

## SPECIALTY: CUSTOMS AND TRANSIT (CUT)

### PAPER: CASE STUDY

Nature of paper: WRITTEN

Credit value: 14

Time Allowed: 06 hours

Objectives of the paper: This paper concerns the practice of customs clearance. It has five (05) sections and aims to put the customs and transit in a professional situation. The paper is designed to test knowledge of the candidates in a coherent and comprehensive manner on the areas of transit and customs clearance operations.

### INSTRUCTIONS TO CANDIDATES

You are required to answer all the questions. This question paper shall be evaluated on 100 marks from the following five sections:

| SECTION           | TITLE OF SECTION                  | NATURE OF QUESTIONS                                                                                        | PERCENTAGE PER SECTION | DURATION       | MARKS            |
|-------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------|------------------------|----------------|------------------|
| <b>SECTION A:</b> | Customs Clearance Procedure       | 5 to 7 Essay Questions 15% and Problem Solving Questions from given business situations (Case) 20%         | 35%                    | 1h35 minutes   | 35 marks         |
| <b>SECTION B:</b> | Principles of International trade | 5 MCQS, 5 % Essay Questions 5%                                                                             | 10%                    | 50 minutes     | 10 marks         |
| <b>SECTION C:</b> | Custom Regimes                    | 5 to 7 structural Questions and 5 to 6 Essay Questions                                                     | 20%                    | 1h15 minutes   | 20 marks         |
| <b>SECTION D:</b> | Transportation Insurance          | 5 MCQS, 5 % 4 to 6 Essay Questions 10%, Problem Solving Questions from given business situations (Case) 5% | 20%                    | 1h15 minutes   | 20 marks         |
| <b>SECTION E:</b> | Origin of Goods                   | 5 Essay Questions                                                                                          | 15%                    | 50 minutes     | 15 marks         |
| <b>TOTALS</b>     |                                   |                                                                                                            | <b>100%</b>            | <b>6 hours</b> | <b>100 marks</b> |

### SECTION A: Customs Clearance Procedure

- Custom Clearance Procedure with respect to importation;

- Preliminary formalities (formalities are completed by the contractor before the customs documents are channeled to CDA); □ Customs clearance formalities; □ Bording formalities.
- Custom Clearance Procedure with respect to exportation;
  - Preliminary formalities (formalities are completed by the contractor before the customs documents are channeled to CDA); □ Customs clearance formalities; □ Collection formalities.
- Customs clearance (vessel's reception, ecor, establishment of the differential report, summary declaration)
- Customs clearance (by sea, air, and by land);
- Goods handling (for export or import);
- Manifest and roadmap (definition, role, characteristics...)
- Customs documents

**NB :** This section is made up two mandatory files and at least five documents at the annex:

Records 01: knowledge of documents (candidate must be capable in this section link the documents to their issuer and vice versa)

- Commercial documents (proforma invoice, commercial invoice, packing list, certificate of origin, sale contract/certificate, phytosanitary certificate,...);
- Transport documents (BOL, AWB, CMR, ECTN/BESC, insurance certificate, freight certificate, booking, cargo manifesto, roadmap,...);
- Customs documents (customs manifesto, ID, SGS, customs ID, VTC, Taxation slip (BTD), Cameroon Import Vehicles Identification Program (CIVIC), certificate of clearance, GUCE file, certificate of conformity, letter of authorizations, customs declaration, customs bill, customs formula1, packing certificate,...);
- Administrative documents (Trade and Furniture Credit Register (RCCM)), tax payer card, import-export approval, letters and authorizations,...).

Documents 02: Analysis of documents (candidate must be able to analyse or interpret the information in documents in the annex.

