

OPTION : LOCAL GOVERNMENT ADMINISTRATION (LGA)

PAPER : CASE STUDY

PAPER TYPE : PROFESSIONAL PAPER

NATURE OF THE EXAM PAPER : WRITTEN

DURATION : 06HRS

Crédit VALUE : 14

I – objective/s of the paper : student's expected to be able to analyze and manage cases in point. II – format of the exam

Exam paper	Spécialty / option	Differents sections of the paper	duration	percentage (%)	Mark allocated
CASE STUDY	LGA	<u>SECTION A : THE RIGHT TO THE ENVIRONMENT IN THE LG</u>	1hr	20	20
		<u>SECTION B : ENVIRONMENT, RESOURCES AND RESPONSIBILITY IN THE LG</u>	2hrs	30	30
		<u>SECTION C : MANAGEMENT THE LG</u>	1hr	20	20
		<u>SECTION D : THE MAPPING AND THE DEVELOPMENT PLAN</u>	2hrs	30	30
TOTAL			06hrs	100%	100

III – CONTENT - DIFFERENT SECTIONS OF THE PAPER

This paper will obligatorily have 04 sections.

SECTION A : THE RIGHT TO THE ENVIRONMENT IN THE LG / 20 MARKS

CONTENT :

- ☐ The right of the environment
 - ☐ The sources of the law of the Environment
 - ☐ The principles of the law of the Environment
 - ☐ The institutions
 - ☐ The protection of ecosystems
 - ☐ Right of the Urbanism
 - ☐ The rules of the urbanization

- ☐ ☐ The operations of development
- ☐ ☐ The modalities of pre-emption in matters of urban planning
- ☐ ☐ Operations of development
- ☐ Introduction to the Law of Public Finance
 - ☐ ☐ History and Foundations of the right of public finance
 - ☐ ☐ The control of legality
 - ☐ ☐ The Budgetary Control
 - ☐ The judgment of the accounts; - the management control
- ☐ General Tax Law
 - ☐ ☐ Definition of the tax law and its foundations
 - ☐ ☐ Definition of its components that are the income tax, VAT, tax on the activities, royalties and other
 - ☐ Analysis of the modalities of recovery
 - ☐ Time and Modes of payment

SECTION B : ENVIRONMENT, RESOURCES AND RESPONSIBILITY IN THE LG /
30

MARKS

CONTENT :

- ☐ Public finances.
 - ☐ ☐ The Actors of public finances
 - ☐ ☐ The budgetary principles of public finance
 - ☐ ☐ The budgetary procedures
 - ☐ ☐ The control of public finances.
- ☐ History and Evolution of LG
 - ☐ ☐ Analysis of the History of LG in Cameroon;
 - ☐ ☐ Saying of the different types of CT in the time;
 - ☐ ☐ Accuracy of different denominations of the territorial community in the political history of Cameroon;
 - ☐ ☐ Guidelines and skills in the LG Format.
- ☐ Organization and operation of the LG
 - ☐ ☐ Organization of LG
 - ☐ ☐ Skills and management structures of the LG
 - ☐ ☐ Scheduling of reports between the different structures of the LG
- ☐ The Resources of the CT and Strategies for Mobilizing
 - ☐ ☐ Typology of resources of LGT
 - ☐ ☐ Modalities of management of the said resources
 - ☐ Strategies for optimization of resources
 - ☐ ☐ Tools/approaches to improvement of financial resources
- ☐ Responsibility of local elected representatives and collaborators ☐ ☐ Communal competence, departmental and regional authorities
 - ☐ ☐ The local development plan

