

_____ / _____
School year

Name of school unit:	School unit code:
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Infant Education

- The following details are the same as those of last school year.
 The following details are different to those of last school year; the details for this school year are as follows:

Teaching activities	Code of learning domain	Learning domain ⁽¹⁾			Time of teaching activities (number of minutes per week)		
					Kindergarten One	Kindergarten Two	Kindergarten Three
	I 10 00 00	Health and Sports Language Personal, Social Studies and Humanities Mathematics and Science Arts	Thematic teaching				
Single subject teaching			Subject				
Total number of minutes of teaching activities per week (no more than 900) ⁽²⁾ (A)							
Number of minutes per lesson (25-40) ⁽³⁾							

Non-teaching Activities ⁽⁴⁾	Number of minutes per week		
	Kindergarten One	Kindergarten Two	Kindergarten Three
1.			
2.			
3.			
4.			
5.			
6.			
Total number of minutes of non-teaching activities per week ⁽⁵⁾ (B)			

Others	Kindergarten One	Kindergarten Two	Kindergarten Three
Number of weeks of educational activities in the whole school year ⁽⁶⁾ (C)			
Total number of minutes of educational activities in the whole school year 【(A)+(B)】 × (C) (D)	(D)	(E)	(F)
Total number of minutes of educational activities in infant education level ⁽⁷⁾ (D)+(E)+(F)			

- Notes: (1) Fill in the contents of thematic teaching or subject teaching according to the school curriculum.
(2) According to Administrative Regulation No. 15/2014, the total number of minutes of teaching activities per week should not exceed 900.
(3) According to Administrative Regulation No. 15/2014, the number of minutes per lesson is 25-40.
(4) Please fill in the total number of minutes per week on tea time, morning check-up, morning reading, morning exercises, queuing up for washing and free activities etc. (excluding the time for lunch, nap and leisure activities) in the column of "non-teaching activities"; the time of the abovementioned activities is not included in the total number of minutes of teaching activities in the "Learning Domains" in the above table.
(5) According to Administrative Regulation No. 15/2014, the time of educational activities per week (including both teaching and non-teaching activities, i.e. (A) + (B), but excluding the time for lunch, nap and leisure activities) shall be between 1,200 and 1,650 minutes.
(6) The total number of weeks of educational activities in a school year = the total number of educational days in a school year ÷ the number of educational days per week.
(7) According to Administrative Regulation No. 15/2014, the total time of educational activities in Infant Education level shall be between 140,400-193,050 minutes.

Seal of the school
Date : / /

Instruction

- For infant education, primary education, junior secondary education and senior secondary education level, please fill in the total number of teaching minutes of all learning domains for each grade per week in the “time of teaching activities”.
- For vocational-technical education courses at senior secondary level, please fill in the column “curriculum information” the total number of lessons of all subjects each grade has to take per week.
- If the lesson duration for any subject is different from the “number of minutes per lesson”, please specify in the “remarks” column.
- The “total number of minutes of teaching activities per week” is the total number of minutes of all “learning domains”/ “subjects” each grade has to take per week.
- It is only valid with the school seal in the lower right corner of each page. Please note that the code and name of the school unit should be filled in each page of the form.
- This form consists of 5 pages. Schools may photocopy the form if there is not sufficient space to fill in all the subjects.
- Others:

Item No. / Name	Instruction
Group	Such as no grouping, arts group, science group, business group or other groups (Please specify.)
Code of subject	Please refer to the “Subject code table” on the overleaf page.
Subject	Name of subject: The subject’s full name is required and only one subject is to be filled in each space. Please ensure to use the wordings that help clearly define the scope of the subject, e.g. <u>Chinese</u> Literature, <u>English</u> Literature.