- Commercial documents (proforma invoice, commercial invoice, packing list, certificate of origin, sale contract/certificate, phytosanitary certificate,...);
- Transport documents (BOL, AWB, CMR, ECTN/BESC, insurance certificate, freight certificate, booking, cargo manifesto, roadmap,...);
- Customs documents (customs manifesto, ID, SGS, customs ID, VTC, Taxation slip (BTD), Cameroon Import Vehicles Identification Program (CIVIC), certificate of clearance, GUCE file, certificate of conformity, letter of authorizations, customs declaration, customs bill, customs formula1, packing certificate,...);
- Administrative documents (Trade and Furniture Credit Register (RCCM)), tax payer card, import-export approval, letters and authorizations,...).

## SECTION B: Principles of International trade

- The Parties in International Trade;

- Detailed studies of INCOTERMS; - Import and Export Documents;
- Insurance of the Goods transported;
- The Modalities of International Transportation; - Customs operations
  - Mission of customs
  - Documents needed for customs procedures
  - Customs duties and taxes determination
- International payments
- The Instruments and Techniques of Payment, etc.

#### SECTION C: Custom Regimes

- Definition of concepts;
- Types of customs regimes;
- Functions of customs regimes;
- Characteristics of customs regimes;
- Principles of security (definition, type of security, clearance); - Clearance of customs procedure, ...

#### SECTION D: Transportation Insurance

- Definition of concepts;
- Parties insurance contract;
- Types of insurance policy;
- Types of guarantee in an insurance ;
- Types of damage;
- Insurance premium calculation (locally and internationally).
- Presentation of international payment tools;
- Presentation of payment techniques;
- Implementation mechanisms (Credoc and Remdoc).

#### SECTION E: Origin of Goods

- Definitions of terms
- The role of origin
- Preferential origin
- Non-preferential origin

## PAPER: CUSTOMS TAXATION

Nature of paper: WRITTEN

Credit Value: 08

Time Allowed: 04 Hours

Objectives of the paper: This paper is to expose the candidate on the restriction concerning imports. Regulating exports, prevent smuggling and facilitation of the implementation of laws relating to foreign trade.

### INSTRUCTIONS TO CANDIDATES

The candidate is required to answer all the questions. This question paper shall be evaluated on 100 marks from the following three sections:

| SECTION           | TITLE OF SECTION                             | NATURE OF QUESTIONS                                                                                 | %    | DURATION     | MARKS     |
|-------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------|------|--------------|-----------|
| <b>SECTION A:</b> | Technology and the classification of tariffs | 5 to 6 essay questions                                                                              | 40%  | 1h35 minutes | 40 marks  |
| <b>SECTION B:</b> | Customs duty                                 | 5 MCQs 5%, Problem Solving Questions from given business situations (Case) 15 %                     | 20%  | 50 minutes   | 20 marks  |
| <b>SECTION C:</b> | Customs Valuation                            | Problem Solving Questions from given business situations (Case) 10 % and 5 to 7 Essay questions 20% | 40%  | 1h30 minutes | 40 marks  |
| <b>TOTALS</b>     |                                              |                                                                                                     | 100% | 4 hours      | 100 marks |

#### SECTION A: Technology and the classification of tariffs

- Definitions of concepts ;
- The rules of interpretation of the harmonized system (HS)
- How to use the HS
- Structure of the HS
- Characteristics of the HS
- Functions of the HS
- etc

#### SECTION B: Customs duty

- Structure of different rights and taxes
- The concepts of tax, and royalty ;
- The concepts of fiscal and parafiscal taxes;
- Areas of application, operation, base, rate; various export duties, taxes and levies;
- Various export duties, taxes and levies

- Tax collection methods (specific, Ad valorem),.... SECTION C: Customs Valuation
- Definitions des concepts
- Import customs valuation - Export customs valuation
- Customs tax calculation, ...
- Exceptions of customs tax regime
  - Definitions and presentation (exemption, exoneration, free trade zones,...) ; □ Exemples of customs exemptions link to :
  - Free industrial zones;
  - Investments (incentive taxation) ;
  - Oil operations ;
  - Mining operations; □ Gas operations;

## PAPER: TRANSIT

Nature of paper: WRITTEN

Credit Value: 06

Time Allowed: 03 Hours

Objectives of the paper: The objective of this paper is to test candidate mastery of transit actors and customs clearance in CEMAC zone. Also the capacity to find solutions adapted to organizational problems transit companies is confronted with.