- ☐ ☐ Communication and Marketing of communal activities
- ☐ Subsequent improvement of the lived of voters on the social plan, educational among others
 - ☐ ☐ Development of the Tops points guiding the action of LG
- ☐ Practical aspect of decentralization
 - ☐ ☐ The actual skills of the actors of the local governance
 - ☐ ☐ Variability of skills based on the geographical determinants
 - ☐ ☐ Structuring difficulties the daily reports within the LG
 - ☐ ☐ Issues and Challenges of the process of decentralization
- ☐ The civil state
 - ☐ ☐ Texts Governing the civil status
 - ☐ ☐ Organization and operation of the system of civil status
 - ☐ ☐ Regulations for civil status
 - ☐ ☐ Legal procedures of Registration of Births, marriages and deaths;
 - ☐ ☐ Civil State of Foreigners in Cameroon
 - ☐ ☐ Transmission Circuits documents of civil status
 - ☐ ☐ Obligations and Sanctions in the field of civil status
 - ☐ ☐ The process of digitisation of acts of civil status

SECTION C : MANAGEMENT THE LG / 20

MARKS CONTENT :

- ☐ ☐ Role of the Secretary General
- ☐ ☐ Its jurisdiction, and its role in the activities of the municipality or of the Community
- ☐ ☐ His Career Profile
- ☐ ☐ Its relationship with the mayor and other members of the communal executive
- ☐ ☐ The challenges and other issues faced on a daily basis.
- ☐ ☐ Local communities
- ☐ ☐ Establish the typology of the local communities
- ☐ ☐ Integrate the participating structures in the establishment of this local communities
- ☐ ☐ See the actors and procedures in the field of local communities
- ☐ ☐ Human resources management
- ☐ ☐ The "Evolution of HRM (definition, foundations, issues)
- ☐ ☐ Predictive management of the employment (content, methods, issues)
- ☐ ☐ Practice of HRM (management of individual relationships: recruitment, training, animation, motivation, conditions of work
- ☐ ☐ the social dialogue: techniques at the service of social dialog and the crisis of social dialog)
- ☐ ☐ Elements of payroll management
- ☐ ☐ Evaluation of the performance of the HRM
- ☐ ☐ Place of HRM in the overall strategy of the enterprise
- ☐ ☐ Quality, Health, Safety and the Environment
- ☐ ☐ Safety at Work
- ☐ ☐ Prevention of risks
- ☐ ☐ Hygiene and property

- ☐ ☐ System of Management QSE
- ☐ ☐ Environment
- ☐ ☐ Security
- ☐ ☐ Quality
- ☐ ☐ Administrative Police
- ☐ ☐ Importance and modalities of the Constitution of A administrative police
- ☐ ☐ Competence of the administrative police
- ☐ ☐ Acts of the administrative police
- ☐ ☐ Obligations of this form of police
- ☐ ☐ Municipal Police
- ☐ ☐ Importance and modalities of the Constitution of a municipal police force
- ☐ ☐ Jurisdiction of the municipal police
- ☐ ☐ Acts of the municipal police
- ☐ ☐ Obligations of this form of police
- ☐ ☐ Local public services
- ☐ ☐ Nomenclature of local public services
- ☐ ☐ Levels of competence in these services
- ☐ ☐ Management of this type of service

SECTION D : THE MAPPING AND THE DEVELOPMENT PLAN / 30 MARKS

CONTENT :

- ☐ ☐ Realising and financing of projects of LG
- ☐ ☐ Definition of concepts
- ☐ ☐ Elaboration of development project of the LG
- ☐ ☐ Feasibility Study and mounting itself of A project
- ☐ ☐ Preparation, development of the project
- ☐ ☐ Technical monitoring of the projects of the LG
- ☐ ☐ Mechanisms for research funding; - Justification for funding.
- ☐ ☐ Management of the Land heritage of LG
- ☐ ☐ Concept of land heritage of LG
- ☐ ☐ Consistency of the land heritage of LG
- ☐ ☐ Management of the real estate field of LG
- ☐ ☐ Tools for the management of the land in the LG
- ☐ ☐ Organization of the land regime in Cameroon
- ☐ ☐ Procedure for Registration of buildings
- ☐ ☐ Realising and financing of projects of LG
- ☐ ☐ Definition of concepts
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- ☐ ☐ Organization of the land regime in Cameroon
- ☐ ☐ Procedure for Registration of buildings
- ☐ ☐ Mapping
- ☐ ☐ Principles on the general topography
- ☐ ☐ The delimitation of areas; - the reading of cards
- ☐ ☐ Plan of communal development
- ☐ ☐ An analysis of the modalities of development of a plan of communal development:
 - By putting in light of its nomenclature
 - By an explanation of its execution

