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 3: E-LEARNING (Dip.EL)

DIPLOMA IN E-LEARNING (Dip.EL)

Brief program overview

The Diploma of E-learning is a fully online course. It is a blend of project-based, discovery and collaborative learning approaches. It focuses on peer-to-peer facilitated communication with the use of the WebCT and WebEX tools, together with regular phone interaction and email communications to create a vibrant learning community. Learners are expected to manage their own learning in an independent study environment, while the learning community provides support and motivation. This diploma course usually takes One year (Spring and Fall semesters) of training through online lectures and hands-on activities. This will include Introduction to Intelligent Software Agents support for e-learning.

Below is a list of topics that are covered during the three month training:

- fully online
- work-based projects relevant to the workplace
- collaborative learning approach - peer feedback, interaction and support
- blogs, discussion forums and online collaborative activities
- online electronic portfolios
- independent discovery learning
- role of teacher as facilitator is a significant part of the course.

Courses covered in the training include the following:

**Education Courses**

- Electronic Communication
- Virtual Community Building
- E-Learning Planning (agents planning, applying the BDI model)
- E-Learning Implementation
- Facilitating E-Learning (application of Intelligent Agents)

**Multimedia Courses**


- Planning and Development of Business websites
- production and manipulation of digital images
- Multimedia product design
- application of principles of instructional design to media products
- Application of the principles of visual design/communication to media product development
- designing and creating a multimedia interface
- Development of website information architecture