### INSTRUCTIONS TO CANDIDATES

The candidate is required to answer all the questions. This question paper shall be evaluated on 100 marks from the following four sections:

| SECTION           | TITLE OF SECTION                 | NATURE OF QUESTIONS                                             | %    | DURATION     | MARKS     |
|-------------------|----------------------------------|-----------------------------------------------------------------|------|--------------|-----------|
| <b>SECTION A:</b> | Transit I                        | Essay questions/applications 20%, small case 10%                | 40%  | 1h30 minutes | 40 marks  |
| <b>SECTION B:</b> | Transit II: clearance procedures | Essay questions/applications                                    | 20%  | 50 minutes   | 20 marks  |
| <b>SECTION C:</b> | Transit III                      | Problem Solving Questions from given business situations (Case) | 40%  | 1h30 minutes | 40 marks  |
| <b>TOTALS</b>     |                                  |                                                                 | 100% | 4 hours      | 100 marks |

#### Section A: Transit I

It should contain the following elements:

- Public transit in Cameroon
- Cameroon transit' operating environment
- Fundamentals of transit service and networks
- Quality assurance and quality control in transit
- National Actors (Customs, MinCommerce, MINFI, Single Window for Foreign Trade Operations (GUCE), Standards and Quality Agency (ANOR), NCCB/ONCC, SGS, CCIMA, Foreign Exchange Services, Banks, Technical Services, Consignee, CDA, CNSC, ADC, Ports, ...);
  - Definition and missions ;
  - Issued Documents, ...
- Cameroon customs administration
  - Customs missions;
  - Scope of customs service;

- Trade facilitation
- Border protection and security
- Fiscal policy
  - Organization and operation of customs services;
- Valuation
- Examination
  - Customs documentations;
    - Import and export

documentations - Customs operational techniques

- All Hazards awareness and preparedness for transit employee
- Assault awareness and prevention for transit operators
- Developing a transit emergency management plan

#### Section B: Transit II: clearance procedures

- Transit clearance procedures;
  - Preliminary formalities (formalities are completed by the contractor before the customs documents are channeled to CDA);
  - Customs clearance formalities;
  - Formalities to Land/rail, air, maritime and pipe line transit Management
  - Formalities of installing GPS beacon ;
  - Transit management operations through NEXUS++
  - CEMAC transit corridors;
- Models of customs declaration harmonized in CEMAC
- Eligible persons authorized to declare (CEMAC, Cameroon), ...
  - Office destination requirements

#### Section C: Transit III

- Freight forwarder
  - Definition and missions of freight forwarder;
  - Status freight forwarder;
  - Transit enterprise creation;
  - Transit enterprise activities;
  - A transit enterprise Obligations;
  - Quotation and transit invoice to export;
  - Quotation and transit invoice to import;
- Customs broker
  - Definition and missions of customs broker
  - Conditions to obtain approval (national, CEMAC) ;
  - LCB/ADC Obligations;

- Structure and operation of LCB/ADC enterprise/company;
- Quotation and transit invoice to export;
- Quotation and transit invoice to import. - Customs declaration
- Definition of concepts
- Types of customs declaration (simplified, in detail) ;
- Main indications of a customs declaration;
- Detail characteristics of a declaration;
- Role of coding ;
- Key players and regulatory framework in customs operations
- The importer and exporter
- The carrier
  - transportation of goods policy
  - customs self-assessment for carriers
  - documentation and data
- Advanced commercial information
  - Pre-arrival review system
  - Non-complier and penalty
- Arrival reporting and released of imported commercial goods
- Customs warehouses and storing
- Valuation and inspection



## PAPER: CUSTMS LAW

Nature of paper: WRITTEN

Credit Value: 06

Time Allowed: 03 Hours

Objectives of the paper: This is to provide candidate with the proper enforcement of customs procedures regarding the determination, payment, collection and refund of customs duty, as well as the exportation and importation of goods in which the candidate shall be evaluated.

