

# International E-Care and ICT Institute

Ma. Cristina Street, Guinhawa  
City of Malolos  
Philippines 3000  
<http://www.ecare.uni.cc>

## **COURSE TITLE: HOME MANAGER TRAINING COURSE**

NOMINAL DURATION OF THE COURSE: 120 CONTACT HOURS

### **UNITS OF COMPETENCY:**

- Basic Cultural Orientation (of target country)
- Basic Emergency Care and First Aid (includes CPR)
- Basic Child Care
- Elderly Care
- Basic Care for Disabled
- Vital Signs (temperature, pulse rate, respiration, blood pressure)
- Good Housekeeping and Meal management
- Table setting
- Basis operation and care of all household appliances (vacuum cleaner, dishwasher, electric stove, gas ranges, microwave ovens, washing machine, etc)

### **COURSE DESCRIPTION:**

This course is designed for the personal and professional development of the trainees, to equip them with skills and knowledge needed in performing the duties of a home manager or domestic caretaker.

### **COURSE OUTCOMES:**

Upon completion of the course, the trainees will be able to understand the duties and responsibilities of a Home Manager or Domestic Caretaker, perform standard first aid and emergency management to children, elderly, disabled persons, and perform good housekeeping and meal management and preparation in the workplace.

**ENTRY REQUIREMENTS:**

- ◆ At least high school graduate with good moral character.
- ◆ Trainees should also possess positive attitude and mature outlook.
- ◆ With excellent health, pass the medical and psychological examinations.
- ◆ Can speak and understand English and must pass the written and interview exams.

**ASSESSMENT:**

The trainees should demonstrate their practical skills taught by their trainers, should have adequate knowledge in written and oral examination, and perform all demonstration on all activities. They should have positive attitude towards work. Complete attendance is required during the whole course.

**COURSE DELIVERY:**

Lectures and discussions are delivered through handouts, visual aids, overhead projector, and other multimedia presentations.

The trainees are assured of above standard quality of learning experiences through the use of effective and highly innovative, creative style of training skills and transfer of learning, supported or assisted by modern facilities available at the training center.