_____/_____
School year

Name of school unit:	School unit code:
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Primary Education

- The following details are the same as those of last school year.
 The following details are different to those of last school year; the details for this school year are as follows:

According to Administrative Regulation No. 15/2014, "Curriculum Framework for Formal Education of Local Education System"			Time of teaching activities (number of minutes per week) ⁽¹⁾						Total number of minutes of teaching activities in primary education level ⁽²⁾	
Code of subject	Learning domain and subject		Grade Subject	Primary One	Primary Two	Primary Three	Primary Four	Primary Five		Primary Six
P 11 01 00	Language and Literature	First language ⁽³⁾ (Teaching language)								(49920-83200)
		Second language ⁽⁴⁾								
P 11 02 00										(41600-58240)
P 12 00 00	Mathematics	Mathematics								(33280-49920)
P 13 01 00	Personal, Social Studies and Humanities	Moral and Civic Education								(No less than 8320)
P 13 02 00		General Studies								(No less than 33280)
P 14 01 00	Science and Technology	Information technology								(No less than 8320)
P 15 00 00	Sports and Health	Sports and Health ^{(5)(A)}								(No less than 16640)
P	Arts ⁽⁶⁾	Arts								(No less than 33280)
P										
P 17 00 00	Other subjects									(0-66560)
Total number of minutes of teaching activities per week (1080-1400) (B)										Total:
Number of minutes per lesson (35-45)										
Leisure activities				Primary One	Primary Two	Primary Three	Primary Four	Primary Five	Primary Six	Total number of minutes of leisure activities in primary education level
Time of leisure activities per week (number of minutes) ⁽⁷⁾ (C)										(No less than 14240)
Total time of leisure activities in a school year (number of minutes)										
Other educational activities ⁽⁸⁾				Number of minutes per week						For "sports activities", please put a tick "✓" to indicate (D)
				P. 1	P. 2	P. 3	P. 4	P. 5	P. 6	
1.										
2.										
3.										
4.										
5.										
6.										
Total number of minutes of other educational activities per week (E)										(224640-291200)
Total number of minutes of sports activities per week ⁽⁹⁾ (A)+(D)										
Others				P.1	P. 2	P. 3	P. 4	P. 5	P. 6	
Total number of weeks of teaching activities in the school year ⁽¹⁰⁾ (F)										
Total number of minutes of teaching activities in the school year (B)×(F)				(G)	(H)	(I)	(J)	(K)	(L)	
Total number of minutes of teaching activities in primary education level (G)+(H)+(I) +(J)+(K)+(L)										

Note: See overleaf.

Seal of the school

Date: / /

Notes:

- (1) The curriculum plan for primary education has to comply with Administrative Regulation No 15/2014; the examination time at the end of a term or semester is not included in the time of teaching activities.
- (2) The “Total number of minutes of teaching activities in primary education level” refers to the total number of teaching minutes in the school year for all sub-subjects of the major subject; the sum of the teaching minutes for all grades (P.1 to P.6) in primary school.
- (3) For “Chinese” subject, Putonghua must be included.
- (4) For “Chinese” subject, Putonghua can be included.
- (5) The weekly teaching time for “Sports and Health” in primary education level cannot be less than 70 minutes.
- (6) A subject of “Integrated Arts Education” can be provided, or individual arts subjects like “Visual Arts”, “Music”, “Dancing” and “Drama” can be provided.
- (7) If leisure activities are not held on a fixed weekly schedule, the average weekly activity minutes should be filled in.
- (8) Please fill in the number of weekly minutes of morning exercises, exercises during class break, morning reading, self-study and class meeting etc. in the column of “Other educational activities” (the time of such activities is not included in the total number of minutes of teaching activities per week.)
- (9) According to Administrative Regulation No. 15/2014, students shall attend sports activities every week, including “Sports and Health” lessons (no less than 70 minutes per week); and the total time of morning exercises, eye exercises, stretching gymnastics exercises, and exercises during class break shall be no less than 150 minutes per week.
- (10) Total school days in a school year shall be no less than 195, including the three categories of activities of “teaching activities, “leisure activities” and “other educational activities”. Of which, “Teaching activities” mainly includes classroom teaching, examination and evaluation time at the end of a semester or term.
 Total number of weeks of teaching activities in a school year = total number of teaching days per school year (excluding examination or evaluation days at the end of a semester or term) ÷ teaching days per week.

