
   - The plan values
   - Axis of decision-view
   - Depth of field
   - Camera on foot
   - Shoulder camera
   - The camera movements: Pan, zoom, and traveling
   - Fittings
6. **Practice of advanced cameras**
   - Define the combined movements
   - Traveling with upset panoramic: Transtrav
   - Practical exercises of movements of the camera

- **First Pro: 2 credits (30 hours); L, T, P, SPW**

1. **Acquisition**
   - Preparation of the project;
   - Fitting off-line;
   - Configuring A/V;
   - Timecode
   - Potential problems;
   - The organization of the rack;
   - Immediate capture;
   - Logging of plans.
2. **Fitting**
   - Logging;
   - The viewer;
   - The Timeline and Canvas;
   - Video tracks & audio;
   - Three point editing;
   - The tools;

- Keyboard shortcuts.

3. **Transitions**
   - Artistic considerations;
   - Simple fittings;
   - Crossfades;
   - SFX;
   - Smoothing of sound tracks;
   - Pre-visualizations;
   - The real time.
4. **Color correction with First Pro**
   - Use of internal oscilloscopes elms of wave;
   - Vectorscope;
   - YCbCr parade;
   - Rgb parade.

❖ CIN234 : Reportage and Great Reportage

- **Produce a story with a journalist or a reporter: 2credits (60 hours); L, T, P, SPW**
  1. Collaborate with a journalist or a Reporter
  2. Making reports
  3. Position its productions in view of theirtelevisionbroadcast
- **Produce a great reportage with big Reporter: 2credits (60 hours); L, T, P, SPW**
  1. Collaborate with a large Reporter
  2. Produce major reports
  3. Sell its productions of the kind

❖ CIN235: Acting II

- **Acting Techniques: 1 credits (15 hours); L, T, P, SPW**
- **Differents schools of acting: 1 credits (15 hours); L, T, P, SPW**
- **Actor training: 2 credits (60 hours); L, T, P, SPW**
  - Voice quality
  - Etc…

❖ CIN236: The Job director's in fiction documentary

➢ The role of the Assistant Director: 2 credits (30 hours) ; L, T, P, SPW

1. The model of the passage of the wizard on two feature films to autonomous Implementer

- The passage of the Statute of First Assistant to that of Director autonomous
- The professional classification of directors according to seniority, the number of production and the winners
- The other assistants to the Director

2. The Assistant Director of profession or vocation

- Why some professionals prefer exercises in quality of Assistant Director of Career?
- Career profile of the Assistant to the Director
- Models of training and professionalization of the career of Assistant Director of career

➢ Practical cases: 3 credits (45 hours); L, T, P, SPW

1. Sheets of services, Schedules, Order and Security

- Act in the leader in need (in the event of a problem, this is not to the Director that we should go, but toward the Wizard Assistant)
- Shake the team in the event of non-compliance schedules, with the endorsement of the production and the direction of production
- The observance of safety standards on the tray set with the competent departments

2. Manage crises

- Suggest to the Director and to the Director of Production The references of personnel
- Reconcile the parties in case of misunderstanding professional
- Restart the team and make the mediation with a view to protect the production as the status of its workers

❖ CIN237: Methodology, Economics and organization of cultural businesses and Civic Education

➢ Methodology for drafting theinternship report : 1 credit (15hours); L, P

1. The collection of information
2. How to make a report
3. The plan of the Probationary report and the Executive Summary
4. The Table of Contents

5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his Internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 1 credit (15hours); L, T, TP**

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours);L, SPW**

The Concepts

- The citizen;
- The Nation;
- The State;
- Public Property unto collective property;
- The freedoms;
- The public service;
- Problem of ethics;
- Ethics, Law and reason;
- Management and ethics of responsibility; ethics and management.

❖ CIN241: Philosophy and Aesthetics of Cinema

- **Ontology and cinema: 2 credits (30 hours); L, T, P, SPW**
    1. Relationship between human society and the films which the represent
    2. The essence of the films
    3. Birth and evolution of aesthetics in philosophy

- **The philosophy of art and its application to the cinema: 1 credit (15 hours); L, T, P, SPW**
    1. The great aesthetic streams
    2. The specific aesthetic of the cinema
    3. The Aesthetic relations and discursive between cinema of fiction and documentary films

- **The other social sciences and humanities and the cinema: 2 credits (30 hours); L, T, P, SPW**
    1. The rudiments of the psychology of the cinema or of applied psychoanalysis at the cinema
    2. The rudiments of the anthropology of cinema and of ethnographic filmmaking; - the basics of the sociology of the public of cinema

❖ CIN242: Cinema and others arts

- **Painting and the other aspects of the Egyptian art: 5 credits (75 hours); L, T, P, SPW**
    1. **Rock paintings of the Sahara to paints walls of tombs in Egypt**
        - Rock paintings of the Sahara: Hoggar, Tassili
        - Sacred painting of tombs and painting Layman of daily life
    2. **The other aspects of the Egyptian art**
        - The decoratinner ion of tombs
        - The mode and the music
        - The poetry
    3. **Calligraphy of Ancient Egypt**
        - The verb and conjugation in the MdwNtr
        - The negation and querying in MdwNtr
        - The genitive, coordination and the numeration in MdwNtr

- Cinema and music
- Cinema and dance;
- Cinema and fine arts

❖ CIN243: Digital Processing

➢ Taken of View Video: 2 credits (30 hours); L, T, P, SPW

1. Movements of advanced camera

- The combined movements
- Traveling with upset panoramic: Transtrav
- Practical exercises of movements of the camera

2. Techniques to adjust the different areas of the image

- Adjustment of the curve of the Gamma and define the contrasts
- Retrieve information in the Blacks
- Retrieve information in the high lights
- Adjusting the shades of means
- Differentiate a setting according to an objective different diffusion
- Practical exercises: gain, gamma, Elbow, balance of blacks

3. Technique to work on colorimetric

- Arrange the TC a plan in mono and multi-cameras
- Coordinate colors to obligations of dissemination
- Identify the summaries additive and subtractive
- Practical exercises: composition and colors, mix of TC, color of the skin, verification of measures

4. Adjust the sharpness in function of a party taken

- Reduce the nuisance of compression
- Analyze the operation of the coring
- Practical exercises: recovery of the fine details, improvement of a face of a ITW

➢ Aesthetic light: 2 credits (30 hours); CM, T, TP, TPE

1. Create a light aesthetics

- Resolution of complex problems of light
- Evaluation of the contrast of a plan
- The reflection transmitted, absorbed or reflected

- Practical exercises for the construction of lighting

2. Interview or a comment off

- To save a plan audio, with quality, treat its content
- Choose a format, a frequency and a flow rate in function of a planned release
- Calculation of the volume or the throughput of a comment
- Experiment a right intonation
- Attack the beginning of its sentences

3. The weight of a shooting

- Analysis of the report compression/weight of an audiovisual file
- Practical exercises: tests of variable formats, readings, various

4. Interpolation of images

- Turn a plan slow motion
- Practical exercise of shooting at idle speed

❖ CIN244: Adobe After-Effect

➢ After-Effects Initiation: 2 credits (30 hours); CM, T, TP, TPE

1. Creating a new project and new compositions
2. Control of the working environment
3. Use of shortcuts
4. Work with the layers
5. Setting the properties
6. All the software tools After-Effects
7. Insert text and change the properties
8. Change the options for viewing a mounting
9. Improve the prévisualisatRAM ion

➢ Probing: 2 credits (30 hours); CM, T, TP, TPE

1. Animate Objects easily
2. The effects and animations predefined
3. Adding customized effects
4. Animation of the effects
5. Export a mounting

❖ CIN245: Producing a report at the end of training

- **Design of the story or the great reportage: 2 credits (30 hours); L, T, P, SPW**

1. **Design and carry out, in association with a journalist or a reporter, a Reportage or great reportage**
    - Update a draft report After field investigations;
    - Turn and do fit the said reportage;
    - Organize the dissemination of the said report.

- **Balance Sheet: 2 credits (30 hours); L, T, P, SPW**

2. **Produce / Write a report of his training under the mentorship of his / her Director of internship**
    - If the insert in a new professional environment;
    - Learn professional situations encountered during the probationary period of application;
    - Development of a draft career. Draft a career project
    - Any other matter that may be appropriate for your context of production.

❖ CIN246: Professional internship

- **Professional Internship : 6 credits (90 hours); P, SPW**

1. Arrival and integration in company;
2. Working in a company;
3. The holding of the Intern journal;
4. The choice of the research topic: in collaboration with mentors professional and academic;
5. Elaboration of the plan of the research;
6. The resources toexploit;
7. The organization of the work;
8. Drafting of the report;
9. Presentation of the report before a jury.

❖ CIN247: Bilingual training II, Legal environment: 3 credits (45 hours)

➢ English: 1 credit (15 hours) L,T,SPW

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ Civil law: 1 credit (15hours); L, T, P

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

- **Labor law: 1 credit (15hours); L, T, P**

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

CARICATURE, ILLUSTRATION, COMICS STRIPS

Field: ARTS AND CULTURE

Specialty : Caricature, Illustration, Comic Strips

1. The objective of the training

This specialty leads to the training of multitasking senior technicians who respond to numerous requests such as the creation and production of comic books, books of illustrations and illustrations of a caricature. These professionals implement graphic communication projects related to narration through drawing. The illustration option trains press, publishing, advertising and communication illustrators as well as comic book writers. The teaching focuses on traditional techniques (drawing, colour, volume) and more recently (computer graphics). A large place is given to creation-design, history and techniques of illustration of comic strips. They are able to tell a story via drawing whatever the medium.

2. Expected skills

→ **Generic Skills**

- Lead and manage a team ;
- Train staff, manage human resources;
- Communicate in a professional setting in English and French (oral/written);
- Understand the corporate environment;
- Create and manage a business;
- Manage a project;
- Master basic computer tools;
- Plan and follow-up work;
- Develop creativity, an analytical mind-set and the ability to communicate.

→ **Specific Skills**

- Demonstrate one's know-how in terms of drawing and illustration ;
- Mastery of narrative techniques ;
- Create boards as well as graphic and visual compositions ;
- Make an integral comic strip;
- Make a book of illustrations for the press, publishing or advertising.

3. Career opportunities

- Advertising and communication professions;
- Publishing professions : Illustrator, Comic book writer, cartoonist;
- Colourist, artistic director, graphic designer ;
- Freelancer;
- Graphic designer

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		**Specialisation: Caricature, Illustration, Comic Strips**					
Course Code	**Course Title**	**Number of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Course 30% (2 UC) 9 credits 135 hours							
CIC111	Aesthetics and Philosophy of Art	25	20	10	5	60	4
CIC112	Introduction to Art Anthropology	30	25	15	5	75	5
Professional Course 60% (4 UC) 18 credits 270 hours							
CIC113	Visual Education I	40	15	15	5	75	5
CIC114	Scientific drawing I	30	10	15	5	60	4
CIC115	Life Drawing I	15	25	15	5	60	4
CIC116	Descriptive Geometry I	30	25	20		75	5
Cross-curricular Course 10% (1 UC) 3 credits 45 hours							
CIC117	Intellectual Property Law, Marketing and Creation of Cultural Enterprises	30	10	0	5	45	3
Total		**205**	**130**	**90**	**25**	**450**	**30**

- **Second semester**

Field: Arts and Culture		**Specialisation: Caricature, Illustration, Comic Strips**					
Course Code	**Course Title**	**Number of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Course 30% (2 UC) 9 credits 135 hours							
CIC121	History of Art I	25	20	10	5	60	4
CIC122	History of Art II	30	25	15	5	75	5
Professional Course 60% (4 UC) 18 credits 270 hours							
CIC123	Visual Education II	30	25	15	5	75	5
CIC124	Scientific drawing II	30	15	10	5	60	4
CIC125	Life Drawing II	20	20	15	5	60	4
CIC126	Descriptive Geometry II	30	30	10	5	75	5
Cross-curricular Course 10% (1 UC) 3 credits 45 hours							
CIC127	Computer Science/Computer Graphics, Bilingual Training I	30	10	0	5	45	3
Total		**195**	**140**	**90**	**25**	**450**	**30**

- **Third semester**

Field: Arts and Culture		**Specialisation: Caricature, Illustration, Comic Strips**					
Course Code	**Course Title**	**Number of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Course 30% (2 UC) 9 credits 135 hours							
CIC231	General History of Africa	25	20	10	5	60	4
CIC232	History of illustration, comics and caricature	30	25	15	5	75	5
Professional Course 60% (4 UC) 18 credits 270 hours							
CIC233	Narrative creation workshop I	40	30	15	5	90	6
CIC234	Graphic design workshop I	40	30	15	5	90	6
CIC235	Introduction to InDesign	15	15	10	5	45	3
CIC236	Case Study	15	15	10	5	45	3
Cross-curricular Course 10% (1 UC) 3 credits 45 hours							
CIC237	Methodology, Economics and organisation of cultural enterprises and Civic Education	30	10	0	5	45	3
Total		**195**	**145**	**75**	**35**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		**Specialisation: Caricature, Illustration, Comic Strips**					
Course Code	**Course Title**	**Number of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Course 30% (2 UC) 9 credits 135 hours							
CIC241	Methodology of Creativity	25	20	10	5	60	4
CIC242	Egyptian Arts and Calligraphy	30	25	15	5	75	5
Professional Course 60% (4 UC) 18 credits 270 hours							
CIC243	Narrative Creation Workshop II	25	15	15	5	60	4
CIC244	Graphic Design Workshop II	25	15	15	5	60	4
CIC245	2D Computer Design Production II	20	30	10		60	4
CIC246	Professional Internship	0	0	60	30	90	6
Cross-curricular Course 10% (1 UC) 3 credits 45 hours							
CIC247	Bilingual Training II and Legal Environment	30	10	5	0	45	3
Total		**155**	**115**	**130**	**50**	**450**	**30**

SPW: Students' Personal Work

5. Courses content

❖ CIC111 : Aesthetics and Philosophy of Art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Relationshp with visual arts**

❖ CIC112 : Introduction to Art Anthropology

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ CIC113 : Visual Education I

- **Visual Education : 5 credits (75 hours) ; L, T, P**
  1. **What is colour?**
     - In Physics;
     - In Plastic Arts.

2. **Theory of Colour**
   - Isaac Newton's experiment;
   - Thomas Young's experiment;
   - Theory of additive and subtractive syntheses.
3. **Structural theory of Colour**
   - ITTEN theory and chromatic circle ;
   - Primary colours ;
   - Secondary colours ;
   - Tertiary colours ;
   - Intermediate colours.

❖ CIC114 : Scientific drawing I

➢ Scientific drawing I : 4 credits (60 hours) ; L, T, P

1. **The Skeleton of the Human Body: General Structure of the Human Body**
   - Dimensional Relationship: head, trunk and limbs
   - Types of bones and joints
2. **Composition of the Skeleton**
   - Skull
   - Vertebrae
   - Ribcage
   - Pelvis
   - Arms and forearms
   - Legs
   - Thigh
   - Leg and Hand
3. **The Skeleton of the Human Body: General structure of the human body**
   - Dimensional relationship in man, woman and child
   - The types of bones and joints
4. **Human anatomy**
   - External muscular structure of the human body
   - Location and arrangement of muscles
   - Muscular bundles
   - Muscle tendons

❖ CIC115 : Life Drawing I

➢ Life Drawing I : 4 credits (60 hours) ; L, T, P, SPW

1. **Basic elements of Drawing 1**
   - Dot
   - Line

- Form

2. Basic rules of drawing

- Dimension techniques
  - Gridding technique
  - Extended arm technique
  - Notions of close and distant objects
  - The target
- Theory of shadows
  - Form shadows on flat and curved surface
  - Cast Shadows on flat and curved surfaces
  - Nuances.
  - Shadows: Form and Cast
- Basic elements of drawing 2
  - Basic geometric figures
    - Translation of geometric figures into volume
  - The shape
- Basic rules of drawing 2
    - Shadows: Form and Cast

❖ CIC116 : Descriptive Geometry I

➢ Descriptive Geometry I: 5 credits (75 hours); L, T, P

1. Knowledge and handling of basic technical instruments

- Compass
- Squares
- Graduated rules
- Protractors

2. Basic geometric construction theory

- Representation of planes
- Orthogonal projections
- Sections and penetrations

3. Complex geometric constructions: The Cavalier Perspective

- The theory and construction of plane figures, solids, architectural elements

4. Complex geometric constructions: The one, two and three vanishing point perspective

- The theory and construction technique of geometric planes, horizon lines, vanishing points and solids

❖ CIC117 : Intellectual Property Law, Marketing and Business Creation

➢ Intellectual Property Law : 1 credit (15 hours) ; L, T, P

1. General Introduction to copyright
2. The Law
3. Counterfeiting of works
4. Designs, models, the dual protection regime
5. Copyright policy for an SME

➢ Cultural Enterprise Marketing: 1 credit (15 hours) ; L, T, P

1. The Marketing approach
- The marketing concept and its evolution
- Stages of the marketing approach
- The commercial strategy
- Marketing variables

2. Knowledge of needs and the market
- Needs
- The Consumer and his behaviour
- Market research survey

3. Marketing variables
- Service
- The Product: good and service
- Price
- Distribution
- Communication

4. Business strategy
- Corporate Appraisal
- Strategic choices
- Marketing plan

5. International Marketing approach
- Peculiarities of the export market research survey
- Prospecting abroad

➢ Business Creation: 1 credit (15 hours) ; L, T, P, SPW

1. The Entrepreneur concept
2. Motivations for starting a business
3. Ideas research and evaluation
4. Search for funding
5. Choice of legal status
6. Ethical aspects of business
7. Development of the business plan

❖ CIC121 : History of Art I

- **History of Art I: 4 credits (60 hours); L, T, P, SPW**

1. Prehistoric and ancient arts
2. Prehistoric arts
3. Ancient arts
4. The arts of the Middle Ages and the Renaissance
   - The Arts of the Middle Ages;
   - The Arts of Rebirth.

❖ ·CIC122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**

1. **Modern arts (late 19th and early 20th century)**
   - Impressionism
   - Expressionism
   - Neo-impressionism
   - Etc.
2. **Ancient Egyptian sculpture**

- From the culture of the predynastic era to the sculpture of the historical period: Shapes and expressions of language
- Techniques of sculpture: The search for the Egyptian aesthetic canon

3. **Ancient Egyptian calligraphy**
4. **Contemporary arts**

❖ CIC123 : Visual Education II

- **Harmony of shapes in space : 2 credits (30 hours) ; L, T, P, SPW**

1. **Harmony of shapes in space**
   - Theory of Marcus PollioVitrivius;
   - Golden ratio;
   - Lines of forces;
   - Strong points;
   - Ascending and descending diagonals ;
   - Dynamic tension line.
2. **Balance of shapes in space**
   - The rules of compensation of masses in space: colour, density, arrangement, dimensions.

- **Psychological factors of Gestalt : 3 credits (45 hours) ; L, T, P, SPW**

1. **Psychological factors of Gestalt**
   - Figure/depth factor ;
   - Proximity factor ;
   - Resemblance factor ;
   - Orientation in space factor;
   - Closure/opening factor ;
   - Continuity factor.
2. **Dynamic tension in work of art**
   - Principles of morphological analysis;
   - Points of interest;
   - Focal points…

❖ CIC124 : Automatic drafting II

- **The animal skeleton, movements and muscle properties of an animal body : 2 credits (30 hours) ; L, T, P, SPW**

1. **The skeleton of an animal**
   - Felidae
   - Bovidae
   - Ovidae
2. **External muscular structure of an animal's body**
   - Location and arrangement of muscles
   - Muscle bundles
   - Muscle tendons
   - Muscle shapes
   - Innervation of muscles

- **Movements and muscular properties of an animal's body: 2 credits (30 hours); L, T, P, SPW**

1. **Drawing animals in motion**
   - Flexion
   - Extension
   - Antagonistic muscular movements
   - Excitability
   - Extensibility
   - Contraction
2. **Man/animal comparative study**
   - Hominidae / bovidae: similarities and differences
   - Hominidae/ felidae : similarities and differences
   - Hominidae / ovidae: similarities and differences

❖ CIC125 : Life Drawing II

- **Drawing styles: 2 credits (30 hours) ; L, T, P**

1. **Techniques and drawing styles**
   - Patterned point drawing
   - Drawing with shaped features
   - Drawing with solid colours
   - Pictorial drawing
   - Realistic drawing
   - Hyper-realistic drawing
2. **Composition drawing of regular and irregular geometric shapes**
   - Polygons with variable sides
3. **Composition drawing of natural shapes**
   - Life and dead leaves
   - Fruits
   - Animals

- **Initiation to Portraits : 2 credits (30 hours) ; L, T, P**

   - Landmark points of the human face
   - Characteristic features : child, adult, man, woman
   - Representation technique

❖ CIC126 : Descriptive Geometry II

- **Descriptive Geometry II : 5 credits (75 hours) ; L, T, P**

1. **Complex geometric constructions: the cavalier perspective**
   - The theory and construction technique of plane figures and solids.
2. **Complex construction techniques: axonometry**
   - The theory and construction technique of central and angular axonometric planes, plane figures and solids.
3. **Complex geometric constructions : the one, two and three vanishing point perspective**
   - The theory and technique of construction of geometric planes, horizon lines, vanishing points and solids

❖ CIC127 : Computer Science, Computer Graphics and Bilingual Training I

- **Computer Science : 1 credit (15hours); L, T, P, SPW**

A. The Hardware

1. **The peripheral components**
   - The input devices
   - The output devices

- The storage devices
- Input devices and output

2. **The central unit**
   - The central memory
   - The microprocessor
   - The ports
   - The motherboard
   - The chipset
   - The power supply
   - The expansion cards
   - Other internal organs!
3. **The unit of exchange (or bus)**
   - Role
   - Types of bus:
     - Data bus;
     - Control bus;
     - Address bus.

B. The software

1. **The application software**
   - Definition;
   - Role;
   - Types and examples of software.
2. **The basic software (or software systems)**
   - Definition
   - Types of basic software :
     - The drivers;
     - The compilers;
     - The utilities;
     - The operating systems:
       - Features;
       - Roles;
       - Types of operating system;
       - structure of a system of exploitation;
       - Architecture.
   - Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;

- Arithmetic operations.

G. Construction of a formula

- Use of the integrated functions:
  - Definition;
  - Syntax of the integrated functions ;
  - A few integrated functions ;
  - Relative reference, absolute reference and joint reference ;
  - Case of Synthesis.

- **Computer graphics : Introduction to Photoshop software: 1 credit (15hours); L, T, P, SPW**

1. **Adobe Photoshop: The tools and their functions**

- Selection tools;
- Move tools;
- The tools of coloring;
- Tools texts;
- Recradage tools…

2. **Adobe Photoshop: File Formats**

- PSD;
- BMP;
- PNG images;
- PDF;
- EPS;
- PICT;
- JPEG;
- TIFF.

3. **Adobe Photoshop:**

- Staining Color modes;
- Color Adjustments.

4. **Adobe Photoshop: conversion between the modes grayscale bitmap and**

- Convert an image to a bitmap mode; Convert an image to a grayscale mode.

5. **Adobe Photoshop: The Layers**

- Pixilation of layers;
- Duplication of layers;
- Modification of the stacking of layers;
- Appoint the layers;
- Connection of layers;
- Locking, Masks of fusion, flattening;
- Layers of settings and of filling;
- Layers of form.

6. **Adobe Photoshop: The effects and styles of layer**

- The shadows;
- The glimmers;

- Bevelling and stamping;
- Contour and color;
- Fuser mode;
- Angle, degraded and smoothing;
- Length, noise, noise…

7. **Adobe Photoshop: Selection**

- Standard mode;
- Quick mask;
- Recovery of a selection.

8. **Adobe Photoshop: plots**

- Management of the tracks;
- Palette of tracks;
- Conversion of tracks;
- Feather radius;
- Filling of plots.

9. **Adobe Photoshop: clippingpaths**

- Creating a mask of image

10. **Adobe Photoshop: The transformations**

- Variation of scale;
- Rotation, Skew;
- Document Changes: size, resolution, rotation and reflection.

- **French Expression : 1 credit (15hours); L, T, P, SPW**

1. **Form of words in French**
    - Prefix, radical
    - Root, suffix
2. **Explanation of words and group of words**
3. **Morphosyntax and rhetoric**
    - Components and structure of the sentence:
        - Simple sentence;
        - Complex sentence;
        - Sentence composed.
    - The figures in style:
        - Figures of analogy;
        - Figures of amplification;
        - Figures of opposition;
        - Figures of mitigation.
4. **Administrative correspondence professional**
    - The different parts of a administrative correspondence and the administrative style

- Professional Correspondence:
  - Note of service;
  - Record (activity, mission);
  - The report (activity, mission).

5. Professional correspondence to individual dominance

- Application for Employment
- CV
- Letter of motivation

6. Methodological Considerations on the written exercises

- French composition
- Contraction of text:
  - French composition: methodological reminder and application;
  - Contraction of text: methodological reminder and application.

7. Study of the communication situations

- Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
- Situation of communication and verbal interactions
- Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
- Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)
- Etc.

❖ CIC231 : General History of Africa

➢ General History of Africa : 2 credits (30 hours) ; L, T, P, SPW

1. Precolonial Africa: Model of African civilisation before colonisation
2. From the Berlin conference to the liberation movements
3. Africa from the colonial period to independence
4. Postcolonial Africa : the challenges facing independent Africa
5. The Second World War and its consequences
6. The confrontation of ideological blocks
7. The end of the Cold War and the beginnings of globalisation

- **Document Analysis: 2 credits (30 hours) ; L, T, P, SPW**

    1. T/P
    2. (Lay emphasis on artistic expressions, technological innovations and their repercussions on global culture)

❖ CIC232 : History of Illustration, Comic Strips and Caricature

- **History of Illustration, Comic Strips and Caricature: 5 credits (75 hours); L, T, P**

    1. Lexicons of comic strips, illustration, and caricature
    2. The beginnings of comic strips
    3. History of caricature, history of illustration
    4. What is an illustration
    5. Major cartoon schools in the world
    6. The History of comic trips, illustration and caricature in Africa, and specifically in Cameroon
    7. Issues of comic strips, Illustration and Caricature today
    8. Diversity of styles and techniques in Illustration

❖ CIC233 : Narrative creation workshop I

- **Creating a story : : 3 credits (45 hours) ; L, T, P**

    1. The art of comic strips
    2. The choice of the subject
    3. The conduct of the story
    4. Development of a story for comic strips, illustrations, illustrated books or caricature
    5. Practising writing exercises
    6. Paralleling with the pluralism of the written press
    7. Training for critical thinking
    8. Simple narration
    9. Parallel narration
    10. The ellipse
    11. The voice-off
    12. Burlesque
    13. The gag (visual and verbal)
    14. Parody
    15. Satire
    16. Realistic narration
    17. Dramatization of a story

18. Mystery
19. Suspense
20. Onomatopoeia
21. Elementary Dictionary of Onomatopoeia
22. Small dictionary of symbols

- **Scenario writing : 3 credits (45 hours) ; L, T, P**

1. Major articulations of comic strips (scenario, synopsis, cut-outs, study of characters etc.)
2. The Scenario
3. Written cut-outs
4. Drawing cut-outs
5. Choice of caricature style to implement
6. Creation of characters
7. Classic realistic Hero
8. Modern hero
9. Heroine
10. The rival
11. The comic hero
12. The anti-hero
13. Asserting
14. Planes
15. The angles of view
16. Frames
17. Figures of movement in comics trips, caricature
18. Practising the analysis of images
19. Knowledge of the different titles of the written press
20. Identification of elements (texts, drawings) for understanding drawings
21. Use of rhetorical means in press drawing (in relation to the objective of the discipline : work on the argumentation) : caricature (exaggeration), metaphor, metonymy, allegory, comparison, paradox, pun, anachronism, parody, misappropriation of cultural works, comics of the absurd, comic of words, irony, repetition, etc.
22. The illustrated book in all its states
23. Definition of a work plan
24. The railway

25. From sketching to drafting the first model
26. Finalising illustrations
27. The illustrator and his publisher
28. From the author to the illustrator
29. The three main actors of an illustrated book
30. Chronology of a training workshop to the illustrator

❖ CIC234: Graphic design workshop I

➢ The art of drawing : 3 credits (45 hours) ; L, T, P

1. The art of the cartoonist
2. The a.b.c of drawing
3. Drawing of characters
4. Proportions of the human body
5. Proportions of the face
6. Main human types
7. The human face
8. Proportions of the face
9. The illustrated human species
10. Direct verb complement gesture
11. Beautiful termination of a drawing
12. Anatomy of the human body
13. Details
14. Moving characters
15. Scenery and landscape
16. Perspective
17. Perspective of characters
18. Proportions of the face in perspective
19. "Diving" and contra "diving" perspective
20. Physionomy games

➢ Artistic creation : 3 credits (45 hours) ; L, T, P

1. The secrets of creation
2. The boost to reality

3. Exaltation of gesture
4. Facial expressions
5. Scenery landscapes

❖ CIC235 : Introduction to InDesign

- **Learning of Illustrator : 3 credits (45 hours) ; L, T, P**
    1. Basic concept of Illustrator ;
    2. Knowledge of the illustrator interface ;
    3. Mastery of the different panels (tools, panel docs etc.).

❖ CIC236 : Practical cases

- **Photoshop : 1 credit (15 hours) ; L, T, P**
    1. Practice of scanning a document
    2. Processing digital files
    3. Clipping, editing, image processing and colouring workshop

- **Illustrator : 2 credits (30 hours) ; L, T, P**
    1. Practice of vectorisation of a document
    2. Processing digital files
    3. Drawing and colouring workshop

❖ CIC237 : Methodology, Economy and organisation of cultural enterprises, civic Education and ethics

- **Methodology for writing an internship report : 1 credit (15hours); L, P**
    1. Collection of information
    2. How to report
    3. Internship report plan and summary
    4. Table of contents
    5. Introduction of the internship report
    6. Conclusion of the internship report
    7. Acknowledgements
    8. How to build annexes
    9. When to start your internship report
    10. How to find an internship report topic

11. The cover page
12. How to write efficiently
13. Form and presentation (Cover, Material Safety Data Sheet, Bibliography, Glossary, index of Figures, Tables and illustrations),
14. Instructions and typological rules of presentation (font, line spacing, titles, highlighting, punctuation, graphic charter)
15. How to prepare the defence

- **Economics and organisation of enterprises : 1 credit (15hours); L, T, P**

1. The enterprise, definition and method of analysis
2. Classification of enterprises
3. Business organisation structures
4. The insertion of the enterprise into the economic fabric
5. The commercial activity of the enterprise
6. Productive activity of the enterprise
7. Logistics in the enterprise
8. The Financial activity of the enterprise
9. Human Resources Management
10. The Systematic Approach of the enterprise
11. The Information system
12. The decision system
13. Strategic analysis of the enterprise
14. Choosing and implementing a strategy
15. The enterprise, society and culture
16. The enterprise, society and ethics.

- **Civic education and ethics : 1 credit (15 hours); L, SPW**

Concepts

- The citizen
- The Nation
- The State
- Publics Property and collective's goods
- The freedoms
- The public service
- Ethics

- Ethics, Law and reason
- Ethical Problem
- Ethics and management
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ CIC241 : Methodology of Art Creation

➢ Creation methodology : 4 credits (60 hours); L, T, P, SPW

- Defining a field of research and a subject
- Defining the object of study
- Chronological, geographical and typological limitation
- The problem and research questions
- Research hypotheses
- Objectives of the research

1. Stages of research

- Data collection : internet, documentation centres, field
- Data processing in the laboratory

2. Stages of creation : pre-production

- Iconographic script: realisation of trend pages (types of objects, materials and colours, target, direct and indirect competitor)

3. Stages of creation: production

- Analysis of sources of inspiration
- Graphic search
- Chromatic research
- Definitive models

- Model production and prototyping

4. **Stages of creation: post-production**
   - Workshop manufacturing
   - Business strategies
   - Industrialisation.

❖ CIC242 : Egyptian arts and calligraphy

➢ **Painting and other aspects of Egyptian Art : 5 credits (75 hours) ; L, T, P, SPW**

1. **From rock paintings of the Sahara to wall paintings of tombs in Egypt**
   - Rock paintings of the Sahara : Hoggar, Tassili
   - Sacred painting of tombs and secular painting of everyday life
2. **Other aspects of Egyptian art**
   - The interior decoration of tombs
   - Fashion and music
   - Poetry
3. **Calligraphy of Ancient Egypt**
   - Verb and conjugation in MdwNtr
   - Negation and interruption in MdwNtr
   - The genitive, coordination and numeration in MdwNtr

❖ CIC243 : Narrative Creation Workshop II

➢ **Graphic design : 2 credits (30 hours) ; L, T, P**

1. Format of achievement
2. Documentation
3. Preparatory sketch
4. Graphic creation of characters
5. Expressions and attitudes
6. Composition of images
7. Perspective
8. Lettering
9. The mirror text
10. Great drawing styles in comic strips, illustration, caricature

11. Introduction to colouring of illustrations, caricatures or comic strips

- **Graphic designing (Further development): 2 credits (30 hours); L, T, P**
    1. Format of achievement
    2. Documentation
    3. Preparatory sketches
    4. Graphic creation of characters
    5. Expressions and attitudes
    6. Composition of images
    7. Perspective
    8. Lettering
    9. The mirror test
    10. Great drawing styles in comic strips, illustration, caricature;- Introduction to colouring of illustrations, caricatures or comic strips

❖ CIC244 : Graphic design workshop II

- **Line drawing technique: 2 credits (30 hours); L, T, P**
    1. Tools of the cartoonist
    2. Inking
    3. Choice of the inking technique
    4. The Pure line drawing technique
    5. The Patterned line drawing technique
    6. The Pictorial style
    7. The different planes of the image
    8. Lighting (black and white)
    9. Shadows (Form and Cast)
    10. Introduction to colouring of illustrations, caricatures or comic strips

- **The Art of Framing: 2 credits (30 hours); L, T, P**
    1. The elementary rules of composition
    2. The framing of characters
    3. The framing of groups of characters
    4. The framing of characters in the background
    5. The framing of action scenes

6. The framing of backgrounds
7. Colouring via traditional methods and new technologies

❖ CIC245 : 2D Graphic design production

➢ Introduction to InDesign: 2 credits (30 hours); L, T, P

1. Basic concept in InDesign
2. Knowledge of the InDesign interface
3. Knowledge of various tools of the tool panel
4. Use of text blocs

➢ Practical case: 2 credits (30 hours) ; L, T, P

5. Practice of assembly of images and blocks of text of a document
6. Import of files from Microsoft Word
7. Comic strip, illustration or caricature assembly workshop

❖ CIC246 : Professional Internship

➢ Professional Internship: 6 credits (90 hours) ; P, SPW

1. Arrival and integration into the company
2. Work in the company
3. Intern journaling
4. Choice of project theme: in collaboration with professional and academic supervisors
5. Development of the research framework
6. Resources to exploit
7. Organisation of work
8. Writing of the report
9. Presentation of the report before a jury

❖ CIC247 : Bilingual training II and Legal environment

➢ English Expression : 1 credit (15hours); L, T

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions

- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

- **Civil law: 1 credit (15hours); L, T, P**

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

- **Labor law: 1 credit (15hours); L, T, P**

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

CARTOON

Field: ARTS AND CULTURE

Specialty : Cartoon

1. The objective of the training

The HND specialty "Cartoon" aims to train senior technicians involved in the production of animated films intended primarily for the film market, television series, advertising and interactive products. These draughtsmen perform tasks related to the design or drawing of characters, places and accessories. They are responsible for the development of the storyboard, the coloring of the drawings as well as the animation of the characters and the visual effects to promote the African cultural paradigms.