### INSTRUCTIONS TO CANDIDATES

The candidate is required to answer all the questions. This question paper shall be evaluated on 100 marks from the following three sections:

| SECTION           | TITLE OF SECTION                 | NATURE OF QUESTIONS                                                               | %    | DURATION   | MARKS     |
|-------------------|----------------------------------|-----------------------------------------------------------------------------------|------|------------|-----------|
| <b>SECTION A:</b> | Introduction to Customs Law      | 10 MCQs 5%,<br>Problem Solving Questions from given business situations (Case)25% | 20%  | 40 minutes | 20 marks  |
| <b>SECTION B:</b> | Transportation Law               | 20 MCQs 10% and<br>5 to 7 Essay questions 40%                                     | 40%  | 1h minutes | 40 marks  |
| <b>SECTION C:</b> | Management of Custom Litigations | 4 to 5 Essay questions                                                            | 20%  | 40 minutes | 20 marks  |
| <b>SECTION D:</b> | Commercial Law                   | 5 MCQs 5% and 4 to 5<br>Essay questions 10%                                       | 20%  | 36 minutes | 20 marks  |
| <b>TOTALS</b>     |                                  |                                                                                   | 100% | 3 hours    | 100 marks |

#### Section A: Introduction to Customs Law

- Definitions of concepts;
- Sources of customs law ;
- Customs legislation and regulations;
- The concept of customs territory and department;
- Customs institutional framework (community, national and international) - Recognized customs authorities

#### Section B: Transportation Law

- The formation of transportation contract
- The execution of transportation contracts
- Transportation litigations

- The responsibility of the transporter
- The responsibility of the right holders
- International Conventions on Transport
- Definition of concepts
- Incoterms (Updated Version) ;
- Calculation of offer prices ;
- Modes of transport (maritime transport, air transport, Air transport and Land transport) :
  - Regulatory aspect ;
  - Pricing ;
- Transportation Documents; - Transport auxiliaries; - Transport Contract:
  - Contract parties;
  - Parties obligations; □ Parties' responsibilities; - Modes and types expedition.

#### Section C: Management of Custom Litigations

- Concepts definition (infraction, offense, litigation,...) ;
- Players of customs litigation;
- Classification of customs offenses ;
- Observation of customs offenses or infractions (means, actions...) ;
- Ways of customs disputes resolution ;
- Sanctions of customs offenses or infraction

#### Section D: Commercial Law

- History and source of Commercial Law
- Commercial acts and traders
- Status of a trader
- Quality of a trader
- The business
- Principal commercial contracts
- Etc...

## PAPER: COMPUTERIZED CUSTOMS PRACTICES

Nature of paper: PRACTICAL

Credit Value: 10

Time Allowed: 05 hours

Objectives of the paper: The objective of this paper is to evaluate the candidate on the practical aspect of transit, especially computer software utilization for management of electronic operations of customs clearance. This paper will take place in a computer laboratory adopted SYDONIA/CAMCIS systems and e-GUCE (e-force).

### INSTRUCTIONS TO CANDIDATES

The candidate is required to answer all the questions. This question paper shall be evaluated on 100 marks from the following two sections:

| SECTION           | TITLE OF SECTION                                              | NATURE OF QUESTIONS                                       | PERCENT AGE PER SECTION | DURATION PER SECTION | TOTAL MARKS PER SECTION |
|-------------------|---------------------------------------------------------------|-----------------------------------------------------------|-------------------------|----------------------|-------------------------|
| <b>SECTION A:</b> | Computer Training                                             | Written<br>20 Structural questions 10%<br>and 20 MCQs 10% | 20%                     | 30 minutes           | 20 marks                |
| <b>SECTION B:</b> | Practice of Sydonia/Camcis                                    | Practical                                                 | 40%                     | 45 minutes           | 40 marks                |
| <b>SECTION C:</b> | Practice of Single Window for Foreign Trade Operations (GUCE) | Practical                                                 | 40%                     | 45 minutes           | 40 marks                |
| <b>TOTALS</b>     |                                                               |                                                           | 100%                    | 4 hours              | 100 marks               |

