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

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 3: ANALYSIS & TREATMENT OF AUDIO AND VISUAL IMAGES

Certification in Analysis and Treatment of Audio and Visual Images

Program Overview:

The Audio and Video Certification program focuses on an in-depth study of lighting design, audio production, visual composition, non-linear video editing, sound design, motion graphics design, audio engineering, and acoustics. A principal function of this program is to provide individuals who have already fulfilled an academic degree or designers currently employed in broadcast media professions fascinated in skill-enhancement opportunities. Students picking up this certificate program should already have a fundamental groundwork in image generation and audio design accomplished all the way through career performance or degree acquisition. The individual should reflect on enrolling in the Digital Arts Technology and Audio-Video Option Associate of Science program if the individual is not possession either a degree or experience in this field. In undertaking the Digital Arts and Fine Arts degree programs, certificate credits may also be applied toward it.

Benefits of the Certification Program

When all program requirements are triumphantly completed, alumnae will be able to:

- Appraise and scrutinize the properties of digital sound reproduction systems, human hearing, sound, electro-acoustic, and psychoacoustics.
- Terminate innovative projects ending in deliverable media products with technical citations.
- Manufacture and relate processes for transforming a model into a comprehensive video production.
- Tidy up, edit and design digital and analog audio documents.
- Devise state-of-the-art special effect techniques used in film and video.
- Produce, screenplay, edit, and complete inventive video projects.

Curriculum

The programs require 24 credits hours of course work to earn a certificate.

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<th>Courses</th>
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<td>Digital Imaging I</td>
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<tr>
<td>Digital Video Production I</td>
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<td>Electronic Music Composition and Audio Technology I</td>
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