2. Expected skills

→ **Generic skills**

- Animate and manage a team;
- Train staff, manage human resources;
- Communicating in a professional setting in French or English (oral / written);
- Understand the functioning of film production;
- Create and manage a business;
- Develop and implement film projects;
- Master the basic computer tool and film production (AfterEffect, 3DMax, Maya 3D, First Pro);
- Participate in the development of the budget;
- Plan and follow pre-production, production and post-production work;
- Develop creativity, analytical skills, communication skills.

→ **Specific skills**

- Have an excellent mastery of children's psychology and African mythology;
- Acquire the theoretical and professional knowledge of the entire cartoon production line;
- Master the tools and methods necessary to make animated sequences in 3D computer-generated images;
- Design, draw and make cartoon films;
- Making movies, movie credits, commercials;

- Organize and coordinate the different stages of a creation project;
- Write a scenario and realize the storyboard;
- Master shots, video and audio editing;
- Create special effects.

3. Career opportunities

- 3D animation and synthesis imaging studio;
- Computer animation studios (short and feature film);
- TV studios, companies specializing in multimedia production;
- Postproduction and special effects cabinet;
- Film criticism;
- Teaching.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		Specialty: Cartoon					
Course Code	Courses Titles	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CAR111	Aesthetics and Philosophy of Art	25	20	10	5	60	4
CAR112	Introduction to Art anthropology	30	25	15	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
CAR113	Anatomical drawing I	30	15	10	5	60	4
CAR114	Basic notion in Drawing I	40	20	25	5	90	6
CAR115	Creative approach I	30	15	10	5	60	4
CAR116	Photoshop/Graphic designing workshop	25	15	15	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CAR117	Intellectual property law, marketing of cultural businesses and the creation of business	30	10	0	5	45	3
Total		**210**	**120**	**85**	**35**	**450**	**30**

- **Second semester**

Field : Arts and Culture		Specialty: Cartoon					
Course Code	Courses Titles	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CAR121	History of the art I	25	20	10	5	60	4
CAR122	History of the art II	50	10	15	0	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
CAR123	Anatomical drawing II	20	10	10	5	45	3
CAR124	Perspective Concept I	40	20	25	5	90	6
CAR125	Creative Approach II	30	15	10	5	60	4
CAR126	Illustrator/Graphic designing workshop II : Illustrator	30	25	15	5	75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CAR127	Computer Science/computer graphics, French Expression	30	10	0	5	45	3
Total		**225**	**110**	**85**	**30**	**450**	**30**

- **Third semester**

Field : Arts and Culture		Specialty: Cartoon					
Course Code	Courses Titles	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CAR231	Introduction to General History of Africa	25	20	10	5	60	4
CAR232	History and Aesthetics of the cartoon	50	15	10	0	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
CAR233	Anatomical drawing III	20	10	10	5	45	3
CAR234	The notion of shadow and light	40	20	25	5	90	6
CAR235	Visual Effects I	30	15	10	5	60	4
CAR236	Graphic designing workshop III	30	25	15	5	75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CAR237	Methodology, Economics and organization of cultural businesses and civic education	30	10	0	5	45	3
Total		**225**	**115**	**80**	**30**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		Specialty: Cartoon					
Course Code	Courses Titles	Hourly Volume					Number of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
CAR241	Graphic designing workshop IV	50	10	10	5	75	5
CAR242	Arts and Egyptian calligraphy	25	20	10	5	60	4
Professional courses 60% (4 UC) 18 credits 270 hours							
CAR243	Anatomical drawing IV	15	15	10	5	45	3
CAR244	Drawing of after nature and descriptive geometry III	20	10	10	5	45	3
CAR245	Graphic designing workshop V	50	25	10	5	75	5
CAR246	Professional internship	0	0	60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
CAR247	Bilingual Training II, Legal environment	30	10	0	5	45	3
Total		**190**	**90**	**110**	**60**	**450**	**30**

SPW: Students' Personal Work

5. Courses content

❖ CAR111: Aesthetics and Philosophy of Art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Relationshp with visual arts**

❖ CAR112: Introduction to Art anthropology

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ CAR113: Anatomical Drawing I

- **General Structure of the human body: 4 credits (60 hours); L, T, P, SPW**
  1. **The skeleton of the human body: general structure of the human body**
     - The reports of proportions: head, trunk and members

- The types of bones and joints

2. **The composition of the skeleton**
   - Skull
   - The vertebrae
   - Rib cage
   - Pool
   - Arm and forearm
   - Legs
   - Thigh
   - Foot and hand
3. **The human Skeleton : Structure of the human body**
   - Relationships of proportions in men, women and children

❖ CAR114: Basic notion of drawing I

➢ Scientific drawing I : 4 credits (60 hours) ; L, T, P

1. **The Skeleton of the Human Body: General Structure of the Human Body**
   - Dimensional Relationship: head, trunk and limbs
   - Types of bones and joints
2. **Composition of the Skeleton**
   - Skull
   - Vertebrae
   - Ribcage
   - Pelvis
   - Arms and forearms
   - Legs
   - Thigh
   - Leg and Hand
3. **The Skeleton of the Human Body: General structure of the human body**
   - Dimensional relationship in man, woman and child
   - The types of bones and joints
4. **Human anatomy**
   - External muscular structure of the human body
   - Location and arrangement of muscles
   - Muscular bundles
   - Muscle tendons

❖ CAR115: Creative Approach I

- **Research workshop and creation : 1 credit (15 hours); L, T, P, SPW**
  1. **Research Methodology**
     - Define a search field and a subject
     - Define the object of study
     - Chronological delimitation, geographical, typological
     - The Problem and research questions
     - Research Hypotheses
     - The objectives of the research
  2. **Steps of the research**
     - Collection of data: Internet, documentation centers, field
     - Processing of data in the laboratory
  3. **Steps for the creation: the pre-production**
     - Iconographic Script: realization of the pages of trends (types of objects, materials and colors, target, direct competitor and indirect)

- **Scriptwriting and storyboarding: 3 credits (45 hours); L, T, P, SPW**
  1. **The history and the Scenario**
     - The structure of the scenario
     - The sequences
     - The dramatic nodes
     - The characters
     - The Dialogs
     - The pace of the action
     - The conduct of the plot
  2. **The dialogues sequences**
     - Credibility of the characters
     - Describe situations
     - Processes of narration
  3. **The technical Decoupage**
     - The scenario for the comic strip

- The scenario for the Games
- The technical processes at the cinema
- The camera movements and taken of view

4. **Present the scenario**
   - Presentation of the manuscript: pitch, synopsis, script, story-board
   - How to sell its scenario
   - The place of the scenario in the project
   - The notes of intent
5. **The writing of the Dialogs**
   - Hear and play the replicas

❖ CAR116: Photoshop /Graphic designing workshop I

➢ **Computer graphics: Initiation to the Photoshop Software: 1 credit (15 hours); L, T, P, SPW**

1. **Adobe Photoshop: The tools and their functions**
   - Selection tools
   - Move tools
   - The tools of coloring
   - Tools texts
   - Recradage tools…
2. **Adobe Photoshop: File Formats**
   - PSD
   - BMP
   - PNG images
   - PDF
   - EPS
   - PICT
   - JPEG
   - TIFF
3. **Adobe Photoshop:**
   - Staining Color modes
   - Color Adjustments
4. **Adobe Photoshop: conversion between the modes grayscale bitmap and**
   - Convert an image to a bitmap mode
   - Convert an image to a grayscale mode
5. **Adobe Photoshop: The Layers**

- Pixilation of layers
- Duplication of layers
- Modification of the stacking of layers
- Appoint the layers
- Connection of layers
- Locking, Masks of fusion, flattening
- Layers of settings and of filling
- Layers of form

6. **Adobe Photoshop: The effects and styles of layer**

- The shadows
- The glimmers
- Bevelling and stamping
- Contour and color
- Fuser mode
- Angle, degraded and smoothing
- Length, noise, noise…

7. **Adobe Photoshop: Selection**

- Standard mode
- Quick mask
- Recovery of a selection

8. **Adobe Photoshop: plots**

- Management of the tracks
- Palette of tracks
- Conversion of tracks
- Feather radius
- Filling
- lots

9. **Adobe Photoshop: clippingpaths**

- Creating a mask of image

10. **Adobe Photoshop: The transformations**

- Variation of scale
- Rotation, Skew
- Document Changes: size, resolution, rotation and reflection

❖ CAR117: Intellectual property Law, marketing of cultural businesses and the creation of business

➢ Intellectual property law : 1 credit (15 hours); L, T, P

1. General introduction to copyright
2. The right
3. Counterfeiting of works

4. Drawings, models, the dualistic system of protection
5. Policy of copyright for an SME

- **Marketing of Cultural Businesses : 1 credit (15 hours); L, T, P**

1. The marketing approach

- The marketing concept and its evolution
- The steps of the approach marketing
- The commercial strategy
- The variables marketing

2. The knowledge of the needs and the market

- The needs
- The consumer and its behavior
- The study of the market

3. The variables Marketing

- The service
- The product: Well and service
- The price
- The distribution
- The communication

4. The commercial strategy

- The diagnosis
- Strategic choices
- Marketing Plan

5. Approach International Marketing

- Special features of the study of export market
- The exploration abroad

- **Creation of business: 1 credit (15 hours); L, T, TP, TPE**

1. Concept of a contractor
2. Motivations to the creation of business
3. Search for ideas and evaluation
4. Research funding
5. Choice of legal status
6. Ethical aspects of the business
7. Elaboration of the business plan

❖ CAR121: History of art I

- **History of art I: 4 appropriations (60 hours); L, T, P, SPW**

1. The Prehistoric arts and antiques
2. The Prehistoric arts
3. The ancient arts
4. The arts of the Middle Ages and the Renaissance
   - The arts of the middle-age
   - The arts of the rebirth

❖ CAR122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**

1. The modern arts (end of 19th and beginning of the twentieth century)
   - The Impressionism;
   - The expressionism;
   - The neo-impressionism;
   - Etc.
2. Calligraphy of Ancient Egypt
3. The contemporary arts

❖ CAR123: Anatomical Drawing II

- **Anatomy of the human body: 3 credits (45 hours); L, T, P, SPW**

1. **The Muscular structure external to the human body**
   - Location and provisions of muscles
   - The muscle bundle
   - The muscle tendons
   - The muscle forms
   - The innervation of the muscles
2. **The movements and the muscle properties of the human body**
   - The Bending

- The extension
- Muscle movements antagonists
- The excitability
- The Extensibility
- The contractility

❖ CAR124: Perspective notion I

➢ **Perspective notion I : 6 credits (90 hours); L, T, P, SPW**

1. **Theory of geometric construction of basis**
   - Representation of plans
   - The orthogonal projections
   - Sections and penetrations.
2. **Geometric constructions complex: the Cavalier perspective**
   - The theory and the technique of construction of plane figures, solids, architectural elements
3. **Geometric constructions complex : the perspective to one, two and three points of leakage**
   - The theory and the technique of construction of geometric plans, the horizon line, of leakage points, and solids

❖ CAR125 : Creative Approach II

➢ **Research workshop and creation: 1 credit (15 hours); L, T, P, SPW**

1. **Steps for the creation: the production**
   - Analysis of the sources of inspiration;
   - Graphical research;
   - Chromatic research;
   - The final models;
   - Production of the model and prototyping.
2. **Steps for the creation: post-production**
   - Manufacture in workshop;
   - The business strategies;
   - The industrialization.

➢ **Scriptwriting and storyboarding: 3 credits (45 hours); L, T, P, SPW**

1. **The different steps of the Scriptwriting**

- The pitch ;
- The synopsis;
- The séquencier;
- The continuity conversed.

2. **The specificities of the writing scénaristique**
    - Write to the screen;
3. **The nesting of the genres and formats**
    - The adventure;
    - The police officer;
    - Science-fiction;
    - The Comedy, etc.
4. **The fundamentals of the dramaturgy**
    - The 3 acts;
    - The narrative modes;
    - The characterization;
    - The triggers.
5. **The characterization of the protagonists**
    - The characters; - objectives; - obstacles.
6. **The main structures and narrative modes of the story**
    - Intrigues, single or multiple;
    - Flashback;
    - Flashforward;
    - The narrator and its variations.
7. **The profession of screenwriter**
    - The legal situation;
    - The economic situation;
    - Aid for the funding.

❖ CAR126: Illustrator / Graphic designing workshop II

- **Illustrator / Graphic designing workshop II : 5 credits (75 hours); L, T, P, SPW**

❖ CAR127: Computer/ Bilingual Training I

➢ ICT : 1 credit (15 hours); L, T, P, SPW

H. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)

- Role
- Types of bus:
  - Data bus;
  - Control bus;
  - Address bus.

I. The software

1. The application software

- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)

- Definition
- Types of basic software :
  - The drivers;
  - The compilers;
  - The utilities;
  - The operating systems:
    - Features;
    - Roles;
    - Types of operating system;
    - structure of a system of exploitation;
    - Architecture.
- Concept of Free Software and proprietary software.

J. The study of the Graphical Environment Windows

- Presentation;

- Management of Windows;
- Managing Files and Folders.

K. What is a file, a folder?

- Path to a file

L. Study practice of Microsoft Word

- Study of Basic Functions

M. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

N. Construction of a formula

- Use of the integrated functions:
  - Definition;
  - Syntax of the integrated functions ;
  - A few integrated functions ;
  - Relative reference, absolute reference and joint reference ;
  - Case of Synthesis.

- **French expression: 1 credit (15 hours); L, T, P, SPW**

1. **Form of words in French**
   - Prefix, radical
   - Root, suffix
2. **Explanation of words and group of words**
3. **Morphosyntax and rhetoric**
   - Components and structure of the sentence:
     - Simple sentence;
     - Complex sentence;
     - Sentence composed.
   - The figures in style:
     - Figures of analogy;
     - Figures of amplification;
     - Figures of opposition;
     - Figures of mitigation.
4. **Administrative correspondence professional**
   - The different parts of a administrative correspondence and the administrative style
   - Professional Correspondence:
     - Note of service;
     - Record (activity, mission);

- The report (activity, mission).

5. Professional correspondence to individual dominance

- Application for Employment
- CV
- Letter of motivation

6. Methodological Considerations on the written exercises

- French composition
- Contraction of text:
  - French composition: methodological reminder and application;
  - Contraction of text: methodological reminder and application.

7. Study of the communication situations

- Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
- Situation of communication and verbal interactions
- Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
- Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)
- Etc.

❖ CAR231: Introduction to the General History of Africa

➢ General History of Africa: 2 credits (30 hours); L, T, P, SPW

1. The precolonial Africa: the model of African civilization before the colonization
2. The Berlin conference to liberation movements
3. The Africa of the colonial period to the independence
4. Post-colonial Africa: Issues that are necessary to the independent Africa
5. The Second World War and its consequences
6. The confrontation of ideological blocs
7. The end of the cold war and the beginnings of globalization

- **Analysis of the documents: 2 credits (30 hours); L, T, P, SPW**
    - (Insist on artistic expressions, technological innovations and their impact on the overall culture).

❖ CAR232: History and aesthetics of the cartoon

- **History of the Cartoon: 1 credit (15 hours); L, T, P, SPW**
    1. **The first not**
        - Of James Stuart Blackton to Emile Cohl.
    2. **The traditional techniques and their evolution**
        - Flipbook;
        - Thaumathrope;
        - Phénakistiscope;
        - Kinestiscope;
        - Zoetrope Praxinoscope.
    3. **The first technical developments**
        - Rotoscope Talent;
        - Celluloid Animation of the sand;
        - Paper cut;
        - Theater of Shadows.
- **Aesthetics of the Cartoon: 2 credits (30 hours); L, T, P, SPW**
    1. **The figures of style**
        - Allegory;
        - Emphasis;
        - Rhetoric;
        - Exaggeration;
        - Gradation …
    2. **The components of the language**
        - Form;
        - Color;
        - Composition…
    3. **The harmony and balance of scenographic**
    4. **The Gestalt's theory**
        - Similarity;
        - Figure/background;
        - Continuity;
        - The opening/closing;
        - Orientation in space.

❖ CAR233: Anatomical Drawing III

- **The Skeleton animal, the movements and the muscle properties of the animal body: 1 credit (15 hours); L, T, P, SPW**

    1. **The skeleton of the animals**
        - The Felidae ;
        - The bovidae;
        - The ovidae.
    2. **The Muscular structure outside of the animal body**
        - Location and provisions of muscles ;
        - The muscle bundles;
        - The muscle tendons;
        - The muscle forms;
        - The innervation of the muscles.

- **The movements and the muscle properties of the animal body: 2 credits (30 hours); L, T, TP, TPE**

    1. **Drawing of animals moving**
        - The Bending;
        - The extension;
        - Muscle movements antagonists;
        - The excitability;
        - The Extensibility;
        - The contractility.

❖ CAR234:Notions of shadow and light

- **Drawing of after nature: 3 credits (45 hours); L, T, P, SPW**

    1. **The techniques and styles of drawing**
        - Light and its Applications
        - Afrtificial light and its applications
        - Clean Shadow and its applications
        - Drop Shadow and its applications
    2. **Basic techniques of of Shade and light**
        - Light Source S
        - The horizon line H
        - The Light angle LA
    3. **Drawing of composition of natural forms**
        - Live leaves and died;
        - Fruits;
        - Animals.

❖ CAR235: Visual Effects I

- **Visual Education: 2 credits (30 hours); L, T, P, SPW**

1. **What is the color?**
   - In Physics;
   - In the Plastic Arts.
2. **Physical Theory of Color**
   - Experience of Isaac Newton;
   - Experience of Thomas Young;
   - Theory of summaries additive and subtractive.
3. **Structural Theory of Color**
   - Theory of Itten and the chromatic circle;
   - Primary colors;
   - Secondary colors;
   - Tertiary colors;
   - intermediate colors.
4. **Pictorial techniques**
   - Watercolor;
   - Gouache;
   - Acrylic.
   - Thebolt;
   - Painting in oil.
5. **The contrasts of color**
   - Contrast of purity;
   - Contrast of complementarity;
   - Contrast of the amount;
   - Quality contrast;
   - Contrast of warm-cold;
   - Contrast of chiaroscuro;
   - Contrast of simultaneity.
6. **The colors in Africa**
   - Theory of EngelbertMveng;
   - The color, symbol of life;
   - The color, symbol of the death;
   - The color symbol of the suffering…

❖ CAR236:Graphic Designing Workshop III

- **The art of drawing : 3 credits (45 hours) ; L, T, P**
  - The art of the cartoonist;

- The a.b.c of drawing ;
- Drawing of characters ;
- Proportions of the human body;
- Proportions of the face;
- Main human types;
- The human face;
- Proportions of the face ;
- The illustrated human species;
- Direct verb complement gesture;
- Beautiful termination of a drawing ;
- Anatomy of the human body;
- Details ;
- Moving characters ;
- Scenery and landscape ;
- Perspective;
- Perspective of characters;
- Proportions of the face in perspective ;
- "Diving" and contra "diving" perspective
- Physionomy games

➢ **Artistic creation : 3 credits (45 hours) ; L, T, P**

- The secrets of creation;
- The boost to reality ;
- Exaltation of gesture;
- Facial expressions ;
- Scenery landscapes.

❖ CAR237: Methodology, Economics and Organization of businesses and Civic Education

➢ **Methodology for drafting the report of internship: 1 credit (15hours); L, P**

1. The collection of information
2. How to make a report
3. The plan of the probationary report and the Executive Summary
4. The table of material;

5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 1 credit (15hours); L, T, TP**

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours); L, SPW**

The Concepts

- The citizen;
- The Nation;
- The State;
- Publics Property and collective's goods;
- The freedoms;
- The public service;
- Ethics;
- Ethics, Law and reason;
- Ethical Problem ;
- Ethics and management.
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ CAR241:Graphic Designing Workshop IV voir contenu CIL 244

- **Line drawing technique: 2 credits (30 hours); L, T, P**

1. Tools of the cartoonist
2. Inking
3. Choice of the inking technique
4. The Pure line drawing technique
5. The Patterned line drawing technique
6. The Pictorial style
7. The different planes of the image

8. Lighting (black and white)
9. Shadows (Form and Cast)
10. Introduction to colouring of illustrations, caricatures or comic strips

- **The Art of Framing: 2 credits (30 hours); L, T, P**
    1. The elementary rules of composition
    2. The framing of characters
    3. The framing of groups of characters
    4. The framing of characters in the background
    5. The framing of action scenes
    6. The framing of backgrounds
    7. Colouring via traditional methods and new technologies

❖ CAR242: Arts and Egyptian calligraphy

- **Painting and the other aspects of the Egyptian art: 4 credits (60 hours); L, T, P, SPW**
    1. **Rock paintings of the Sahara to paints walls of tombs in Egypt**
        - Rock paintings of the Sahara: Hoggar, Tassili;
        - Sacred painting of tombs and painting Layman of daily life.
    2. **The other aspects of the Egyptian art**
        - The interior decoration of the tombs;
        - The mode and the music;
        - The poetry.
    3. **Calligraphy of Ancient Egypt**
        - The verb and conjugation in the MdwNtr;
        - The negation and querying in MdwNtr;
        - The genitive, coordination and the numeration in MdwNtr.

❖ CAR243: Anatomical drawing IV and visual effects II

- **Anatomical drawing IV: 3 credit (45 hours); L, T, P, SPW**
    - **The comparative study Man/animal**
        - Hominidae / Bovidae: similarities and differences;

- Hominidae/ Felidae: similarities and differences;
- Hominidae / Ovidae: similarities and differences.

❖ CAR244: Descriptive Geometry and Drawing of after nature IV

➢ **Drawing of after nature: 2 credits (30 hours); L, T, P, SPW**

➢ **Descriptive Geometry: 1 credit (15 hours); L, T, TP, TPE**

- **Initiation to the portrait**

- The marks of the human face;
- The characteristics: child, adult, man, woman;
- The technique of representation.

❖ CAR245: /Graphic Designing Workshop V

➢ **Graphic Designing Workshop V: 2 credits (30 hours); L, T, P, SPW**

- **Creation of cartoons, 36 pages**
  - Graphical research of Actors
  - Fact sheet of each Actor
  - From History to penciling
  - Inking
  - Manual colouring or colouring with photoshop or Illustrator
  - Distribution circuit

❖ CAR246: Professional internship

➢ **Professional Internship : 6 credits (90 hours); P, SPW**

1. Arrival and integration of enterprise
2. Working in a company
3. The holding of the Intern journal
4. The choice of the theme of work: in collaboration with mentors professional and academic
5. Elaboration of the canvas of the research
6. The resources to operate
7. The organization of the work

8. Drafting of the report
9. Presentation of the report before a jury

❖ CAR247: Bilingual Training II, Legal environment

➢ English: 1,5 credit (22 hours)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ Civil law: 1 credit (15hours); L, T, P

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

- **Labor law: 1 credit (15hours); L, T, P**

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

ART DESIGN

Option :

PRODUCT DESIGN

Field:	ARTS AND CULTURE

Specialty :	Art Design

Option :	Product Design

1. The objective of the training

The ''Product Design'' HND aims at training professionals, specialists of conceptualization, creation and production of consumer products manufactured in an artisanal or industrial way in areas ranging from operational design to forward-looking design. They transcribe and translate needs by usage and behaviour scenarios, by shapes, materials and colours to create efficient or future products. They work in direct collaboration with design engineers, manufacturing technicians, marketing and commercial departments of the company.

2. Skills Required

→ **Generic Skills**

- Leading and managing a team ;
- Train staff, manage human resources ;
- Communicate in a professional setting in English and French (oral/written) ;
- Understanding of how organisations work;
- Understanding of the business environment;
- Create and manage a business;
- Project management;
- Mastery of basic computer tools ;
- Participate in the development of budgets ;
- Plan and follow-up work ;
- Develop creativity, an analytical mind-set, the ability to communicate.

→ **Generic Skills**

- Situate the problem in its global context based on the needs of users and industrialists, taking into account the technological, ergonomic, sociological, economic and ecological constraints of the project;
- Synthesize and transcribe information ;
- Being creative and able to explore all possible fields of the project ;
- Research and propose the right solutions ;
- Be open to artistic practice;
- Have a mastery of graphic means;
- Ability to communicate.

3. Employment opportunities

- Independent designer ;
- Design agency technician ;
- Assistant designer in a design office.

4. Organization of the Teachings

SEMESTER 1

Field of Study: ARTS AND CULTURE-RELATED PROFESSIONS		Specialisation: DESIGN Option : PRODUCT DESIGN					
CU CODE	Course Title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Course Units 30% (2 CUs) 9 credits 135 hours							
DEP111	Aesthetics and Philosophy of Art	25	20	10	5	60	4
DEP112	Introduction to the Anthropology of Art	30	30	10	5	75	5
Professional Course Units 60% (4 CUs) 18 credits 270 hours							
DEP113	Artistic Expressions I	35	10	10	5	60	4
DEP114	Mathematics and Physics	30	20	5	5	60	4
DEP115	Analytical and Observation Drawing I	30	20	20	5	75	5
DEP116	2D Workshop	30	20	20	5	75	5
Cross-Curricular Course Units 10% (1 UE) 3 credits 45 hours							
DEP117	Computer Science, Bilingual Training I	30	10	0	5	45	3
Total		**210**	**130**	**75**	**35**	**450**	**30**

SEMESTER 2

Field of Study : ARTS AND CULTURE-RELATED PROFESSIONS		Specialisation: DESIGN Option: PRODUCT DESIGN					
CU CODE	Course Title	Number of Hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Course Units 30% (2 CUs) 9 credits 135 hours							
DEP121	History of Art I	25	20	10	5	60	4
DEP122	History of Art II	40	20	10	5	75	5
Professional Course Units 60% (4 CUs) 18 credits 270 hours							
DEP123	Design Workshop I	20	10	10	5	45	3
DEP124	Analysis and Method in Product Design I	30	15	10	5	60	4
DEP125	Materials Technology I	40	25	20	5	90	6
DEP126	Desktop Publishing	30	20	20	5	75	5
Cross-Curricular CUs 10% (1 CU) 3 credits 45 hours							
DEP127	Intellectual Property Law, Cultural Enterprise Marketing and Business Creation	30	10	0	5	45	3
Total		**215**	**120**	**80**	**35**	**450**	**30**

SEMESTER 3

Field of Study: ARTS AND CULTURE-RELATED PROFESSIONS		Specialisation: DESIGN Option : PRODUCT DESIGN					
CU CODE	Course Title	Number of Hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Course Units 30% (2 CUs) 9 credits 135 hours							
DEP231	Professional Communication	25	20	10	5	60	4
DEP232	Culture design	25	25	20	5	75	5
Professional Course Units 60% (4 CUs) 18 credits 270 hours							
DEP233	Artistic Expressions II	25	20	10	5	60	4
DEP234	Analytical and Observation Drawing II	40	20	10	5	75	5
DEP235	Introduction to Industrial Design	35	10	10	5	60	4
DEP236	3D Workshop	30	20	20	5	75	5
Cross-Curricular CUs 10% (1 CU) 3 credits 45 hours							
DEP237	Methodology, Economics and Organisation of Cultural Enterprises	30	10	0	5	45	3
Total		**210**	**125**	**80**	**35**	**450**	**30**

SEMESTRE 4

Field of Study: ARTS AND CULTURE-RELATED PROFESSIONS		Specialisation: DESIGN Option : PRODUCT DESIGN					
CU CODE	Course Title	Number of Hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Course Units 30% (2 U E) 9 credits 135 hours							
DEP241	Creation Methodology	25	20	10	5	60	4
DEP242	History of design	30	10	30	5	75	5
Professional Course Units 60% (4 U E) 18 credits 270 hours							
DEP243	Design Workshop II	20	10	10	5	45	3
DEP244	Communication and Computer Graphics	25	20	10	5	60	4
DEP245	Materials Technology II	30	25	15	5	75	5
DEP246	Professional Internship	0	0	60	30	90	6
Cross-Curricular CUs 10% (1 CU) 3 credits 45 hours							
DEP247	Civic Education and Legal Environment	30	10	0	5	45	3
Total		**160**	**95**	**135**	**60**	**450**	**30**

5. Course Contents

❖ DEP111 : Aesthetics and Philosophy of Art

➢ Aesthetics and Philosophy of Art: 4 credits (60 hours) ; L, T, P, SPW

1. Understanding of Concepts
   - •Art ;
   - •Decorative Art ;
   - •Interior Design;
   - •Aesthetics;
   - •Philosophy of Art.
2. Great Art Families
3. History of Aesthetics theories
4. Relationship to visual Arts

❖ DEP112 : Introduction to Anthropology of Art

➢ Generalities on Anthropology : 5 credits (75 hours) ; L, T, P, SPW

1. **Understanding of Concepts**
   - Anthropology;
   - Anthropology of Art ;
   - Art object ;
   - Artwork.
2. **Object of the Anthropology of Art**
3. **Sources and problems of the Anthropology of Art**
   - Object ;
   - Problem ;
   - Source.
4. **Study of Art Objects**
   - Pictorial Works;
   - Sculptural Works.

❖ DEP113 : Plastic Expressions I

➢ Notions of composition: 2 credits (30hours) ; L, T, P, SPW

1. **Definition des terms in visual arts**
   - Glossary of terms in visual arts.
2. **Drawing Practice**
   - View and perception ;
   - Basic geometric shapes (triangle, circle, square) ;
   - Object of perception ;
   - Shape-line-Sign;
   - Figure and Sketch diagram background.
3. **Notions de composition**

- Composition and Space ;
- Concept of planes and Framing;
- Positive and negative;
- Simplification of complex shapes into simple shapes.

4. **Definition of terms in visual arts**
   - Glossary of terms in pictorial arts;

➢ Practice of Colour: 2 credits (30hours) ; L, T, P, SPW

1. **Practice of Colour**
   - Concept of Colour: Primary colours, Secondary colours, Tertiary colours, Complementary colours ;
   - Chromatic circle;
   - Concept of warm shade and cold shade, colour gradient;
   - Language and psychology of colour.

❖ DEP114 : Mathematics and Physics

➢ Mathematics : 2 credits (30hours) ; L, T, P, SPW

1. **Functions of a real variable**
   - Prioritising the aesthetic aspect of curves;
   - Tangent at a point where the derived vector is not zero ;
   - The study of singular points and infinite branches are not required.
2. **Vector calculation**
3. **Geometric modelling**

➢ Physics : 2 credits (30hours) ; L, T, P, SPW

1. **Mechanics**
   - Mechanical Action ;
   - Equilibrium of Solids;
   - Mechanics of fluids.
2. **Materials**
   - Polymers; -Others.
3. **Behaviour of Materials**
   - Resistance of materials;
   - Maintenance of tissues.

❖ DEP115 : Analytical and Observation Drawing I

➢ Composition of the Skeleton : 3 credits (45hours) ; L, T, P, SPW

1. **Still life**
   - Definition of the term "Still life";
   - Composition of terms translating a still life.
2. **Human Anatomy**
   - General Structure of the Human Skeleton;

- Proportion ratios : Head, trunk and limbs;
- Types of bones and joints

3. **The composition of the skeleton**

- - Skull, vertebrae, rib cage, pelvis, arms and forearms, legs, thigh, foot and hand.

4. **Concept of colour**

- Primary, secondary, tertiary colours ;
- The chromatic circle;
- Psychology of colour;
- Language of colour ;
- Knowledge of artistic material.

5. **Pictorial techniques**

- Watercolour technique;
- Acrylic technique.

6. **Shadow and light concept**

- Natural light;
- Artificial light ;
- Form shadow;
- Cast shadow ;
- Reflection.

➢ Nature drawing and Observation : 2 credits (30hours) ; L, T, P,SPW

1. **Reproduction of western furniture**

- Knowledge and use of basic technical instruments (Compasses, squares, graduated rules, protractor).

- **Reproduction of African furniture**(seats, stools, trunks, beds)
- **Reproduction of African art objects**
- **Reproduction of packaging**
- **Other representations**

❖ DEP116 : 2D Workshop

➢ Photoshop learning : 3 credits (45 hours) ; L, T, P, SPW

1. **Photoshop learning**

- Basic concepts in Photoshop ;
- Knowledge of the Photoshop interface.

2. **Practical case**

- Practice of Scanning a document;
- Processing digital files ;
- Clipping, editing, image processing and colouring workshop.

3. **Study and manufacture of a model**

- Deepening of the volume model and computer tools for 3D modelling;
- Selecting the right materials ;

- Establishing the right process;
- Making manufacturing plans ;
- Fabricate and build the model;
- Use of finishing techniques.

➢ **Illustrator learning : 2 credits (30 hours) ; L, T, P, SPW**

1. **Illustrator learning**
   - Basic concepts in Illustrator;
   - Knowledge of the Illustrator interface.
2. **Practical case**
   - Practice of vectorisation of a document ;
   - Processing digital files ;
   - Drawing and colouring workshop.

