

OUR LADY OF FATIMA - Secondary School

Caribbean Examinations Council (CSEC)

English CXC

"I was very satisfied with this course. My teacher was very nice and cared about the success of each student."

CXC English is a passport to jobs and further education and an enjoyable subject in its own right. This course comes complete with a range of reading, writing, speaking and listening activities to help you develop your awareness of English. Many different types of communication are covered, including report writing, essays, newsletters and letters.

The study topics include:

- writing and comprehension skills
- using language
- imaginative writing.

Before you start:

You should have a good command of Basic English.

This course will help you to:

- Improve your writing, communication and language skills
- Make effective use of libraries and reference books
- Gain CXC English
- Progress to A' level English literature or English language and Literature

Mathematics CXC (& S.A.T)

CXC: GENERAL

This course uses an updated method to cover the exam syllabus, which has proven to achieve great results. It starts with some simple exercises to get you going - all multiple choice and all on a single topic. This helps you to concentrate on one topic at a time and many students have found it useful to read for Scholastic Aptitude Test Examinations at the same time. These activities give a thorough foundation in the manner in which all the key mathematical principles work.

The study topics include:

- Number theory
- Algebra
- Geometry
- Problem solving.

Before you start:

You will need some basic arithmetic skills for this course.

This course will help you to:

- Acquire a good basic understanding of mathematics
- Acquire qualifications essential to pursue a number of jobs.

Biology CXC

"It is relevant to everyday life. The lecturer helped me to prepare for examinations"

This popular course offers a fascinating opportunity to find out how life functions, from the level of a single cell, to the most complex organisms. You will develop your understanding of the processes of life with each assignment and the course as a whole includes a number of simple experiments, which you can carry out at home to consolidate your learning.

The study topics include:

- Nutrition
- Respiration
- Growth and movement
- Reproduction and genetics
- Osmoregulation
- Sensitivity

Before you start:

No previous knowledge is required.

This course will help you to:

- Develop your knowledge of basic Biology
- Gain a pass in CXC in Biology
- Progress to A' Level or CAPE Biology

Spanish CXC/ Spanish Extended

'This course is specially designed for CXC students. It helped me to obtain an A grade in my exam.'

P.I.M.B.S offers two separate Spanish courses. If you are a beginner, Spanish General enables you to achieve CXC. If you already have some basic knowledge, however, Spanish Extended enables you to gain CXC marks up to grade A.

The study topics include:

- Speaking about yourself and others
- Your daily routine
- Shopping, Cuisine, tickets and travel.
- Spanish and Venezuelan Culture.

Before you start

No previous knowledge is required for Spanish General, but you will need a working knowledge of basic Spanish for Extended courses.

Principles of Accounting CXC

‘Before this course I was always afraid of numbers. I am very comfortable with accounting. I even got a B in my exam!’

Understanding the ideas and methods behind accounting is a valuable asset for a wide range of careers. This course introduces you to all the key tools of the Accountants’ trade, and includes a range of enjoyable activities to help you prepare for CXC and beyond.

The study topics include:

- The ledger
- The balance sheet
- Profit and loss
- Double-entry book-keeping.

Before you start:

You will need some basic mathematic skills for this course.

This course will help you to:

- Develop your knowledge of accounting procedures
- Gain a CXC in accounting
- Progress to an advanced level study of Accounting or Business Studies.

Principle of Business CXC

Business skills are essential for a range of careers, and this course will introduce you to many of the key methods companies rely on in today's business world. The course includes a wide range of stimulating activities based around a fictional company. This enables you to follow the company's development right from its earliest days and fully cover all areas of the CXC exam.

The study topics include:

- The business environment
- People and business
- Money and banking
- Structure and organization.

Office Administration CXC

"I have learnt enough in this course to assist me in performing well in the Office when I find a job."

This course is essential for any potential Secretary or office Manager in providing knowledge about the office environment and ergonomics.

This course includes:

- Written Communication
- Oral Communication
- Sending electronic mail
- Filing
- Establishing a Database
- Conducting and Management of Meetings.

Additional Mathematics CXC

"A very challenging subject for those who wish to be challenged in Maths."