### SECTION A: Computer Training

- Information and computerized systems;
- The computer;
- The software or programme;
- Introduction to the transmission of data and network;
- Files and data base

### SECTION B: Practice of Sydonia/Camcis

- History of customs systems;
- Objectives SYDONIA/CAMCIS systems;
- Limitation of SYDONIA/CAMCIS systems;

- Customs declaration management modules;
- Launching of SYDONIA/CAMCIS systems;
- Presentation of the different areas of customs declaration;
- Declaration models;
- Data entering on a declaration ;
- Connecting SYDONIA/CAMCIS data base;
- Storage, printing and validation of a declaration;
- Coding;

#### Section B: Practice of GUCE

- Creation, objectives and mission Single Window for Foreign Trade Operations (GUCE);
- Phases Single Window for Foreign Trade Operations (GUCE) development;
- Cells (intervenants) within the Single Window for Foreign Trade Operations (GUCE);
- Condition to access e-GUCE platform;
- Connecting to e-GUCE platform;
- Presentation of certain stages of the e-force form;
- Creation of folders (DI SGS,...);
- Add an attachment on e-force (proforma invoice, taxpayer card and approval,...);
- Printing documents on e-force (GUCE, DI SGS, VTC, CAH files, Export Visa/formula 1,...) ;

Download and import templates ;

## PAPER: ACCOUNTING

Nature of paper: WRITTEN

Credit Value: 06

Time Allowed: 03 Hours

Objectives of the paper: The objective of the paper is to evaluate the candidate on the aspects of international logistics.

### INSTRUCTIONS TO CANDIDATES

The candidate is required to answer all the questions. This question paper shall be evaluated on 100 marks from the following three sections:

| SECTION           | TITLE OF SECTION     | NATURE OF QUESTIONS                                                     | PERCENT AGE PER SECTION | DURATION PER SECTION | TOTAL MARKS PER SECTION |
|-------------------|----------------------|-------------------------------------------------------------------------|-------------------------|----------------------|-------------------------|
| <b>SECTION A:</b> | Financial Accounting | Textual Questions and Complete full question excluding work in progress | 70%                     | 1h50 minutes         | 70 marks                |
| <b>SECTION B:</b> | Cost accounting      | Complete full costing question excluding work in progress               | 30%                     | 1h10 minutes         | 30 marks                |
| <b>TOTALS</b>     |                      |                                                                         | <b>100%</b>             | <b>3 hours</b>       | <b>100 marks</b>        |

#### SECTION A: Accounting

- General Introduction
- Basic Principles of Accounting
- Analysis of Current Transactions/Operations
- Intermediate balances
- The concept of depreciation and provisions for depreciation
- Works leading to the establishment of summary documents
- Journal entries
- Preparation of ledger accounts
- Preparation of final accounts

#### SECTION B: Cost accounting

- General Principles;
- Network for the Exploitation of Analytical Accounting; - Full costs;

Marginal costing

## PAPER : STATISTICS AND BUSINESS MATHEMATICS

Nature of paper: WRITTEN

Credit Value: 05

Time Allowed: 03 hours

Objectives of the paper: The purpose of taxation is to raise revenue to meet huge public expenditure. Most activities must be financed by taxation. Economic development of any country is largely conditioned by the growth of capital formation.

