



## ICT-U CAMEROON, P.O. Box 526 Yaounde, Cameroon

### Schools and Programs

## DETAILED ICT-U PROGRAMS AND CORRESPONDING CREDIT HOURS

### *Important note on English as a Second Language (ESL) and International Computer Driving License (ICDL):*

**English as a Second Language (ESL):** The courses detailed in this document are all taught in English. However, students with French or Spanish as their first language will be offered the opportunity to go through a one-semester intensive English as a Second Language (ESL) program to prepare the students for our ICT University courses. This one semester program DOES NOT count towards the student's degree. The details of the ESL program follow the explanation of the ICDL.

### **International Computer Driving License (ICDL):**

The ICDL demonstrates a student's ability to use a computer and its most popular computer applications. Candidates have to pass tests in the following seven modules as the first three (3) credit hour course at ICT-U. The ICDL program is for anyone who wishes to become fully competent in the use of a computer and common applications. Each ICDL module provides a practical program of up-to-date skills and knowledge areas which are validated by a test.

For students to achieve a solid base of skills and knowledge, therefore attaining a minimum level of digital literacy, it is recommended that candidates complete and attain certification in a minimum of four ICDL modules. Students are required to take training on each module prior to taking the test. Each module is tested separately with each test lasting no longer than 45 minutes. For a recommended level of ICT competence to be achieved, a certification of a minimum of seven ICDL modules is appropriate. In order to achieve the ICDL certification, individuals must pass a test for each of the seven modules.

ALL ICT-U students MUST take this course which counts for three (3) credit hours towards their degree. This course will be open to members of the public who just wish to do this as their part of their professional development, without engaging in any of ICT-U's degree programs.



- Module 1 - Concepts of ICT
- Module 2 - Using the Computer and Managing Files
- Module 3 - Word Processing
- Module 4 - Spreadsheets
- Module 5 - Using Databases
- Module 6 - Presentation
- Module 7 - Web Browsing and Communication
- Module 8 - 2D Computer Aided Design
- Module 9 - Image Editing
- Module 10 - Web Editing
- Module 11 - Health Information Systems Usage
- Module 12 - IT Security
- Module 13 - Project Planning

**English as a Second Language (ESL) Detailed Program:** Organized in five modules

### **English as a Second Language Module 1**

#### **Conversation Skills Are Developed**

• Reading and writing are important skills, but we begin the ESL program with emphasis on listening and speaking. The main focus of the program is developing one's ability to use English in everyday personal and workplace situations.

The student will receive a student assignment booklet and CD which are designed to help you learn to speak English. The student needs to follow the directions in the student assignment booklet to understand how and when to use each component of the program.

### **English as a Second Language Module 2**

#### **Literacy in the Workplace**

The student will learn the essentials of basic English necessary to survive on the job.

- Completing simple forms and asking for directions
- Identifying places at work
- Following simple instructions for using common machines at work
- Greeting customers, taking their orders and offering assistance
- Understanding good work habits
- Working with money, both at work and at home
- Following safety rules at work
- Reading help wanted ads, and completing a job application

### **English as a Second Language Module 3**



## **Everyday English**

The student will learn the essentials of basic English necessary to survive in any English speaking country

- Introducing and completing an identification form
- Reading maps, following directions and using a payphone
- Calendars, times and dates, store hour signs, and the weather
- The supermarket, reading price tags and expiration dates
- Shopping for clothes, comparison shopping, and writing checks
- Buying or renting a home, asking for simple repairs
- Making doctors' appointments, listening to doctors' instructions
- Reading help wanted ads, completing job applications
- Using public transportation and reading traffic signs

## **English as a Second Language Module 4**

### **Basic Skills in Reading**

The student readings include a variety of sources such as popular literature, classical literature, articles, reviews, and workplace-related materials.

- Fiction - includes many different examples from novels and short stories
- Nonfiction - biographies, autobiographies, essays, magazine articles, reviews
- Poetry and Drama - popular, social, and classical aspects of each are covered
- Prose and Visual Information - brochures and ads, calendars and schedules, forms and documents, manuals and handbooks, drawings and diagrams, charts and graphs

## **English as a Second Language Module 5**

### **Basic Skills in Writing**

Writing is a form of expression and communication. When the student writes well, others can understand what they are saying. The student will learn to use the writing process to their advantage.