❖ DEP117 : Bilingual training and Computer Science

➢ **Bilingual Training: 2 credits (30 hours); L, T, SPW**

A. English :

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

B. French :

1. **Vocabulaire**
   - Vocabulaire technique usuel
2. **Grammaire**
   - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé, imparfait, futur, conditionnel, plus-que-parfait, l'impératif, l'infinitif, la voix passive ;

- De l'adjectif : qualificatif, possessif, démonstratif, interrogatif, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique ;
   - Communication orale courante ;
   - Communication orale interactive ;
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative.
   - Lecture rapide et compréhension de texte ;
   - Synthèse de texte
   - De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance, d'une lettre recommandation ou de motivation, d'une demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
   - Gestion d'une table ronde/discussion : la prise de notes, la prise de parole
   - Expressions figées

➢ Computer science: 1 credit (15 hours); L, T, P, SPW

A-Hardware

1. **Peripheral devices**
   - Input devices ;
   - Output devices ;
   - Storage devices; Input and output devices.

2. **The Central Processing Unit**
   - The Central Memory;
   - The microprocessor;
   - The ports ;
   - The motherboard ;
   - The chipset ;
   - The Power supply; Expansion cards; other internal organs.

3.**The exchange unit (or Bus)**
   - Role ;
   - Bus types
     - Data bus;
     - Control bus ;
     - Address bus.

B-The Software

1. **Application software**
   - Definition;
   - Role ;
   - Types and examples of software.
2. **Basic software (or System Software)**
   - Definition ;
   - Types of basic software;
     - Drivers;
     - Compilers;
     - Utilities;
     - Operating systems:
       - Features ;
       - Roles ;
       - Types of operating systems;
       - Structure of an operating system ;
       - Architecture;
       - Notion of free and proprietary software.

C-Study of the windows graphical environment

- Presentation;
- Window management;
- Management of files and folders.

D-What's a file, a folder?

- Path to a file.

E-Practical Study of Microsoft Word

- Study of basic functions.

F-Practical Study of Microsoft Excel

- Presentation;
- Arithmetic operations.

G-Building a formula

- Use of built-in functions :
  - Definition ;
  - Syntax of built-in functions ;
  - Some built-in functions;
  - Relative reference, absolute reference and mixed reference ;
  - Case of synthesis.

❖ DEP121 : History of Art I

➢ History of Art I: 4 credits (60 hours); L, T, P, SPW

1. Prehistoric and Ancient Arts
2. Prehistoric Arts

3. Ancient Arts
4. Arts of the middle ages and the Renaissance
   - Arts of the middle ages;
   - Arts of the Renaissance.

❖ ·DEP122: History of Art II

➢ History of Art II: 5 credits (75 hours); L, T, P, SPW

1. Modern Arts (late 19th and early 20th century)
   - Impressionism ;
   - Expressionism; Neo-impressionism; Etc.
2. Ancient Egyptian Sculpture
   - From the predynastic sculpture era to sculptures of the historical period: Forms and expressions of language;
   - Sculpture techniques: The quest for the Egyptian aesthetic canon.
3. Ancient Egyptian Calligraphy
4. Contemporary Arts

❖ DEP123 : Design workshop I

➢ Design and Volume: 3 credits (45 hours) ; L, T, P, SPW

1. Note taking
2. Construction drawing
3. Sketching
4. Description : layout, measurement, understanding and volume evaluation
5. Freehand perspective
6. Operated perspective (used to better confront a perfect understanding of volume)
7. Schematics : plans, sections, exploded industrial design, conventional languages
8. Volumes : limits, contours, left shapes, materials, scales
9. From 2D to 3D : model designing (research volume, study model, validation model)
10. Physical model : polyurethane foam, cardboard, shock polystyrene
11. Application and mastery of security
12. Anatomy and ergonomics (silhouette, postures, gestures, attitudes…, the basics of anthropometry, muscular work, visual perception

❖ DEP124 : Analysis and Method in Product Design

➢ Analysis and Method in Product Design : 4 credits (60 hours) ; L, T, P, SPW

1. The different approaches of analysis: contextual analysis, analysis of the existing situation, functional analysis…
2. Needs analysis
3. Demand analysis

4. Usage analysis
5. Target analysis
6. Design methods
7. Creative methods (OLMC …)
8. Methods through examples and case study
9. Socio-economic marketing approach
10. Market constraint (new niche, new material, new need)
11. Constitution of the investigation file
12. The different aspects of the object (use, technique, plasticity, semantics)
13. Creation assistance situation (brainstorming)
14. The specification
15. Analyses of standards, rules and security.

❖ DEP125 : Materials Technology I

➢ Theoretical teaching: 2 credits (30hours) ; L, T, P, SPW

- Design ;
- Decrypting data of technical specifications ;
- Obtaining effective information by means of resource data ;
- Analysis of data from experiments and tests ;
- Restoring technical data in a defined industrial context;
- Analysing a product as a technological system.

➢ General characteristics: 4 credits (60hours) ; L, T, P, SPW

- Terminology;
- General mechanical characteristics: deformation, elastics, elasticity, rigidity, fragility / resilience, plastic deformation, malleability, ductility, elongation…;
- General physical characteristics: transparency /opacity, colour, refraction / reflection / absorption (light), thermal conduction / insulation, acoustic conduction /insulation ;
- General thermal characteristics : flammability, combustion, self-extinguishing;
- General chemical characteristics: corrosion, inoxydisability, aging ;
- Degradation, choosing one or several materials according to a set of specifications ;
- Selecting one or more implementations in a given context;
- Identifying and selecting modes of connection, assembly, articulation…;
- Considering machine modes ;
- Combining several materials and considering a succession of implementation, machining and assembly to achieve a coherent whole.

❖ DEP126 : Desktop Publishing (DTP)

➢ Adobe InDesign: 3 credits (45 hours); L, T, P, SPW

1. Presentation of the InDesignsoftware (generalities, field of activity, Interface)
2. Functions and use of main tools (selection, geometric shapes, pen, block image, block text, background and outline)
3. Functions and use of the main palettes (page, colour, gradient, nuance, paragraph, character)
4. Creating and managing templates
5. Creation and management of paragraph and character styles
6. Using layers and numbering
7. Table of contents for a newspaper / magazine
8. Saving and imposition of documents for printing
9. Project : making a leaflet, brochures, 12-page magazine, 8-pagejournal
10. Production of catalogues presenting product designs

➢ Typography and layout: 2 credits (30 hours); L, T, P, SPW

1. Origin of writing and fonts (early writings, appearance of the alphabet, Roman capital writing, Roman writing, Gothic writing, Renaissance writing, etc.);
2. Character fonts ;
3. Character families (serif fonts, sans serif font, script font, fancy fonts ;
4. Importance of typography in design.

❖ DEP127 : Intellectual Property Law, Cultural Enterprise Marketing and Business Creation

➢ Intellectual Property Law: 1 credit (15 hours) ; L, T, P

1. Introduction to copyright ;
2. The Law;
3. Counterfeiting of works;
4. Designs, models, the dual protection regime ;
5. Copyright policy for an SME.

➢ Marketing of cultural enterprises : 1 credit (15 hours) ; L, T, P

1.**The marketing approach**

- The marketing concept and its evolution ;
- Stages of the marketing approach ;
- The business strategy;
- Marketing variables.

2.**Knowledge of needs and the market**

- Needs;

- The consumer and his behaviour ;
- Market survey

3.**The marketing variables**- Service;

- The product : good and service ;
- The price ;
- Distribution;
- Communication.

4.**Business strategy**

- Diagnosis; - Strategic choices;- Marketing plan.

5.**International marketing approach**

- Peculiarities of the export market survey;
- Prospecting abroad.

➢ Business creation: 1 credit (15 hours) ; L, T, P, SPW

1. Entrepreneur concept ;
2. Motivations for starting a business ;
3. Ideas research and evaluation ;
4. Search for financing;
5. Choice of legal status;
6. Ethical aspects of business;- Development of the business plan.

❖ DEP231 : Professional Communication

➢ Professional lexicon: 3 credits (45 hours) ; L, , TP

1. **.Discovery of graphic design**
   - Business areas;
   - Professions ;
   - Professional structures ;
   - Fields and Trainings.
2. **Communication sciences**
   - Points and references of theories and models
     - Interpersonal Communication;
     - Group and organisation ;
     - Media and information ;
     - New technologies; etc.
3. **Strategy and communication**
   - Communication strategy options
     - Approach;
     - Organisation ;
     - Context;
     - Methods ;
     - Actors ;
     - Audiences.

4. **Professional practices**
   - Professional vocabulary ;
   - Purposes and context;
   - Approaches and methods ;
   - Techniques and media ;
   - Creativity techniques ;
   - Case studies according to fields of intervention :
     - Messagedesign;
     - identity design;
     - publishing design.

➢ Visual semiology : 1 credit (15 hours) ; L, T, P

1. **Sign and meaning approach**
   - Points of reference of semiology:
     - Semiotics (notion of sign, elements of visual semiotics, elements of media semiotics) ;
     - Applications ;
     - Analysis and method ;
     - Etc.

❖ DEP232 : Design culture

➢ Contemporary issues : 2 credits (30 hours) ; L, T, P, SPW

1. **Design culture and contemporary issues, cross-cutting themes**

- Crafts, industry, single piece series…;
- Conditions of the evolution of production the object and their relationships
- Fact of civilisation ;
- Social and economic conditions;

❖ DEP233 : Artistic Expression II

➢ Notions of composition: 2 credits (30hours) ; L, T, P, SPW

1. **Definition of terms in visual arts**
   - Practice of volume;
   - Technological conditions(materials and techniques) ;
   - Geographical conditions and influence of climatic factors ;
   - The different functions of the object and their relationships;
   - Usage functions, different uses ;
   - Symbolic and aesthetic functions ;
   - Communication functions
   - Symbolism of forms, colours and decoration ;
   - Iconography, relation to ideology and organisation ;

- Social of every era.

➢ Conditions for artistic creation: 3 credits (45 hours) ; L, T, P, SPW

1. **Artistic creation conditions in the field of the object**

- Methods of creation according to the type of production (artisanal, industrial) ;
- Evolution of the social and artistic status of the creator (The craftsman, the creative artist of his models ;
- The model designer for the industry ;
- The industrial designer ; his situation in the contemporary industrial world) ;
- Creativity and new technologies;
- Industrial creation in its relationships with contemporary artistic schools of thought.

2. **Historical, cultural, technical… and cross-cutting contents**

- The status of the object before the industrial revolution ;
- The time for industrial production;
- The problem around industrial production ;
- The Bauhaus, meeting point of trend-setters ;
- Art-Deco era;
- Highlighting a problem;
- Identifying, recognising and analysing problems, documenting them and arguing ;
- Replacing the object of study in its context, identifying elements to be problematized in order to discover newtransversality;
- What role for designing and the designer today?
- Industrial design or publishing design?
- Awareness towards daily preservation of the environment;
- Ethical and fair design, sustainable development…
- Introduction to space materialisation techniques ;
- Notion of volume.

3. **Definition of terms in visual arts**

- Glossary of terms in pictorial arts.

➢ Practice of colour: 2 credits (30 hours) ; L, T, P, SPW

1. Notion of colour : primary colours, secondary colours, tertiary colours, complementary colours;
2. Chromatic circles;
3. Notion of warm shade and cold shade, colour gradient ;
4. Language and psychology of colour.

❖ DEP234 : Analytical and Observation drawing II

➢ Geometric construction theory : 3 credits (45 hours) ; L, T, P, SPW

1. **Descriptive geometry**

- In-depth concept in the use of descriptive geometry

2. **Basic geometric construction theory**

- Representation of planes ;
- Orthogonal projections;
- Sections and penetrations.

3. **Pictorial techniques (continued)**
   - Water colour technique ;
   - Acrylic technique ;
   - Charcoal.
4. **Drawing from a document and from nature**
   - Handicrafts (sculpture, mask, stool, necklace, clothing, etc.);
   - Industrial products (car, telephone, sewing machine, computer);
   - Furniture products (table, chair, couch, mirror, dining room, etc.);
   - Packagings (bottle, nylon, bags, locker, door load, etc.).

➢ In-depth anatomy: 2 credits (30hours) ; L, T, P, SPW

1. **Human anatomy**
   - The external muscular structure of the human body ;
   - Location and arrangement of muscles;
   - Muscular bundles;
   - Muscle tendons.
2. **Practical cases and personal works**
   - Practical cases on product design ;
   - Personal work on product design.

❖ DEP235 : Introduction to industrial design

➢ Introduction to industrial design: 2 credits (30 hours) ; L, T, P, SPW

1. Generalities on technical/industrial drawing
2. Different types of technical/industrial drawing
3. The three types of traits
4. The scale, cartridge, nomenclature, standardized formats in technical drawing
5. Principles of representation by projection
6. Examples of application in technical/industrial design (case of clothing products, furniture, architecture, mechanical parts)

➢ Digitization of industrial designs : 2 credits (30 hours) ; L, T, P, SPW

1. Overview and presentation of Autocad
2. Document creation and workspace management
3. Main tools and their functions
4. Drawing and quotation tools inAutocard
5. Making, quoting and scaling of drawing boards
6. Examples of digitization applications of product boards (clothing, furniture, architecture, mechanical parts).

❖ DEP236 : 3D workshop

➢ 3D Max Introduction: 3 credits (45 hours); L, T, P

1. General presentation of 3D Max ;
2. Scene premiere (creating a scene, adding 3D objects, adjusting views and recording…);
3. Rendering (render window, 'Environment' panel) ;
4. View ;
5. Modification of 3D objects (Moving, rotating and scaling your objects) ;
6. Application of a modifier;
7. Modelling an object: Case of a table (creating the base object, modelling, rendering of the scene…);
8. Introduction to texturing and concrete application (basic notions of the Editor material, importing your textures, parameter of a standard slot, application of textures, modification of UV coordinates, UVW Map).

➢ Deepening of 3D Max : 2 credits (30 hours); L, T, P

1. **Adding objects to your scene**
   - Plane : Adding soil ;
   - Creation ;
   - Texturing ;
   - Lathe : creating a glass ;
   - Creation of a glass.
2. **Introduction to light and application**
   - Different types of light ;
   - Omni settings.
3. **Applying reality photo effects**
4. **Making product designs with 3DMax and presentation**

❖ DEP237 : Methodology, Economics and organisation of cultural enterprises

➢ Methodology for writing an internship report : 1 credit (15hours); L, P

1. Collection of information
2. How to report
3. The Internship report plan and the Summary
4. The Table of Contents
5. The Introduction of the Internship Report
6. The Conclusion of the Internship Report
7. Acknowledgements
8. How to construct annexes
9. When to start your internship report
10. How to find an internship report topic
11. The Cover page
12. How to write effectively
13. Form and Presentation (Cover, Material Safety Data Sheet, Summary, Bibliography, Glossary, Index of Figures, Tables and Illustrations)

14. Instructions and typological rules of presentations (font, line spacing, title, highlighting, punctuation, graphic charter)
15. How to prepare for defence

➢ Economics and organisation of enterprises : 1 credit (15hours); L, T, P

1 The Company, definition and method of analysis
2 Classification of companies
3 Business organisation structures
4 The insertion of the business into the economic fabric
5 Commercial activity of the company
6 Productive activity of the company
7 Logistics in the company
8 The Financial Activity of the company
9 Management of Human Resources
10 The Systematic approach of the company
11 The Information System
12 The Decision systems
13 Strategic Analysis of the Company
14 Choosing and implementing a Strategy
15 Business, Society and Culture
16 Business, Society and Ethics

❖ DEP241 : Methodology of creation

➢ Research : 2 credits (30hours); L, T, P

1. **Research methodology**

- Defining a research field and a subject ;
- Defining the subject of study ;
- Chronological, geographical and typological delimitation ;
- The problem and research questions ;
- Research hypotheses ;
- Research objectives.

2. **Stages of research**

- Data collection: internet, documentation centres, field ;
- Data processing in the laboratory.

➢ Stages of creation : 2 credits (30hours); L, T, P

1. **Stages of creation : pre-production**

- Iconographic script: making of trend pages (types of objects, materials and colours, target, direct and indirect competitor).

2. **Stages of creation: Production**

- Analysis of sources of inspiration ;
- Graphic search (sketch) ;

- Chromatic research (sketch) ;
- Final models (blueprint); -Blueprint production and prototyping.

3. **Stages of creation: Postproduction**

- Workshop manufacturing;
- Business strategies;
- Industrialisation.

❖ DEP242 : History of design

➢ Introduction to Design : 2 credits (30hours); L, T, P

1. Basic concepts;
2. Design ;
3. The concept of design ;
4. The design field of activity ;
5. History of design ;
6. Design and management.

➢ Practical case : 3 credits (45hours); L, T, P

1. Practice of product design ;
2. Management of a product design project ;
3. Place of design in communication ;
4. Visual dimensions of the communication strategy;
5. Strategic management of design ;
6. Operational management of design.

❖ DEP243 : Design workshop II

➢ Design and creation of products: 3 credits (45hours); L, T, P

1. Reproducing product design with Illustrator
2. Processing and retouching products with Photoshop
3. Creating Product designs with Illustrator
4. Creating product designs with Photoshop
5. Design and computer-aided creation of product designs with Illustrator and Photoshop

❖ DEP244 : Communication and Computer Graphics

➢ Communication and computer graphics: 4 credits (60 hours); L, T, P

1. Study of form
2. Study of colour
3. Matter of an object
4. Semantic load
5. Appearance of the object and implications for perception and behaviour
6. Image

7. Analysis of an image
8. Awareness of artistic fields and contemporary issues
9. Inquiry and position statement: the single piece, the series, the craft object, the industrial object, the manifest object, the functional object, the disposable object, the exceptional object, identification of trends
10. Practice of DTP
11. Pratice of CAD
12. Practice of CAD
13. Photo
14. Video
15. CDROM
16. Multimedia
17. Graphic card

❖ DEP245 : Materials technology II

➢ Synthetic materials: 2 credits (30 hours); L, T, P

1. **Polymers**
   - Overview ;
   - History of polymers;
   - General definition ;
   - The three chemical operators ;
   - The different models of macromolecules.
2. **Thermoplastics**
   - Definition ;
   - Characteristics and general properties ;
   - Global classification, main families and usual products ;
   - Definition and role of adjuvants, loads and reinforcements;
   - Moulding ;
   - Extrusion freezing and extrusion deformation ;
   - Deformation under stress ;
   - Possibility of machining and assembly.
3. **Thermosets**
   - Definition ;
   - Characteristics and general properties ;
   - Global classification, main families and products ;
   - Uses.
4. **Elastomers**
   - Definition ;
   - Natural rubber and isoprene (synthetic) ;
   - Artificial elastomers;
   - Characteristics and general properties ;

- Role of vulcanisation ;
- Main families and usual families ;
- Relationship between thermosetting, thermoplastic and elastomer.

➢ Ferrous materials: 3 credits (45hours); L, T, P

1. **Metals**

- Overview : pure metal / alloy / mixture (powder metallurgy) ;
- Definition and general characteristics;
- The metal structure ;
- Generalities concerning processing;
- Concept of hardening ;
- Notions concerning classification and standardization;
- Notions concerning the recycling of metals;
- Iron-carbon alloy ;

2. **Iron**

- General characteristics and fundamental properties ;
- Generalities about the Iron-Carbon alloy : the two ranges of materials, iron and steel

3. **Steels**

- General characteristics ; composition of unalloyed steels ;
- Physical, mechanical and chemical properties ;
- Specific properties: forgeability, quenchability, toughness, impact resistance, malleability…
- Role of carbon and influence on all characteristics.

4. **Cast iron**

- Definition and global compositions ;
- White cast iron, gray cast iron ;
- General physical, mechanical and chemical characteristics
- Specific properties : Dimensional stability, flowability,

5. **Brasses**

- General composition ;
- General characteristics ;
- Mechanical, physical, thermal and chemical properties;
- Influence of zinc.

6. **Bronzes**

- General composition ;
- Mechanical, physical, thermal and chemical properties ;
- Heat treatments: main results ;
- Different bronzes and their uses.

7. **Natural materials and substitute products**

- Mineral materials: stones…;
- Organic materials: leather, felt, horn, mother-of-pearl, ivory…;
- Use of plastics as a basis for substitute products.

8. **Wood**

- Description ;
- Characteristics and general properties ;
- Main indigenous and exotic species ;
- Cardboard, papers ;
- Positioning in production: evolution, recycling, economic interest.

❖ DEP246 : Professional internship

➢ Professional internship: 6 credits (90 hours) ; P, SPW

1. Arrival and integration into the company ;
2. Work in the company;
3. Keeping the intern journal ;
4. Choice of work topic: in collaboration with professional and academic supervisors;
5. Development of the research design ;
6. Resources to be exploited ;
7. The organisation of work;
8. Report writing;
9. Presentation of the report before a jury.

❖ DEP247 : Legal Environment and Civic Education

➢ Civil law : 1 credit (15hours); L, T, P

1. Definition, characteristics, branches and sources of law
2. Scope of application of the law
3. Dimensions of law (objective law, Subjective law)
4. Legal organisation
5. The right of a legal personality
6. Marital status, name and address
7. Disabilities
8. Legal acts
9. Legal facts

➢ Labour law : 1 credit (15 hours); L, T, P

1. Definition of labour law, birth and evolution of labour law and sources
2. The employment contract (conclusion, implementation and breach)
3. Labour disputes (individual and collective)
4. The staff delegate, Trade Unions
5. Labour accidents and occupational diseases
6. Health and safety at work

- **Civic and Ethical Education : 2 credits (30 hours); L, SPW**

Concepts

1. The Citizen ;
2. The Nation ;
3. The State ;
4. Public goods and collective goods ;
5. Freedoms;
6. Public Service;
7. Ethical issues;
8. Ethics, Law and reason;
9. Management and Ethics of responsibility ;
10. Ethics and management.

Field : ARTS AND CULTURE

Specialty :

ART DESIGN

Option :

GRAPHIC DESIGN

Field:	ARTS AND CULTURE
Specialty :	**Art Design**
Option :	**Graphic Design**

1. The objective of the training

This specialty focused on artistic & graphic creation, communication and computer technologies, trains graphic designers responsible for the realization of projects in advertising agency, graphic design studio or integrated corporate service. The holder of this diploma must be able to coordinate the steps of realization of a visual communication product from an order; translate into sketches the idea put forward by the artistic director to produce an advertising poster, analyze the vocation of a company or an event to create its visual identity (logo and graphic charter), draw the new packaging of a range of food products (packaging) or design the visual form of websites.

2. Skills Sought After

→ **General skills**

- Must demonstrate aptitude for adapting easily to new situations and ensuring good organization
- Must have a sense of initiative;
- Must be rigorous and have a spirit of synthesis and an analytical mind;
- Must be discreet, confidential, reserved and respect the ethics of the profession;
- Must be efficient in the transmission of information;
- Must be able to bring people together /be receptive;
- Must have a mastery, both oral and written, of the use of the technical jargons of the profession;
- Must use, strictly within the professional context, the techniques of legal drafting;
- Must master the different types of legal acts;
- Must be efficient in the use of New Information and Communication Technology.

→ **Specific skills**

- Analyze and understand the communication needs of a client;
- Look for graphic inspirations;
- Master the techniques of drawings, illustration, storyboard;
- Design communication media from different elements while respecting the graphic charter: brochure, magazine, POS, poster, packaging, website;

- Create the visual identity of a brand, a product and a service: logo and graphic charter;
- Master the layout and in form of graphic and editorial contents;
- Elaborate composition graphical elements using DTP tools;
- Treat images (colorimetry, retouching, framing, clipping, photomontage;
- Design and realize more specifically visual identities (graphic charters, signage, television sets ...) models and layouts;
- Design advertising posters, POS advertising, TV commercials, product packaging;
- Apply technologies related to computer graphics, photography and videography

3. Outlets

- 2D and 3D animator;
- Multi media designer;
- Artistic director;
- Gravist;
- Maquettist;
- Webdesigner;
- Graphic illustrator;
- Infographiste;
- Freelance graphic designer / web / print; -Project Manager.

FIRST YEAR: FIRST SEMESTER

Field of study: ART AND CULTURE		**Specialty: ART DESIGN Option : GRAPHIC DESIGN**					
Course code	Course title	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
GRD111	Aesthetics and philosophy of art	25	20	10	5	60	4
GRD 112	Introduction to anthropology of art	30	30	10	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
GRD 113	Graphic design and language	40	15	15	5	75	5
GRD 114	Production techniques I	30	10	15	5	60	4
GRD 115	Computer-assisted publication I PAO I	30	20	20	5	75	5
GRD 116	Mathematics and physics	30	15	10	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
GRD 117	Intellectual property law, cultural business marketing and business creation	30	10	0	5	45	3
Total		**215**	**120**	**80**	**35**	**450**	**30**

FIRST YEAR: SECOND SEMESTER

Field of study: ART AND CULTURE		**Specialty: ART DESIGN Option : GRAPHIC DESIGN**					
Course code	**Course title**	**Number of Hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
GRD 121	Art history I	40	10	10	0	60	4
GRD122	Art history II	50	15	10	0	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
GRD123	Web multimedia I	50	20	15	5	90	6
GRD 124	Professional project I	40	20	10	5	75	5
GRD125	General and office computing	20	10	10	5	45	3
GRD126	Typography and layout	20	10	30	0	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
GRD127	Bilingual training I and general accounting	30	10	0	5	45	3
Total		**250**	**95**	**85**	**20**	**450**	**30**

4. Organization of the Teachings

SECOND YEAR: THIRDSEMESTER

Field of study: ART AND CULTURE		Specialty: ART DESIGN Option : GRAPHIC DESIGN					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
GRD231	Professional communication	40	10	10	0	60	4
GRD232	Semiology of art	25	30	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
GRD233	Graphic design and visual language II	40	20	10	5	75	5
GRD234	Production technique II	15	20	10	0	45	3
GRD235	Computer-assisted publication II	40	30	20	0	90	6
GRD236	3D workshop I	30	15	10	5	60	4
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
GRD237	Methodology, economy and organization of cultural enterprises and civic education	30	10	0	5	45	3
Total		**220**	**135**	**75**	**20**	**450**	**30**

SECOND YEAR: FOURTHSEMESTER

Field of study: ART AND CULTURE		Specialty: ART DESIGN Option : GRAPHIC DESIGN					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
GRD241	Methodology of creation	40	10	10	0	60	4
GRD 242	Knowledge of the graphic and production chain	50	15	10	0	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
GRD243	Web and multimedia II	20	10	10	5	45	3
GRD 244	Computer aided design and communication DCAO	30	15	10	5	60	4
GRD 245	Professional project II and 3D workshop II	40	20	10	5	75	5
GRD 246	Internship			60	30	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
GRD 247	Bilingual training II and the legal environment	30	10	0	5	45	3
Total		**210**	**80**	**110**	**50**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ GRD 111: Aesthetics and philosophy of art

- **Aesthetics and philosophy of art: 4 credits (60 hours); L, T, P, SPW**

1. Understanding of concepts
   - Art;
   - Decorative Art;
   - Interior design;
   - Aesthetics;
   - Philosophy of art.
2. The major families of the art
3. History of aesthetic theories
4. Report to the visual arts

❖ GRD 112: Introduction to anthropology of art

- **General Information on anthropology of art: 5 credits (75 hours); L, T, P, SPW**

1. **Understanding of concepts**
   - Anthropology;
   - Anthropology of the art;
   - Object of art;
   - Oeuvre of art.
2. **Object of the anthropology of the art**
3. **Sources and problem of the anthropology of the art**
   - Object;
   - Problematic;
   - Source.
4. **Study of art objects**
   - Pictorial works;
   - the sculptural works.

❖ GRD 113: Graphics and visual language I

- **Graphics and visual language I : 5 credits (75 hours); L, T, P, SPW**

- **Graphic Design: 3 credits (45 hours); L, T, P, SPW**

1. **The profession of the graphic designer** - What is a graphic designer?
   - Difference between graphic designer and artist; - the process of graphic creation; - professional prospects.
2. **How to draw from the basic forms?**
   - General information;

- Methods of representation;
- The animals, people, things; - model.

3. **Notions of shadow te of light**
   - Generality;
   - Principles and methods; - practical cases.
4. **Concepts of color and Coloriage**
   - General Information - Notions of color; - How to colorize?
   - Practical cases

➢ **Visual language: 2 credits (30 hours); L, T, P, SPW**

1. **Graphic representations**
   - Pictorial symbols;
   - Graphic symbols; - verbal symbols.
2. **The basic principles of the Gestalt**
   - Figure/background;
   - Opening/closing;
   - Proximity;
   - Likeness; - continuity; - color.
4. **Basic elements of visual language**
   - Conceptual elements;
   - Visual elements;
   - Relational elements; - items practices.
5. **basic principles of visual composition**
   - Balance ;
   - Pace;
   - Harmony; - emphasis; - Unit.
6. **composition as a whole**
   - Patterns of composition;
   - Lines of force;
   - Strengths;
   - Angular constructions;
   - Golden Rule;
   - The laws of the third and fourth.

❖ GRD 114: technique of production I

➢ **Technical of production I: 4 credits (60 hours); L, T, P, SPW**

1. **Adobe Photoshop: The tools and their functions**

-Selection tools;

-Move tools;

-The tools of coloring;
-Tools texts;
-Recradage tools…

2. **Adobe Photoshop: File Formats**

-PSD;
-BMP;
-PNG images;
-PDF;
-EPS;
-PICT;
-JPEG; - TIFF.

3. **Adobe Photoshop: color**

-Color modes; - color adjustments.

4. **Adobe Photoshop : conversion between the modes grayscale bitmap and**

-Convert an image to a bitmap mode; - Convert an image to a grayscale mode.

5. **Adobe Photoshop: The Layers**

-Pixilation of layers;
-Duplication of layers;
-Modification of the stacking of layers;
-Appoint the layers;
-Connection of layers;
-Locking, Masks of fusion, flattening; - Layers of settings and of filling; - Layers of form.

6. **Adobe Photoshop: The effects and styles of layer**

-The shadows;
-The glimmers;
-Bevelling and stamping;
-Contour and color;
-Fuser mode;
-Angle, degraded and smoothing;
-Length, noise, noise…

7. **Adobe Photoshop: Selection**

-Standard mode;
-Quick mask;
-Recovery of a selection.

❖ GRD 115: Publication assisted by computer I (OAP I)

- **Publication assisted by computer I (OAP I) : 5 credits (75 hours); L, T, P, SPW**

- **Initiation to Indesign: 3 credits (45 hours); L, T, P, SPW**

1. **General information on the software Indesign**
2. **Presentation of the software Indesign**
   - Creation of a file/project;
   - Presentation of the interface;
   - Study of different types of document (double, single, booklet, simplex/duplex)
3. **Study and use of the main tools of Indesign**
   - The selection tools;
   - The tools blocks (testes, images);
   - The drawing tools (pen, rectangle, polygon, circle).
4. **Study and use of the main pallets of Indesign**
   - The functions and use of the palette page;
   - The functions and use of color palettes, gradient, qualify;
   - The functions and use of pallets Paragraph, character.
5. **Realization and taxation of graphic media 2-sided**
   - Fliers;
   - Pamphlets;
   - Visit cards;
   - Etc.

- **Initiation to Quark Xpress: 2 credits (30 hours); L, T, P, SPW**

- **General information on the xpress software**
- **Presentation of the xpress software**
- Creation of a file/project;
- Presentation of the interface;
- Study of different types of document (double, single, booklet, simplex/duplex)
- **Study and use of the main pallets to Xpress**
- The selection tools;
- The tools blocks (testes, images);
- The drawing tools (pen, rectangle, polygon, circle).
- **Study and use of the main pallets to Xpress**
- The functions and use of pallets property page, page layout;
- The functions and use of color palettes, gradient, qualify;
- The functions and use of pallets Paragraph, character.

6. **Realization and taxation of graphic media 2-sided**
   - Fliers;

- Pamphlets;
- Visit cards;
- Etc.

❖ GRD 116: Mathematics and Physics

- **Mathematics and Physics : 4 credits (60 hours); L, T, P, SPW**
- **Mathematics: 2 credits (30hours); L, T, P, SPW**

1. **Functions of a real variable**
- Focus on the aesthetic aspect of the curves;
- Tangent at a point where the vector derivative is not null;
- The study of singular points and branches endless is not payable.
2. **Vector calculation**
3. **Geometric modeling**

- **Physical: 2 credits (30hours); L, T, P, SPW**

1. **Mechanical**
- Mechanical action;
- Balance of a solid;
- Fluid mechanics.
2. **Materials**
- The polymers;
- other.
3. **Behavior of Materials**
- Resistance of Materials;
- Maintenance of tissues.

❖ GRD 117: Right of intellectual property, marketing of cultural enterprises and creation of enterprises

- **Right of intellectual property,marketing of cultural enterprises and creation of enterprises : 3 credits (45 hours); L, T, P, SPW**

- **Intellectual property law: 1 credit (15 hours); L, T, P**
  - General introduction to copyright;
  - The right;
  - Counterfeiting of works;
  - Drawings, models, the dualistic system of protection; policy of copyright for an SME.

- **Marketing of Cultural Businesses: 1 credit (15 hours); L, T, P**

1. **The marketing approach**
- The marketing concept and its evolution;

- The steps of the approach marketing; - the commercial strategy; - the variables marketing.

2. **The knowledge of the needs and the market**

- The needs;
- The consumer and its behavior; - the study of the market.

3. **The variables Marketing**

- The service;
- The product: Well and service;
- The price;
- The distribution;
- The communication.

4. **The commercial strategy**

- The diagnosis; - strategic choices; - Marketing Plan.

5. **Approach International Marketing**

- Special features of the study of export market; - the exploration abroad.

➢ **Creation of business: 1 credit (15 hours); L, T, P, SPW**

1. Concept of contractor
2. Motivations to the creation of a business
3. Search for ideas and Evaluation
4. Research Funding
5. Choice of legal status
6. Ethical aspects of business
7. Preparation of the business plan
8. Character attributes;

❖ GRD 121: History of art I

➢ **History of art I: 4 credits (60 hours); L, T, P, SPW**

1. The Prehistoric arts and antiques
2. The Prehistoric arts
3. The ancient arts
4. The arts of the Middle Ages and the Renaissance
5. The arts of the middle age;
6. The arts of the Renaissance.

❖ GRD 122: History of Art II

➢ **History of Art II: 5 credits (75 hours); L, T, P, SPW**

1. The modern arts (end of 19th and beginning of the twentieth century)
   - The Impressionism;

- The expressionism;
- The neo-impressionism;
- Etc.