### INSTRUCTIONS TO CANDIDATES

The candidate is required to answer all the questions. This question paper shall be evaluated on 100 marks from the following three sections:

| SECTION           | TITLE OF SECTION      | NATURE OF QUESTIONS                                                        | PERCENT AGE PER SECTION | DURATION PER SECTION | TOTAL MARKS PER SECTION |
|-------------------|-----------------------|----------------------------------------------------------------------------|-------------------------|----------------------|-------------------------|
| <b>SECTION A:</b> | Financial Mathematics | Questions MUST come from sections NOT more than FOUR from the topics below | 40%                     | 1h10 minutes         | 40 marks                |
| <b>SECTION B:</b> | Statistics            | Questions MUST come from sections NOT more than FOUR from the topics below | 35%                     | 1h 00                | 35 marks                |
| <b>SECTION C:</b> | Probability           | Questions MUST come from sections NOT more than FIVE from the topics below | 25%                     | 50 minutes           | 25 marks                |
| <b>TOTALS</b>     |                       |                                                                            | 100%                    | 3 hours              | 100 marks               |

### SECTION A: Financial Mathematics

- Basic Notions;
- Short-term Financial Transactions;
- Equivalence and Replacement Effects;
- Annuities;
- Joint Borrowing;
- Bonds;
- Profitability of Investments in a Universe/Period of Certainty.
- Basic Computational Methods: Laws of Mathematics, Equations and Identities, Remainder and Factor Theorem, Indices and Logarithms, Series, Partial Fractions and Depreciation.
- Simple Interest
- Compound Interest (Compounding and Discounting)

- Present Value and Investment Appraisal
- Money Market Financial Instruments
- Annuities
- Amortization and Sinking Fund
- Bonds and Stocks

#### SECTION B: Statistics

- Statistical series to one variable (discrete variable, continuous variable)
- Statistical series to two variables
- Chronological series - Descriptive statistics
  - Introductory Ideas and Data collection
  - Data Presentation in Tables ,Charts and Graphs
  - Percentages, Ratios and Rates
  - Measures of Central Tendency
  - Measures of Variation
  - Shapes,
  - Normal Curve
  - Association Between Variables (Quantitative and Qualitative Variables):
  - Pearson's  $r$  Correlation Coefficients
  - Spearman's Rank Order Correlation Coefficient  $r_s$
  - Scatter grams, Simple Linear Regression and Predictions
  - Index Numbers (Simple Price and Quantity Indexes, Weighted Price and Quantity Indexes)
- Inferential Statistics

#### SECTION C: Probability

- Basic Probability Concepts, Random Variables, Use of sets or Venn Diagram in Probability, Laws of Probability, Conditional Probability, Bayes' Theorem.
- Probability Distribution for Discrete Random Variables(Binomial and Poisson Distributions)
- Probability Distribution for Continuous Random Variables.
- The Normal Distribution
- Sampling Distributions
- Point and Interval Estimation
- Confidence Interval Estimation for Mean (known and Unknown), Proportion and Standard Deviation
- Hypothesis Testing for Numerical Data (One-Sample Case and Two-Sample Case).

# TRANSVERSAL PAPERS (Domain Management, Business studies And legal careers)

## PAPER: ECONOMIC SCIENCE

**SPECIALTIES:** ASM-PMA-HUR-ACC-MTS-BFI-INS-LAS-NGO-QMA-LGA.

Time Allowed: 3 Hours

Nature of paper:

Writtren credit

value: 6

| FOR<br>MAT           | TYPOLOGY                        |                               |                        |                                       | TOPICS TO BE COVERED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | OBJECTIV<br>ES TO BE<br>TESTED                                         |
|----------------------|---------------------------------|-------------------------------|------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                      | Nature of<br>Questions          | Number<br>of<br>Questio<br>ns | Weight in<br>the paper | Mark<br>Allocation<br>per<br>Question |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                        |
| <b>Section<br/>A</b> | Multiple<br>Choice<br>Questions | 20                            | 20%                    | 01 mark                               | <u>PRINCIPLES OF MICRO &amp; MACRO ECONOMICS</u><br>Questions MUST come from the following topics with NOT more than TWO from a single topic: <ul style="list-style-type: none"> <li>- Nature and scope of Economics, - Methodology of economics -Positive and Normative aspects of Economics,</li> <li>- Production possibilities curve</li> <li>- Economic systems,</li> <li>- price theory( demand and supply analysis), Demand and supply Concepts of elasticity Theory of consumer behaviour(cardinal and ordinal approach) Indifference curve theory</li> <li>- production theory</li> <li>-Cost of production</li> <li>-Profit maximization</li> <li>- Market structures,</li> <li>-Factor price determination</li> </ul> | Knowledge<br>Comprehensi<br>on<br>Application<br>Analysis<br>Synthesis |