Additional Mathematics is useful for those persons who have intentions to study Further Mathematics, Engineering, Science, Abstraction, Statistics etc.

This course includes:

- Loci
- Imaginary numbers
- Differentiation and Integration
- Advanced Calculus.

Course requirement:

This course requires that students are already proficient in Mathematics at CXC at a General Level and in fact, the teacher will require students to present their grades in Mathematics before they are allowed entry into this course. Mathematics Grades should be B and above

Chemistry CXC

“ I was very satisfied with the large number of experimental analysis effectuated in the lab.”

This course uses up-to-date methods and experimental techniques to cover the Chemistry CXC syllabus. The course is structured to draw attention on new areas such as the need for recycling and conservation. Some economic considerations in the Chemical Industry and the importance of Chemical Industry in everyday life are also addressed.

The study topics include:

- Atoms, Elements and Compounds
- Stoichiometry and mole concept
- Energy Changes
- Chemical Reactions
- Organic Chemistry.

Social Studies CXC

“The good thing about it is that it gives you a greater awareness of society. This has inspired me to continue with a similar subject at A’ Levels – Sociology.”

It is intended that the skills learnt from this program should be put into practice. It is hoped that the awareness gained will develop a sense of morality and dedication by each student in their social, personal and professional lives.

The study topics include:

- Individual Interaction
- Resources
- Regional Integration
- Communication
- Consumer Affairs
- Tourism

Geography CXC

“ The teaching here at PIMBS is completely different from any other school. Teachers here take a lot of interest in their students and are concerned with you knowledge of the subject and your enjoyment of it.”

“Due to the fact that I am a surfer, Geography is very helpful to me, because, I could look at the coast formation, the reefs and the weather to be able to judge the waves size, if they would break on the left or the right and which wave would give me a better ride. This makes me interested in Geography at a higher level.”

The study topics include:

- Weather- Climatic patterns
- Soils
- Vegetation types
- Population Migration
- Map Reading
- Pollution
- Human Systems
- Natural Disasters

History CXC

Among other objectives, the syllabus aims to bring about in students a knowledge and understanding of the common experiences of the peoples of the Caribbean; tolerance of the viewpoints, beliefs and ways of the life of other peoples.

The study topics include:

- Social Life, 1838-1962
- Movements towards Independence and Regional Integration up to 1985
- The US in the Caribbean, 1776-1985
- Movements towards emancipation

Physics CXC

This course holds the students’ interest by developing an understanding of physics in every day life. Physics is a vital foundation for individuals wanting to go onto C.A.P.E. and beyond.

The study topics include:

- Electricity and Magnetism
- Forces
- Light and Waves
- Measurements
- Radioactivity

- Thermal Forces
- Practical assignments and experimental techniques

Information Technology CXC

“IT is a very helpful subject in the world today because most of the companies are using more technology as more tasks are becoming computer based, making it a very applicable course in today’s environment.”

This course prepares candidates to meet the demand of an increasing need for highly computer literate graduates who can confidently work with their IT colleagues and understand the potential for networking and the Internet.

Electronic Document Preparation and Management (EDPM)

The Electronic Document Preparation and Management Syllabus is designed to equip students with knowledge and skills for jobs such as clerical assistants, administrative assistants and receptionists. The knowledge gained from this syllabus will foster personal growth and development. Further, it will enhance decision-making capabilities of students and cultivate a disciplined and ethical workforce.

The syllabus is arranged in nine modules, sub-divided into specific objectives and corresponding content.

- Module I - Keyboarding Mastery
- Module II- File Management
- Module III- Selection and Use of Stationery
- Module IV- Production - Principles
- Module V - Business Correspondence
- Module VI- Production - Display
- Module VII- Production - Tabulations and Presentations
- Module VIII- Production - Forms
- Module IX- Planning and Organisation

The syllabus replaces CSEC Typewriting and uses the computer instead of the typewriter. Unlike the CSEC Information Technology Syllabus, CSEC EDPM emphasises computer applications related to the production, filing and retrieval of documents, skills that are crucial in today’s office environment.