2. The sculpture of the Ancient Egypt
   - Of the sculpture of the Predynastic times to the sculpture of the historic period: forms and expressions of language;
   - The techniques of sculpture: The research of the aesthetic canon Egyptian.
3. Calligraphy of Ancient Egypt
4. The contemporary arts

❖ GRD 123: Web and multimedia I

➢ **Web and multimedia I : 6 credits (90 hours); L, T, P, SPW**

➢ **Web design: 3credits (45hours); L, T, P, SPW**

General information on the Web Design

-Definitions: web, web design, digital;
-The trades of Web design;
-The software used in the Web design;
-The characteristics of the images for the Web;
-Optimization of images for the Web;
-Organization of files;
-The nomenclature rules of files;
-Extension of the current files;
-Optimization of files;
-Types of files;
-Dimensions of a web page.

➢ **Initiation to the Web Programming: 3credits (45 hours); L, T, P, SPW**

1. **Adobe Golive: Images**

-Place an image in a page;
-Inpector palette;
-Atltext field;
-Field HSpace;
-VSpace field.

2. **Adobe Golive: images in rollover and the hypertext links**

-Actions open windows;
-Internal links;
-External Links.

3. **Adobe Golive: actions, sheets of CSS styles**

-Usefulness of the CSS.
-Creation of style sheets;
-Style sheets inter and external.

4. **Adobe Golive: definition of styles (HTML)**

-Definition of styles;
-Styles classes;
-ID styles;
-Styles of HTML elements;
-Character attributes;
-Attributes of styles;
-Apply a class style to a selection.

5. **Adobe Golive: Iframes**

-Creation of an Iframe;
-Attributes of an Iframe;
-Compatibility of iframes.

6. **Adobe Photoshop: images gif with transparent background**

-The bottom of the page; - substance of the image;
-Indexedcolor.

7. **Adobe Golive, and HTML: scroll bar customized**

- The scrollbarcolor.

❖ GRD 124: Professional Project I

- **Professional Project I : 5 credits (75 hours); L, T, P, SPW**
- **Process of Creating graphic: 3 credits (45 hours); L, T, P, SPW**

1. Meeting client;
2. Reformulation of the objectives;
3. Analysis;
4. Search for ideas;
5. Refinement of ideas;
6. Model;
7. Technical production.

- **Draft of the advertising media: 2 credits (30 hours); L, T, P, SPW**

1. Posters; - Leaflets/flyers;
2. Calendars.

❖ GRD 125: general computing and office automation

- **General computing and office automation : 3 credits (45 hours); L, T, P, SPW**

A- The hardware

1. **The peripheral components**
   - The input devices;
   - The output devices;
   - The storage devices;
   - Input devices and output.
2. **The central unit**
   - The central memory;
   - The microprocessor;
   - The ports;
   - The motherboard;
   - The chipset;
   - The power supply;
   - The expansion cards;
   - Other internal organs!;
3. **The unit of exchange (or bus)**
   - Role;
   - types of bus:
     - Data bus;
     - Control bus;
     - Address bus.

B- The software

1. **The application software**
   - Definition;
   - Role;
   - Types and examples of software.
2. **The basic software (or software systems)**
   - Definition
   - Types of basic software
     - The drivers;
     - The compilers;
     - The utilities;
     - The operating systems:
       - Features;
       - Roles;
       - Types of operating system;
       - structure of a system of exploitation;
       - architecture.
   - Concept of Free Software and proprietary software.

C- The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

D- What is a file, a folder?

- Path to a file

E- Practical Study of Microsoft Word

- Study of Basic Functions

E- Practical Study of Microsoft Excel

- Presentation;
- Arithmetic operations.

F- Construction of a formula

- Use of the integrated functions
  - Definition;
  - Syntax of the integrated functions;
  - A few integrated functions;
  - Relative reference, absolute reference and joint reference;
  - Case of synthesis.

G- Practical Study of Publisher

H- Achievement of the advertising media with Publisher

❖ GRD 126: Typography and layout I

- **Typography and layout I : 4 credits (60 hours); L, T, P, SPW**

- **Anatomy and typographical Classification: 2 credits (30hours); L, T, P, SPW**

Anatomy of a letter

- Wheelbase;
- Axis;
- Loop;
- Body;
- Loosed ;
- Connecting point; - height; - the keg.

2. **Basic vocabulary**
   - Basic Terminology; - specific terminology.
3. **Typographical Classification**
   - Vox classification;
   - Fonts Humanes;

- Garaldes fonts;
- Reais fonts;
- Didones fonts;
- Mécanes fonts;
- Sans serif fonts;
- Fonts Incises;
- Fonts scripts;
- Manuaires fonts;
- Fracture fonts; - Onciales fonts; - fancy fonts.

➢ **Implementation typographical Page: 2 credits (30hours); L, T, P, SPW**

1. **Introduction to the typography**
   - The fonts of characters;
   - Origin of the writing and fonts (first scriptures, appearance of the alphabet, write the Roman capital, write, roman, gothic Writing, Writing Renaissance, etc.).
2. **Evolution of the typography**
   - The families of character (fonts to serif, sans serif font, fonts, script, fonts fantasies;
   - Importance of typography in the design.
3. **Typology and typographical properties**
   - The Capitals;
   - The bold and italics;
   - The condensed and the extended;
   - Size and spacing;
   - Line spacing and length of line;
   - Character plan and background.
4. **The measurement systems**
   - The Anglo-American system;
   - The European system;
   - Page layout typographical.
5. **Implementation typographical page**
   - Top and bottom;
   - Relationship Figure/background;
   - Static space and space assets.

❖ GRD 127: Bilingual training I and general accounting

➢ **Bilingual training I and general accouting: 3 credits (45 hours); L, T, P, SPW**

➢ **English: 1 credit (15 hours)**

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. Write clear, detailed texts

- Essay writing;
- Application for employment;
- C.V.;
- Letter of motivation;
- Lettre/memo writing and minutes of a meeting

- **General Ledger I: 2 credits (30 hours); L, T, P**

1. The heritage
2. The flows in the company and their registration
3. Relationship balance, balance sheet, Result
4. Accounting Law and the accounting plan
5. Purchases and sales
6. The loads and the products
7. Incidental expenses on purchases and on sales
8. Accounting for Service Companies
9. The packaging
10. The transport
11. The conventional financial system
12. The regulations in cash
13. The regulations in the long term
14. Acquisition and production of capital property
15. Vat, excise duty, withholding tax levy on Rent
16. Salaries and Wages

❖ GRD 231: Professional communication

- **Professional Communication: 4 credits (60 hours); L, T, P**

1. **Discovery of the graphic design**

- Fields of activity;
- Professions;
- Professional structures;
- Pathways and formations.

2. **Sciences of Communication**

- Points and marks of the theories and models
    - Interpersonal communication;
    - Group and Organization;
    - Media and Information;
    - New technologies;
    - Etc.

3. **Approach of the sign and of the Meaning**

- The landmarks of Semiology:
    - Semiotics (concept of sign, elements of visual semiotics, elements of semiotics of media);
    - Applications;
    - Analysis and method;
    - etc.

4. **Strategy and Communication**

- Options of Communication Strategy
    - Approach;
    - Organization;
    - Context;
    - Methods;
    - Actors;
    - Public ;

5. **Professional Practices**

- Professional vocabulary
- Purposes and context;
- Approaches and methods; - techniques and materials;
- Creativity Techniques;
- Case studies according to the fields of intervention:
    - Design of message;
    - Design of Identity;
    - Design of edition.

❖ GRD 232: Semiology of art

➢ **Semiology of the art: 5 credits (75 hours); L, T, P, SPW**

1. Understanding of Concepts: Semiology, semiotics, semantic, pragmatic, syntax, sign, semiology of art, visual semiology
2. Historical realized from the semiology
3. The types of semiology

4. Report between semiotics and Art
5. The methods of analysis in Visual semiology, semantics
6. Semiological analysis/semiotics of graphics achievements
7. The sign according to Persia: definition, typology
8. The signified, the meaning, the referring
9. Semiological analysis/semiotics of graphic art
10. Semiological interpretation /of semiotic graphic art
11. Advertising Critical

❖ GRD 233: Graphics and visual language II

- **Graphics and visual language II : 5 credits (75 hours); L, T, P, SPW**
- **Initiation to the design: 3 credits (45 hours); L, T, P, SPW**

1. Basic Concepts of the design;
2. The areas of activity of the design;
3. History of the design;
4. Design and Management.
5. Management of a project design product;
6. Place of design in the communication;
7. The visual dimensions of the strategy of communicational;
8. Strategic management of the design;
9. Operational management of the design.

- **Visual language II: 2 credits (30 hours); L, T, P, SPW**

1. **Figures of style**

- Allegory;
- Antithesis;
- Emphasis;
- Analogy;
- Comparison ;
- Understatement;
- Hyperbole;
- Enumeration;
- Metaphor;
- Irony;
- Métonymie;
- Personification;
- Parody;
- Repetition;
- Synecdoque.

2. **Processes for the creation of images**

- Subtraction;
- Combination ;
- Animation;
- Transfer;
- Hybridization;
- Metamorphosis;
- Resizing; - contradiction; - disguise.

3. **Logotype**

- How to create a logo;
- Qualities of a logo.

➢ **Communication plan in graphic design: 1 credit (15 hours); L, T, P, SPW**

1. Client-target;
2. The objectives of the communication;
3. Axis of communication; - communication strategy;
4. Strategy of creation.

❖ GRD 234: Production Technique II

➢ **Technical of production II: 3 credits (45hours); L, T, P, SPW**

1. **Adobe Photoshop : plots**

-Management of the tracks;
-Palette of tracks;
-Conversion of the tracks;
-Feather radius;
-Filling of plots.

2. **Adobe Photoshop: clippingpaths** - Creation of an image mask.
3. **Adobe Photoshop: The transformations**

-Variation of scale;
-Rotation, Skew,;
-Document Changes: size, resolution, rotation and reflection.

❖ GRD 235: Publication assisted by computer II (PAO II)

➢ **Publication assisted by computer II (PAO II) : 6 credits (90 hours); L, T, P, SPW**

➢ **Development of Indesign:3 credits (45 hours); L, T, P, SPW**

1. **The creation of a working folder for any project**

- Importance;
- Method of creation;

- The content of the working folder for a project Indesign (images, processed images, PDF document, Word, PNG, document Indesign, Photoshop, Illustrator, etc.).

2. **Revision On the basis of Indesign**
   - The main tools;
   - The main pallets.
3. **How to create and manage a template/mock-up to Indesing?**
   - Create a template/model;
   - Apply a template/model
   - Modify a template/model
4. **How to create, save and apply the styles of the text styles to Indesign?**
5. **How to create and update a table of contents to Indesign?**
6. **Practical cases**
7. **How to dial a document to Indesign?**
8. **How to impose a document of several pages in booklet ?**
9. **How to make a book in book mode**
   - Prepare the parts of the book;
   - Synchronier;
   - Publish.

➢ **Development of Quark Xpress: 3 credits (45 hours); L, T, P, SPW**

1. **The creation of a working folder for any project**
   - Importance;
   - Method of creation;
   - The content of the working folder for a project Quark Xpress (images, processed images, PDF document, Word, PNG, document Indesign, Photoshop, Illustrator, etc.).
2. **Revision on the bases of Quark Xpress**
   - The main tools; - the main pallets.
3. **How to create and manage a template/mock-up to Quark Xpress?**
   - Create a template/model;
   - Apply a template/model
   - Modify a template/model
4. **How to create, save and apply the styles of the text styles to Quark Xpress?**
5. **How to create and update a table of contents to Quark Xpress?**
6. **Practical cases**
7. **How to dial a document to Quark Xpress?**
8. **How to impose a document of several pages in booklet ?**

❖ GRD 236: Workshop 3D I

➢ **Workshop 3D I : 4 credits (60 hours); L, T, P, SPW**

- **Introduction 3D Max**
  - General presentation of 3D Max;
  - First of scene (create a scene, add 3D objects, adjustment of views and recording…);
  - Rendering (rendering window, panel 'Environment);
  - The views ;
  - Change the 3D objects (move, rotate and scaler your objects);
  - Application of a modifier;
  - Modeling of an object: the case of a table (Create the base object, modeling and rendering of a scene…);
  - Initiation to the texturing and concrete application (Basic concepts and materials editor, import your textures, parameter of a standard slot, application of textures, modification of UV coordinates, UVW map);
  - 3D animation with 3dmax
  - Achievement of a advertising project in 3D.

❖ GRD 237: Methodology, Economics and Organization of businesses and civic education

➢ **Methodology, Economics and Organization of businesses and civic education : 3 credits (45 hours); L, T, P, SPW**

➢ **Methodology for drafting the report of internship: 1 credit (15hours); CM, TP**

1. The collection of information
2. How to make a report
3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)

14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 1 credit (15hours); L, T, P**

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours); L, SPW**

The Concepts

- The citizen;
- The Nation;
- The State;
- Publics Property and collective's goods;
- The freedoms;
- The public service;
- Ethics;
- Ethics, Law and reason;
- Ethical Problem ;
- Ethics and management.
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ GRD 241: Methodology of the graphic creation

- **Methodology of the graphic creation : 4 credits (60 hours); L, T, P, SPW**

- **The research: 2 credits (30hours); L, T, P**

1. **Research Methodology**
   - Define a search field and a subject;
   - Define the object of study;
   - Chronological delimitation, geographical, typological;
   - The Problem and research questions; research hypotheses; Objectives of the research.
2. **Steps of the research**
   - Collection of data: Internet, documentation centers, field;
   - Processing of data in the laboratory.

- **Steps for the Creation: 2 credits (30hours);** L, T, P

1. **Steps for the creation: the pre production**
   - Iconographic Script: realization of the pages of trends (types of objects, materials and colors, TARGET, direct competitor and indirect).
2. **Steps for the creation: the production**
   - Analysis of the sources of inspiration;
   - Graphical research (sketch);
   - Chromatic research (sketch);
   - The final models (model);
   - Production of the model and prototyping.
3. **Steps for the creation: the postproduction**
   - Manufacture in workshop;
   - Commercial strategies;
   - Industrialization.

❖ GRD 242: knowledge of the graphic string and production

- **Knowledge of the graphic string and production : 5 credits (75 hours); L, T, P, SPW**

-**Graphical chain: 2 credits (30 hours);** L, T, P, SPW

1. **Presentation of the chain Graph**
   - The steps of the chain graph;
   - The trades of the chain graph.
2. **The processes of display graphic prints**
   - The typography;

- The gravure printing;
- The pad printing;
- The offset;
- The silkscreen;
- Etc.

3. The achievement of invoice/proforma invoice

- **Production of a document printed: 2 credits (30 hours); L, T, P, SPW**

1. **Vector images and bitmap**
   - Properties;
   - Resolution;
   - Frame, screen ruling and resolution.
2. **Color Separation**
   - Techniques for separation of color;
   - Adobe Illustrator;
   - Adobe Indesign.
3. **Technical production: the recovery**
   - the trapping of the texts; forms, contours;
   - the line art.
4. **Production of a document printed**
   - Meeting of the representative;
   - Realization of the final films;
   - Imposition;
   - Achievement of the tests;
   - Achievement of the plates;
   - Offset printing;
   - Finishing;
   - Delivery.
5. **Offset press, and taxation of colors**
   - Diagrams and types of offset press;
   - Taxation of double
   - Sided pages.
6. **Pamphlets and types of folds**
   - Simple folds;
   - Double Folds;
   - Folds accordions;
   - Rolled folds;
   - Parallel folds;
   - Folds GateFold;
   - Cross folds;
   - French folds.

7. **Brochures and books : types of binders**
    - Saddle stitch;
    - Loopstich;
    - Flat stitching;
    - Metal spiral;
    - Spiral of plastic;
    - Double metal spiral;
    - Boudin of plastic;
    - Thermoplastic;
    - Lay flat;
    - Couture by section;
    - Coverage cardstock.
8. **Send a document to print**
    - The tests;
    - Vector drawings originals;
    - The files of the HD image;
    - Audits.

- **Initiation to the Software Illustrator: 1 credits (15 hours); L, T, P, SPW**
    1. **Adobe Illustrator**
        - The basic tools;
        - The applications.
    2. **Adobe Illustrator: the plot to the Pen**
        - Guidelines;
        - Guiding points;
        - Curves combinations, summits, straight segments;
        - Amendment of plots.
    3. **Adobe Illustrator: opening and importing images**
        - Opening; - import; - Management.

❖ GRD 243: Web and multimedia II

- **Web and multimedia II : 3 credits (45 hours); L, T, P, SPW**
- **Animation: Adobe Flash:2 credits (30 hours); L, T, P, SPW**
    1. **Online Advertising: the banners**
        - Types of banners;
        - Formats;
        - The animation.
    2. **Presentation of Flash**
        - Description of the interface;

- Properties of a Flash document;
- Tools and designs in Flash.

3. **The pallets: Colors, gradients,; transformations, alignments**
   - Colormixer palette;
   - Colorswatches palette;
   - Apply a gradient;
   - The tool Free Transform;
   - Info palette;
   - Transform palette;
   - Align palette.
4. **Adobe Flash: line of the time**
   - The Frame;
   - The Keyframe;
   - Types and Techniques of animation.
5. **Adobe Flash: Symbols and Instances**
   - Typology;
   - Create a Symbol;
   - Duplicate; edit a symbol;
   - Change the properties of an instance;
   - Break a instance.
6. **Adobe Flash: bitmap images**
   - Import the images;
   - Break the images;
   - Vectorize the images.
7. **Macromedia Flash: animation by interpolation**
   - Motion Tween;
   - Motion Tween and motion guide;
   - Shape tween.
8. **Macromedia Flash: mask layers**
   - Creation;
   - Restriction;
   - Animation.

- **Web design: Adobe Dreamweaver: 1credits (15hours); L, T, P, SPW**

9. Presentation of Adobe Dreamweaver
10. Preparation of a root folder and creation of a working file
11. Use of tools: menu and options to Dreamweaver
12. Achievement of the pages of a site
13. Creation of links in a site
14. The style sheets
    - Script actions;
    - Programming of actions script;
    - Animation and scenario;

- Interactivity.
- Import and integration of sounds to a document.
- Flash tabs;
- HTML tab.

❖ GRD 244: Design and creation assisted by computer (DCAO)

➢ **Design and creation assisted by computer (DCAO) : 4 credits (60 hours); L, T, P, SPW**

➢ **Computer assisted drawing: 2 credits (30 hours); L, T, P, SPW**

1. **Discovery of Illustrator**
   - Creation of a document;
   - The interfaces;
   - Use and importance.
2. **The functions and use of the main tools to Illustrator**
   - The selection tools
   - The drawing tools (rectangle, oval, polygon, Star) the substantive tools and contour.
3. **How to Draw with the Pen tool?**
4. **Techniques of Illustration assisted by computer**
   - Drawing Technical direct to Illustrator;
   - technique of drawing by transplanting to Illustrator
   - creation and management of layers.

➢ **Creation assisted by computer: 2 credits (30 hours); CM, TD, TP, TPE**

1. Achievement of the leaflets, maps of visits
2. Realization of advertising posters (large and small format)
3. Achievement of Ŕpetit Banners and large format)
4. Creation of a digital logo (typographical errors, mixed) to Illustrator
5. Declination of the logos and graphic media
6. 3D effect to Ilustrator with veneer
7. Reproduction and creation of a cahet

❖ GRD 245: Professional Project II and Workshop 3D II

➢ **Professional Project II and Workshop 3D II : 5 credits (75 hours); L, T, P, SPW**

➢ **Professional project II: 3 credits (45 hours); L, T, P, SPW**

1. **Draft of books**
   - Coverage;
     layout;
     Mounting.
2. **Project web sites**

- Banners;
- Sounds and animation;
  Interactivity.

➢ **Workshop II 3D : 2 credits (30 hours); L, T, P, SPW**

Deepening of 3D Max

- Add objects to your scene
  - Plane: Add a ground;
  - Creation;
  - Texturing;
  - Lathe: Create a glass; □□Creation of a glass;
- Initiation to the light and application
  - Different types of lights;
  - Parameters of the Omni;
- Application of photo effects reality.

❖ GRD 246: Professional internship

➢ **Professional Internship : 6 credits (90 hours); P, SPW**

1. Arrival and integration of enterprise;
2. Working in a company;
3. The holding of the Intern journal;
4. The choice of the theme of work: in collaboration with mentors professional and academic;
5. Elaboration of the canvas of the research;
6. The resources to operate;
7. The organization of the work;
8. Drafting of the report;
9. Presentation of the report before a jury.

❖ GRD 247: Bilingual training II(Applied), Legal environment

➢ **Bilingual training II and Legal environment : 3 credits (45 hours); L, T, P, SPW**

➢ **French : 1 credit (15 hours)**

1. Vocabulaire

- Vocabulaire technique usuel

1. Grammaire

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;

- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. Expression et communication

- Compréhension et interaction au cours d'une discussion technique ;
- Communication orale courante ;
-Communication orale interactive
- De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
- Lecture rapide et compréhension de texte ;
- synthèse d'un long texte
- De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
- Gestion d'une table ronde/discussion : La prise de notes, la prise de parole
- Expressions figées

- **Legal environment: 1 credit (15 hours), L, T, SPW**
  - → **Civil Law:**

    1. Definition, characteristics, branches and sources of law
    2. Scope of application of the law
    3. Dimensions of law (objective law, Subjective law)
    4. Legal organisation
    5. The right of a legal personality
    6. Marital status, name and address
    7. Disabilities
    8. Legal acts
    9. Legal facts

  - → **Labour law:**

    1. Definition of labour law, birth and evolution of labour law and sources
    2. The employment contract (conclusion, implementation and breach)
    3. Labour disputes (individual and collective)
    4. The staff delegate, Trade Unions
    5. Labour accidents and occupational diseases
    6. Health and safety at work

Field : ARTS AND CULTURE

Specialty :

ART DESIGN

Option :

FASHION DESIGN

Field:	ARTS AND CULTURE
Specialty :	**Art Design**
Option :	**Fashion Design**

1. The objective of the training

The "Fashion Design" HND aims to train designers of clothing and accessories for ready-made clothes, haute couture and all sectors of industry and commerce related to fashion design. The fashion designer follows every step of a project, from conception to creation. From an order, he issues working hypotheses and then makes a conceptual choice integrating market data. This choice then leads to the realization of a prototype. The fashion designer profession beyond its creative activities, gives added value to textiles and stimulates the consumption of textiles and the safeguarding of jobs in agriculture for natural textile fibres and the chemical industry for artificial or synthetic fibres.

2. Skills Required

→ **Generic Skills**

- Leading and managing a team ;
- Training staff, managing human resources ;
- Communicating in a professional setting in English and French (oral/written) ;
- Understanding the functioning of organisations ;
- Understanding the business environment;
- Creating and managing a business;
- Managing a project ;
- Mastery of basic computer tools ;
- Participating in the elaboration of a budget;
- Planning and monitoring projects;
- Developing creativity, an analytical mind and the ability to communicate.

→ **Specific skills**

- Determining lines, materials and colours of clothing collections, fabrics or accessories;
- Intervening in areas such as the home environment (tableware, upholstery), the automotive industry or cosmetics
- Creating trend books ;
- Making purchases for a shop ;
- Producing books and sales catalogues ;

- Designing fibres and textures…

3. Career opportunities

- Textile designer;
- Model maker;
- Designer in the sectors of clothing, accessories, tableware, textile and furniture fashion designer
- Fashion designer ;
- Performance / show costume designer (cinema, theatre, opera…);
- Fashion press secretary ;
- Studio collaborator ;
- Clothing advisor.

4. Organization of the teachings

SEMESTER 1

Field of study : ARTS AND CULTURE		Speciality : ART DESIGN Option: FASHION DESIGN					
COURSE CODE	Course Titles	Number of hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 CU) 9 credits 135 hours							
FDE111	Aesthetics and Philosophy of Art	25	20	10	5	60	4
FDE112	Introduction to Art Anthropology	30	25	15	5	75	5
Professional Courses 60% (4 CU) 18 credits 270 hours							
FDE113	Manufacturing Workshop I	40	15	15	5	75	5
FDE114	Fashion drafting I	50	20	20	0	90	6
FDE115	Creative Approach I	10	20	15	0	45	3
FDE116	Visual Education I	30	10	20	0	60	4
Cross-Sectional courses CU 10% (1 CU) 3 credits 45 hours							
FDE117	Intellectual Property Law, Marketing of Cultural Enterprises and Business Creation	30	10	0	5	45	3
Total		**215**	**120**	**95**	**20**	**450**	**30**

SEMESTER 2

Field of Study: ART AND CULTURE		Speciality : ART DESIGN Option: FASHION DESIGN					
COURSE CODE	Course Title	Number of Hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 CU) 9 credits 135 hours							
FDE121	History of Art I	25	20	10	5	60	4
FDE122	History of Art II	40	15	15	5	75	5
Professional Courses 60% (4 CU) 1 8 credits 270 hours							
FDE123	Manufacturing Workshop II	45	20	10	0	75	5
FDE124	Fashion Drafting II	40	40	20	5	105	7
FDE125	Visual Education II	10	20	10	5	45	3
FDE126	Creative Approach II	10	10	20	5	45	3
Cross-Sectional Courses 10% (1 CU) 3 credits 45 hours							
FDE127	Bilingual Training I and General Accounting	30	10	0	5	45	3
Total		**200**	**135**	**85**	**30**	**450**	**30**

SEMESTER 3

Field of Study : ART AND CULTURE		Speciality : ART DESIGN Option: FASHION DESIGN					
COURSE CODE	Course Title	Number of Hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 CU) 9 credits 135 hours							
FDE231	History of Costumes	25	20	10	5	60	4
FDE232	Fashion History	40	15	15	5	75	5
Professional Courses 60% (4 CU) 18 credits 270 hours							
FDE233	Flat Cutting and Modelling I	50	25	0	0	75	5
FDE234	Creative Workshop I	40	40	5	5	90	6
FDE235	Creative Approach III	10	15	20	0	45	3
FDE236	Computer Science and Fashion Communication I	15	30	15	0	60	4
Cross- Sectional Courses 10% (1 CU) 3 credits 45 hours							
FDE237	Methodology, Economics and Organisation of Cultural Enterprises, and Civic Education	30	10	0	5	45	3
Total		**210**	**155**	**65**	**20**	**450**	**30**

SEMESTER 4

Field of Study: ART AND CULTURE		Speciality : ART DESIGN Option: FASHION DESIGN					
COURSE CODE	Course Titles	Number of Hours					Number of Credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 CU) 9 credits 135 hours							
FDE241	Semiotics of Arts and Fashion	25	20	10	5	60	4
FDE242	Fashion Sociology	30	20	20	5	75	5
Professional Courses 60% (4 CU) 1 8 credits 270 hours							
FDE243	Cutting and Modelling II	40	20		0	60	4
FDE244	Creative Workshop II and Fashion Communication II	20	30	25	0	75	5
FDE245	Creative Approach IV	25	10	5	5	45	3
FDE246	Professional Internship			60	30	90	6
Cross- Sectional Courses 10% (1 CU) 3 credits 45 hours							
FDE247	Bilingual Training II, Legal Environment	30	10	0	5	45	3
Total		**170**	**110**	**120**	**50**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ FDE111 : Aesthetics and Philosophy of Art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**

1. Understanding of Concepts
   - Art ;
   - Decorative Art ;
   - Interior Design ;
   - Aesthetics ;
   - Philosophy of Art.
2. Great Art Families
3. History of Aesthetics theories
4. Relation with visual Arts

❖ FDE112 : Introduction to Art Anthropology

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**

1. **Understanding of concepts**
   - Anthropology ;
   - Anthropology of Art ;
   - Art object ;
   - Art work.
2. **Purpose of Anthropology of Art**
3. **Sources and Problems of Anthropology of Art**
   - Purpose ;
   - Problem ;
   - Source.
4. **Study of Art of Objects**
   - Pictorial works;
   - Sculptural works.

❖ FDE113 : Manufacturing Workshop I

- **Machine Technology: 2 credits (30 hours); L, T, P, SPW**

1. **Lockstitch Machine**
   - Standardisation of stitches ;
   - Introduction on the various knotted points;
   - Introduction on the formation of different knotted points ;

- Principle of the choice of needle.
  Principle of choice of sewing equipment ;
- The rotating, oscillating and shuttle hook;
- The presser foot;
- The claw ;
- The needle plate;
- The bobbin case and the bobbin ;
- The thread tensioner. The voltage bloc ;
- The capsule remover ;
- The claw;
- Study of the kinematic chain of lockstitch machines.

2. **Chainstitch machine**
   - Standardisation of stitches;
   - Introduction on the various chainstitches.
3. **3-thread, 4-thread and 5-thread overlock machine**
   - 3-thread, 4-thread and 5-thread standardisation;
   - The presser foot

➢ **Study pieces: 3 credits (45 hours); L, T, P; SPW**

1. **Introduction to stitching techniques**
   - Mastering and using industrial machines.
2. **Making of study pieces**
   - Assembling the parts of a garment.
3. **Quality and Aesthetic approach**
   - Sensitivity to the quality of a product.
4. **Assembly of by-products**
   - Developing an assembly range and assembling a garment

❖ FDE114 : Fashion drafting I

➢ **Life drawing: 3 credits (45 hours); L, T, P**

1.Basic elements of drawing

- The point ;
- The line ;
- The form.

2.The basic rules of drawing

- Proportions;
- Shadows: Form and Cast.

3.Proportion techniques

- Gridding techniques;
- Target technique.

4.Shadow and lights concept

Shadow concept

- Form shadows;
- Cast shadows;

Light concept

- Natural and Artificial light, reflection.

5.Knowledge and handling of basic technical instruments

- Compass ;
- Squares ;
- Graduated rules ;
- Protractor.

6.Basic geometric construction theory

- Representation of planes ;
- Orthogonal projections ;
- Sections and penetrations.

7.Basic geometric constructions

- Techniques of constructing lines, arcs of circles;
- Division of lines and arcs of circles;
- Construction of fittings.

8. Simple geometric constructions

- Technique of representation of planes and figures.

➢ **Morphology of the human body and drawing: 3 credits (45 hours); L, T, P**

1.Human osteology

- The spine and its deformities;
- Presentation of the human skeleton.

2.Comparative study between the skeleton of the woman and the skeleton of the man

- Graphic study of the skeleton of women and men ;
- Similarities and dissimilarities between the skeleton of the woman and the skeleton of the man.

3.Lines - Definitions;

- The canons of human representation;
- Purpose of stylised drawing;
- The sitting position ;
- Vertical lines ;
- Horizontal lines;
- Oblique lines.

4.Proportions

- Illustration of proportions on a vertical axis;
- Division of vertical lines;
- Division of horizontal lines.

5.Symmetries: case of the isosceles trapezium

- Presentation of the trapezium ;
- Different types of trapeziums ;
- Symmetries ;
- The isosceles trapezium.

❖ FDE115 : Creative approach I

- **Study of the terms of the profession: 1 credit (15 hours); L, T, P**

1. Methods
2. Approach
3. Creation
4. Theory
5. Analysis

- **Study of artistic creation methodologies: 1 credit (15 hours); L, T, P**

1. Foreign approaches
2. African approaches

- **Study of creative methodologies specific to fashion: 1 credit (15 hours); L, T, P**

Create, recompose shapes and volumes of objects and clothes.

❖ FDE116 : Visual Education

- **Visual Education: 4 credits (60 hours); L, T, P**

1. Notions of representation from basic forms
2. Notions of shadow and light
3. Notions of perspectives
4. Notions of colour and colouring

- Notions of colour ;
- Colouring with coloured pencils ;
- Colouring with water paint.

5. Colours in Africa and their meanings

- Colour, symbol of life;
- Colour, symbol of death;
- Colour, symbol of suffering…

❖ FDE117 : Intellectual Property Law, Marketing of Cultural Enterprises and Business creation

- **Intellectual Property Law: 1 credit (15 hours); L, T, P**

1. General introduction to copyright;
2. The Law ;
3. Counterfeiting of works ;
4. Designs, models, the dual protection regime ;
5. Copyright policy for an SME.

- **Cultural enterprise marketing: 1 credit (15 hours); L, T, P**

1. **The Marketing approach**

- The marketing concept and its evolution ;
- The stages of the marketing process ;
- The business strategy ;
- Marketing variables.

2. **Knowledge of needs and the market**

- Needs ;
- The Consumer and his behaviour ;
- The market survey.

3. **Marketing variables**

- Service ;
- The product : good and service ;
- The price ;
- Distribution ;
- Communication.

4. **The business strategy**

- Diagnosis;
- Strategic choices;
- The marketing plan.

5. **International marketing approach**

- Peculiarities of the export market survey;
- Prospecting abroad.

- **Business creation: 1 credit (15 hours); L, T, P, SPW**

1. Entrepreneur concept;
2. Motivations for starting a business ;
3. Ideas research and evaluation;
4. Search for financing ;
5. Choice of Legal Status;
6. Ethical aspects of business ;
7. Development of the business plan.

❖ FDE121 : History of Art I

- **History of Art I: 4 credits (60 hours); L, T, P, SPW**

1. Prehistoric and Ancient Arts
2. Prehistoric Arts
3. Ancient Arts
4. The arts of the Middle Ages and the Renaissance

- The arts of the Middle Ages;
- The arts of the Renaissance.

❖ FDE122 : History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**

1. Modern arts (late 19th and early 20th century)

- Impressionism ;
- Expressionism ;
- Le Neo-impressionism ;
- Etc.

2. .Calligraphy of ancient Egypt
3. . Contemporary art

❖ FDE123 : Manufacturing workshop II

- **Textile technology: 3 credits (45 hours); L, T, P, SPW**

1. **General classification of textile materials**

- Natural materials ;
- Artificial materials ;
- Synthetic materials ;
- Specific materials :
    - High performance organic materials ;
    - Inorganic materials;
    - Hybrid materials ;
    - Functionalised materials.

2. **Schematic representation of patterns and bindings**

- Different patterns:
- Canvas;
- Twill;
- Satin.

3. **Thread manufacturing techniques**

- General process of spinning techniques ;
- Spinning techniques:
    Fusion spinning;

- Wet spinning ;
- Dry spinning ;

- Texturing techniques ;
- Covering and twisting techniques.

4. **Transformation processes**

- Weaving;
- Knitting ;
- Non-woven fabrics ;
- Braided.