**Subject code table
Primary Education**

Code	Name
P 11 00 00	Language and Literature
P 11 01 00	First language (Teaching language)
P 11 02 00	Second language
P 12 00 00	Mathematics
P 13 00 00	Personal, Social Studies and Humanities
P 13 01 00	Moral and Civic education
P 13 02 00	General Studies
P 14 00 00	Science and Technology
P 14 01 00	Information technology
P 15 00 00	Sports and Health
P 16 00 00	Arts
P 16 01 00	Visual Arts
P 16 02 00	Music
P 16 03 00	Dancing
P 16 04 00	Drama
P 17 00 00	Other subjects

_____ / _____
School year

Name of school unit:	School unit code:
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Junior Secondary Education

The information of this section is the same as last academic year
 The updated information of this academic year is as follows:

According to Administrative Regulation No. 15/2014, "Curriculum Framework for Formal Education of Local Education System"				Time of teaching activities (number of minutes per week) ⁽¹⁾			Total number of minutes of teaching activities in junior secondary education level ⁽²⁾
Code of subject	Learning domain and subject		Grade Subject	Junior Secondary One/Form 1	Junior Secondary Two/Form 2	Junior Secondary Three/ Form 3	
G 11 01 00	Language and Literature	First language ⁽³⁾ (Teaching language)					(20600-37080)
		Second language ⁽⁴⁾					
G 11 02 00							(20600-37080)
G 12 00 00	Mathematics	Mathematics					(20600-28840)
G 13 01 00	Personal, Social Studies and Humanities	Moral and Civic Education					(No less than 8240)
G		Social Studies and Humanities ⁽⁵⁾					(No less than 12360)
G		Natural science ⁽⁵⁾					(No less than 12360)
G	Science and Technology	Information technology					(No less than 4120)
G 14 02 00							
G 15 00 00	Sports and Health	Sports and Health ⁽⁶⁾ (A)					(No less than 8240)
G	Arts ⁽⁷⁾	Arts					(No less than 8240)
G							
G 17 00 00	Other subjects						(0-49440)
Total number of minutes of teaching activities per week (1120-1600) (B)							Total:
Number of minutes per lesson (35-45)							

Leisure Activities	Junior Secondary One/ Form 1	Junior Secondary Two/Form 2	Junior Secondary Three /Form 3	Total number of minutes of leisure activities in junior secondary education level
Time of leisure activities per week (number of minutes) ⁽⁸⁾ (C)				
Total time of leisure activities in a school year (number of minutes)				(No less than 7040)

Other Educational Activities ⁽⁹⁾	Number of minutes per week			For "sports activities", please put a tick "✓" to indicate (D)
	Junior Secondary One/ Form 1	Junior Secondary Two/Form 2	Junior Secondary Three /Form 3	
1.				
2.				
3.				
4.				
5.				
Total number of minutes of other educational activities per week (E)				/
Total number of minutes of sports activities per week ⁽¹⁰⁾ (A)+(D)				

Others	Junior Secondary One /Form 1	Junior Secondary Two /Form 2	Junior Secondary Three /Form 3
Number of weeks of teaching activities in a school year ⁽¹¹⁾ (F)			
Total number of minutes of teaching activities in a school year. (B)×(F)	(G)	(H)	(I)
Total number of minutes of teaching activities in junior secondary education level (G)+(H)+(I)	(115360-164800)		

Note: See overleaf.

Seal of the school
Date : / /

Notes:

- (1) The curriculum plan for junior education level should comply with the Administrative Regulation no. 15/2014, and the total time of teaching activities does not include the time for examinations at the end of each semester or each term.
- (2) "Total number of minutes of teaching activities in junior secondary education level" refers to the total time of teaching activities of all the sub-subjects under the same subject code of all grades (Form 1 to Form 3) in the junior secondary education for the whole academic year
- (3) For "Chinese" subject, Putonghua must be included.
- (4) For "Chinese" subject, Putonghua can be included.
- (5) A subject of integrated "Social Studies and Humanities" and "Natural Science" can be provided, or individual subjects like "History", "Geography", "Biology" "Physics" and "Chemistry" can be provided.
- (6) The teaching time for "Sports and Health" courses per week should not be less than 70 minutes in the junior secondary education level.
- (7) A subject of "Integrated Arts Education" can be provided, or individual arts subjects like "Visual Arts", "Music", "Dancing" and "Drama" can be provided.
- (8) If leisure activities are not held on a fixed weekly schedule, the average weekly activity minutes should be filled in.
- (9) Please fill in the number of weekly minutes of morning exercises, exercises during class break, morning reading, self-study and class meeting etc. in the column of "Other educational activities" (the time of such activities is not included in the total number of minutes of teaching activities per week).
- (10) According to the Administrative Regulation no. 15/2014, the total time per week for students to engage in sports activities should not be less than 150 minutes, including the time for "Sports and Health" classes (no less than 70 minutes) as mentioned above, morning exercises, eye massage exercises, stretching exercises, exercises during class breaks, etc.
- (11) The total school days in a school year shall be no less than 195, including the three categories of activities of "teaching activities, "leisure activities" and "other educational activities". Of which, "Teaching activities" mainly includes classroom teaching, examination and evaluation time at the end of a semester or term.
 Total number of weeks of teaching activities in a school year = total number of teaching days per school year (excluding examination or evaluation days at the end of a semester or term) ÷ teaching days per week.