- Essay and Creative Writing - the writing process, narrative writing, descriptive writing, expository writing, persuasive writing
- Workplace and Personal Writing - letter writing, job search writing, workplace writing, explanatory writing, report writing
- Grammar Guide - mechanics, usage, sentence structure
- Writing Handbook - models, editing, checklist, proofreading



## ACADEMIC MAJOR 4: ASSOCIATE OF SCIENCE IN BUSINESS

### ASSOCIATE OF SCIENCE IN BUSINESS

#### **Program Information:**

This program is designed for possible employment at the associate degree level and for transfer to a bachelor's degree in business, marketing, or management. This AS degree should transfer to several Universities in the United States of America as well as to other ICT University campuses. For assistance in program planning, or to explore additional transfer options, students should meet with an ICT-U counselor or advisor.

#### **Program Goals:**

Upon completion of a business program at ICT-U, students will exhibit proficiency in the following areas of business knowledge: 1) Critical Thinking: apply critical thinking skills in the identification, analysis and resolution of business problems;

2) Interpersonal Communication: exhibit interpersonal skills and professional attitudes while working with company stakeholders;

3) Verbal and Written Communication: express ideas, information, proposals and reactions clearly and professionally, in written and spoken form;

4) Technology: demonstrate the ability to utilize current business software programs and information technologies in the creation and distribution of company communications and the creation, analysis, and retrieval of data;

5) Finance: apply knowledge of financial concepts used in personal and business environments that leads to appropriate financial decisions;

6) Ethics: identify and utilize decision making that is ethical and socially responsible in the workplace;

7) Business Success: identify the major factors of competitive success utilized by domestic and global business organizations.

#### **Developmental Courses:**

Some students may need preparatory courses in the areas of English, mathematics, or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

#### **Graduation Requirements:**

- A minimum cumulative grade point average (GPA) of 2.5 in courses numbered 1000 or above at ICT-



U.

- Students who have transferred to ICT-U must have a minimum GPA of 2.5 in combined ICT-U courses and accepted transfer courses.
- Completion of specific degree requirements. Total of 60 credits.
- All accounting and computing courses should have been completed within the last seven years in order to transfer into this program

**Program Requirements: 30credits**

- |  |   |
|--|---|
| <input type="checkbox"/> BUS 1101 Introduction to Business         | 3 |
| <input type="checkbox"/> BUS 1104 Written Business                 | 3 |
| <input type="checkbox"/> BUS 1112 Computer Concepts &              | 3 |
| <input type="checkbox"/> BUS 1125 Financial Accounting             | 3 |
| <input type="checkbox"/> BUS 2126 Managerial Accounting            | 3 |
| <input type="checkbox"/> BUS 2142 Principles of Marketing          | 3 |
| <input type="checkbox"/> BUS 2215 Legal Environment of Business    | 3 |
| <input type="checkbox"/> BUS 2244 Principles of Management         | 3 |
| <input type="checkbox"/> Business Elective: Select any BUS course. | 3 |

**General Education Requirements: 30 credits**

Complete at least 30 credits from all courses listed.

- |   |   |
|---|---|
| <input type="checkbox"/> 1. <b>Communication</b>                            |   |
| <input type="checkbox"/> ENGL 1121  | 3 |
| <input type="checkbox"/> SPCH 1110, 2215 <b>OR</b> 2220                     | 3 |
| <input type="checkbox"/> 2. <b>Critical Thinking</b>                        |   |
| <input type="checkbox"/> ECON 2206  | 3 |
| <input type="checkbox"/> 3. <b>Natural Science</b>                          |   |
| <input type="checkbox"/> 4. <b>Mathematical/Logical Reasoning</b>           |   |
| <input type="checkbox"/> MATH 1110  | 3 |
| <input type="checkbox"/> MATH 1200  | 3 |
| <input type="checkbox"/> 5. <b>History/Social/Behavioral Sciences</b>       |   |
| <input type="checkbox"/> A. ECON 2205                                       | 3 |
| <input type="checkbox"/> B. Also select 1 course in Hist/Pols/Anth/Psyc/Soc |   |
| <i>PSYC 1110 is recommended</i>   |   |



- 6. **Humanities/Fine Arts**
- 7. **Human Diversity**
- 8. **Global perspective**
- 9. **Ethical/Civic Responsibility**
- 10. **People and the Environment**

Program Requirement: 30 credits

General Requirement: 30 credits

**Total 60 Credits**