5. **Treatments**

- Traditional treatments: dyeing; Ennoblement; Primers.
- Specific treatments: Coating;
  - ✓ lamination ;
  - ✓ complexing ;
  - ✓ different types of membranes ;
  - ✓ Composite materials.
- For each treatment:
  Trade name;
  Applications.
- Labelling for the care of textiles
  - Symbols ;
  - Whitening;
  - Drying ;
  - Ironing ;
  - Professional cleaning.

➢ **Study pieces: 2 credits (30 hours); L, T, P, SPW**

1. Making of closure means
2. Making of opening means pieces
3. Pockets
4. Means of depth resorption

❖ FDE124 : Fashion drafting II

➢ **Applied design I : 2 credits (30 hours) ; L, T, P, SPW**

1. Drawing of naked women
2. Drawing of dressed women
3. Different postures of women

➢ **Applied design II : 2 credits (30 hours) ; L, T, P, SPW**

1. Drawing of naked men
2. Drawing of dressed men
3. Different postures of men

➢ **Applied design III : 3 credits (45 hours) ; L, T, P, SPW**

1. **Children's figurine**

- Naked children
- Dressed children

2. **Women and Men's curves**

- Curves of the woman and man's trunk ;
- Curves of the woman and man's pelvis ;
- Curves of the upper and lower limbs of the woman and man;
- Overview of women and men's curves: face, back, profile and ¾.

❖ FDE125 : Computer Aided Drawing and Visual Education II

➢ **Introduction to Illustrator : 1 credit (15 hours) ; L, T, P, SPW**

1. The interface and the creation of a file
2. Tools and their functions
3. Digital realisation of some advertising media
4. The balance of shapes in space

- Rules of compensation of masses in space: colour, density, arrangement, dimensions.

➢ **Illustration and digitalisation of fashion drawings on Illustrator : 2 credits (30 hours); L, T, P, SPW**

1. Illustration and scanning by direct drawing
2. Illustration and scanning by transplanting

- **Visual Education II**

❖ FDE126 : Creative Approach II

➢ **Creative Approach II: 3 credits (45 hours) ; L, T, P, SPW**

1. Artistic creation and Gestalt theory
2. Recall of creative methods
3. Practical case of clothing creations

❖ FDE127 : Bilingual Training and General Accounting

➢ **English Expression : 1 credit (15hours); L, T**

1. **Form of words in French**

- Prefix, radical;
- Root, suffix.

2. **Explanation of words and groups of words**
3. **Morphosyntax and rhetoric**

- Constituents and structure of the sentence:
  - ✓ Simple sentence;
  - ✓ Complex sentence;
  - ✓ Compound sentence.
- The figures of style:
  - ✓ Figures of analogy;
  - ✓ Amplification figures;
  - ✓ Opposition figures ;
  - ✓ Attenuation figures.

4. **Administrative and professional correspondence**

- The different parts of an administrative correspondence and the administrative style
- Professional correspondence :
  - ✓ Memo
  - ✓ Rendering accounts (activity, mission);
  - ✓ Reporting (activity, mission).

5. **Professional correspondence with individual dominance**

- Job application ;
- CV ;
- Cover letter.

6. **Methodological considerations on Written Exercises**

- French composition;
- Contraction of text:
- French composition: Methodological recall and application;
- Contraction of text: Methodological recall and application.

7. **Study of communication situations.**

- Identification of factors of the communication situation (sender, receiver, code, channel, message, context) ;
- Communication situation and verbal interactions ;
- Study of para-verbal elements (kinesics, proxemics, mimo-gestures, etc.
- Identification and manipulation of figures of expression and thought metaphors, irony, satire, parody, etc.) ;
- Etc.

➢ **French Expression**

1. **Vocabulaire**

- Vocabulaire technique usuel

2. **Grammaire**

- Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;

- De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
- Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
- Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
- De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
- Des fonctions grammaticales.

3. **Expression et communication**
   - Compréhension et interaction au cours d'une discussion technique ;
   - Communication orale courante ;
   - Communication orale interactive
   - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
   - Lecture rapide et compréhension de texte ;
   - Synthèse d'un long texte

➢ **General Accounting I : 2 credits (30 hours) ; CM, TD, TP**

1. Business Assets
2. Flows in the company and their recording
3. Balance, Balance Sheet and Result relationship
4. Accounting law and Chart of Accounts (Accounting Plan)
5. Purchases and Sales
6. Expenses and Products
7. Incidentals on purchases and sales
8. Accounting of Service companies
9. Packaging
10. Transport
11. The Classical Accounting System
12. Cash Settlements
13. Future Settlements
14. Acquisition and production of capital assets
15. VAT, excise duty, withholding tax on rent
16. Wages and Salaries

❖ FDE231 : Costume History

➢ **History of African Costume : 4 credits (60hours); L, T, P, SPW**

1. **General considerations and vocabulary analysis**
   - Purpose of a course on costume history ;
   - Around the costume concept : naked, dressed, meanings of the body in the African's philosophy of life ;

- Jewellery, Hairstyle, shoes;
- Costume: heritage of human intelligence.

2. **Costume in Europe**
3. **Costume in Africa and Cameroon**
4. **Meeting of costumes or the "clash of civilisations"**
   - Context and meeting;
   - Western costume ;
   - The African and western costume : civilisation or acculturation ;
   - The African costume trial: scientific stakes.
5. **Five functions of costumes in Africa / Cameroon**
   - Semiology and semiotics
   - Semiology and sign
   - Semiology of the fashion image
   - Advertising image : construction and reading-analysis
   - Reading the fashion advertising image

❖ FDE232 : History of Fashion

- **History of Fashion: 5 credits (75 hours); L, T, P**

1. **Definition of concepts**
   - Fashion ;
   - Stylism ;
   - Model making ;
   - Haute couture ;
   - Ready-made ;
   - Accessories.
2. **History of Fashion in the 19th Century**
   - History of fashion in the 20th century
   - History of fashion at the beginning of the 21st century

❖ FDE233 : Flat cut and modelling I

- **Methods and cutting techniques: 3 credits (45hours); L, T, P**

1. Women's outfits
2. Men's outfits
3. Dresses and ceremonial clothes

- **Sewing techniques : 2 credits (30hours); L, T, P**

1. **Measure**

- Taking measurement on the client or deciphering standard data.

2. **Construction of simple clothing products**

- Skirts;
- Trousers.

3. **Methods of:**

- (Cutting, Patronage, Retouching, Gradation) of clothing

4. **making clothing on machines**

❖ FDE234 : Creative Workshop I

- **Design of a collection: 2 credits (30 hours); L, T, P, SPW**
  - Sources of inspiration ;
  - Narrating a story ;
  - Development of a collection from a theme
- **Structuring a collection : 4 credits (60 hours); L, T, P, SPW**
  - Reading the environment;
  - The collection plan ;
  - Development of a press-book;
  - How many collections should be made?
  - Coordinating one's collection;
  - Optimising the construction of one's collection.

❖ FDE235 : Creative Approach III

- **Creative Approach III : 3 credits (45 hours); L, T, P, SPW**

1. **African hairstyle**
2. **Creation of hairstyles**
   - Presenting one's illustrated collections and display in paper or digital format.
3. **African accessories**
4. **Creation of accessories**

❖ FDE236 : Computer Science and Fashion communication I

- **Computer Science: 2 credits (30 hours); L, T, P, SPW**

A- Hardware

1. **Peripheral device**
   - Input devices;
   - Output devices ;
   - Storage devices;
   - Input and output devices.
2. **The Central Processing Unit**
   - The Central Memory;
   - The Microprocessor;
   - The Ports;

- The Motherboard ;
- The Chipset;
- Power Supply;
- Expansion cards;
- Other internal devices;

3. **Exchange unit (or Bus)**

   Role;

   Bus types:

   - Data bus;
   - Control bus;
   - Address bus.

B- Software

1. **Application software**
   - Definition;
   - Role ;
   - Types and examples of software.
2. **Basic Software (or System Software)**
   - Definition
   - Types of basic software
     - Drivers;
     - Compilers;
     - Utilities ;
     - Operating systems:
   - Features;
   - Roles ;
   - Types of operating systems;
   - Structure of an operating system ;
   - Architecture.

   Notion of free and proprietary software

C- Study of the Windows graphic environment

- Presentation;
- Window management;
- Management of files and folders

D- What is a file, a folder?

- Path to a file

E- Practical study of Microsoft Word

Study of basic functions

F- Practical study of Microsoft Excel

- Presentation;

- Arithmetic operation.

G- Construction of a formula

- Use of built-in functions :
- Definition ;
  - Syntax of built-in functions ;
  - Some built-in functions ;
  - Relative reference, absolute reference and mixed reference;
  - Case of synthesis.

➢ **Fashion communication I : 2 credits (30 hours); L, T, P, SPW**

- Note taking ;
- The "Ambiance" sketch.

❖ FDE237 : Methodology, Economic and Organisation of Enterprises

➢ **Methodology of Writing Internship Reports: 1 credit (15 hours); L, P**

1. Collection of information
2. How to report
3. The Internship report plan and the Summary
4. The Table of Contents
5. The Introduction of the Internship Report
6. The Conclusion of the Internship Report
7. Acknowledgements
8. How to construct annexes
9. When to start your internship report
10. How to find an internship report topic
11. The Cover page
12. How to write effectively
13. Form and Presentation (Cover, Material Safety Data Sheet, Summary, Bibliography, Glossary, Index of Figures, Tables and Illustrations)
14. Instructions and typological rules of presentations (font, line spacing, title, highlighting, punctuation, graphic charter)
15. How to prepare for defence

➢ **Economics and organisation of enterprises : 1 credit (15 hours); L, T, P**

1. The Company, definition and method of analysis
2. Classification of companies
3. Business organisation structures
4. The insertion of the business into the economic fabric
5. Commercial activity of the company
6. Productive activity of the company

7. Logistics in the company
8. The Financial Activity of the company
9. Management of Human Resources
10. The Systematic approach of the company
11. The Information System
12. The Decision systems
13. Strategic Analysis of the Company
14. Choosing and implementing a Strategy
15. Business, Society and Culture
16. Business, Society and Ethics

❖ FDE241 : Semiotics of art and Fashion

- **Semiotic of luxury goods : 2 credits (30 hours); L, T, P, SPW**

1. Luxurious communication ;
2. Values expressed by luxury ;
3. Formal rules of current luxury;
4. Luxury vectors;
5. Luxury in social classification ;
6. Ostentatious consumption;
7. Social distinction

- **Brand Management : 2 credits (30 hours); L, T, P, SPW**

1. The brand and its power;
2. Brand identity;
3. Steps to create a brand ;
4. Brand life cycle;
5. Brief on a luxury brand;
6. Brand lifting ;
7. Brand and innovation.

❖ FDE242 : Sociology of fashion

- **Sociology of fashion: 5 credits (75 hours) ; L, T, P, SPW**

1. Introduction to sociology
2. History of sociology of fashion
3. Sociological theories of fashion
4. Investigation methods in sociology of fashion
5. Study of fashion trends
6. Case studies and sociological investigations

❖ FDE243 : Cutting and modelling II

- **3D volume design : 2 credits (30 hours); L, T, P**

1. **Jacket**
   - Scaffolding a garment directly on a dummy.

- **Clothing product technology: 2 credits (30 hours); L, T, P,**

1. **Measure**
   - Taking measurement on the client or deciphering standard data.
2. **Construction of simple clothing products:**
   - Shirts;
   - Blouses.
3. **Methods of:**
   - (Cutting, Patronage, Retouching, Gradation) of clothing.

❖ FDE244 : Creative Workshop II and Fashion Communication II

- **Computer Aided Design with Photoshop : 2 credits (30 hours); L, T, P**

  - Detecting trends;
  - Agencies or trend offices.

- **Computer Aided Design with Illustrator : 2 credits (30 hours); L, T, P**

Drawing one's models

  - Handing over the sketch to the model maker ;
  - The prototype ;
  - Nomenclature;
  - Collections rehearsals.

- **Digital Clothing Design with Photoshop and Illustrator : 1 credit (15 hours); L, T, P**
  - The "dull" or figurine ;
  - The flat sketch;
  - Technical drawing ;
  - Illustration.

❖ FDE245 : Creative Approach IV

- **Creative Approach IV : 3 credits (45 hours); L, T, P**

  - Making the pressbook.

❖ FDE246 : Professional Internship

- **Professional Internship : 6 credits (90 hours) ; T, SPW**

  - Arrival and integration into the company ;
  - Work in the company;
  - Keeping the intern journal ;
  - Choice of work topic: in collaboration with professional and academic supervisors;
  - Development of the research design ;
  - Resources to be exploited ;
  - The organisation of work;
  - Report writing;
  - Presentation of the report before a jury.

❖ FDE247 : Civic Education and Ethics, Legal environment

- **Civic Education and Ethics : 2 credits (30 hours); L, SPW**

  Concepts

  - The citizen;
  - The Nation;
  - The State;
  - Publics Property and collective's goods;
  - The freedoms;
  - The public service;
  - Ethics;
  - Ethics, Law and reason;
  - Ethical Problem ;
  - Ethics and management.
  - Civics
  - Deontology
  - Moral consciousness
  - The universal declaration of Human Rights
  - Good governance in public services
  - The importance of civics to the life of the nation
  - Functions of the state and its citizens
  - Deontology, Professional ethics and professionalism
  - Relationship between morality, law and ethics
  - Codes of ethics

- **Legal environment: 1 credit (15 hours), L, T, SPW**

  → **Civil Law:**

  1. Definition, characteristics, branches and sources of law
  2. Scope of application of the law
  3. Dimensions of law (objective law, Subjective law)

4. Legal organisation
5. The right of a legal personality
6. Marital status, name and address
7. Disabilities
8. Legal acts
9. Legal facts

→ **Labour law:**

1. Definition of labour law, birth and evolution of labour law and sources
2. The employment contract (conclusion, implementation and breach)
3. Labour disputes (individual and collective)
4. The staff delegate, Trade Unions
5. Labour accidents and occupational diseases
6. Health and safety at work

Field : ARTS AND CULTURE

Specialty :

ART DESIGN

Option :

INTERIOR DESIGN

Field:	ARTS AND CULTURE

Specialty :	Art Design

Option :	Interior Design

1. The objective of the training

The HND interior design aims to train the design of ephemeral or perennial space in different areas: architectural and urban space, urban landscape, museography, scenography, and exhibitions, trade shows, houses, offices ... etc. The interior designer designs, builds, structures and implements inviting, comfortable, aesthetic and functional interior spaces by playing on volumes, materials, furniture and light, taking into account the needs of the client. All in compliance with the standards in force as well as technical and bidgetaires constraints.

2. Skills Sought After

→ **Generics skills**

- Determine the lines, materials and colors of collections of clothing, fabrics or accessories;
- Intervene in areas such as the home environment (tableware, upholstery), the automotive industry or cosmetics;
- Create trend books;
- Make purchases for a shop;
- Produce books and sales catalogs;
- Design fibers and textures ...

→ **Specific skills**

- Creativity and imagination;
- Development of private and public spaces: apartments, houses, offices, shops, train station halls, theaters or museums;
- Control of shapes and colors, lines, volumes and materials;
- Drawing of partitions and the lighting of a building;
- Determination and creation of furniture location;
- Demand analysis and concept development;
- Realization of sketches and project models and financial estimation;
- Drawing of plans (cut, elevation, technical and permanent layout) on paper or computer, in 3D;
- Supervision and final realization by checking compliance with the initial project;
- Choice of companies that will carry out the work;
- Coordination of the whole site and management of different professions involved: painter, cabinetmaker, marble worker, staffer

3. Outlets

- Interior space organizer;
- Interior designer;
- Interior decorator;
- Decorator scenographer
- Design of environment;
- Etalagiste;
- Responsible for design offices
- Arhitect's cabinets;
- Responsible for decoration agencies, museum

4. Organization of the Teachings

FIRST YEAR: FIRST SEMESTER

Field of study: : Art and Culture		Specialty: Art Design Option: Interior Design					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
IND111	Aesthetics and philosophy of art	25	20	10	5	60	4
IND112	Introduction to anthropology of art	30	25	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
IND113	Drawing I : artistic anatomy	45	10	15	5	45	3
IND114	Mathematics and physics	30	20	5	5	90	6
IND115	Design workshop I	20	25	25	5	90	6
IND116	Marketing of cultural business creation companies	30	20	5	5	45	3
Cross-Sectional Course 10% (1 UC) 3 Credits 45 hours							
IND117	Bilingual training	30	5	5	5	45	3
TOTAL		**210**	**125**	**80**	**35**	**450**	**30**

FIRST YEAR: SECOND SEMESTER

Field of study: : Art and Culture		Specialty: Art Design Option: Interior Design					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
IND 121	History of art I	20	20	15	5	60	4
IND 122	History of art II	50	10	10	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
IND 123	Drawing : perspective, shadow and light	45	10	15	5	75	5
IND 124	Materials Technology	30	15	10	5	60	4
IND 125	Design workshop II	40	20	25	5	90	6
IND 126	General computer	20	10	10	5	45	3
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
IND 127	General accounting, visual education	30	5	5	5	45	3
TOTAL		**235**	**90**	**90**	**35**	**450**	**30**

SECOND YEAR: THIRD SEMESTER

Field of study: : Art and Culture		Specialty: Art Design Option: Interior Design					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
IND 231	Plastic expression I: drawing and color	20	20	15	5	60	4
IND 232	Intellectual property law	25	30	15	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
IND 233	Workshop 3D I	45	15	10	5	75	5
IND 234	Space sémiology and communication I	40	15	15	5	75	5
IND 235	Design workshop III	15	5	5	5	30	2
IND236	Computer assisted drawing	45	20	20	5	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
IND 237	Methodology, economics and organization of companies	30	5	5	5	45	3
TOTAL		**220**	**110**	**85**	**35**	**450**	**30**

SECOND YEAR: FOURTH SEMESTER

Field of study: Art and Culture		Specialty: Art Design Option: Interior Design					
Course code	Course title	Number of Hours					Number of credits
		L	T	P	SPW	Total	
Fundamental Courses 30% (2 UC) 9 Credits 135 hours							
IND241	Plastic expression II: production of a project	25	20	10	5	60	4
IND242	Design history	30	15	25	5	75	5
Professional Courses 60% (4 UC) 18 Crédits 270 hours							
IND243	Workshop 3D II	25	15	15	5	60	4
IND244	Semiology of art and color analysis	25	20	10	5	60	4
IND245	Design workshop IV	25	20	10	5	60	4
IND246	Internship			60	30	90	6
Cross-Sectional Courses 10% (1 UC) 3 Credits 45 hours							
IND247	Civic Education and Ethics/ The legal environment	30	5	5	5	45	3
TOTAL		**160**	**95**	**135**	**60**	**450**	**30**

L=Lecture hours T=Tutorials P=Practicals SPW=Student Personal Work

5. Courses content

❖ IND 111: Aesthetics and philosophy of art

➢ **Aesthetics and philosophy of art: 4 credits (60 hours); L, T, P, SPW**

1. Understanding of concepts
   - Art;
   - Decorative Art;
   - Interior design;
   - Aesthetics;
   - Philosophy of art.
2. The major families of the art
3. History of aesthetic theories
4. Report to the visual arts

❖ IND 112: Introduction to anthropology of art

➢ **General Information on the anthropology: 5 credits (75 hours); L, T, P, SPW**

1. **Understanding of concepts**
   - Anthropology;
   - Anthropology of the art;
   - Object of art;
   - Work of art.
2. **Object of the anthropology of the art**
3. **Sources and problem of the anthropology of art**
   - Object;
   - Problematic;
   - Source.
4. **Study of art objects**
   - Pictorial works;
   - the sculptural works.

❖ IND 113: Drawing I: Artistic Anatomy

➢ **Drawing I: Artistic Anatomy : 3 credits (45 hours); L, T, P, SPW**

- **Composition of the skeleton**
  1. **Understanding of concepts**
     - Drawing;
     - Anatomy;
     - Osteology;

- Musicology;
- The various constituent elements of the anatomy;
- Typesetting of the elements reflecting a Nature dead.

2. **Human anatomy 1**
   - General structure of the human skeleton;
   - The reports of proportions: head, trunk and members;
   - the types of bones and joints.
3. **The composition of the skeleton**
   - Skull;
   - The vertebrae;
   - Rib cage;
   - Pool;
   - Arm and forearm;
   - Legs;
   - Thigh;
   - foot and hand.
4. **Human anatomy 2**
   - The Muscular structure external to the human body;
   - Location and provisions of muscles ;
   - the muscle bundles;
   - the muscle tendons.
5. **Joints and movements of the body**
   - The joints of the human body;
   - The movements of the human body;
   - Different postures of the human body

❖ IND 114: Mathematics and Physics

➢ **Mathematics and Physics : 6 credits (90 hours); L, T, P, SPW**

- **Mathematics: 3 credits (45hours); L, T, P, SPW**

1. **Functions of a real variable**
   - Focus on the aesthetic aspect of the curves;
   - Tangent at a point where the vector derivative is not null;
   - The study of singular points and branches endless is not payable.
2. **Vector calculation**
3. **Geometric modeling**

- **Physical: 3 credits (45hours); L, T, P, SPW**

1. **Mechanical**

- Mechanical action;
- Balance of a solid;
- fluid mechanics.

2. **Materials**
   - The polymers;
   - Other.
3. **Behavior of Materials**

- Resistance of Materials;
- Maintenance of tissues.

❖ IND 115: Design Workshop I

➢ **Design Workshop I : 6 credits (90 hours*); L, T, P, SPW***

Space

1. **Understanding of concepts**
   - Method;
   - Design; - creative approach.
2. **Approaches to artistic creations**
   - in the western arts;
   - In the African arts.
3. **Practical cases of the application to the artistic creation**
4. **Practical cases of the application to the creation of the decorations**
5. **Urban landscape, natural landscape**
   - Awareness of the urban planning and the landscape;
   - from the natural to the Artificial.

❖ IND 116: Marketing of cultural businesses and the creation of business

➢ **Marketing of cultural businesses and the creation of business : 3 credits (45 hours); L, T, P, SPW**

➢ **Marketing of Cultural Businesses: 3 credits (45 hours) ; L, T, P**

1. **The marketing approach**
   - The marketing concept and its evolution;
   - The steps of the approach marketing;
   - the commercial strategy;
   - the variables marketing.
2. **The knowledge of the needs and the market**
   - The needs;
   - The consumer and its behavior;
   - the study of the market.

3. **The variables Marketing**
   - The service;
   - The product: Well and service;
   - The price;
   - The distribution;
   - The communication.
4. **The commercial strategy**
   - The diagnosis;
   - strategic choices;
   - Marketing Plan.
5. **Approach International Marketing**
   - Special features of the study of export market;
   - The exploration abroad.

- **Creation of business: 3 credits (45 hours); L, T, P, SPW**

  - Concept of a contractor;
  - Motivations to the creation of business;
  - Search for ideas and evaluation;
  - Research funding;
  - Choice of legal status;
  - Ethical aspects of the business;
  - elaboration of the business plan.

❖ IND117: Bilingual training

- **English Expression: 1 credit (15hours); L, T**

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;
- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. **Write clear, detailed texts**
    - Essay writing;
    - Application for employment;
    - C.V.;
    - Letter of motivation;
    - Letter/memo writing and minutes of a meeting.

- **French : 1.5 credits (22 hours 30mn); L, T, P, SPW**

1. **Vocabulaire**
    - Vocabulaire technique usuel
2. **Grammaire**
    - Du verbe : Conjugaison aux temps communément utilisés – présent, passé composé ; imparfait, futur, conditionnel, et plus-que-parfait, l'impératif, l'infinitif, voix passive ;
    - De l'adjectif : Qualificatif, possessifs, démonstratifs, interrogatifs, numéraux, indéfinis ;
    - Du nom et son article: masculin/féminin ; singulier/pluriel ; dénombrable, et non-dénombrable ;
    - Du pronom : personnel, possessif, interrogatif, démonstratif, relatif, indéfini ;
    - De l'adverbe et de la locution adverbiale : pour dire comment, où, quand et pourquoi ;
    - Des fonctions grammaticales.
3. **Expression et communication**
    - Compréhension et interaction au cours d'une discussion technique ;
    - Communication orale courante ;
    - Communication orale interactive
    - De la phrase : simple, complexe, composée ; interrogative, déclarative, exclamative et impérative ;
    - Lecture rapide et compréhension de texte ;
    - synthèse d'un long texte
    - De la communication : rédaction de texte, d'instructions, de rapport, d'une correspondance –d'une lettre recommandation ou de motivation, d'une, demande d'emploi, d'une demande d'explication, d'une réponse à une demande d'explication, d'un CV ;
    - Gestion d'une table ronde/discussion : La prise de notes, la prise de parole ;

❖ IND121: History of Art I

- **History of art I: 4 credits(60 hours); L, T, P, SPW**

1. The Prehistoric arts and antiques
2. The Prehistoric arts
3. The ancient arts
4. The arts of the Middle Ages and the Renaissance
   - The arts of the middle-age;
   - The arts of the Renaissance.

❖ IND122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**

1. **The modern arts (end of 19th and beginning of the twentieth century)**
   - The Impressionism;
   - The expressionism;
   - the neo-impressionism; Etc.
2. **The sculpture of the Ancient Egypt**
   - Of the sculpture of the Predynastic times to the sculpture of the historic period: forms and expressions of language;
   - The techniques of sculpture: The research of the aesthetic canon Egyptian.
3. **Calligraphy of Ancient Egypt**
4. **The contemporary arts**

❖ IND123: Drawing II: Prospects, shade and lights

- **Drawing II: Prospects, shade and lights : 5 credits (75 hours); L, T, P, SPW**

- **Drawing of analysis and observation**
  1. **Definition of the concepts of perspective, light and shadow**
     - In-depth concept in the use of the descriptive geometry.
  2. **The perspective**
     - General information on the perspective;
     - Types and principle of perspective;
     - The orthogonal projections;
     - Sections and penetrations;
     - Drawing of observation of objects in perspective.

  3. **Light and Shadow**

- General information;
- The light sources;
- Principle of the shadow and light;
- Drawing of observation of the subjects of after the shadow and light.

4. **Drawing of observation: landscapes and buildings**

❖ IND124: Materials Technology

- **Materials Technology : 4 credits (60 hours); L, T, P, SPW**

- **Physical: 2 credits (30 hours); L, T, P, SPW**

1. **Color**
   - Origins and measurement;
   - The materials of the color.
2. **Touch**
   - Perception of textures; sense of touch.
3. **Image**
   - The resolution of the image;
   - Management of the colors of the image;
   - The file formats; Hardware.

- **Technology of Materials: 2 credits (30hours); L, T, P, SPW**

1. **Parts List**
   - Wood, metal, textiles, paper, minerals, plants, glass products, synthetic materials and composites, ceramics, lights, finishing of surfaces and decors.
2. **Sustainability**
   - Employment;
   - Reuse;
   - Functions;
   - Properties;
   - Relationship to the project.
3. **Resistance/behavior Efforts**
   - Constraints, solicitations,implementation,craft, semi-industrial,chain of production, construction,specific treatments,assemblies, connections.
4. **Standards, Rules** security;
   - Fire;
   - Classification of the materials ;
   - Horizontal circulations vertical and;
   - Access;

- Evacuation;
- Signage;
- Conventional languages.

❖ IND125: Design Workshop II

- **Design Workshop II : 6 credits (90 hours); L, T, P, SPW**

- **Decorative Creations: exterior architecture: 3 credits (45 hours); L, T, P, SPW**

Reminder of methods;

- The sources of inspiration;
- Practical cases of creation of outside scenery;
- Next and analysis of outside scenery (in the west, China, Africa).

- **Decorative creation: domestic architectures: 3 credits (45hours); L, T, P, SPW**

Reminder of methods;

- The sources of inspiration;
- Practical cases of creation of internal decors;
- Next and analysis of outside scenery (in the west, China, Africa).

❖ IND126: General Computing

- **IT : 3 credits (45hours); L, T, P, SPW**

A- The Hardware

1. **The peripheral components**

- The input devices;
- The output devices;
- The storage devices; input devices and output.

2. **The central unit**

- The central memory;
- The microprocessor;
- The ports;
- The motherboard;
- The chipset;
- The power supply;
- The expansion cards;
- Other internal organs!;

3. **The unit of exchange (or bus)**

- Role;
- Types of bus:
    - Data bus;
    - Control bus;
    - Address bus.

B- The software

1. **The application software**

- Definition;
- Role;
- Types and examples of software.

2. **The basic software (or software systems)**

- Definition
- Types of basic software
    - The drivers;
    - The compilers;
    - The utilities;
    - The operating systems:
        - Features;
        - Roles;
        - Types of operating system; structure of a system of exploitation; architecture.
- Concept of Free Software and proprietary software.

C- The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

D- What is a file, a folder?

- Path to a file

E- Study practice of Microsoft Word

- Study of Basic Functions.

F- Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G- Construction of a formula

- Use of the integrated functions:
    - Definition;
    - Syntax of the integrated functions;
    - A few integrated functions;
    - Relative reference, absolute reference and joint reference;
    - Case of synthesis.

❖ IND127: General Ledger,

➢ **General Ledger : 3 credits (45 hours); L, T, P, SPW**

- **General Ledger:**

1. The heritage
2. The flows in the company and their registration
3. Relationship balance, balance sheet, Result
4. Accounting Law and the accounting plan
5. Purchases and sales
6. The loads and the products
7. Incidental expenses on purchases and on sales
8. Accounting for Service Companies
9. The packaging
10. The transport
11. The conventional financial system
12. The regulations in cash
13. The regulations in the long term
14. Acquisition and production of capital property
15. Vat, excise duty, withholding tax levy on Rent
16. Salaries and Wages

❖ IND231: Plastic expression I: The design and color

➢ **Plastic expression I: The design and color : 4 credits (60 hours); L, T, P, SPW**

- **Notions of Color and Coloring**

1. The concepts of colors
   - The types of colors;
   - The mixtures of colors;
   - The chromatic circle;
2. Practical cases of coloring the drawings unto decor coloring pencils of color; coloring to the painting to the water.
3. Practical case of decoration
   decor in color pencils; decoration to the painting to water.

❖ IND232:Right of intellectual property

- **Right of intellectual property : 5 credits (75 hours); L, T, P, SPW**

  - **Intellectual property law**
    - General introduction to copyright;
    - The right;
    - Counterfeiting of works;
    - Drawings, models, the dualistic system of protection; policy of copyright for an SME.

❖ IND233: Workshop 3D I

- **Workshop 3D I : 5 credits (75 hours); L, T, P, SPW**

- **Learning of Photoshop: 3 credits (45 hours); L, T, P**

  1. **Learning Photoshop**
     - Basic concept in Photoshop;
     - Knowledge of the Photoshop interface.
  2. **Practical cases**
     - Practice of scanning a document;
     - Treatment of digital files;
     - Workshop of clipping, mounting, processing of an image, implementation color.
  3. **Study and fabrication of a maquette**
     - Deepening of the maquette volume and the computer tools in 3D modeling;
     - Select the right materials;
     - Establish the good process;
     - Carry out the plans of manufacture;
     - Manufacture and construct a model; use the techniques of finishing.

- **Learning Illustrator: 2 credits (30 hours); L, T, P**

  1. **Learning Illustrator**
     - Basic concept in Illustrator;
     - Knowledge of the interface of Illustrator.
  2. **Practical cases**
     - Practice of the vectorization of a document ; treatment of digital files;
     - Design Workshop, placing in color.

❖ IND234: Semiotics of space and communication I

- **The concepts of bases: 2 credits (30 hours); L, T, P**

  - SigneŔréférent;
  - SignifiantŔsignifié;
  - DénotationŔconnotation;
  - ParadigmeŔsyntagme;
  - MonosémieŔpolysémie; SynchronieŔdiachronie;
  - Rhetoric of visible: métonymie, synecdoque, metaphor;
  - TexteŔimage Report;
  - Code and language;
  - Image and symbol;
  - The image as language; space as language.

- **Psychology of perception: 3 credits (45 hours); L, T, P**

  - Scale psychological mathématiqueŔéchelle;
  - "Theory of the Form" (Gestalt-theory);
  - The space as the projection of the subject spectator;
  - Structure, order, system, balance;
  - Standards, Values, Stereotypes, myths;
  - Opinion, attitude, behavior;
  - FigureŔfond Report;
  - ObjetŔespace Report;
  - Proxemics intimate space, kinesthetic, touch scale; estrangement, public space, shared space, scale visual; The "hidden dimension".

❖ IND235: Design Workshop III

- **Design Workshop III : 4 credits (60 hours); L, T, P, SPW**

- **Lived space: 1 credit (15 hours); L, T, P**

  - Psychological space Territory / proxemics Journey, individual marks, group A perennial / nomadic ephemeral / sedentary.

- **Physical space: 1 credit (15 hours); L, T, P**

  - Physical Scale spatial dialectic: Full / Empty inside / outside Opacity / Transparency Transition / Explicit break / Natural implicit / Plant urban lighting / Virtualit perception.

❖ IND236: Computer Assisted Drawing (Illustrator)

- **Computer Assisted Drawing (Illustrator) : 6 credits (90 hours); L, T, P, SPW**

- **The basics of Illustrator: 2 credits (30 hours); L, T, P**

1. Presentation of the software
2. Presentation of the interface
3. The creation of the documents
4. The tools and their functions
5. The achievement of some graphic media

• Fact of civilization;
• Social and economic conditions;
• Technological conditions (materials and techniques);
• Geographical conditions and the influence of climatic factors; The different functions of the object and of their relationships: functions of uses, the different uses;
• Symbolic functions, aesthetic.

- **Digitization techniques to Illustrator: 4 appropriations (60 hours); L, T, P**

The method of illustration by direct drawing to Illustrator;

- The conditions of the artistic creation in the field of object;
- The method of illustration by transplanting to Illustrator
- The designer of the model for the industry;
- Practical case of digital illustration of the decorations to Illustrator.