Subject code table

Junior Secondary Education

Code	Name
G 11 00 00	Language and Literature
G 11 01 00	First language (Teaching language)
G 11 02 00	Second language
G 12 00 00	Mathematics
G 13 00 00	Personal, Social Studies and Humanities
G 13 01 00	Moral and Civic Education
G 13 02 00	Social Studies and Humanities
G 13 02 01	History
G 13 02 02	Geography
G 14 00 00	Science and Technology
G 14 01 00	Natural science
G 14 01 01	Biology
G 14 01 02	Physics
G 14 01 03	Chemistry
G 14 02 00	Information technology
G 15 00 00	Sports and Health
G 16 00 00	Arts
G 16 01 00	Visual Arts
G 16 02 00	Music
G 16 03 00	Dancing
G 16 04 00	Drama
G 17 00 00	Other subjects

Name of school unit:	School unit code:
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Senior Secondary Education The information of this section is the same as last academic year
 The updated information of this academic year is as follows:

According to Administrative Regulation No. 15/2014, "Curriculum Framework for Formal Education of Local Education System"				Time of teaching activities (number of minutes per week)(1)									Total number of minutes of teaching activities in senior secondary education level(2)																																		
				Grade→ Group→ Subject* ↓			Senior Secondary One/Form 4			Senior Secondary Two/Form 5				Senior Secondary Three/Form 6																																	
Teaching activities	Compulsory	C 11 01 00	Language and Literature	First language ⁽³⁾ (Teaching language)																			(18600-26040)																								
		C 11 02 00		Second language ⁽⁴⁾																					(18600-26040)																						
		C 12 00 00	Mathematics	Mathematics																					(14880-26040)																						
		C 13 01 00	Personal, Social and Humanities	Moral and Civic Education																					(No less than 3270)																						
		C 13 02 00		Social and Humanities ⁽⁵⁾																					(No less than 5600)																						
		C 14 01 00	Science and Technology	Natural science ⁽⁵⁾																					(No less than 5600)																						
		C 14 02 00		Information technology																					(No less than 3270)																						
		C 15 00 00	Sports and Health	Sports and Health ⁽⁶⁾ (A)																					(No less than 7440)																						
		C	Arts ⁽⁷⁾	Arts																						(No less than 5600)																					
		C																									(No less than 5600)																				
C 17 00 00	Other subjects																							(0-48360)																							
Elective ⁽⁸⁾	C	Disciplines related to Language, Social & Humanities and Economics																																													
	C																																														
	C																																														
	C	Mathematics and Natural Science																																													
	C																																														
	C	Sports and Arts																																													
	C	Skill-oriented education programme																																													
C																									(No less than 27840)																						
Total number of minutes of teaching activities per week (1200-1720) (B)																																															Total
Number of minutes per lesson (35-45)																																															

Leisure activities	Senior Secondary One/Form 4	Senior Secondary Two/Form 5	Senior Secondary Three/Form 6	Total number of minutes of leisure activities in senior secondary education level
Time of leisure activities per week (number of minutes) ⁽⁹⁾ (C)				
Total time of leisure activities in the school year (number of minutes)				

Other educational activities ⁽¹⁰⁾	Number of minutes per week			For "sports activities, please put a tick "✓" to indicate (D)
	Senior Secondary One/Form 4	Senior Secondary Two/Form 5	Senior Secondary Three/Form 6	
1.				
2.				
3.				
4.				
Total number of minutes of other educational activities per week (E)				
Total number of minutes of sports activities per week ⁽¹¹⁾ (A)+(D)				

Others	Senior Secondary One/Form Four	Senior Secondary Two/Form 5	Senior Secondary Three/Form 6	Seal of the school Date: / /
Number of weeks of teaching activities in the school year ⁽¹²⁾ (F)				
Total number of minutes of teaching activities in the school year (B)×(F)	(G)	(H)	(I)	
Total number of minutes of teaching activities in senior secondary education level (G)+(H)+(I)	(111600-159960)			

Note: See overleaf.