IV – EVALUATION CRITERION

- ☐ comprehension of subject
- ☐ process
- ☐ style used
- ☐ presentation

PAPER : PROFESSIONAL PRACTICE

PAPER TYPE : PROFESSIONAL PAPERS

NATURE OF THE EXAM PAPER : WRITTEN

DURATION : 04HRS

Crédit VALUE : 10

I – objective/s of the paper : test the candidate's ability to produce tax accounting documents in CT.

II – format of the exam

Exam paper	Spécialty	Differents sections of the paper	duration	percentage (%)	Mark allocated
PROFESSIONAL PRACTICE	LGA	<u>SECTION A :</u> ELABORATION, IMPLEMENTATIONAND THE EVALUATION OF THE BUDGET OF THE LG	02hrs	50	30
		<u>SECTION B :</u> TAXATION OF THE LG	30MIN	17	10
		<u>SECTION C :</u> ACCOUNTING OF THE LG	1.5hrs	33	20
TOTAL			04hrs	100%	60

III – CONTENT - DIFFERENT SECTIONS OF THE PAPER

Student will be evaluated on the content below. This paper will obligatorily have 03 sections :

SECTION A- ELABORATION, IMPLEMENTATIONAND THE EVALUATION OF THE BUDGET OF THE LG / 30 MARKS

CONTENT :

- ☐ ☐ Public Sector Accounting
- ☐ ☐ An analysis of the mechanisms of the public accounting
- ☐ ☐ The implementation of the budget documents
- ☐ ☐ The principles of public sector accounting
- ☐ ☐ Private accounting and public sector accounting
- ☐ ☐ elaboration and the implementation of the budget of the CT
- ☐ ☐ The basics of the budget
- ☐ ☐ Accounting principles

- ☐ ☐ The budgetary principles
- ☐ ☐ Revenues and expenditures of the CT
- ☐ ☐ Budgetary nomenclature
- ☐ ☐ Steps for Elaboration of the Budget: adoption and approval of the budget
- ☐ ☐ The roles and functions of the authorising officer, the accounting officer and imprest administrators
- ☐ ☐ Operations of Implementation of revenue and expenditure of a CT
- ☐ ☐ Establishment of the documents of end of management
- ☐ ☐ Communication around the execution of the budget and the restitution of the results to the population
- ☐ ☐ Control of the execution of the budget
- ☐ ☐ The making of the Administrative Account of CT
- ☐ ☐ Objectives
- ☐ ☐ Roles in the process of manufacture
- ☐ ☐ Identification of actors
- ☐ ☐ Steps techniques, management and planning
- ☐ ☐ The work of the end of the fiscal year and mandate
- ☐ ☐ Elaboration of a balance sheet and report by the end of year
- ☐ ☐ Elaboration of a predictive report
- ☐ ☐ A balance sheet of the end of the mandate

SECTION B : TAXATION OF THE CT / 10 MARKS

CONTENT :

- ☐ ☐ Local taxation.
- ☐ ☐ General provisions
- ☐ ☐ The local taxes
- ☐ ☐ The cents communal Additional
- ☐ ☐ The municipal tax
- ☐ ☐ Special provisions applicable to urban communities'
- ☐ ☐ The taxes and rates of the regions; - the tax procedures specific to local taxes
- ☐ ☐ The case of synthesis of taxation.
- ☐ ☐ Case study of taxation
- ☐ ☐ Case study of local taxation

SECTION C : ACCOUNTING OF THE LG / 20 MARKS

- ☐ ☐ Sectoral accounting of LG.
- ☐ ☐ The budgetary accounts
- ☐ ☐ General accounting
- ☐ ☐ Analytical accounting
- ☐ ☐ Public Accounting.