|                  |                                                                                           |    |     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |
|------------------|-------------------------------------------------------------------------------------------|----|-----|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|                  |                                                                                           |    |     |         | <ul style="list-style-type: none"> <li>- introductory aspects(definition, macroeconomic objectives, macroeconomic indicators, macroeconomic policy and policy instruments)</li> <li>- Measurement of National income,</li> <li>- Circular flow of National Income( Equilibrium output determination)</li> <li>- Aggregate demand and its components</li> <li>-The multiplier and Accelerator concepts</li> <li>-Money and its evolution</li> <li>-Demand and Supply of money</li> <li>-changes in the value of money.</li> <li>- Credit creation by commercial Banks</li> <li>-Sources Government revenue and Expenditure</li> <li>- Problems of unemployment and economic growth and development</li> <li>-International debts</li> <li>-Organisational structure, management and the financing of the enterprise</li> <li>-Decision making process</li> </ul> |                                                                        |
| <b>Section B</b> | Problem Solving Questions involving basic computations and graphs including essay writing | 04 | 80% | 20marks | <u>MICRO, MACRO AND MAANAGERIAL ECONOMICS</u><br>Questions MUST come from the following topics with NOT more than ONE question from a single topic on the following topics: <ul style="list-style-type: none"> <li>- Production possibilities Curve,</li> <li>- Economic systems,</li> <li>- Demand and Supply analysis including Elasticity Concepts</li> <li>- Production theory,</li> <li>- Market structures</li> <li>- National Income Accounting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               | Knowledge<br>Comprehensi<br>on<br>Application<br>Analysis<br>Synthesis |

|  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  | <ul style="list-style-type: none"> <li>- Circular flow of National Income( Equilibrium output determination)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|  |  |  |  |  | <ul style="list-style-type: none"> <li>- Aggregate demand and its components</li> <li>-The multiplier and Accelerator concepts</li> <li>-Money and its evolution</li> <li>-Demand and Supply of money</li> <li>-changes in the value of money.</li> <li>- Credit creation by commercial Banks</li> <li>-Sources of Government revenue and Expenditure</li> <li>- International payment</li> <li>-International trade</li> <li>- market failure and government intervention</li> <li>-Inflation, unemployment and industrial change</li> <li>- Economic growth and development</li> <li>-International debts</li> <li>-Organisational structure, management and the financing of the enterprise</li> <li>-Decision making process</li> </ul> |  |

## PAPER: QUANTITATIVE TECHNIQUES

**SPECIALTIES:** ACC-MTS-BFI-INS-NGO-ASM-PMA-QMA-ISM-INT

Time Allowed: 3 Hours

Nature of paper: Written

Credit value: 6

### FORMAT, TYPOLOGY and TOPICS

The Question Paper shall be constructed on 100 marks from two course areas: Principles of microeconomics and of Macroeconomics comprising of three sections in accordance with the following elements:

| Format           | Typology                                                          |                     |                     |                              | Topics to be covered                                                                                                                                                                                                                                                                                                                                                                                               | Objectives to be tested                                            |
|------------------|-------------------------------------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|                  | Nature of Questions                                               | Number of Questions | Weight in the paper | Mark Allocation per Question |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                    |
| <b>Section A</b> | Problem Solving Questions involving basic computations and graphs | 03                  | 60%                 | 20 marks                     | <u>DESCRIPTIVE STATISTICS</u> AND <u>FINANCIAL MATHEMATICS</u><br>Questions MUST come from the following topics with NOT more than TWO from a single topic:<br>A) Descriptive Statistics<br>-Introductory Ideas and Data collection<br>- Data Presentation in Tables ,Charts and Graphs<br>-Percentages, Ratios and Rates<br>-Measures of Central Tendency<br>- Measures of Variation<br>-Shapes,<br>-Normal Curve | Knowledge<br>Comprehension<br>Application<br>Analysis<br>Synthesis |