Notes:

- (1) The curriculum plan for senior education level should comply with the Administrative Regulation no. 15/2014, and the total time of teaching activities does not include the time for examinations at the end of each semester or each term.
 - (2) "Total number of minutes of teaching activities in senior secondary education level" refers to the total time of teaching activities of all the sub-subjects under the same subject code of all grades (Form 4 to Form 6) in the senior secondary education for the whole academic year
 - (3) For "Chinese" subject, Putonghua must be included.
 - (4) For "Chinese" subject, Putonghua can be included.
 - (5) A subject of integrated "Social Studies and Humanities" and "Natural Science" can be provided, or single subjects relevant to the disciplines can be provided.
 - (6) The teaching time for "Sports and Health" courses per week should not be less than 70 minutes in the senior secondary education level.
 - (7) A subject of "Integrated Arts Education" can be provided, or individual arts subjects like "Visual Arts", "Music", "Dancing" and "Drama" can be provided.
 - (8) For elective subjects, schools can offer single subject courses or interdisciplinary courses relevant to the disciplines listed in the column of "Elective" according to students' interests and their needs for further study at higher education or entering the job market.
 - (9) If leisure activities are not held on a fixed weekly schedule, the average weekly activity minutes should be filled in.
 - (10) Please fill in the number of weekly minutes of morning exercises, exercises during class break, morning reading, self-study and class meeting etc. in the column of "Other educational activities" (the time of such activities is not included in the total number of minutes of teaching activities per week).
 - (11) According to the Administrative Regulation no. 15/2014, the total time per week for students to engage in sports activities should not be less than 150 minutes, including the time for "Sports and Health" classes (no less than 70 minutes) as mentioned above, morning exercises, eye massage exercises, stretching exercises, exercises during class breaks, etc.
 - (12) Total school days in an academic year shall be no less than 195, including the three categories of activities of "teaching activities, "leisure activities" and "other educational activities". Of which, "Teaching activities" mainly includes classroom teaching, examination and evaluation time at the end of a semester or term.
- Total number of weeks of teaching activities in a school year = total number of teaching days per school year (excluding examination or evaluation days at the end of a semester or term) ÷ teaching days per week.

Subject code table
Senior Secondary Education

Code	Name
C 11 00 00	Language and Literature
C 11 01 00	First language
C 11 02 00	Second language
C 12 00 00	Mathematics
C 13 00 00	Personal, Social and Humanities
C 13 01 00	Moral and Civic Education
C 13 02 00	Social and Humanities
C 14 00 00	Science and Technology
C 14 01 00	Natural science
C 14 02 00	Information technology
C 15 00 00	Sports and Health
C 16 00 00	Arts
C 16 01 00	Visual arts
C 16 02 00	Music
C 16 03 00	Dancing
C 16 04 00	Drama
C 17 00 00	Other subjects
C 18 01 00	Disciplines related to Language, Social & Humanities and Economics
C 18 02 00	Disciplines related to Mathematics and Natural science
C 18 03 00	Disciplines related to Sports and Arts
C 18 04 00	Skill-oriented education programme

_____ / _____
School year

Name of school unit: name:	School unit code:
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Senior Secondary Vocational and Technical curriculum
 The following details are the same as those of last school year
 The following details are different to those of last school year; the details for this school year are as follows:

Course name:	Percentage of class hours (%)⁽²⁾
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Training content	Code of subject	Subject*↓	Number of class hours per week (Number of lessons) ⁽³⁾									Percentage of class hours (%) ⁽²⁾	
			Senior Secondary One /Form 4			Senior Secondary Two /Form 5			Senior Secondary Three /Form 6				
			1	2	3	1	2	3	1	2	3		
Social culture	C												40 50
	C												
	C												
	C												
	C												
	C												
	C												
	C												
Professional Technology and Practice	C												50 60
	C												
	C												
	C												
	C												
	C												
	C												
	C												
	C												
	C												
Professional Internship	C												50 60
	C												
	C												
	C												
	C												
	C												
	C												
	C												
Total number of lessons per week													100
Number of minutes per lesson												40-45	