❖ IND237: Methodology, Economics and organization of enterprises

- **Methodology, Economics and organization of enterprises : 3 credits (45 hours); L, T, P, SPW**

- **Methodology for drafting the report of internship: 1 credit (15 hours); L, P**

1. The collection of information
2. How to make a report
3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report

11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 2 credits (30 hours); L, T, P**

The company, definition and analysis mode

16. Classification of Enterprises
17. The structures of organization of companies
18. The insertion of the company in the economic fabric
19. The commercial activity of the company
20. The productive activity of the company
21. The logistics in the company
22. The financial activity of the company
23. The management of human resources
24. The systemic approach of the company
25. The information system
26. The decision-making system
27. The strategic analysis of the company
28. Selection and implementation of a strategy
29. The company, society and culture
30. The company, society and ethics

❖ IND241: Plastic expression II: production of a project

- **Production of a project: 4 credits (60 hours); L, T, P**

1. Cutting technique
2. A sewing technique
3. Techniques of realization of decorative accessories.

❖ IND242: History of design

- **History of design : 5 credits (75 hours); L, T, P, SPW**

- **Introduction to the design: 2 credits (30hours); L, T, P**

- Basic concepts;
- The design;

- The concept of design;
- The field of activity of the design; history of design;
- Design and Management.

➢ **Case practice: 3 credits (45hours); L, T, P**

- Practice of product design;
- Management of a project design product;
- Place of design in the communication;
- The visual dimensions of the strategy of communicational; strategic management of the design; operational management of the design.

❖ IND243: Workshop 3D II

➢ **Workshop 3D II : 4 credits (60 hours); L, T, P, SPW**

➢ **Introduction 3D Max: 2 credits (30hours); L, T, P**

- General presentation of 3D Max;
- First of scene (create a scene, add 3D objects, adjustment of views and recording…);
- Rendering (rendering window, panel 'Environment);
- The views;
- Change the 3D objects (move, rotate and scaler your objects);
- Application of a modifier;
- Modeling of an object: the case of a table (Create the base object, modeling and rendering of a scene…);
- Initiation to the texturing and concrete application (Basic concepts and materials editor, import your textures, parameter of a standard slot, application of textures, modification of UV coordinates, UVW map).

➢ **Approfondissement of 3D Max: 2 credits (30hours); L, T, P**

1. **Add objects to your scene**
   - Plane: Add a ground;
   - Creation;
   - Texturing;
   - Lathe: Create a glass;
   - Creation of a glass.
2. **Initiation to the light and application**
   - Different types of lights;
   - parameters of the OMNI.
3. **Application of photo effects reality**
4. **Achievement of the interior designs with 3dmax**

❖ IND244: Semiology of the art and analysis of the works

- **Semiology of the art and analysis of the works : 4 credits (60 hours); L, T, P, SPW**

- **History of the PERCEPTION: 2 credits (30 hours); L, T, P, SPW**

1. **History of the collection**
   - The central perspective and the perspective of the Renaissance subject unto object;
   - Microcosme macrocosme;
   - The global space classic ;
   - Modernity and bursting of the unique point of view;
   - Gestalt theory;
   - Fragment: Subject fragmenté espace fragmented;
   - Sequence of space;
   - Framing: field and off field;
   - The space at the time of the mechanical reproduction: photo, cinema, video, computer;
   - Virtual space.
2. **Semiology applied to the space**
   - Lived space and mental image: Mark, object, route, readability;
   - Territory Scale: of the object to the urban planning;
   - Touch Scale- scale visual;
   - Study of Site (sitologie: structure and Psychology);
   - Landscape and mental image;
   - The architecture as image: the place, its qualification, its symbolic.

- **Space and behavior: 2 credits (30 hours); L, T, P, SPW**

3. **Space and behavior**
   - Sociology: approach of the sociological analysis;
   - Cultural and Economic behaviors;
   - Level of lifestyle,, style of life;
   - Ergonomics;
   - Ownership of the space;
   - The report of the environment;
   - Ecology; Space and good citizenship; Sharing of space.
4. **Space and communication**
   - Of the function to the identity;
   - The activity of a company to its image;
   - Of the logo to the architecture, as the image of the company;
   - Overall communication;
   - Communication strategy;
   - Promotion and economic impact;
   - Urban scenography and image of social behavior;
   - Event scenography and promotion.

❖ IND245: Design Workshop IV

- **Design Workshop IV : 4 credits (60 hours); L, T, P, SPW**
- **Geometric space: 2 credits (30 hours); L, T, P, SPW**

1. **Geometric space**
   - Mathematical scale;
   - The measure;
   - The proportions;
   - The composition;
   - Partition, addition, penetration... Frames, networks.
2. **Functional space**
   - Ergonomics: use and comfort;
   - Guiding schemas, notions of urban planning;
   - Private / Public;
   - Welcome, identify, inform, show, inform and promote.
3. **Functional aspects and aesthetics of the Interior design**

- **Creation and realization: 2 credits (30 hours); L, T, P, SPW**

1. Creation of a design project
2. Digital realization of a design project
3. Example of final achievement of a project

❖ IND246: Professional internship

- **Professional Internship : 6 credits (90 hours); P, SPW**

- Arrival and integration of enterprise;
- Working in a company;
- The holding of the Intern journal;
- The choice of the theme of work: in collaboration with mentors professional and academic;
- Elaboration of the canvas of the research;
- The resources to operate;
- The organization of the work;
- Drafting of the report;
- Presentation of the report before a jury.

❖ IND247: Civic Education and Ethics, Legal environment

- **Civic Education and Ethics : 2 credits (30 hours); L, SPW**

Concepts

- The citizen;
- The Nation;
- The State;
- Publics Property and collective's goods;
- The freedoms;
- The public service;
- Ethics;
- Ethics, Law and reason;
- Ethical Problem ;
- Ethics and management.
- Civics
- Deontology
- Moral consciousness
- The universal declaration of Human Rights
- Good governance in public services
- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

- **Legal environment: 1 credit (15 hours), L, T, SPW**

→ **Civil Law:**

1. Definition, characteristics, branches and sources of law
2. Scope of application of the law
3. Dimensions of law (objective law, Subjective law)
4. Legal organisation
5. The right of a legal personality
6. Marital status, name and address
7. Disabilities
8. Legal acts
9. Legal facts

→ **Labour law:**

1. Definition of labour law, birth and evolution of labour law and sources
2. The employment contract (conclusion, implementation and breach)

3. Labour disputes (individual and collective)
4. The staff delegate, Trade Unions
5. Labour accidents and occupational diseases
6. Health and safety at work

Field : ARTS AND CULTURE

Specialty :

PERFORMING ARTS

Field: ARTS AND CULTURE

Specialty : Performing Arts

1. The objective of the training

This specialty trains students in the different domains of theatre production, management and administration, with special focus on the technical and artistic aspects of production of stage and radio performances. At the end of the program, students will be able to will put himself at the service of the team to be the hub and will be able to adapt to play production in different socio-economic contexts.

2. Expected skills

1. General skills

- Animate and manage a team;
- Train staff, manage human resources;
- Communicate in a professional setting in English French (oral / written);
- Understand the functioning of Theatre production;
- Understand the business environment;
- Create and manage a businesss enterprise;
- Design and manage a theatre project;
- Master basic computer tools;
- Plan and complete a production;
- Develop creativity, analytical skills, communication skills.

2. Specific skills

- Produce a play with the assistance of technical and artistic crews;
- Perform for radio and stage;
- Acquire theoretical knowledge and practical skills on play production;
- Use the tools and methods acquired to produce a radio and stage play;
- Organize and coordinate the different stages of a play production;
- Manage a theatre company.

3. Career opportunities

- Creativity: play writing, directing for the stage, directing for the radio, acting;
- Production: stage manager, light, sound;
- Technical Theatre: sound, light, make-up, costume, stage manager, etc.;
- Theatre administration;
- -Publicity.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		**Specialty: Performing Arts**					
Course Code	**Course titles**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
PAR111	Aesthetics and the philosophy of art	25	20	10	5	60	4
PAR112	Introduction to the anthropology of art	30	25	15	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
PAR113	Acting I	40	15	15	5	75	5
PAR114	Introduction to Play Directing	35	20	15	5	75	5
PAR115	Play writing I	25	10	20	5	60	4
PAR116	Play production	30	10	15	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
PAR117	Intellectual property rights, creation and marketing of a cultural enterprise	30	10	0	5	45	3
Total		**215**	**110**	**90**	**35**	**450**	**30**

- **Second semester**

Field: Arts and Culture		**Specialty: Performing Arts**					
Course Code	**Course Title**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental courses 30% (2 EU) 9 credits 135 hours							
PAR121	History and theories of Theatre	35	20	15	5	75	5
PAR122	Performance Arts in Africa	25	20	10	5	60	4
Professional courses 60% (4 EU) 18 credits 270 hours							
PAR123	Technical Theatre I (light/sound)	40	15	15	5	75	5
PAR124	Acting and Directing	35	20	15	5	75	5
PAR125	Applied theatre	20	20	15	5	60	4
PAR126	Play writing II	30	20	10	0	60	4
Cross-sectional courses EU 10% (1 EU) 3 credits 45 hours							
PAR127	Computer Science/computer graphics, bilingual Training I	30	10	0	5	45	3
Total		**215**	**125**	**80**	**30**	**450**	**30**

- **Third semester**

Field: Arts and Culture		**Specialty: Performing Arts**					
Course Code	**Course title**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
PAR231	Introduction to the Semiotics of Theatre	25	20	10	5	60	4
PAR232	Trends in modern Theatre Practice : Readings and Criticism	35	25	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
PAR233	Technical Theatre (costumes and make-up)	40	15	15	5	75	5
PAR234	Theatre administration	30	10	15	5	60	4
PAR235	Theatre and New Technology	30	10	15	5	60	4
PAR236	Theatre and community development	40	20	10	5	75	5
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
PAR237	Methodology, Economics and organization of cultural businesses and civic education	30	10	0	5	45	3
Total		**230**	**110**	**75**	**35**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		**Specialty: Performing Arts**					
Course Code	**Course title**	**Number of hours**					**Number of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
PAR241	Theatre and society	25	20	10	5	60	5
PAR242	Cameroonian and African Literature	35	25	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
PAR243	Acting II	25	10	20	5	60	4
PAR244	Radio Theatre: scripting and performance	20	10	25	5	60	4
PAR245	Technical Theatre : Scenography	20	10	25	5	60	4
PAR246	Professional internship			60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
PAR247	Bilingual Training II, Legal environment	30	10	0	5	45	3
Total		**155**	**85**	**150**	**60**		**31**

5. Courses content

❖ PAR111: Aesthetics and philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Relationshp with visual arts**

❖ PAR112: Introduction to anthropology of art

- **General Information on anthropology: 5 credits (75 hours); L, T, P, SPW**
  1. **Understanding of concepts**
     - Anthropology;
     - Anthropology of arts;
     - Art objects;
     - Works of art.
  2. **Object of the anthropology of the art in relationship to Performing Arts**
     - Sources and problems of the anthropology of art
     - Object;
     - Problematic;
     - Source.
  3. **Study of art objects in relation to set design and stage properties**
     - Pictorial works;
     - The sculptural works.

❖ PAR113: Acting I

- **Generalities: 1 credit (15hours); L, T, P, SPW**
  1. History of acting
  2. Theory and practice of acting

3. Fundamentals of actor training
4. The actor's tools: body and voice
5. The actor's reality: external techniques and internal believes
6. Acting for the stage
7. Acting for the radio
8. Approaches to acting: naturalistic, realistic, expressionistic, etc

- **Production and Distribution: 2 credits (30 hours); L, T, P, SPW**

1. Economy of the cinema

- The film industry and its pre-required;
- The principles of mass production;
- Plan the economic life of a film.

2. The Circuits

- The production;
- The distribution;
- The operating system.

- **Exploitation and dissemination: 2 credits (30 hours); L, T, P, SPW**
  - **The contracts linking the production, distribution and exploitation**
    - Notions of audiovisual contracts and cinematographic film;
    - Relationship between producer and distributor;
    - Relationship between distributor and operator.

❖ PAR114: Introduction to Play Directing

- **Introduction to Play Directing: 5 credits (75 hours); L, T, P, SPW**

1. Evolution of directing
2. The director as artist
3. The Director at work
4. The director and the producer
5. Directing styles
6. Directing for the stage
7. Directing for the radio

❖ PAR115: Play writing I:

- **Play writing I: 4 credits (60 hours); L, T, P, SPW**
    1. Creating the dramatic scripts
    2. The play structure: essentials of dramatic structure
    3. Play writing: theory and practice
    4. Different types of plays
    5. The play writing process
    6. The playwright's tools
    7. The playwright's role
    8. Creating dramatic characters

❖ PAR116: Play production

- **Play production : 4 credits (60 hours); L, T, P, SPW**
    1. **What is play production?**
    2. **The evolution of the producer**
    3. **Pre-production**
    4. **The producer and his responsibilities**
        - Fund raising
        - Choice of play
        - Hiring of directors
    5. **The play production process**
    6. **The Director's collaborators: (Technical and artistic crew)**
        - Choice of play
        - Auditioning and casting
        - Rehearsals
        - Performance
        - Front of house
        - Theatre spaces
    7. **Post production**
        - Evaluation and planning future performances
    8. **Produce and disseminate astage/radio play at the end of the first year**

❖ PAR117: intellectual property Rights, marketing of cultural enterprises and Creation of a business

➢ Intellectual property Rights: 1 credit (15 hours); L, T, P

- General introduction to copyright;
- The right;
- Counter feiting of works;
- Drawings, models, the dualistic system of protection;
- Policy of copyright for an SME.

➢ Creation of creative/cultural enterprise: 1 credit (15 hours); L, T, P, SPW

- Concept of a contractor;
- Motivations to the creation of business;
- Search for ideas and evaluation;
- Research funding;
- Choice of legal status;
- Ethical aspects of the business;
- Elaboration of the business plan.

➢ Marketing of creative/Cultural enterprises: 1 credit (15 hours); L, T,P

1. **The marketing approach**
   - The marketing concept and its evolution;
   - The steps of the approach marketing; - the commercial strategy; - the variables marketing.
2. **The knowledge of the needs and the market**
   - The needs;
   - The consumer and its behavior; - the study of the market.
3. **The variables Marketing**
   - The service;
   - The product: Well and service;
   - The price;
   - The distribution;
   - The communication.
4. **The commercial strategy**
   - The diagnosis;

- Strategic choices;
- Marketing Plan.

5. **Approaches to International Marketing**
   - Special features of the study of export market;
   - The exploration abroad.

❖ PAR121: History and Theories of Theatre

➢ **History and Theoriesof Theatre: 4 appropriations (60 hours); L, T, P, SPW**

1. Medieval theatre
2. Renaissance theatre
3. Theatres from the Restoration through Romanticism
4. Modern theatre
5. Post modern (contemporary theatre)

❖ PAR122: Performance Arts in Africa

➢ **Performance Arts in Africa: 5 credits (75 hours); L, T, P, SPW**

1. Theatre and fine arts in Africa
2. Theatre and music in Africa
3. Theatre and dance in Africa
4. Theatre and acrobatics in Africa
5. Theatre and dance in Africa

❖ PAR123: Technical Theatre I: lighting and sound

➢ **Theory and practice : 3 credits (45 hours); L, T, P, SPW**

1. History of theatre lighting
2. Objectives of lighting design
3. Elements of stage lighting
4. The lighting designer's resources
5. The lighting designer's collaborators
6. Sound in the theatre
7. Sound reproduction and sound reinforcement
8. Sound technology

9. Special effects in lighting and sound

- **Practice : 2 credits (30 hours); L, T, P, SPW**

❖ PAR124: Acting and Directing

- **Acting and Directing : 5 credits (75 hours); L, T, P, SPW**
    1. The directors' collaborators: Performers
    2. Qualities of a good director
    3. Qualities of a good actor
    4. The actor director
    5. Actors and directors as creative artists

❖ PAR125: Applied theatre

- **Applied theatre : 4 credits (60 hours); L, T, P, SPW**
    1. History and Theories of Applied Theatre
    2. Purpose of applied theatre
    3. Applied theatre processes
    4. Forms of applied theatre
    5. Field work: Applied theatre in different situations/contexts

❖ PAR126: Play writing II

- **Play writing II : 4 credits (60 hours); L, T, P, SPW**
    1. **Play writing for specific purposes**
    2. **Theatrical Genres:**
        - Tragedy
        - Comedy
        - Heroic drama
        - Slapstick comedy
        - Melodrama
        - Domestic drama
        - Tragicomedy

❖ PAR127: Computer Science/Computer Graphicsand Bilingual Training I

➢ ICT : 1 credit (15 hours); L, T, P, SPW

A. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)

- Role
- Types of bus:
  - Data bus;
  - Control bus;
  - Address bus.

B. The software

1. The application software

- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)

- Definition
- Types of basic software :
  - The drivers;
  - The compilers;
  - The utilities;
  - The operating systems:
    - Features;
    - Roles;
    - Types of operating system;
    - structure of a system of exploitation;
    - Architecture.
- Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

- Presentation;

- Management of Windows;
- Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G. Construction of a formula

- Use of the integrated functions:
  - Definition;
  - Syntax of the integrated functions ;
  - A few integrated functions ;
  - Relative reference, absolute reference and joint reference ;
  - Case of Synthesis.

- **Computer graphics : Introduction to Photoshop software: 1 credit (15hours); L, T, P, SPW**

1. Adobe Photoshop: The tools and their functions

- Selection tools;
- Move tools;
- The tools of coloring;
- Tools texts;
- Recradage tools…

2. Adobe Photoshop: File Formats

- PSD;
- BMP;
- PNG images;
- PDF;
- EPS;
- PICT;
- JPEG;
- TIFF.

3. Adobe Photoshop:

- Staining Color modes;
- Color Adjustments.

4. Adobe Photoshop: conversion between the modes grayscale bitmap and

- Convert an image to a bitmap mode; Convert an image to a grayscale mode.

5. Adobe Photoshop: The Layers

- Pixilation of layers;
- Duplication of layers;
- Modification of the stacking of layers;

- Appoint the layers;
- Connection of layers;
- Locking, Masks of fusion, flattening;
- Layers of settings and of filling;
- Layers of form.

6. Adobe Photoshop: The effects and styles of layer

- The shadows;
- The glimmers;
- Bevelling and stamping;
- Contour and color;
- Fuser mode;
- Angle, degraded and smoothing;
- Length, noise, noise…

7. Adobe Photoshop: Selection

- Standard mode;
- Quick mask;
- Recovery of a selection.

8. Adobe Photoshop: plots

- Management of the tracks;
- Palette of tracks;
- Conversion of tracks;
- Feather radius;
- Filling of plots.

9. Adobe Photoshop: clippingpaths

- Creating a mask of image

10. Adobe Photoshop: The transformations

- Variation of scale;
- Rotation, Skew;
- Document Changes: size, resolution, rotation and reflection.

- **French Expression : 1 credit (15hours); L, T, P, SPW**

1. Form of words in French

- Prefix, radical
- Root, suffix

2. Explanation of words and group of words

3. Morphosyntax and rhetoric

- Components and structure of the sentence:
  - Simple sentence;
  - Complex sentence;
  - Sentence composed.
- The figures in style:
  - Figures of analogy;

- Figures of amplification;
- Figures of opposition;
- Figures of mitigation.

4. **Administrative correspondence professional**

   - The different parts of a administrative correspondence and the administrative style
   - Professional Correspondence:
     - Note of service;
     - Record (activity, mission);
     - The report (activity, mission).

5. **Professional correspondence to individual dominance**

   - Application for Employment
   - CV
   - Letter of motivation

6. **Methodological Considerations on the written exercises**

   - French composition
   - Contraction of text:
     - French composition: methodological reminder and application;
     - Contraction of text: methodological reminder and application.

7. **Study of the communication situations**

   - Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
   - Situation of communication and verbal interactions
   - Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
   - Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)
   - Etc.

❖ PAR231: Introduction to the semiotics of theatre

➢ Introduction to the semiotics of theatre : 4 credits (60 hours); L, T, P, SPW

1. What is semiotics?
2. Audiences and their understanding of signs in theatre:
3. Costumes

4. Lighting
5. Sound
6. Stage properties
7. Set designs
8. Actors/actresses
9. Colours

❖ PAR232: Trends in modern theatre practice: Readings and criticism

- **Trends in modern theatre practice, Readings: 3 credits (45 hours); L, T, P, SPW**

1. The critique and the reviewer
2. Criteria for criticism
3. Theatre criticism based on the different theories, modern and avant-gardist
4. Dramatic and post dramatic theories
5. Global theatre

- **Trends in modern theatre practice. Criticism: 2 credits (30 hours); L, T, P, SPW**
  - (Insist on artistic expressions, theories and their application to different forms of theatre).

❖ PAR233: Technical Theatre: costume and make up

- **Technical Theatre: costume and make up : 4 credits (60 hours); L, T, P, SPW**

1. The costume designer
2. The costume designer's objectives
3. Elements of costume design
4. The costume designer's collaborators
5. The makeup artist
6. The make-up artist's objective
7. Elements of make-up
8. Related elements of make up
9. Costume and make-up in low cost productions

❖ PAR234: Theatre administration

- **Theatre administration : 4 credits (60 hours); L, T, P, SPW**

1. The theatre administrator

- Definition and functions
- Types of organisations
- Organising and running a theatre company
- The governing documents
- The governing bodies
- Members
- Decision making
- Keeping records
- Liability of members and officers
- Hiring of workers
- Drafting and signing of contracts
- Insurance
- Taxes

2. Economy of the theatre

- The theatre company and its pre-requisit
- The principles of mass production
- Planning the economic life of a theatre production

3. The Circuits

- The production

❖ PAR235: Theatre and New technology

- **Theatre and New technology: 4 credit (60 hours); L, T, P,SPW**

1. Producing theatre in a world of new technologies
2. The production process
3. The audience
4. Technology and special effects
5. New technology and publicity
6. The dissemination process

❖ PAR236: Theatre and community Development

- **Theories: 2 credits (30 hours); L, T, P, SPW**
    1. This is an extension of the course, Applied Theatre
    2. The facilitator and his/her role in community development
    3. Arts, culture and development
    4. Engaging Communities in need assessment
    5. Theatre for community mobilisation and conscientisation
- **Practical cases (field work in challenged communities): 3 credits (45 hours); L, T, P, SPW**

❖ PAR237: Methodology, Economics and organization of cultural enterprises and Civic Education

- **Methodology for drafting the report of internship: 1 credit (15hours); L, P**
    1. The collection of information
    2. How to make a report
    3. The plan of the Probationary report and the Executive Summary
    4. The Table of Contents
    5. The introduction of the report of internship
    6. The conclusion of the Internship report
    7. The Acknowledgments
    8. How to build the annexs
    9. When to start his Internship report
    10. How to find a subject of Internship report
    11. The cover page
    12. How to writeeffectively
    13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
    14. Instructions and typographical rules of presentation (police, spaPAg, titles, highlighted, punctuation, graphic charter)
    15. How to prepare the defense
- **Economy and organization of enterprises: 1 credit (15hours); L, T, P**
    1. The company, definition and analysis mode

2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of humanresources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours); L, SPW**
    - **The Concepts**
    - The citizen
    - The Nation
    - The State
    - Publics Property and collective's goods
    - The freedoms
    - The public service
    - Ethics
    - Ethics, Law and reason
    - Ethical Problem
    - Ethics and management
    - Civics
    - Deontology
    - Moral consciousness
    - The universal declaration of Human Rights
    - Good governance in public services

- The importance of civics to the life of the nation
- Functions of the state and its citizens
- Deontology, Professional ethics and professionalism
- Relationship between morality, law and ethics
- Codes of ethics

❖ PAR241: Theatre and society

➢ Theatre and society: 4 credits (60hours); L, T, P, SPW

1. The sociology of theatre audiences
2. The Audience-spectators and participants
3. How theatre permeates our lives
4. The role of the audience
5. Diversity of audiences
6. Theatre in life and theatre on stage
7. Relationship between human society and the plays in which it is reflected;
8. The essence of the plays;
9. Birth and evolution of the aesthetics in philosophy.

❖ PAR242: Cameroonian and African Literature

➢ Cameroonian and African Literature : 5 credits (75 hours); L, T, P, SPW

1. Origins of African literature
2. African drama; origins and evolution
   - Rituals
   - Ritual drama
   - Traditional Cameroonian/African drama
   - Modern African/Cameroonian theatre
3. Prose
4. Poetry

❖ PAR243: Acting II

- **Actor training : 2 credits (30 hours); L, T, P, SPW**
    1. Actor trainers and acting techniques
    2. The training process
    3. Great actors at work
- **Great actors at work : 2 credits (30 hours); L, T, P, SPW**
    1. Acting in real life and acting for the stage
    2. Acting for the stage
    3. Theatre spaces

❖ PAR244: Radio Theatre; scripting and performance

- **Fundamentals of radio drama : 2 credits (30 hours); L, T, P, SPW**
    1. History and evolution of radio drama
    2. Fundamentals of radio drama
    3. Radio drama in Cameroon
- **Radio drama worldwide: 2 credits (30 hours); L, T, P, SPW**
    1. Writing radio plays
    2. Directing radio plays
    3. Performing radio plays

❖ PAR245: Technical theatre: scenography

- **Fundamentals of set design: 2 credits (30 hours); L, T, P, SPW**
    1. The scene designer's objective
    2. Elements of scene design
    3. The scene designer's collaborators and the production process
- **The process: 2 credits (30 hours); L, T, P, SPW**
    1. The scene design process
    2. Scene construction in a low cost production

❖ PAR246: Professional internship

- **Professional Internship : 6 credits (90 hours); P, SPW**

1. Arrival and integration in the enterprise;
2. Working in acompany;
3. The choice of the topic of work: in collaboration with mentors professional and academic;
4. Elaboration of the canvas of the research; ;
5. Organization of the work;
6. Report Drafting
7. Presentation /defence of the report before a jury.

❖ PAR247: Bilingual training II, Legal environment

- **English: 1,5 credit (22 hours)**

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

- **Civil law: 1 credit (15hours); L, T, P**

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act

3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

- **Labor law: 1 credit (15hours); L, T, P**

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

MUSICOLOGY

Field: ARTS AND CULTURE

Specialty : Musicology

1. The objective of the training

This specialty aims to train stage players capable of adapting to the professional environment of the music studio and administering the production of music. The perspective is that of the progressive industrialization of a fine artistic practice.

2. Expected skills

→ **Generic skills**

- Animate and manage a team;
- Train staff, manage human resources;
- Communicate in a professional setting in English French (oral / written);
- Understand how organizations work;
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Master the basic computer tool;
- Participate in the development of the budget;
- Plan and follow work;
- Develop creativity, analytical skills, communication skills.

→ **Specific skills**

- Have a favorite musical instrument besides the quasi-mandatory synthesizer (but possibly replaceable by an organ);
- To be resolved to learn to play an African instrument (especially the xylophone) as well as the guitar;
- Administrator of production.

3. Career opportunities

- Stage instrumentalists;
- Programmer-Instrumentist;
- Music programmer;
- Voice coach for studio;
- Musical arranger;
- Assistant of the Sound Engineer;
- Assistant ethnomusicologist and collector of traditional music.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		**Specialty: Musicology**					
Course Code	**Course titles**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
MUS111	Aesthetics and philosophy of art	25	20	10	5	60	4
MUS112	Introduction to the anthropology of art	30	25	15	5	75	5
Professional EU 60% (4 UC) 18 credits 270 hours							
MUS113	Acoustic I	40	15	15	5	75	5
MUS114	Musical instruments	35	20	15	5	75	5
MUS115	Voice techniques	30	10	15	5	60	4
MUS116	Coaching	30	10	15	5	60	4
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
MUS117	Intellectual property law, marketing of cultural businesses and the creation of business	30	10	0	5	45	3
Total		**220**	**110**	**85**	**35**	**450**	**30**

- **Second semester**

Field: Arts and Culture		**Specialty: Musicology**					
Course Code	**Course titles**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental EU 30% (2 UC) 9 credits 135 hours							
MUS121	History of the art I	25	20	10	5	60	4
MUS122	History of the art II	30	25	15	5	75	5
Professional EU 60% (4 UC) 18 credits 270 hours							
MUS123	Socket and treatment of his	30	20	20	5	75	5
MUS124	Editing and mixing a radio play complete for dissemination in FM and in Podcast	20	20	15	5	60	4
MUS125	Voice Techniques II	30	15	10	5	60	4
MUS126	Coaching II	30	30	10	5	75	5
Cross-sectional EU 10% (1 UC) 3 credits 45 hours							
MUS127	Computer Science/computer graphics, French Expression	30	10	0	5	45	3
Total		**195**	**140**	**80**	**35**	**450**	**30**

- **Third semester**

Field: Arts and Culture		Specialty: Musicology					
Course Code	Course titles	Number of hours					Number Of Credits
		L	T	P	SPW	Total	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
MUS231	Management of a music studio	25	20	10	5	60	4
MUS232	History of Music	35	25	10	5	75	5
Professional UC 60% (4 UC) 18 credits 270 hours							
MUS233	Acoustics II	35	25	10	5	75	5
MUS234	Musical genres and styles	40	15	15	5	75	5
MUS235	Organology	25	10	5	5	45	3
MUS236	Organology Western and African	40	20	10	5	75	5
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
MUS237	Methodology, Economics and organization of cultural businesses and civic education	30	10		5	45	3
Total		**230**	**125**	**60**	**35**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		Specialty: Musicology					
Course Code	Course titles	Number of hours					Number Of Credits
		L	T	P	SPW	Total	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
MUS241	Ethnomusicology	25	20	10	5	60	4
MUS242	Music of the Ancient Egypt	35	20	15	5	75	5
Professional UC 60% (4 UC) 18 credits 270 hours							
MUS243	Practice of synthesizer and the organ	25	15	15	5	60	4
MUS244	Practice of the guitar	25	20	10	5	60	4
MUS245	Duxylophone practice to resonators	25	15	15	5	60	4
MUS246	Professional internship	0	0	60	30	90	6
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
MUS247	Bilingual Training II, Legal environment	30	10	0	5	45	3
Total		**165**	**100**	**125**	**60**	**450**	**30**

5. Courses content

❖ MUS111: Aesthetics and the philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Relationshp with visual arts**

❖ MUS112: Introduction to the anthropology of the art

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ MUS113 : Acoustics I

- **General concepts on the ITS in Physics: 2 credits (30 hours); L, T, P, SPW**
  1. **General concepts on the ITS in Physics**
     - Duration and height of a sound;
     - Intensity and stamp of a sound;

- Pace or tempo.

2. **Technology of production or of the uptake of its: Principles**
   - Principles of the production or of the Uptake of sounds (banks of sounds);
   - Position a equipment by report to another;
   - The specificities of a mark by report to another the equipment on the market.

➢ **Physics and techniques of production or uptake of its: 3 credits (45 hours); L, T, P, SPW**

1. **Physics and techniques of production or uptake of its**
   - The use of the banks of sounds;
   - Operation of the laboratories of sound post-production or auditoriums;
   - Professional work in a chain of production or post-production relative to the HIS.
2. **The digital sound processing**
   - Applied Digital to the sound;
   - Technical concepts such as the format and sampling;
   - General concepts related to the hardware and the software to the treatment of his.

❖ MUS114: Musical Instruments

➢ **The ropes: 2 credits (30 hours); L, T, P, SPW**

1. **The six-string guitar since the 18th century**
   - Physiognomy Of the six-string guitar of the 18th century;
   - Give his guitar in mid1, The1, re2, SOL2, if2, mid3;
   - Play at such a guitar.
2. **Blues Guitar and Jazz**
   - The evolution of the guitar playing in the Blues;
   - The evolution of the guitar playing in the Jazz;
   - Play blues or jazz.
3. **The guitar reggae and World Music**
   - The evolution of the guitar playing in the reggae;

- The evolution of the guitar playing in the World Music;
- Play reggae or world.

4. The solo guitar and the orchestral partition

- Play in a scene of solo guitar;
- Play for a partition orchestra;
- Play for the taking ofIT'S in the studio.

- **The Percussion: 3 credits (45 hours); L, T, P, SPW**

1. The xylophone in organology

- Place of the xylophone in the modern organology;
- Design modern organologique to usages and to the African aesthetic of the xylophone;
- Integrate the xylophone to a musical tradition to reinvent.

2. The Orchestral partition of any xylophone

- The principles of an orchestra of any xylophone (bass, treble, accompaniments);
- Practice of one of the specialties of such an interpretation;
- Orchestral lead such an interpretation to the scene or to the studio.

3. The materials used in the manufacture and maintenance of endogenous xylophones

- Manufacturing and maintenance of the endogenous xylophones;
- Initiation to the said manufacture or at least to the maintenance;
- Expertise in African organology.

4. The xylophone, its agreements and the partition modern orchestral

- The incorporation of the xylophone in the Partitions modern orchestral;
- Position the xylophone by report to a color musical or an arrangement;
- The agreements and their contours in this perspective.

5. Story of the synthesizer

- The evolution of this instrument is considered today the modern synthesizer;
- Approximation with other instruments or technological tools;
- Associate the synthesizer to a specialised computer.

6. **Practice of the synthesizer**
   - Manipulate a musical synthesizer;
   - Position the synthesizer in the frame of the studio;
   - Optimization of the use of various tools including the synthesizer.
7. **History of the organ**
   - The evolution of the modern organ;
   - The closer to other instruments or technological tools;
   - Association of the organ in a specialized computer.
8. **Practice of the organ**
   - Manipulate an organ;
   - Position the organ in the frame of the studio;
   - Optimization of the use of various tools including the organ.

❖ MUS115: Voice Techniques

➢ **The spoken voice: 4 credits (60 hours); L, T, P, SPW**

1. Identify the spoken stamps
2. Understand the mechanisms of operation of the spoken voice
3. Understand the basics of the vocal work of speaker

❖ MUS116: Coaching

➢ **The sung voice: 4 credits (60 hours); L, T, P, SPW**

1. Identify the stamps Sung
2. Understand the mechanisms of operation of the sung voice
3. Understand the basics of the vocal work of singer

❖ MUS117: Right to intellectual property, marketing of cultural enterprises and Creation of a business

➢ **Intellectual property law: 1 credit (15 hours); L, T, P**

1. General introduction to copyright
2. The right
3. Counterfeiting of works
4. Drawings, models, the dualistic system of protection
5. Policy of copyright for an SME

- **Marketing of Cultural Businesses: 1 credit (15 hours); L, T, P**

1. **The marketing approach**
    - The marketing concept and its evolution;
    - The steps of the approach marketing;
    - The commercial strategy;
    - The variables marketing.
2. **The knowledge of the needs and the market**
    - The needs;
    - The consumer and its behavior;
    - The study of the market.
3. **The variables Marketing**
    - The service;
    - The product: Well and service;
    - The price;
    - The distribution;
    - The communication.
4. **The commercial strategy**
    - The diagnosis;
    - Strategic choices;
    - Marketing Plan.
5. **Approach International Marketing**
    - Special features of the study of export market;
    - The exploration abroad.