|                  |                                                                   |    |     |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                           |
|------------------|-------------------------------------------------------------------|----|-----|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                  |                                                                   |    |     |         | <p>Association Between Variables (Quantitative and Qualitative Variables):<br/>           Pearson's <math>r</math> Correlation Coefficients<br/>           Spearman's Rank Order Correlation Coefficient <math>r_s</math><br/>           - Scatter grams, Simple Linear Regression and Predictions -<br/>           Index Numbers (Simple Price and Quantity Indexes, Weighted Price and Quantity Indexes<br/>           B) Financial Mathematics<br/>           -Basic Computational Methods:<br/>           Laws of Mathematics, Equations and Identities, Remainder and Factor Theorem, Indices and Logarithms, Series, Partial Fractions and Depreciation. -<br/>           Simple Interest<br/>           - Compound Interest (Compounding and Discounting)<br/>           -Present Value and Investment Appraisal<br/>           - Money Market<br/>           Financial Instruments<br/>           - Annuities<br/>           -Amortization and Sinking Fund<br/>           -Bonds and Stocks</p> |                                                                                                                           |
| <b>Section B</b> | Problem Solving Questions involving basic computations and graphs | 02 | 40% | 20marks | <p><u>Inferential Statistics and Operations Research</u><br/>           Questions MUST come from the following topics with NOT more than ONE question from a single topic:<br/>           A) Inferential Statistics<br/>           - Basic Probability Concepts, Random Variables, Use of sets or Venn Diagram in Probability, Laws of Probability, Conditional Probability, Bayes' Theorem.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Knowledge<br/>           Comprehension<br/>           Application<br/>           Analysis<br/>           Synthesis</p> |

|  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  | <p>-Probability Distribution for Discrete Random Variables(Binomial and Poisson Distributions)</p> <p>- Probability Distribution for Continuous Random Variables.</p> <p>- The Normal Distribution</p> <p>- Sampling Distributions</p> <p>- Point and Interval Estimation</p> <p>-Confidence Interval Estimation for Mean (known and Unknown), Proportion and Standard Deviation</p> <p>- Hypothesis Testing for Numerical Data (One-Sample Case and Two-Sample Case).</p> <p>-Hypothesis Testing for Categorical Data (Z-Test and Chi-Square Test).</p> <p>B)Operations Research</p> <p>- Constrained Optimization (Maximization and Minimization)</p> <p>-Linear Programming: Solution for case with Two Variables (Graphical and Algebraic methods) and Solution for Case with more than Two Variables (Simplex or Table Method)</p> <p>Graph</p> |  |
|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## PAPER: MANAGEMENT (LTM and PSM)

Credit Value: 06

Objective: To introduce students to the concepts and principles of management (project and strategic). They will also be taught main concepts in oil and gas management

Nature of the Exam: Written

Format of Exam:

| Paper      | Specialty/ | Differen t parts                              | Approxim ate duration | Weighti ng percenta ge | Mark allocati on | Concerned Courses                                                                                                                                    |
|------------|------------|-----------------------------------------------|-----------------------|------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| MANAGEMENT | LTM<br>PSM | Section A: Essay questio ns for 20 marks each | 2 Hours               | 60%                    | 60               | <input type="checkbox"/> Principles of Managem ent<br><input type="checkbox"/> Project Managem ent<br><input type="checkbox"/> Strategic Managem ent |
|            |            | Section B:                                    | 1 Hour                | 40%                    | 40               | <input type="checkbox"/> Total Quality                                                                                                               |
|            |            | Essay questio ns for 20 marks each            |                       |                        |                  | <input type="checkbox"/> Managem ent Oil and Gas Managem ent                                                                                         |
|            |            |                                               | Total                 | 100                    | 100              | <input type="checkbox"/>                                                                                                                             |