Extracurricular activities Remarks ⁽⁴⁾	Seal of the school
Notes: (1) Please specify the methods for choosing the selective subjects in the column of "remarks". (2) The "percentage of class hours" in Senior Secondary Vocational and Technical curriculum plan as stipulated by Decree-law No. 54/96/M of 16 th September. (3) The number of class hours for formal education is 3600; and that for recurrent education is 3000. (4) Please indicate the number of minutes for the activities of morning reading, self-study, weekly assembly, class meeting and after-school study class etc. in the column of "remarks", and the time of the abovementioned activities is not included in the total number of lessons per week in the above table.	Date / /

Subject code table

Vocational-Technical Education at Senior Secondary Level

Code	Name	Code	Name
C 01 01 01	Teaching language (level of development)	C 03 03 04	Enterprise communication, business skill and public relations
C 01 01 02	Teaching language (general level)	C 03 03 05	Administration and business practice
C 01 02 01	Second language	C 03 04 00	Tourist services
C 01 03 01	Mathematics (level of development)	C 03 04 01	Introduction to hotel industry
C 01 03 02	Mathematics (general level)	C 03 04 02	Practice of reception, housekeeping, restaurant and cooking
C 01 04 00	Physical education	C 03 04 03	Introduction to tourism
C 01 05 00	Moral education	C 03 04 04	Communication skill and public relations
C 01 05 01	Moral education	C 03 04 05	Domestic tourism
C 01 05 02	Civic education	C 03 04 06	Overseas tourism
C 01 05 03	Religious education	C 03 05 00	Information and system management
C 01 06 00	Computer	C 03 05 01	Basic logic and organisation method
C 02 01 00	Subject of Humanities & Social Economics	C 03 05 02	Information management system
C 02 01 01	Foreign language (third language)	C 03 05 03	Concept of computer information and software application
C 02 01 02	Literature	C 03 05 04	Programming language
C 02 01 03	Chinese literature	C 03 05 05	Information structure
C 02 01 04	History	C 03 05 06	Network system
C 02 01 05	Chinese history	C 03 05 07	Computer structure and basic maintenance
C 02 01 06	Social studies	C 03 05 08	Automatic control system
C 02 01 07	Economics	C 03 06 00	Social service
C 02 01 08	Geography	C 03 06 01	Introduction to social work
C 02 02 00	Science & technology subject	C 03 06 02	Introduction to psychology
C 02 02 01	Physics	C 03 06 03	Assistance service for children and juvenile
C 02 02 02	Chemistry	C 03 06 04	Assistance service for elderly people
C 02 02 03	Biology	C 03 06 05	Macao society and institutions providing social assistance
C 02 02 04	Drawing & solid geometry	C 03 06 06	Counselling skills
C 02 02 05	Science & technology	C 03 06 07	Rehabilitation service
C 02 03 00	Arts	C 03 06 08	Activity planning
C 02 03 01	Music	C 03 07 00	Martial arts
C 02 03 02	Plastic arts	C 03 07 01	Traditional Shaolin martial arts
C 02 03 03	History of arts	C 03 07 02	Martial art forms
C 02 03 04	Design	C 03 07 03	Elementary hard and soft weapons
C 02 04 00	Other subjects	C 03 07 04	Theory and practice of sports
C 03 01 00	Hygiene & sports	C 03 08 00	Garment manufacturing and design courses
C 03 02 00	Industrial science & technology	C 03 08 01	Paper pattern and cutting
C 03 02 01	Technical drawing	C 03 08 02	Manufacturing of clothes
C 03 02 02	Industrial automation	C 03 08 03	Fashion design
C 03 02 03	Electrical/Mechanical technique	C 03 08 04	Practical knowledge of garment industry
C 03 02 04	Electronics	C 03 09 00	Plane design
C 03 02 05	Industrial organisation and management	C 03 09 01	History of art and history of design
C 03 02 06	Electric installation and technical practice	C 03 09 02	Drawing and illustration
C 03 03 00	Business & administration	C 03 09 03	Design principles and colour theory
C 03 03 01	Accounting & tax	C 03 09 04	Elementary photography
C 03 03 02	Applied mathematics	C 03 09 05	Printing output and advertising design
C 03 03 03	Process & organisation of business and tax documents	C 99 00 00	Professional Internship