

HND Educational Management and Administration

Course Overview & Study Guide

Note: This document is an academic study guide produced by UNEE based on the official HND examination framework. It is not an official government syllabus. For the official syllabus, contact the Ministry of Higher Education, Cameroon.

About HND Educational Management and Administration

Managing a school requires understanding of educational policy, personnel management, financial administration, and instructional supervision.

The program combines educational theory with hands-on practicum experience in real schools and inspectorates.

There is increasing demand for formally trained education administrators as principals, vice principals, and education inspectors.

Course Structure — HND EMA

Credit values are set by the Ministry of Higher Education, Cameroon.

PROFESSIONAL COURSES

Code	Course Title	Credits
EMA14	Case Study	10
EMA17	Supervision of Instruction	6
EMA19	Measurement and Evaluation	6
EMA16	School Mapping and Management of Assets	8
EMA15	Practical	10

TRANSVERSAL COURSES

Code	Course Title	Credits
ENG101	English Language	1
FRN101	French Language	1

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LCE101	Law and Citizenship Education	1
ECE21	Enterprise Creation and Entrepreneurship	1
CMS23	Computer Studies	1

Total Credits: 45

Career Paths — HND Educational Management and Administration

- School Principal
- Education Inspector
- Education Officer
- Training Manager
- Vice Principal
- School Administrator
- Curriculum Supervisor

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