- **Creation of business: 1 credit (15 hours); L, T, P, SPW**

1. Concept of a contractor
2. Motivations to the creation of business
3. Search for ideas and evaluation
4. Research funding
5. Choice of legal status
6. Ethical aspects of the business
7. Elaboration of the business plan

❖ MUS121: History of the art I

- **History of art I: 4 appropriations (60 hours); L, T, P, SPW**
    1. The Prehistoric arts and antiques
    2. The Prehistoric arts
    3. The ancient arts
    4. The arts of the Middle Ages and the Renaissance
    5. The arts of the middle-age;
    6. The arts of the Renaissance.

❖ MUS122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**

    1. The modern arts (end of 19th and beginning of the twentieth century)
    - The Impressionism;
    - The expressionism;
    - The neo-impressionism;
    - Etc.

    2. The sculpture of the Ancient Egypt
    - Of the sculpture of the Predynastic times to the sculpture of the historic period: forms and expressions of language;
    - The techniques of sculpture: The research of the aesthetic canon Egyptian.

    3. Calligraphy of Ancient Egypt

    4. The contemporary arts

❖ MUS123: Taken and treatment of his

- **Theoretical concepts Adobe Audition: 3 credits (45 hours); L, T, P, SPW**
    1. **Introduction interface of Adobe Audition**
        - Properties of the sound;
        - Basic notions: amplitude, frequency, wave, MPAse;
        - Harmonics;

- Sampling;
- Resolution;
- Compression rate;
- FM broadcasting;
- The interface of Adobe Audition;
- The interface of Adobe Audition provides professional tools to the assembler sound.

2. The interface of Adobe Audition units of measurement of the Sound

- How a sound propagates?
- The height of the sound;
- The harmonics;
- The ranges;
- The ADSR envelope (Attack, Decay, Sustain, Release);
- The different formats of sound files: the destructive formats, the Formats non-destructive testing;
- The compressed formats, the different microphones;
- Discover Adobe Audition ;
- The interface of the Software;
- The interpretation of different graphics;
- Imports of sounds.

3. The creation of the project

- The manipulations of basis;
- The registration and the backup of the project;
- Adobe Audition
- Digital Recorder professional ;
- Digital Tape Recorder professional.

➢ **Work practices: 2 credits (30 hours); L, T, P, SPW**

- **Use of Adobe Audition**

- The dynamic with the compressor;
- The compressor : a few settings characteristics: adjusting voice, percussion setting;
- The frequencies with the equalizer;

- The reverb;
- The distortion;
- The delay;
- The filters;
- The effects;
- The mixing techniques;
- Workshop Practice.

❖ MUS124: Editing and mixing a radio play complete for dissemination in FM and in Podcast

➢ **Editing and mixing a radio play complete for dissemination in FM and Podcast: 4 credits (60 hours); L, T, P, SPW**

1. Analysis of the bands sound;
2. Improvement of voice with the graphic equalizer;
3. Improvement of voice with the parametric equalizer;
4. Mounting and Multitrack mixing;
5. Finalization with the Multiband Compressor;
6. Adding effects with the rack of effects;
7. Exports of the podcast in different formats.

❖ MUS125: Voice Techniques II

➢ **The vocalization: 4 appropriations (60 hours); L, T, P, SPW**

▪ **Singing, slam and Rap**

- Position a singer or slammeur or a rapper on its stamp, its height and its technique;
- Propose to the singers a second and a umpteenth voice (voice polyphony);
- Do the choirs in case of need or accompany the choristers.

❖ MUS126: Coaching II

➢ The coaching: 5 credits (75 hours); L, T, P, SPW

- **Vocal techniques classic and contemporary**
  - The voice techniques classics and contemporary ones;
  - Position a singer on the tradition suits him as to the composition interpreted, his stamp and its style;
  - The duplication or the meeting points between the two.

❖ MUS127: Computer Science/Computer Graphics and bilingual Training I

➢ ICT : 1 credit (15 hours); L, T, P, SPW

A. The Hardware

1. The peripheral components
- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit
- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)
- Role
- Types of bus:
  - Data bus;
  - Control bus;
  - Address bus.

B. The software

1. The application software
- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)
- Definition
- Types of basic software :
  - The drivers;

- The compilers;
- The utilities;
- The operating systems:
  - Features;
  - Roles;
  - Types of operating system;
  - structure of a system of exploitation;
  - Architecture.

▪ Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

▪ Presentation;
▪ Management of Windows;
▪ Managing Files and Folders.

D. What is a file, a folder?

▪ Path to a file

E. Study practice of Microsoft Word

▪ Study of Basic Functions

F. Study practice of Microsoft Excel

▪ Presentation;
▪ Arithmetic operations.

G. Construction of a formula

▪ Use of the integrated functions:
  - Definition;
  - Syntax of the integrated functions ;
  - A few integrated functions ;
  - Relative reference, absolute reference and joint reference ;
  - Case of Synthesis.

➢ **Computer graphics : Introduction to Photoshop software: 1 credit (15hours); L, T, P, SPW**

1. **Adobe Photoshop: The tools and their functions**
   ▪ Selection tools;
   ▪ Move tools;
   ▪ The tools of coloring;
   ▪ Tools texts;
   ▪ Recradage tools…
2. **Adobe Photoshop: File Formats**
   ▪ PSD;
   ▪ BMP;
   ▪ PNG images;
   ▪ PDF;
   ▪ EPS;
   ▪ PICT;
   ▪ JPEG;
   ▪ TIFF.

3. **Adobe Photoshop:**
   - Staining Color modes;
   - Color Adjustments.
4. **Adobe Photoshop: conversion between the modes grayscale bitmap and**
   - Convert an image to a bitmap mode; Convert an image to a grayscale mode.
5. **Adobe Photoshop: The Layers**
   - Pixilation of layers;
   - Duplication of layers;
   - Modification of the stacking of layers;
   - Appoint the layers;
   - Connection of layers;
   - Locking, Masks of fusion, flattening;
   - Layers of settings and of filling;
   - Layers of form.
6. **Adobe Photoshop: The effects and styles of layer**
   - The shadows;
   - The glimmers;
   - Bevelling and stamping;
   - Contour and color;
   - Fuser mode;
   - Angle, degraded and smoothing;
   - Length, noise, noise…
7. **Adobe Photoshop: Selection**
   - Standard mode;
   - Quick mask;
   - Recovery of a selection.
8. **Adobe Photoshop: plots**
   - Management of the tracks;
   - Palette of tracks;
   - Conversion of tracks;
   - Feather radius;
   - Filling of plots.
9. **Adobe Photoshop: clippingpaths**
   - Creating a mask of image
10. **Adobe Photoshop: The transformations**
    - Variation of scale;
    - Rotation, Skew;
    - Document Changes: size, resolution, rotation and reflection.

- **French Expression : 1 credit (15hours); L, T, P, SPW**

1. **Form of words in French**
   - Prefix, radical
   - Root, suffix

2. **Explanation of words and group of words**
3. **Morphosyntax and rhetoric**
    - Components and structure of the sentence:
        - Simple sentence;
        - Complex sentence;
        - Sentence composed.
    - The figures in style:
        - Figures of analogy;
        - Figures of amplification;
        - Figures of opposition;
        - Figures of mitigation.
4. **Administrative correspondence professional**
    - The different parts of a administrative correspondence and the administrative style
    - Professional Correspondence:
        - Note of service;
        - Record (activity, mission);
        - The report (activity, mission).
5. **Professional correspondence to individual dominance**
    - Application for Employment
    - CV
    - Letter of motivation
6. **Methodological Considerations on the written exercises**
    - French composition
    - Contraction of text:
        - French composition: methodological reminder and application;
        - Contraction of text: methodological reminder and application.
7. **Study of the communication situations**
    - Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
    - Situation of communication and verbal interactions
    - Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.

- Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)
- Etc.

❖ MUS231: Management of a music studio

➢ The organization of the music studio: 2 credits (30 hours); L, T, P, SPW

1. The organization of work schedules in a studio of music;
2. Associate one or several other skills in order to better manage its business (studio);
3. Hold the accounting and manage the taxation.

➢ The customer relationship: 2 credits (30 hours) ; L, T, P, SPW

1. The concept of client relationship;
2. Establish contacts and retain a star or a group;
3. Associate of the music labels.

❖ MUS232: History of Music

➢ Introduction to the history of the music: 3 credits (45 hours); L, T, P, SPW

1. History of African music

- The origins, evolution and the dynamics of African music;
- Musical genres and styles by geocultural area, as well as typology of the instruments and techniques of use;
- Situation of African music in relation to other plans aesthetic and stylistic.

2. History of Western music

- The evolution of the Western music since Greece until the Ancient Rome, in passing by the middle-age for lead to the Renaissance ;
- The musical genres of the West with respect to their evolution since the Renaissance ;
- Relationship between contemporary music and Western classical one as practiced today.

3. Theory Western musical

- The musical theory of Pythagoras and other ancient philosophers;
- Western solfeggio and Gregorian solfège;
- The theory of classical music and the music current say.

- **African approaches of contemporary music: 2 credits (30 hours); L, T, P, SPW**
    1. Contemporary Music for Africa on the international chessboard;
    2. The modes of operation (composition, instrumentation and orchestration) of those music;
    3. Practice of a African Music Original.

❖ MUS233 : Acoustics II

- **The sound and the directivity (interior and exterior): 3 credits (45 hours); L, T, P, SPW**
    1. **The sound and the directivity: the taking of its in all its states**
    - The directivity applied to the sound;
    - The various modes of decision and treatment of sound;
    - Mode and adequate technical in the professional situation.
    2. **Decision of its outside**
    - The unidirectional microphones and associated equipment (enregistreurmixette, caps-wind-breaker, perch, etc.);
    - The device plug of its outside;
    - The imperatives related to the format and circumstance.
    3. **Decision of its indoor**
    - The taking of monophonic sound;
    - The taking of its polyphonic;
    - Minimize the noise and maximize the quality of the sound profile.

- **Soundproofing outside: 2 credit (30 hours); L, T, P, SPW**
    - **Soundproof a space and develop a studio of treatment of his**
        - General Concept of soundproofing;
        - Develop a studio for the treatment of sound;
        - Optimize its studio.

❖ MUS234: Musical genres and styles

- **Genres: 2 credits (30 hours); L, T, P, SPW**
    1. **Classical music and genres**
    - The classical music of its origins up to us;

- The opera as a privileged area of its expression;
- Situation of the classical music in relation to other forms of music.

2. Contemporary music and genres

- The evolution of the music known as contemporary;
- The types of the current music;
- The style of the current music.

➢ **Styles: 3 credits (45 hours); L, T, P, SPW**

1. The Jazz

- The emergence of Jazz music as autonomous;
- The evolution of jazz;
- Identification and labelling of the African jazz.

2. The World Music

- The World Music by the yardstick of African music;
- Varieties and its styles;
- Working with artists of world music;
- Promotion of artists of world music.

❖ MUS235: Organology

➢ **The field of organology: 3 credits (45 hours); L, T, P, SPW**

1. The evolution of the organology as discipline;
2. The trends of the discipline in function of its great masters;
3. Situation of the organology compared to other approaches of the social sciences and humanities.

❖ MUS236: Organology Western and African

➢ **The Western organology: 3 credits (45 hours); L, T, P, SPW**

1. The evolution of stringed instruments;
2. The evolution of wind instruments;
3. The evolution of percussion and of the battery.

- **The African organology: 2 credits (30 hours); L, T, P, SPW**

1. The positioning of stringed instruments in Africa;
2. The positioning of the xylophones in Africa;
3. To contribute to the African organology practice.

❖ MUS237: Methodology, Economics and Organization of businesses and Civic Education

- **Methodology for drafting the report of internship: 1 credit (15hours); L,P**

1. The collection of information
2. How to make a report;
3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The acknowledgments
8. How to build the annexes
9. When to start his Internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 1 credit (15hours); L, T, P**

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company

7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system
13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours); L, SPW**
  - **The Concepts**
    - The citizen
    - The Nation
    - The State
    - Publics Property and collective's goods
    - The freedoms
    - The public service
    - Ethics
    - Ethics, Law and reason
    - Ethical Problem
    - Ethics and management
    - Civics
    - Deontology
    - Moral consciousness
    - The universal declaration of Human Rights
    - Good governance in public services
    - The importance of civics to the life of the nation
    - Functions of the state and its citizens
    - Deontology, Professional ethics and professionalism
    - Relationship between morality, law and ethics
    - Codes of ethics

❖ MUS241: Ethnomusicology

➢ The field of ethnomusicology: 2 credits (30 hours); L, T, P, SPW

1. **The field of ethnomusicology**

- Evolution of the ethnomusicology as discipline;
- Trends in the discipline in function of its great masters;
- Situation of the ethnomusicology compared to other approaches of the social sciences and humanities.

2. **Descriptive study of musical traditions**

- The language of the descriptive study of music in a whole set cultural given;
- The music other than those of its social environment without prejudice or misgivings;
- Relationship between the music of his social environment and the outcome of other geocultural units.

➢ Analytical Study of the musical traditions: 2 credits (30 hours); L, T, P, SPW

1. **Analytical Study of the musical traditions**

- Analytical grids forged by the precursors of this type of studies;
- Conclusions technical or scientific evidence;
- Development of its own grids of analysis at the Professional level.

2. **Composition and arrangements of African music today**

- Operation of the musical composition among self-taught and composers trained in musical language in Africa;
- Exploitation of the practices of each school in the professional situation;
- Collaboration with professionals from all the trends of the practice of the art of music in Africa.

❖ MUS242: Music of the Ancient Egypt

➢ Music of the music: 3 credits (45 hours); L, T, P, SPW

1. String instruments
2. Wind instruments
3. Percussion instruments

- **Social functions of the music: 2 credits (30 hours) ; L, T, P, SPW**

    1. The liturgical songs
    2. The songs laymen

❖ MUS243: Practice of synthesizer and the organ

- **Practice of the synthesizer: 2 credits (30 hours); L, T, P, SPW**

    1. **History of the synthesizer**
        - The evolution of this instrument is considered today the modern synthesizer;
        - Approximation with other instruments or technological tools;
        - Association of the synthesizer to a specialised computer.
    2. **Practice of the synthesizer**
        - Manipulate a musical synthesizer;
        - Position the synthesizer in the frame of the studio;
        - Optimize the use of various tools including the synthesizer.

- **Practice of the organ: 2 credits (30 hours); L, T, P, SPW**

    1. **History of the organ**
        - The evolution of the modern organ;
        - Approximation with other instruments or technological tools;
        - Association of the organ in a specialized computer.
    2. **Practice of the organ**
        - Manipulate an organ;
        - Position the organ in the frame of the studio;
        - Optimize the use of various tools including the organ.

❖ MUS244: Practice of the guitar

- **The six-string guitar since the 18th century: 2 credits (30 hours); L, T, P, SPW**

    1. **The six-string guitar since the 18th century**
        - The physiognomy of the six-string guitar of the 18th century;
        - Give his guitar in mid1, The1, re2, SOL2, if2, mid3 ;

- To play such a guitar.

2. Blues Guitar and Jazz

- The evolution of the guitar playing in the Blues;
- The evolution of the guitar playing in the jazz;
- Play blues or jazz.

➢ **The guitar reggae and world music : 2 credits (30 hours); L, T, P, SPW**

1. The guitar reggae and World Music

- The evolution of the guitar playing in the reggae;
- The evolution of the guitar playing in the world music;
- Play Reggae or world.

2. The solo guitar and the orchestral partition

- Play in a scene of solo guitar;
- Play for a partition orchestral conducting;
- Play for the taking of IT'S in the studio.

❖ MUS245: Practice of xylophone to resonators

➢ **The xylophone in organology: 2 credits (30 hours); L, T, P, SPW**

1. The xylophone in organology

- The place of the xylophone in the modern organology;
- Compare the design modern organologique to usages and to the African aesthetic of the xylophone;
- Integration of the xylophone to a musical tradition to reinvent.

2. The Orchestral partition of any xylophone

- The principles of an orchestra of any xylophone (bass, treble, accompaniments);
- The specialties of such an interpretation; orchestral
- Lead such an interpretation to the scene or to the studio.

➢ **Manufacturing and maintenance of endogenous xylophones: 2 credits (30 hours); L, T, P, SPW**

1. The materials used in the manufacture and maintenance of endogenous xylophones

- The manufacture and maintenance of endogenous xylophones;

- Initiation to manufacture or at least to the maintenance;
- Expertise in African organology.

2. The xylophone, its agreements and the partition modern orchestral

- The incorporation of the xylophone in the Partitions modern orchestral;
- Positioning of the xylophone by report to a color musical or an arrangement;
- The agreements and their contours in this perspective.

❖ MUS246: Professional internship

➢ Professional Internship : 6 credits (90 hours); P, SPW

1. Arrival and integration of enterprise
2. Working in a company
3. The holding of the Intern journal
4. The choice of the theme of work: in collaboration with mentors professional and academic
5. Elaboration of the canvas of the research
6. The resources to operate
7. The organization of the work
8. Drafting of the report
9. Presentation of the report before a jury

❖ MUS247: Bilingual training II, Legal environment

➢ English: 1,5 credit (22 hours)

1. Vocabulary

- Technical and usual vocabulary of the specialty

2. Grammar

3. Bilingual expression

- Understanding in interaction in Technical Discussions
- Continuous oral communication: Show, explain, develop, summarize, account, comment;
- Interactions oral communication

4. Autonomous reading of "writings" of all levels

- Lead by a quick reading to understand the general sense;
- Browse a text long enough to locate desired information;

- Gather information from different parts of the document or of the different documents in order to accomplish a specific task.

5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ Civil law: 1 credit (15hours); L, T, P

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

➢ Labor law: 1 credit (15hours); L, T, P

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

PAINTING

Field: ARTS AND CULTURE

Specialty : Painting

1. The objective of the training

The holder of this HND is a formulation chemist specialized in painting. It is present at all stages of a product's life (paint, ink or adhesive). As a sales technician, he draws up the specifications according to the customer's request. In research, he formulates the product by taking charge of its design in its entirety (choice of raw materials, design of the formula, draft of the manufacturing process, product application tests). In the workshops, he ensures the industrial production, quality control at the end of manufacture. Finally, it ensures the start of the product at the customer until its completion.

2. Expected skills

→ **Generic Skills**

- Lead and manage a team;
- Train staff, manage human resources;
- Communicate in a professional setting in English French (oral / written);
- Understand how organizations work;
- Understand the business environment;
- Create and manage a business;
- Manage a project;
- Master the basic computer tool;
- Participate in the development of the budget;
- Plan and follow work;
- Develop creativity, analytical skills, and communication skills.

→ **Specific skills**

- Translate the needs of the customer into specifications that he transmits to the formulation laboratory;
- Formulate the product by taking care of its design in its entirety (choice of raw materials, design of the formula, draft of the manufacturing process, product application tests);

- Ensure the industrial production of the product as workshop manager;
- Check the quality of the product at the end of production;
- Ensure the start of the product at the customer, until its completion.

3. Career opportunities

- Head of workshop to ensure the industrial production of a product;
- Quality controller for finalizing the product and its applications;
- Laboratory technician to formulate a product, perform the necessary tests, elaborate further developments;
- Technico-commercial to take care of the follow-up and the development of the customers.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		**Specialty: Painting**					
Course Code	**Course titles**	**Number of hours**					**Number of credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
PAI111	Aesthetics and philosophy of art	25	20	10	5	60	4
PAI112	Introduction to art anthropology	30	25	15	5	75	5
Professional UC 60% (4 UC) 18 credits 270 hours							
PAI113	Visual Education I	40	15	15	5	75	5
PAI114	Artistic Anatomy I	35	25	15		75	5
PAI115	Drawing of after nature I	15	25	15	5	60	4
PAI116	Descriptive Geometry I	30	10	20		60	4
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
PAI117	Intellectual property law, marketing and the creation of cultural enterprises	30	10		5	45	3
Total		**205**	**130**	**90**	**25**	**450**	**30**

- **Second semester**

Field: Arts and Culture		**Specialty: Painting**					
Course Code	**Course titles**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
PAI121	History of art I	25	20	10	5	60	4
PAI122	History of art II	30	25	15	5	75	5
Professional UC 60% (4 UC) 18 credits 270 hours							
PAI123	Pictorial techniques	30	25	15	5	75	5
PAI124	Artistic Anatomy II	30	30	15		75	5
PAI125	Drawing of after Nature II	20	20	15	5	60	4
PAI126	Descriptive Geometry II	30	10	20		60	4
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
PAI127	Computer Science/Computer Graphics and bilingual Training I	30	10		5	45	3
Total		**195**	**140**	**90**	**25**	**450**	**30**

- **Third semester**

Field: Arts and Culture		**Specialty: Painting**					
Course Code	**Course titles**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
PAI231	Methodology of the Creation	25	20	10	5	60	4
PAI232	Digital photography	30	25	15	5	75	5
Professional UC 60% (4UC) 18 credits 270 hours							
PAI233	Visual Education II	20	10	10	5	45	3
PAI234	Pictorial techniques	60	40	15	5	120	8
PAI235	Drawing of after nature III	20	10	10	5	45	3
PAI236	Perspective concept	30	10	20		60	4
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
PAI237	Methodology, Economics and organization of cultural businesses and civic education	30	10		5	45	3
Total		**215**	**125**	**80**	**30**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		**Specialty: Painting**					
Course Code	**Course titles**	**Number of hours**					**Number Of Credits**
		L	**T**	**P**	**SPW**	**Total**	
Fundamental UC 30% (2 UC) 9 credits 135 hours							
PAI241	Digital Painting with Corel Painter and Graphics Tablet	25	20	10	5	60	4
PAI242	The Office of the Commissioner of exposure as a practice and medium	30	25	15	5	75	5
Professional UC 60% (4 UC) 18 credits 270 hours							
PAI243	Pictorial techniques	25	15	15	5	60	4
PAI244	Materials Technology	25	15	15	5	60	4
PAI245	Pictorial techniques	20	30	10		60	4
PAI246	Professional internship			60	30	90	6
Cross-sectional UC 10% (1 UC) 3 credits 45 hours							
PAI247	Bilingual Training II and legal environment	30	10	5		45	3
Total		**155**	**115**	**130**	**50**	**450**	**30**

SPW: Students' Personal Work

5. Courses content

❖ PAI111: Aesthetics and the philosophy of art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Relationshp with visual arts**

❖ PAI112: Introduction to anthropology of art

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ PAI113: Visual Education

- **Introduction to the Color: 2 credits (30 hours); L, T, P, SPW**

  1. In physics;
  2. In the Plastic Arts.

- **Physical Theory of Color: 3 credits (45 hours); L, T, P, SPW**

  1. **Physical Theory of Color**
     - Experience of Isaac Newton;
     - Experience of Thomas Young;
     - Theory of summaries additive and subtractive.
  2. **Structural Theory of Color**
     - Theory of Itten and the chromatic circle;
     - Primary colors;
     - Secondary colors;
     - Tertiary colors;
     - Intermediate colors.

❖ PAI114: Artistic Anatomy I

- **General structure of the human body - osteology and myology): 3 credits (45 hours); L, T, P, SPW**

  1. **The skeleton of the human body: general structure of the human body**
     - The reports of proportions: head, trunk and members;
     - The types of bones and joints.
  2. **Graphic analysis of the human skeleton**
     - Skull;
     - The vertebrae;
     - Rib cage;
     - Pool;
     - Arm and forearm;
     - Legs;
     - Thigh;
     - Foot and hand.

3. **Myology of the human body**
   - Location and provisions of muscles ;
   - The muscle bundles;
   - The muscle tendons;
   - The muscle forms;
   - The innervation of the muscles.

➢ **Anatomy of the human body: 2 credits (30 hours); L, T, P, SPW**

- **Study of the expressions of the human body**
  - The Bending;
  - The extension;
  - Muscle movements antagonists;
  - The excitability;
  - The Extensibility;
  - The contractility.

❖ PAI115: Basic notion of drawing

1. **The elements of the drawing**
   - The geometric figures of basis;
   - The volumes;
2. **The techniques of proportion**
   - Gridding techniques;
   - Aiming technique.
3. **Shadow and light concept**
   - Shadow concept : reach, natural and reflection
   - Light concept: artificial and natural
   - The nuances.

❖ PAI116: Descriptive Geometry I

➢ **Descriptive Geometry I: 4 appropriations (60 hours); L, T, P, SPW**

1. **Theory of geometric construction of basis**
   - Representation of plans;
   - The orthogonal projections;

- Sections and penetrations.

2. Geometric constructions complex: the Cavalier perspective

- The theory and the technique of construction of plane figures, solids, architectural elements.

3. Geometric constructions complex: the perspective to one, two and three points of leakage

- The theory and the technique of construction of geometric plans, the horizon line, of leakage points, and solids.

❖ PAI117: Intellectual property Law, marketing and the creation of cultural enterprises

➢ Intellectual property law: 1 credit (15 hours); L, T, P

1. General introduction to copyright
2. The right
3. Counterfeiting of works
4. Drawings, models, the dualistic system of protection
5. Policy of copyright for an SME

➢ Marketing of Cultural Businesses: 1 credit (15 hours); L, T, P

1. The marketing approach

- The marketing concept and its evolution;
- The steps of the approach marketing;
- The commercial strategy;
- The variables marketing.

2. The knowledge of the needs and the market

- The needs;
- The consumer and its behavior;
- The study of the market.

3. The variables Marketing

- The service;
- The product: Well and service;
- The price;
- The distribution;
- The communication.

4. **The commercial strategy**
    - The diagnosis;
    - Strategic Choices;
    - Marketing Plan.
5. **Approach International Marketing**
    - Special features of the study of export market;
    - The exploration abroad.

- **Creation of business: 1 credit (15 hours); L, T, P, SPW**
    1. Concept of a contractor
    2. Motivations to the creation of business
    3. Search for ideas and evaluation
    4. Research funding
    5. Choice of legal status
    6. Ethical aspects of the business
    7. Elaboration of the business plan

❖ PAI121: History of the art I

- **History of art I: 4 appropriations (60 hours); L, T, P, SPW**
    1. The Prehistoric arts and antiques
    2. The Prehistoric arts
    3. The ancient arts
    4. The arts of the Middle Ages and the Renaissance
        - The arts of the middle-age;
        - The arts of the Renaissance.

❖ PAI122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**
    1. The modern arts (end of 19th and beginning of the twentieth century)
        - The Impressionism;
        - The expressionism;
        - The neo-impressionism;
        - Etc.

2. Calligraphy of Ancient Egypt
3. The contemporary arts

❖ PAI123: Pictorial techniques

➢ The bases of the watercolor: 2 credits (30 hours); L, T, P, SPW

- The role of the color;
- The game and the importance of transparency in watercolor;
- The technique wet on wet;
- The dry technical and mixed;
- The technique and the handling of the brush.

▪ **Practical cases**

- Landscape;
- Portrait;
- Floral;
- Nature dead;
- Animals;
- Abstract.

➢ The techniques dry pastel: 3 credits (45 hours); L, T, P, SPW

1. **The different mediums and materials**
   - The choice of equipment and how to use;
   - The process of creating a work in all its stages;
   - The use and the mixture of the colors;
   - The perspective;
   - The shadows and lights;
   - The different techniques of the handling of the Pastel and the rendered.
2. **Practical cases**
   - Landscape;
   - Portrait;
   - Floral;
   - Nature dead;
   - Animals;
   - Abstract.

❖ PAI124: Artistic Anatomy II

- **The osteology and myology of the animal body: 2 credits (30 hours); L, T, P, SPW**

  1. **The osteology of animals**
     - The Felidae;
     - The bovidae;
     - The ovidés.
  2. **The myology of the animals**
     - Location and provisions of muscles ;
     - The muscle bundles;
     - The muscle tendons;
     - The muscle forms;
     - The innervation of the muscles.

- **Study of expressions of animal body: 3 credits (45 hours); L, T, P, SPW**

  1. The Bending
  2. The extension
  3. Muscle movements antagonists
  4. The excitability
  5. The Extensibility
  6. The contractility

❖ PAI125: Drawing of after Nature II

- **The styles of drawing: 4 appropriations (60 hours); L, T, P**

  1. **The techniques and styles of drawing**
     - Drawing to the modeled points;
     - Drawing to traits modeled;
     - Drawing with fills;
     - Pictorial Drawing;
     - Realistic drawing;
     - Drawing hyperrealistic trick.

2. **Drawing of composition of natural forms**
   - Live leaves and died;
   - Fruits;
   - Animals.

❖ PAI126: Descriptive Geometry II

➢ **Geometric constructions complex: the Cavalier perspective: 4 credits 60 hours); L, T, P**

- The theory and the technique of construction of plane figures and solids.

❖ PAI127: Computer Science/Computer Graphics and bilingual Training I

➢ **ICT : 1 credit (15 hours); L, T, P, SPW**

A. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)

- Role
- Types of bus:
  - Data bus;
  - Control bus;

- Address bus.

B. The software

1. The application software

- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)

- Definition
- Types of basic software :
  - The drivers;
  - The compilers;
  - The utilities;
  - The operating systems:
    - Features;
    - Roles;
    - Types of operating system;
    - structure of a system of exploitation;
    - Architecture.
- Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G. Construction of a formula

- Use of the integrated functions:
  - Definition;

- Syntax of the integrated functions ;
- A few integrated functions ;
- Relative reference, absolute reference and joint reference ;
- Case of Synthesis.

- **Computer graphics : Introduction to Photoshop software: 1 credit (15hours); L, T, P, SPW**

1. **Adobe Photoshop: The tools and their functions**

- Selection tools;
- Move tools;
- The tools of coloring;
- Tools texts;
- Recradage tools…

2. **Adobe Photoshop: File Formats**

- PSD;
- BMP;
- PNG images;
- PDF;
- EPS;
- PICT;
- JPEG;
- TIFF.

3. **Adobe Photoshop:**

- Staining Color modes;
- Color Adjustments.

4. **Adobe Photoshop: conversion between the modes grayscale bitmap and**

- Convert an image to a bitmap mode; Convert an image to a grayscale mode.

5. **Adobe Photoshop: The Layers**

- Pixilation of layers;
- Duplication of layers;
- Modification of the stacking of layers;
- Appoint the layers;
- Connection of layers;
- Locking, Masks of fusion, flattening;
- Layers of settings and of filling;
- Layers of form.

6. **Adobe Photoshop: The effects and styles of layer**

- The shadows;
- The glimmers;
- Bevelling and stamping;

- Contour and color;
- Fuser mode;
- Angle, degraded and smoothing;
- Length, noise, noise…

7. **Adobe Photoshop: Selection**

- Standard mode;
- Quick mask;
- Recovery of a selection.

8. **Adobe Photoshop: plots**

- Management of the tracks;
- Palette of tracks;
- Conversion of tracks;
- Feather radius;
- Filling of plots.

9. **Adobe Photoshop: clippingpaths**

- Creating a mask of image

10. **Adobe Photoshop: The transformations**

- Variation of scale;
- Rotation, Skew;
- Document Changes: size, resolution, rotation and reflection.

- **French Expression : 1 credit (15hours); L, T, P, SPW**

1. **Form of words in French**
    - Prefix, radical
    - Root, suffix
2. **Explanation of words and group of words**
3. **Morphosyntax and rhetoric**
    - Components and structure of the sentence:
        - Simple sentence;
        - Complex sentence;
        - Sentence composed.
    - The figures in style:
        - Figures of analogy;
        - Figures of amplification;
        - Figures of opposition;
        - Figures of mitigation.
4. **Administrative correspondence professional**

- The different parts of a administrative correspondence and the administrative style
- Professional Correspondence:
  - Note of service;
  - Record (activity, mission);
  - The report (activity, mission).

5. Professional correspondence to individual dominance

- Application for Employment
- CV
- Letter of motivation

6. Methodological Considerations on the written exercises

- French composition
- Contraction of text:
  - French composition: methodological reminder and application;
  - Contraction of text: methodological reminder and application.

7. Study of the communication situations

- Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
- Situation of communication and verbal interactions
- Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
- Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)
- Etc.

❖ PAI231: Methodology of the Creation

➢ Research methodology: 4 credits (60 hours); L, T, P, SPW

- Define a search field and a subject;
- Define the object of study;
- Chronological delimitation, geographical, typological;
- The Problem and research questions;
- Research Hypotheses;

- The objectives of the research.

1. **Steps of the research**
   - Collection of data: Internet, documentation centers, field;
   - Processing of data in the laboratory.
2. **Steps for the creation: the pre-production**
   - Iconographic Script: realization of the pages of trends (types of objects, materials and colors, TARGET, direct competitor and indirect).
3. **Steps for the creation: the production**
   - Analysis of the sources of inspiration;
   - Graphical research;
   - Chromatic research;
   - The final models;
   - Production of the model and prototyping.
4. **Steps for the creation: the postproduction**
   - Manufacture in workshop;
   - The business strategies;
   - The industrialization.

❖ PAI232: Digital Photography

➢ Theory to understand the functioning and the settings of your device: 2 credits (30 hours); L, T, P, SPW

1. The formats, media, the pixels, the ISO, exposure time, the opening of the diaphragm, the depth of field, the development , the white balance, Flash
2. Use all the functions of your device
3. Taken of views as works of art

➢ Practical cases: 3 credits (45 hours); L, T, P, SPW

1. Views of landscape, portrait and Nature dead
2. Taken of nocturnal views
3. The subject in movement
4. The natural and artificial lighting
5. Taken of view of works of art
6. The import, export, backup and the format of the images

7. The media, brushes and other material of drawing and painting
8. The various mediums
9. Work with the layers
10. The practice and the creation of digital works with technical récréant the use of traditional tools such as the airbrush, the oil painting, acrylic, the drawing to the charcoal, pen, the color pencils, the spatula, pastel, etc. and in existing Styles and varied as impressionism, the realism, the abstract, etc.

❖ PAI233: Visual Education II

➢ The harmony of forms in the space: 1credit (15 hours); L, T, P, SPW

1. The harmony of forms in the space

- Marcus theory PollioVitrivius;
- The number of gold;
- The lines of forces;
- The strengths;
- The diagonals ascending and descending;
- The lines of dynamic tension.

