



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



SCHOOL OF PROFESSIONAL STUDIES AND ICT APPLICATIONS (ICT AND PROFESSIONS)

I. DEGREE PROGRAM: BACHELORS DEGREE (BS)

ACADEMIC PROGRAM 1: BUSINESS MANAGEMENT AND SUSTAINABLE DEVELOPMENT (BMSD)

Bachelor of Science in Business Management and Sustainable Development (BS) (Three Years)

Program Overview

Bachelor Degree program in Business Management and Sustainable Development (BMSD) provides college students with the solid, theoretical groundwork that is required to productively achieve the standard career objectives of an organization or company. Our BMSD degree students are given profoundly and comprehensive class that educates them how to effectively manage a company's scarce resources - capital, human, and physical.

Our bachelor's degree in BMSD focuses on utilizing information as a resource for a company or organization. It also emphasizes the manager's important role in collecting, analyzing, recording and presenting the necessary market data during the corporate decision making process. BMSD students are trained to manage and thrive in a variety of industries. This degree provides college students with the solid, theoretical foundation that is essential to effectively achieve the standard career objectives of an organization or company.

This is a three year program for full-time 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

Prerequisites for Major Courses

Successful completion of general education and lower division core course requirements

Program Outline

To receive a BS in BMSD, students must earn 120 semester credit hours.

Unless noted otherwise, all courses carry three semester credits hours. Program requirements are as follows:



LOWER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements 18 Credits

- English Composition (3 credits)
- College Mathematics (3 credits)
- College Algebra (3 credits)
- Environmental Science and Sustainability (3 credits)
- Economics in Society and Sustainability (3 credits)
- Technical Writing for Sustainable Management (3 credits)

Lower Division Core Courses 42 Credits

- Financial Accounting (3 credits)
- Business Law (3 credits)
- Introduction to Entrepreneurship (3 credits)
- Business Ethics – Legal and Societal (3 credits)
- Principles of Economics (3 credits)
- Introduction to Project Management (3 credits)
- International Business Management (3 credits)
- Principles of Marketing (3 credits)
- Management and Environmental Information Systems (3 credits)
- Operations Management and Sustainability (3 credits)
- Environmental and Sustainability Policy (3 credits)
- Logistics, Supply Chain Management, and Sustainability (3 credits)
- International Management for a Sustainable World (3 credits)
- International Development and Sustainability (3 credits)

UPPER DIVISION REQUIREMENTS (60 Credits)

General Education Requirements 12 Credits

- Research and Report Writing (3 credits)
- Research and Statistical Analysis (3 credits)
- Sustainable Organizational Finance (3 credits)
- Environmental Science and Sustainability (3 credits)



Upper Division Core Courses 30 Credits

International Business Management (3 credits)

Organizational Communications (3 credits)

Leadership (3 credits)

Total Quality Management (3 credits)

Human Resource Management (3 credits)

Operations Management (3 credits)

Environment and Society (3 credits)

Sustainable Management Capstone (3 credits)

Strategic Management and Planning (3 credits)

Principles of Marketing and Advertising (3 credits)

Electives Any 18 credits or one of the concentrations below 18 Credits

Intermediate Accounting II

Cost Accounting (3 credits)

Assurance and Audit Services (3 credits)

Risk Analysis (3 credits)

Corporate Taxation (3 credits)

Advanced Financial and Tax Accounting (3 credits)

Export/Import Marketing (3 credits)

Supply Chain Management (3 credits)

International Banking and Finance (3 credits)

Negotiations Management (3 credits)

International Organizational Development Strategies (3 credits)

New Product Development (US and Global) (3 credits)

Introduction to Digital Forensics (3 credits)

Introduction to Cybercrime and Homeland Security (3 credits)

Information Security (3 credits)

Systems Analysis and Design (3 credits)

Computer Networking and Telecommunications (3 credits)

Database Management Theory (3 credits)

Government Contract Law (3 credits)



Principles of Federal Acquisition (FAR and DAR) (3 credits)
Purchasing and Material Management (3 credits)
Cost and Price Analysis (3 credits)
Contract Administration (3 credits)
Negotiations Management (3 credits)
Information Systems for Health Systems (3 credits)
Societal Health and Policy Issues Global Health Administration (3 credits)
Healthcare Financial Management (3 credits)
Total Quality Management (3 credits)
Marketing Management (3 credits)
Salesmanship (3 credits)
International Marketing (3 credits)
Consumer Behavior (3 credits)
Marketing Management (3 credits)
New Product Development (US and Global) (3 credits)
Marketing and Social Media (3 credits)

TOTAL CREDITS 120 CREDITS

Global Environmental Chemistry (3 credits)
Ecology for Sustainable Management (3 credits)
Energy for Sustainable Management (3 credits)
Marketing for a Sustainable World (3 credits)
Economics of Environmental Sustainability (3 credits)
Systems thinking (3 credits)

TOP-UP BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT AND SUSTAINABLE DEVELOPMENT (BS) (THREE SEMESTERS)

College Algebra (3 credits)
Environmental Science and Sustainability (3 credits)
Economics in Society and Sustainability (3 credits)
Technical Writing for Sustainable Management (3 credits)
International Business Management (3 credits)
Principles of Marketing (3 credits)



- Management and Environmental Information Systems (3 credits)
- Operations Management and Sustainability (3 credits)
- Environmental and Sustainability Policy (3 credits)
- Logistics, Supply Chain Management, and Sustainability (3 credits)
- Research and Report Writing (3 credits)
- Research and Statistical Analysis (3 credits)
- Sustainable Organizational Finance (3 credits)
- Environmental Science and Sustainability (3 credits)
- Energy for Sustainable Management (3 credits)
- Marketing for a Sustainable World (3 credits)