- ☐ ☐ An analysis of the mechanisms of the public accounting
- ☐ ☐ The implementation of the budget documents
- ☐ ☐ The principles of public sector accounting
- ☐ ☐ Private accounting and public sector accounting
- ☐ ☐ The case of synthesis of accounting.
- ☐ ☐ Case Study for the budgetary accounts
- ☐ ☐ Study of cases of public accounting
- ☐ ☐ A case study of analytical accounting

IV – EVALUATION CRITERION

- ☐ comprehension of subject
- ☐ process
- ☐ style used
- ☐ presentation

PAPER : ACT IN A PROFESSIONAL SITUATION (APS)

PAPER TYPE: PROFESSIONAL PAPERS

NATURE OF THE EXAM PAPER : PRATICAL

DURATION: 04HRS

Crédit VALUE: 10

- I – objective/s of the paper : test the response capacity of the candidat in a professional environment.
- II – format of the exam

Exam paper	Spécialty	Different sections of the paper	duration	percentage (%)	Mark allocated
ACT IN A PROFESSIONAL SITUATION	LGA	SECTION A- PRODUCTION AND OPERATION OF ADMINISTRATIVE ACTS	02HRS	20	20
		SECTION B PROFESSIONAL SCENARIO	02HRS	20	20
TOTAL			04hrs	40%	40

III – CONTENT - DIFFERENT SECTIONS OF THE PAPER

Student will be evaluated on the content below. This paper will obligatorily have 02 sections :

SECTION A- PRODUCTION AND OPERATION OF ADMINISTRATIVE ACTS / 20

MARKS

CONTENT :

- ☐ ☐ Deliberations, decisions and orders of the LG
- ☐ ☐ Elaboration of these decisions
- ☐ ☐ The nomenclatures
- ☐ ☐ Time limits
- ☐ ☐ Scope of these categories of acts
- ☐ ☐ Skills
- ☐ ☐ Ampliations
- ☐ ☐ Administrative writing
- ☐ ☐ The communicational codes in the administration
- ☐ ☐ The requirements of the administrative writing
- ☐ ☐ Administrative vocabulary
- ☐ ☐ The fundamental principles of administrative style
- ☐ ☐ Characteristics of the administrative style
- ☐ ☐ Characters common to administrative documents
- ☐ ☐ Main types of administrative documents
- ☐ ☐ Routing of matches

- ☐ ☐ The Administrative letter and eminent personalities
- ☐ ☐ The internal information in the administration

SECTION B - PROFESSIONAL SCENARIO / 20 MARKS

- ☐ professional scenario to the student.

IV – EVALUATION CRITERION

- ☐ comprehension of subject
- ☐ process
- ☐ style used
- ☐ presentation

PAPER : PROFESSIONAL ENVIRONMENT

NATURE OF THE EXAM PAPER : WRITTEN

DURATION : 02HRS

Crédit VALUE : 07

I – objective/s of the paper : to access the student's knowledge and understanding of the professional environment.

II – format of the exam

Exam paper	Spécialty	OBJECTIVE/S OF THE PAPER	duration	percentage (%)	Mark allocated
PROFESSIONAL ENVIRONMENT	LGA, LGT	To access the student’s knowledge and understanding of the professional environment.	-----	70	70
			02HRS	100	20
TOTAL			01hr	100%	20

III – CONTENT OF THE PAPER : subject to the candidate's choice.

The student will deal with one of the subjects of choice relating to the subject below.

- ☐ ☐ Administrative writing.
- ☐ ☐ The communicational codes in the administration
- ☐ ☐ The requirements of the administrative writing
- ☐ ☐ Administrative vocabulary
- ☐ ☐ The fundamental principles of administrative style
- ☐ ☐ Characteristics of the administrative style
- ☐ ☐ Characters common to administrative documents
- ☐ ☐ Main types of administrative documents
- ☐ ☐ Routing of matches
- ☐ ☐ The Administrative letter and eminent personalities
- ☐ ☐ The internal information in the administration
- ☐ ☐ Urban Sociology and rural.
- ☐ ☐ The definition of each of these frameworks
- ☐ ☐ The Explanation of models of thoughts traceable to each of these environments
- ☐ ☐ The elaboration of development policies urban or rural