2. The balance of the forms in the space

- The rules for compensation of the masses in space: color, density, provision, dimensions.

➢ The psychological factors of the Gestalt: 2 credits (30 hours); L, T, P, SPW

1. The psychological factors of the Gestalt

- Figure factor/background;
- Proximity factor;
- Similarity factor;
- Orientation factor in space;
- Closing factor/opening;
- Continuity factor.

2. The dynamic tension in a work of art

- The principles of morphological analysis ;
- The centers of interest;
- The focal points…

❖ PAI234: Pictorial techniques

➢ **Oil painting: 4 appropriations (60 hours); L, T, P, SPW**

- **The Advanced Concepts of composition**
  - The Colored harmonies;
  - Creation of atmospheres;
  - A perspective and landforms.

➢ **Practical case: 4 appropriations (60 hours); L, T, P, SPW**

1. Landscape
2. Dead nature
3. Portrait
4. Abstract
5. Animals

❖ PAI235: Drawing of after nature III

➢ **Initiation to the Portrait: 3 credits (45 hours); L, T, P**

1. The marks of the human face;
2. The characteristics: child, adult, man, woman;
3. The technique of representation.

❖ PAI236: Descriptive Geometry III

➢ **Geometric constructions complex: the axonométrie: 2 credits (30 hours); L, T, P, SPW**

- The theory and the technique of construction plans central axonométriques and angular of plane figures and solids:
  - Representation of cones and pyramid, cube and parallelepiped, pentagon, hexagon, heptagon, octagon…

➢ **Geometric constructions complex: the perspective: 2 credits (30hours); L, T, P, SPW**

- The theory and the technique of construction of geometric plans, the horizon line, of leakage points, and Solids:
  - Representation of the space and its content.

❖ PAI237: Methodology, Economics and Organization of businesses and Civic Education

➢ Methodology for drafting the report of internship: 1 credit (15hours); L, P

1. The collection of information
2. How to make a report
3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

➢ Economy and organization of enterprises: 1 credit (15hours); L, T, P

1. The company, definition and analysis mode
2. Classification of Enterprises
3. The structures of organization of companies
4. The insertion of the company in the economic fabric
5. The commercial activity of the company
6. The productive activity of the company
7. The logistics in the company
8. The financial activity of the company
9. The management of human resources
10. The systemic approach of the company
11. The information system
12. The decision-making system

13. The strategic analysis of the company
14. Selection and implementation of a strategy
15. The company, society and culture
16. The company, society and ethics

➢ **Civic Education and Ethics: 1 credit (15 hours); L, SPW**

- **The Concepts**
  - The citizen
  - The Nation
  - The State;
  - Publics Property and collective's goods
  - The freedoms
  - The public service
  - Ethics
  - Ethics, Law and reason
  - Ethical Problem
  - Ethics and management
  - Civics
  - Deontology
  - Moral consciousness
  - The universal declaration of Human Rights
  - Good governance in public services
  - The importance of civics to the life of the nation
  - Functions of the state and its citizens
  - Deontology, Professional ethics and professionalism
  - Relationship between morality, law and ethics
  - Codes of ethics

❖ PAI241: Digital Painting with Corel Painter and Graphics Tablet

➢ **Taken in hand tools: 2 credits (30hours); L, T, P, SPW**

1. The box to the tools and the menus
2. The customized workspace and configuration
3. The import, export, backup and the format of the images

4. The media, brushes and other material of drawing and painting

5. The various mediums

6. Work with the layers

- **Case practice: 2 credits (30hours); T, P, SPW**

  - The practice and the creation of digital works with technical récréant the use of traditional tools such as the airbrush, the oil painting, acrylic, the drawing to the charcoal, pen, the color pencils, the spatula, pastel, etc. and in existing Styles and varied as impressionism, the realism, the abstract, etc.

❖ PAI242: The Office of the Commissioner of exposure as a practice and medium

- **Study and analysis of the exposure: 2 credits (30hours); L, T, P, SPW**

  - The types of exhibitions (arts, stories, science and technologies, etc.):
    - The exhibition of objects, the exposure of IDEA, the exposure of author, etc. and their characteristics.
  - Elements of exposure:
    - Space, objects, texts, images, sounds, route, etc.

- **Exhibition and public: 3 credits (45hours); L, T, P, SPW**

  - The different types of audiences (visitors) The types of collections and their impact;
  - Ethnography of the exposure:
    - Experience of the visit;
    - The exposure and the creation:
    - Cultural mediation and intercultural mediation by the exposure;
    - Copyright and property.
  - Case studies.

❖ PAI243: Pictorial techniques

➢ Painting at the spatula (knife): 4 Appropriations (60hours); L, T, P, SPW

1. The Advanced Concepts of composition

- The composition;
- The game of contrasts and the development of the values of the elements of the table;
- The different techniques of the handling of the spatula and the pictorial rendered;
- The Colored harmonies;
- Create the atmosphere ;
- Give the depth.

2. Practical cases

- Portrait;
- Floral;
- Nature dead;
- Animals;
- Abstract.

❖ PAI244: Technology of Materials

➢ Knowledge of the material 1: 2 credits (30hours); L, T, P, SPW

- Treatment technique of the paintings.

➢ Knowledge of the material 2: 2 credits (30hours); L, T, P, SPW

- Techniques of treatment of other media.

❖ PAI245: Pictorial techniques

➢ Acrylics: 2 credits (30hours); L, T, P, SPW

1. The bases of the acrylic paint

- The composition;
- Drawing;
- The different methods;
- Colorful harmonies;

- The theory of colors;
- Create the atmosphere;
- Give depth and much more.

2. **Practical cases**
   - Landscape;
   - Portrait;
   - Floral;
   - Nature dead;
   - Animals;
   - Abstract.

➢ **The mixed techniques: 2 credits (30hours); L, T, P, SPW**

1. **The different mediums and materials**
   - Textures and structure.
2. **Practical cases**
   - The bonding techniques;
   - The composition;
   - The Colored harmonies;
   - The search for inspiration.

❖ PAI246: Internship Professional

➢ **Professional Internship : 6 credits (90 hours); P, SPW**

1. Arrival and integration of enterprise
2. Working in a company
3. The holding of the Intern journal
4. The choice of the theme of work : in collaboration with mentors professional and academic
5. Elaboration of the canvas of the research
6. The resources to operate
7. The organization of the work
8. Drafting of the report
9. Presentation of the report before a jury

❖ PAI247: Bilingual training II and legal environment

➢ English: 1,5 credit (22 hours)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ Civil law: 1 credit (15hours); L, T, P

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

➢ Labor law: 1 credit (15hours); L, T, P

1. Definition of the right of labor, birth and evolution of labor law and sources

2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

Field : ARTS AND CULTURE

Specialty :

SCULPTURE

Field: ARTS AND CULTURE

Specialty : Sculpture

1. The objective of the training

This specialty aims to train experts in sculpture responsible for design and to shape the mechanisms that will meet the needs of the creation of all the objects of everyday life. He accompanied the development of a product from its creation, passing by its technical development, up to the final realization. To this effect, it chooses the shape, color, functionality, the size, the ergonomics and the type of materials taking into account the sustainability, the feasibility and especially the needs of the sponsor. To do this it must have a spirit of awakening, creativity, feasibility analysis, a mastery of sculptural techniques, an opening on the artistic practice, imagination, and an interest in the group work.

2. Expected skills

→ **Generic Skills**

- Animate and manager a team;
- Train staff, manage human resources;
- Communicate in a professional framework in English French (oral/written);
- To understand the operation of the organizations;
- Understand the environment of the company;
- Create and manage a business;
- Manage a project;
- Master the tool basic computing;
- Participate in the development of the budget;
- Plan and monitor of the work;
- Develop the creativity, the spirit of analysis, the capacity of communication.

→ **Specific Skills**

- Formulate the sentences of analysis, research, creative, of development, of argument and for the communication of a project;
- Acquire and implement knowledge, methods and know-how to lead to the design of a product recorded in the specifications;

- Include in a consistency of all of the answers to a need, to a use, to a context, of the choice of materials and manufacture, a visual aspect cultural and sensitive;
- Communicate or codify through sketches, drawings, technical representation, by the model and the computer tool including images of summaries, 3D;
- Integrate the trends of the market, the new requirements of consumers, and to innovate with the use of new materials;
- Meet professional stakeholders namely the architects, designers products, contributing, throughout the training, monitoring or evaluation of projects for students;
- Enrich its knowledge and develop a reflection on the history of the art and the large sculptural works.

3. Career opportunities

- Work in free-lance, in a design agency independent, in a service of design integrated to a company;
- Sculptor;
- Decoration;
- Architecture;
- Product design;
- Monument and status.

4. Organization of the Teachings

- **First semester**

Field: Arts and Culture		Specialty: Sculpture					
Course Code	Course Title	Number of hours					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
SCU111	Aesthetics and philosophy of art	25	20	10	5	60	4
SCU112	Introduction to art anthropology	30	25	15	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
SCU113	Visual Education	40	15	15	5	75	5
SCU114	Anatomical drawing I	35	25	15	0	75	5
SCU115	Basic notion of drawing I	15	25	15	5	60	4
SCU116	Descriptive Geometry I	30	10	15	5	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
SCU117	Intellectual property law, marketing and the creation of cultural enterprises	30	10	0	5	45	3
Total		**205**	**130**	**85**	**30**	**450**	**30**

- **Second semester**

Field: Arts and Culture		Specialty: Sculpture					
Course Code	Course Title	Number of hours					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
SCU121	History of art I	25	20	10	5	60	4
SCU122	History of art II	50	10	15	0	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
SCU123	Design workshop	40	15	15	5	75	5
SCU124	Technical drawing I	35	25	15	0	75	5
SCU125	Knowledge of materials	20	30	10	0	60	4
SCU126	Workshop 3D	30	20	10	0	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
SCU127	Computer Science/computer graphics, bilingual Training I	30	10	0	5	45	3
Total		**230**	**130**	**75**	**15**	**450**	**30**

- **Third semester**

Field: Arts and Culture		Specialty: Sculpture					
Course Code	Course Title	Number of hours					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
SCU231	Applied anthropology	25	20	10	5	60	4
SCU232	Introduction to the history of the Sculpture	50	15	10	0	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
SCU233	Visual Education II	40	15	15	5	75	5
SCU234	Anatomical drawing II	30	30	15	0	75	5
SCU235	Drawing of after Nature II	15	25	15	5	60	4
SCU236	Perspective concept	30	10	20	0	60	4
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
SCU237	Methodology, Economics and organization of cultural businesses	30	10	0	5	45	3
Total		**220**	**125**	**85**	**20**	**450**	**30**

- **Fourth semester**

Field: Arts and Culture		Specialty: Sculpture					
Course Code	Course Title	Number of hours					Number Of Credits
		L	T	P	SPW	Total	
Fundamental courses 30% (2 UC) 9 credits 135 hours							
SCU241	Methodology of the Creation	25	20	10	5	60	4
SCU242	Arts and calligraphy Egyptians	50	10	10	5	75	5
Professional courses 60% (4 UC) 18 credits 270 hours							
SCU243	Design Workshop II	30	15	10	5	60	4
SCU244	Technical drawing II and knowledge of materials	25	20	10	5	60	4
SCU245	Workshop 3D	20	30	10		60	4
SCU246	Professional internship			60	30	90	6
Cross-sectional courses 10% (1 UC) 3 credits 45 hours							
SCU247	Bilingual Training II and civic education	30	10	5	0	45	3
Total		**180**	**105**	**115**	**50**	**450**	**30**

SPW: Students' Personal Work

5. Courses content

❖ SCU111: Aesthetics and philosophyof art

- **Aesthetics and Philosophy of Art : 4 credits (60 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts :**
     - Art ;
     - Decorative Art;
     - Interior Design ;
     - Aesthetics ;
     - Philosophy of Art.
  2. **Great families of Art**
  3. **History of Aesthetic theories**
  4. **Relationshp with visual arts**

❖ SCU112: Introduction to art anthropology

- **Generalities on Anthropology: 5 credits (75 hours) ; L, T, P, SPW**
  1. **Understanding of Concepts**
     - Anthropology;
     - Art Anthropology;
     - Art Object;
     - Work of Art.
  2. **Purpose of Art Anthropology**
  3. **Sources and Problems of Art Anthropology**
     - Purpose ;
     - Problem;
     - Source.
  4. **Study of Art Objects**
     - Pictorial works;
     - Sculptural works.

❖ SCU113: Visual Education I

- **Introduction to the Color: 2 credits (30 hours); L, T, P, SPW**
  1. **In physics**
  2. **In the plastic arts**
  3. **The contrasts of color:**

- Contrast of purity;
- Contrast of complementarity;
- Contrast of the amount ;
- Quality contrast;
- Contrast of warm-cold;
- Contrast of chiaroscuro;
- Contrast of simultaneity.

4. **The colors in Africa:**
   - Theory of EngelbertMveng;
   - The color, symbol of life;
   - The color, symbol of the death;
   - The color symbol of the suffering…

➢ **Theories of the color: 3 credits (45 hours); L, T, P, SPW**

1. **Physical Theory of Color**
   - Experience of Isaac Newton;
   - Experience of Thomas Young;
   - Theory of summaries additive and subtractive.
2. **Structural Theory of Color**
   - Theory of Itten and the chromatic circle;
   - Primary colors;
   - Secondary colors;
   - Tertiary colors;
   - Intermediate colors.

❖ SCU114: Anatomical drawing I

➢ **General structure of the human body : 2 credits (30 hours); L, T, P, SPW**

1. **The skeleton of the human body: general structure of the human body**
   - The reports of proportions: head, trunk and members;
   - The types of bones and joints.
2. **The composition of the skeleton**
   - Skull;
   - The vertebrae ;

- Rib cage;
- Pool;
- Arm and forearm;
- Legs;
- Thigh;
- Foot and hand.

➢ **Anatomy of the human body: 3 credits (45 hours); L, T, P, SPW**

1. **The Muscular structure external to the human body**
   - Location and provisions of muscles ;
   - The muscle bundles;
   - The muscle tendons;
   - The muscle forms;
   - The innervation of the muscles.
2. **The movements and the muscle properties of the human body**
   - The Bending;
   - The extension;
   - Muscle movements antagonists;
   - The excitability;
   - The Extensibility;
   - The contractility.

❖ SCU115: Basic notion of drawing I

➢ **Drawing of after nature I: 4 appropriations (60 hours); L, T, P, SPW**

1. **The basic elements of the design 1**
   - The point, The line, The form;
   - Basic geometric figures: triangle, circle, squarre;
   - Translation of geometric figures into volume
2. **The basic rules of drawing 1**
3. **The techniques of proportion**
   - Technical of the grid;
   - Technical of the outstretched arm.
   - Notions of close object and distant object.

4. **Light and shadow concept**
   - Light concept: Artificial ligt, Natural light
   - Shadow concept: clean shadow, carried shadow, Reflection
5. **The tools of drawer**
   - Compass;
   - Angled Brackets;
   - Graduated rules;
   - Protractor.

❖ SCU116: Descriptive Geometry I

➢ **Descriptive Geometry I: 4 appropriations (60 hours); L, T, P, SPW**

1. **Theory of geometric construction of basis**
   - Representation of plans;
   - The orthogonal projections;
   - Sections and penetrations.
2. **Geometric constructions complex: the Cavalier perspective**
   - The theory and the technique of construction of plane figures, solids, architectural elements;
3. **Geometric constructions complex: the perspective to one, two and three points of leakage**
   - The theory and the technique of construction of geometric plans, the horizon line, of leakage points, and solids.

❖ SCU117: Intellectual property Law, marketing and the creation of cultural enterprises

➢ **Intellectual property law: 1 credit (15 hours); L, T, P**

1. General introduction to copyright
2. The right
3. Counterfeiting of works
4. Drawings, models, the dualistic system of protection
5. Policy of copyright for an SME

- **Marketing of Cultural Businesses: 1 credit (15 hours); L, T, P**

1. **The marketing approach**
   - The marketing concept and its evolution;
   - The steps of the approach marketing;
   - The commercial strategy;
   - The variables marketing.
2. **The knowledge of the needs and the market**
   - The needs;
   - The consumer and its behavior;
   - The study of the market.
3. **The variables Marketing**
   - The service;
   - The product: Well and service;
   - The price;
   - The distribution;
   - The communication.
4. **The commercial strategy**
   - The diagnosis;
   - Strategic choices;
   - Marketing Plan.
5. **Approach International Marketing**
   - Special features of the study of export market;
   - The exploration abroad.

- **Creation of business: 1 credit (15 hours); L, T, P, SPW**

1. Concept of a contractor
2. Motivations to the creation of business
3. Search for ideas and evaluation
4. Research funding
5. Choice of legal status
6. Ethical aspects of the business
7. Elaboration of the business plan

❖ SCU121: History of the art I

- **History of art I: 4 credits (60 hours); L, T, P, SPW**
  1. Prehistoric and ancient arts
  2. Prehistoric arts
  3. Ancient arts
  4. The arts of the Middle Ages and the Renaissance
     - The Arts of the Middle Ages;
     - TheArts of Rebirth.

❖ SCU122: History of Art II

- **History of Art II: 5 credits (75 hours); L, T, P, SPW**
  1. **The modern arts (end of 19th and beginning of the twentieth century)**
     - The Impressionism;
     - The expressionism;
     - The neo-impressionism; Etc.
  2. **History of Egyptian sculpture**
     - Of the sculpture of the Predynastic times to the sculpture of the historic period: forms and expressions of language;
     - The techniques of sculpture: The aestheticEgyptian canon.
  3. **Calligraphy of Ancient Egypt**
  4. **The contemporary arts**

❖ SCU123: Design Workshop

- **Sculptural technique: 7 credits (75 hours); L, T, P, SPW**
  1. (Modeling clay, wax, plaster)
  2. Casting (molding to good-hollow, molding at trough-lost)

❖ SCU124: Technical drawing I

- **Technical drawing: 5 credits (75 hours); L, T, P, SPW**
  1. Technology
  2. Technical Scoring

3. Decrypt the data of a workbook of load
4. Search for the information by data resources
5. Analysis of the data of experimentation
6. How to analyze a product as a technological system
7. How to choose A or material(x) as a function of the Specifications
8. Identification and selection of modes of connection, Assembly, Articulation

❖ SCU125: Knowledge of materials

- **Knowledge of materials: 4 appropriations (60 hours); L, T, P, SPW**
  1. Knowledge of the land
  2. Knowledge of the wood
  3. Knowledge of the plaster
  4. Knowledge of the metal
  5. Knowledge of stone
  6. Knowledge of the precious material (Ivory etc.)

❖ SCU126: Workshop 3D

- **Learning of 3D Max: 2 credits (30 hours); L, T, P**
  1. General presentation of 3D Max;
  2. First of scene (create a scene, add 3D objects, adjustment of views and recording…);
  3. Rendering (rendering window, panel 'Environment;
  4. The views;
  5. Change the 3D objects (move, rotate and scaler your objects);
  6. Application of a modificer.

- **Learning of 3D Max: 2 credits (30 hours); L, T, P**
  1. Change the 3D objects (move, rotate and scaler your objects)
  2. Application of a modifier;
  3. Modeling of an object: the case of a table (Create the base object, modeling and rendering of a scene…);

4. Initiation to the texturing and concrete application (Basic concepts and materials editor, import your textures, parameter of a standard slot, application of textures, modification of UV coordinates, UVW map).

- **ICT : 1 credit (15 hours); L, T, P, SPW**

A. The Hardware

1. The peripheral components

- The input devices
- The output devices
- The storage devices
- Input devices and output

2. The central unit

- The central memory
- The microprocessor
- The ports
- The motherboard
- The chipset
- The power supply
- The expansion cards
- Other internal organs!

3. The unit of exchange (or bus)

- Role
- Types of bus:
  - Data bus;
  - Control bus;
  - Address bus.

B. The software

1. The application software

- Definition;
- Role;
- Types and examples of software.

2. The basic software (or software systems)

- Definition
- Types of basic software :
  - The drivers;
  - The compilers;
  - The utilities;

- The operating systems:
  - Features;
  - Roles;
  - Types of operating system;
  - structure of a system of exploitation;
  - Architecture.
- Concept of Free Software and proprietary software.

C. The study of the Graphical Environment Windows

- Presentation;
- Management of Windows;
- Managing Files and Folders.

D. What is a file, a folder?

- Path to a file

E. Study practice of Microsoft Word

- Study of Basic Functions

F. Study practice of Microsoft Excel

- Presentation;
- Arithmetic operations.

G. Construction of a formula

- Use of the integrated functions:
  - Definition;
  - Syntax of the integrated functions ;
  - A few integrated functions ;
  - Relative reference, absolute reference and joint reference ;
  - Case of Synthesis.

- **Computer graphics : Introduction to Photoshop software: 1 credit (15hours); L, T, P, SPW**

1. Adobe Photoshop: The tools and their functions

- Selection tools;
- Move tools;
- The tools of coloring;
- Tools texts;
- Recradage tools…

2. Adobe Photoshop: File Formats

- PSD;
- BMP;
- PNG images;

- PDF;
- EPS;
- PICT;
- JPEG;
- TIFF.

3. Adobe Photoshop:

- Staining Color modes;
- Color Adjustments.

4. Adobe Photoshop: conversion between the modes grayscale bitmap and

- Convert an image to a bitmap mode; Convert an image to a grayscale mode.

5. Adobe Photoshop: The Layers

- Pixilation of layers;
- Duplication of layers;
- Modification of the stacking of layers;
- Appoint the layers;
- Connection of layers;
- Locking, Masks of fusion, flattening;
- Layers of settings and of filling;
- Layers of form.

6. Adobe Photoshop: The effects and styles of layer

- The shadows;
- The glimmers;
- Bevelling and stamping;
- Contour and color;
- Fuser mode;
- Angle, degraded and smoothing;
- Length, noise, noise…

7. Adobe Photoshop: Selection

- Standard mode;
- Quick mask;
- Recovery of a selection.

8. Adobe Photoshop: plots

- Management of the tracks;
- Palette of tracks;
- Conversion of tracks;
- Feather radius;

- Filling of plots.

9. Adobe Photoshop: clippingpaths

- Creating a mask of image

10. Adobe Photoshop: The transformations

- Variation of scale;
- Rotation, Skew;
- Document Changes: size, resolution, rotation and reflection.

➢ **French Expression : 1 credit (15hours); L, T, P, SPW**

1. Form of words in French

- Prefix, radical
- Root, suffix

2. Explanation of words and group of words

3. Morphosyntax and rhetoric

- Components and structure of the sentence:
  - Simple sentence;
  - Complex sentence;
  - Sentence composed.
- The figures in style:
  - Figures of analogy;
  - Figures of amplification;
  - Figures of opposition;
  - Figures of mitigation.

4. Administrative correspondence professional

- The different parts of a administrative correspondence and the administrative style
- Professional Correspondence:
  - Note of service;
  - Record (activity, mission);
  - The report (activity, mission).

5. Professional correspondence to individual dominance

- Application for Employment
- CV
- Letter of motivation

6. Methodological Considerations on the written exercises

- French composition
- Contraction of text:
  - French composition: methodological reminder and application;
  - Contraction of text: methodological reminder and application.

7. **Study of the communication situations**
   - Identification of the factors in the situation of communication (transmitter, receiver, code, channel, message, context)
   - Situation of communication and verbal interactions
   - Study of the elements para verbal cues (kinesthetic, proxemics, MIMO-gestural, etc.
   - Identification and handling of figures of expression and thought metaphors, irony. Satire, parody, etc.)
   - Etc.

❖ SCU231: Applied Anthropology

➢ Applied anthropology: 4 Appropriations (60hours); L, T, P, SPW

1. **The symbolic as the domain of the Meaning**
   - Definition and operative field
2. **The concept of mask**
   - The plastic dimension;
   - The philosophical dimension.
3. **The types of hair, their properties and their meanings in Africa**
   - Characteristics of the hair of Negroid type
4. **The hairstyle and hairdressing accessory in Africa**
   - The hairstyles to base of the hair;
   - The hairstyles falling within the scope of the ornament.
5. **Analysis of the documents (T/P)**
   - Stories;
   - Icons;
   - Myths;
   - Tests.

❖ SCU232: Introduction to the history of the Sculpture

- **History of the sculpture: 5 credits (75 hours); L, T, P, SPW**
    1. Sculptural vocabulary
    2. Sculpture in the world
    3. African sculpture
    4. Cameroonian sculpture
    5. Sculptural technique
    6. Methodology of creation
    7. Analysis of a work

❖ SCU233: Visual Education II

- **The harmony of forms in the space: 2 credits (30 hours); L, T, P, SPW**
    1. **The harmony of forms in the space**
        - Marcus theory PollioVitrivius;
        - The number of gold;
        - The lines of forces;
        - The strengths;
        - The diagonals ascending and descending;
        - The lines of dynamic tension.
    2. **The balance of the forms in the space**
        - The rules for compensation of the masses in space: color, density, provision, dimensions.
- **The psychological factors of the Gestalt: 3 credits (45 hours); L, T, P, SPW**
    1. **The psychological factors of the Gestalt**
        - Figure factor/background;
        - Proximity factor;
        - Similarity factor;
        - Orientation factor in space;
        - Closing factor/Opening;
        - Continuity factor.
    2. **The dynamic tension in a work of art**

- The principles of morphological analysis;
- The centers of interest;
- The focal points…

❖ SCU234: Anatomical Drawing II

➢ **The human, animal Skeletonand the movements : 2 credits (30 hours); L, T, P, SPW**

1. **The skeleton of the animals**
   - The Felidae;
   - The bovidae;
   - The ovidae.
2. **The Muscular structure outside of the animal body**
   - Location and provisions of muscles ;
   - The muscle bundles;
   - The muscle tendons;
   - The muscle forms;
   - The innervation of the muscles.

➢ **The movements and the muscle properties of the human and animal body: 3 credits (45 hours) ; L, T, P, SPW**

1. **Drawing of human body and animals moving**
   - The Bending;
   - The extension;
   - Muscle movements antagonists;
   - The drape in human body.
2. **The comparative study Man/animal**
   - Hominids / Bovidae: similarities and differences;
   - Hominids / Felidae: similarities and differences;
   - Hominids / Ovidae: similarities and differences.

❖ SCU235: Drawing of after Nature II

➢ **The styles of drawing: 2 credits (30 hours); L, T, P**

1. **The techniques and styles of drawing**
   - Drawing to the modeled points;

- Drawing to traits modeled;
- Drawing with fills;
- Pictorial Drawing;
- Realistic drawing;
- Drawing hyperrealistic trick.

2. Drawing of composition of natural forms

- Live leaves and died;
- Fruits;
- Animals.

➢ **Initiation to the Portrait: 2 credits 30 hours); L, T, P**

1. The marks of the human face;
2. The characteristics: child, adult, man, woman;
3. The technique of representation.

❖ SCU236: Perspective concept

➢ **Descriptive Geometry I: 4 appropriations (60 hours); L, T, P, SPW**

1. Geometric constructions complex: the Cavalier perspective

- The theory and the technique of construction of plane figures, solids, architectural elements.

2. Geometric constructions complex: the axonométrie

- The theory and the technique of construction plans central axonométriques and angular of plane figures and solids.

3. Geometric constructions complex: the perspective to one, two and three points of leakage

- The theory and the technique of construction of geometric plans, the horizon line, of leakage points, and solids.

❖ SCU237: Methodology, Economics and Organization of businesses and Civic Education and Ethics

➢ **Methodology for drafting the report of internship: 1 credit (15hours); L, P**

1. The collection of information
2. How to make a report

3. The plan of the probationary report and the Executive Summary
4. The Table of Contents
5. The introduction of the report of internship
6. The conclusion of the Internship report
7. The Acknowledgments
8. How to build the annexs
9. When to start his internship report
10. How to find a subject of Internship report
11. The cover page
12. How to write effectively
13. Form and presentation (coverage, MSDS, summary, bibliography, glossary, index of figures, tables and illustrations)
14. Instructions and typographical rules of presentation (police, spacing, titles, highlighted, punctuation, graphic charter)
15. How to prepare the defense

- **Economy and organization of enterprises: 1 credit (15hours); L, T, P**
    1. The company, definition and analysis mode
    2. Classification of Enterprises
    3. The structures of organization of companies
    4. The insertion of the company in the economic fabric
    5. The commercial activity of the company
    6. The productive activity of the company
    7. The logistics in the company
    8. The financial activity of the company
    9. The management of human resources
    10. The systemic approach of the company
    11. The information system
    12. The decision-making system
    13. The strategic analysis of the company
    14. Selection and implementation of a strategy
    15. The company, society and culture
    16. The company, society and ethics

- **Civic Education and Ethics: 1 credit (15 hours); L, SPW**
  - **The Concepts**
  - The citizen
  - The Nation
  - The State
  - Publics Property and collective's goods
  - The freedoms
  - The public service
  - Ethics
  - Ethics, Law and reason
  - Ethical Problem
  - Ethics and management
  - Civics
  - Deontology
  - Moral consciousness
  - The universal declaration of Human Rights
  - Good governance in public services
  - The importance of civics to the life of the nation
  - Functions of the state and its citizens
  - Deontology, Professional ethics and professionalism
  - Relationship between morality, law and ethics
  - Codes of ethics

❖ SCU241: Methodology of the Creation

- **Research methodology: 4 appropriations (60 hours); L, T, P, SPW**
  - Define a search field and a subject;
  - Define the object of study;
  - Chronological delimitation, geographical, typological;
  - The Problem and research questions;
  - Research Hypotheses;
  - The objectives of the research.

4. Steps of the research

  - Collection of data: Internet, documentation centers, field;

- Processing of data in the laboratory.

5. **Steps for the creation: the pre-production**
   - Iconographic Script: realization of the pages of trends (types of objects, materials and colors, target, direct competitor and indirect).
6. **Steps for the creation: the production**
   - Analysis of the sources of inspiration;
   - Graphical research;
   - Chromatic research;
   - The final models;
   - Production of the model and prototyping.
7. **Steps for the creation: the postproduction**
   - Manufacture in workshop;
   - The business strategies;
   - The industrialization.

❖ SCU242: Arts and Egyptian calligraphy

➢ **Rock paintings of the Sahara to paints walls of tombs in Egypt: 2 credits (30 hours); L, T, P, SPW**

1. Rock paintings of the Sahara: Hoggar, Tassili
2. Sacred painting of tombs and painting Layman of daily life

➢ **The other aspects of the Egyptian art: 2 credits (30 hours); L, T, P, SPW**

1. The interior decoration of the tombs;
2. The mode and the music;
3. The poetry.

➢ **Calligraphy of the ancient Egypt: 1 credit (15 hours); L, T, P, SPW**

1. The verb and conjugation in the MdwNtr;
2. The negation and querying in MdwNtr;
3. The genitive, coordination and the numeration in MdwNtr.

❖ SCU243: Design Workshop II

➢ Sculptural Technique: The size: 2 credits (30 hours); L, T, P, SPW

1. Direct size;
2. Sizes with the focus (the setting-to-points under frame with wire to lead, the mise-to-points by the method of the three Compass, the UP-TO-points to the machine) ;
3. The wood;
4. The plaster;
5. The concrete;
6. The stone.

➢ Sculptural Technique: The cast iron: 2 credits (30 hours); L, T, P, SPW

1. The lost wax casting;
2. Cast iron in the sand;
3. The aluminum;
4. The money;
5. The bronze.

❖ SCU244: Technical drawing II and knowledge of materials

➢ Technical drawing II: 2 credits (30 hours); T, P, SPW

➢ Knowledge of the material 2: 2 credits (30 hours); L, T, P, SPW

1. Knowledge of the land;
2. Knowledge of the wood;
3. Knowledge of the plaster;
4. Knowledge of the metal;
5. Knowledge of the stone;
6. Knowledge of the precious material (Ivory etc.).

❖ SCU 245 : Workshop 3D

- **Learning of 3D Max: 2 credits (30 hours); L, T, P, SPW**
  1. **Add objects to your scene**
     - Plane: Add a ground;
     - Creation;
     - Texturing;
     - Lathe: Create a glass;
     - Creation of a glass.
  2. **Initiation to the light and application**
     - Different types of lights;
     - Settings of the OMNI.
  3. **Application of photo effects reality**

- **Learning of 3D Max: application: 2 credits (30 hours); L, T, P, SPW**

  1. Case of a bust
  2. Case of a statue
  3. Cases trophy
  4. Case of a piece of furniture
  5. Case of a monument

❖ SCU 246: Professional internship

- **Professional Internship : 6 credits (90 hours) ; P, SPW**

  1. Arrival and integration of enterprise
  2. Working in a company
  3. The holding of the Intern journal
  4. The choice of the theme of work: in collaboration with mentors professional and academic
  5. Elaboration of the canvas of the research
  6. The resources to operate
  7. The organization of the work
  8. Drafting of the report
  9. Presentation of the report before a jury

❖ SCU 247: Bilingual training II and legal environment

➢ English: 1,5 credit (22 hours 30 min)

1. **Vocabulary**
   - Technical and usual vocabulary of the specialty
2. **Grammar**
3. **Bilingual expression**
   - Understanding in interaction in Technical Discussions
   - Continuous oral communication: Show, explain, develop, summarize, account, comment;
   - Interactions oral communication
4. **Autonomous reading of "writings" of all levels**
   - Lead by a quick reading to understand the general sense;
   - Browse a text long enough to locate desired information;
   - Gather information from different parts of the document or of the different documents in order to accomplish a specific task.
5. **Write clear, detailed texts**
   - Essay writing;
   - Application for employment;
   - C.V.;
   - Letter of motivation;
   - Letter/memo writing and minutes of a meeting

➢ Civil law: 1 credit (15hours); L, T, P

1. Definition, characters, the branches and the sources of the law
2. The field of application of the Act
3. The dimensions of the law (objective, subjective right)
4. The Legal organization
5. The right to legal personality
6. The civil status, the name and the Domicile
7. The Disabilities
8. The legal acts
9. The legal facts

- **Labor law: 1 credit (15hours); L, T, P**

1. Definition of the right of labor, birth and evolution of labor law and sources
2. The contract of work (conclusion, implementation and rupture)
3. The conflicts of work (individual and collective)
4. The delegate of the staff, unions
5. Work accidents and occupational diseases
6. The hygiene and safety in the workplace

The Minister of Higher Education

Pr Jacques FAME NDONGO

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