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: ACCOUNTING (ACC)
BACHELOR OF SCIENCE IN ACCOUNTING

Program Description

What is accounting?

Accounting is the language of business that defines transactions so that they can be used to describe business activities in a commonly understood format. Learn the language, and you can communicate and understand the financial operations of any and all types of organizations.

This is a three year program for students taking classes in the Spring, Summer and Fall semesters. Regular and part-time students are allowed to go above three years, however, students cannot be allowed in the program after five years. Students are required to complete at least 120 credit hours selected from a list of the core, required and elective courses offered. All students prior to graduation must carry out a scientific research project supervised one-on-one by a faculty member. See below for a list of some of the selected core courses

The bachelor Science in Accounting presents students with several learning objectives for students:

- Technical competence in financial accounting, taxation, and auditing
- Show proficiency in accounting technologies
- Demonstrate research skills
- Create well-written documents on accounting topics
- Deliver an effective oral presentation on an accounting topic
- Defend proposed solutions to accounting problems
- Work effectively in a team environment to generate an acceptable solution to an accounting problem
- Work productively and professionally with co-workers and supervisors to accomplish job tasks

Required Courses	Credit hours
Business Core	
Principles of Accounting 1	3 hours
Principles of Accounting 2	3 hours

Contracts and Sales	3 hours
Integrating Experience	3 hours
Financial Management 1	3 hours
Business Information Systems	3 hours
Applied management	3 hours
Quality Operation Management	3 hours
Principles of Marketing	3 hours
Introduction to Statistics	3 hours

Public Accounting Concentration

Intermediate Account 1	3 hours
Intermediate Account 2	3 hours
Cost Accounting 1	3 hours
Fed Income Tax individual	3 hours
Advanced Financial Account 1	3 hours
Advanced financial Accounting 2	3 hours
ACCT Systems and Controls 1	3 hours
Auditing	3 hours
Financial Accounting Theory	3 hours
Federal Income Tax-Corp	3 hours
Governmental Accounting	3 hours
Commercial Paper secured Trans	3 hours
Free Electives (Internship is highly recommended)	9 hours

PROFESSIONALLY DIRECTED CONCENTRATION

Intermediate Account 1	3 hours
Intermediate Account 2	3 hours
Cost Accounting 1	3 hours

Fed Income Tax-Individual	3 hours
ACCT Systems and controls 1	3 hours
Auditing	3 hours
Accounting Electives (300 Level or above)	9 hours
Accounting/Business Electives (300 level or above)	9 hours
Free Electives (Internship is highly recommended)	12 hours

UNIVERSITY GENERAL EDUCATION

Communication Competence

Fundamentals –Public Speaking	3 hours
English 1	3 hours
English 2	3 hours
Advanced Business Writing	3 hours

Scientific Understanding

Lab Science Elective	3 hours
Science Elective	3 hours

CULTURAL ENRICHMENT

Elective (one must be 200 level or above)	9 hours

Social Awareness

Principles of Macroeconomics	3 hours
Principles of Microeconomics	3 hours
Social Awareness Elective	3 hours
General Education Elective (one must be 200 level and above)	6 hours
Choose either Com 121 or Com 251	3 hours
Math Analysis for Business	3 hours