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 2: DIPLOMA IN HEALTH INFORMATION TECHNOLOGY (Dip. HIT)

Specific Aims of Proposed Diploma in Health Information Technology (Dip. HIT)

The ICT University proposes to offer its Diploma in Health Information Technology (Dip. HIT) program to your students or staff at your nursing school, medical school, healthcare clinics and hospitals. This intensive six months program will result in the following 15 specific and measurable outcomes:

1. Gain hands-on experience on using an Electronic Health Records (EHR) application;
2. Gain knowledge on current Telemedicine and E-health Technologies;
3. Gain expertise on how existing infrastructure can be leveraged and harnessed for telemedicine practices by health care and ICT professionals.
4. Learn how Mobile technology can be used as an innovative wireless technology tool, to capture digital images and clinical data and process them to provide real-time diagnosis, prescription and treatment to patients;
5. Gain hands-on knowledge on implementing free EHR and Telemedicine application at their hospitals, clinics or other medical setting.
6. Learn about Health Information Technology, e-Health concepts, telemedicine technologies, to identify the overlaps and boundaries between these applications of ICT in healthcare;
7. Understand the technologies associated with telemedicine and their state-of-the-art in resource-poor and resource-rich settings;
8. Use Touch Screen technology, Bluetooth, Wi-Fi, Memory expansion capabilities and Windows Media Player in facilitating telemedicine activities;
9. Gain knowledge about the basic principles for conducting an effective telemedicine consultation;
10. Differentiate and apply telemedicine technologies and practices based on the various specialties and health care environments;
11. Use Tele-monitoring in the management of several medical conditions, in particular, cardiovascular diseases and demonstrate that this approach is effective in improving service provisions and control;
12. Gain knowledge on professional licensure, standards, securities issues related to practice in telemedicine;
13. Understand the process of implementation of telemedicine networks.
14. Learn patient safety by reducing the need to travel to meet medical care giver thus improving care quality, co-ordination and performance reporting;
15. Prepare nursing graduates to fit into international nursing science programs by offering course components being taught in nursing programs in the US and other advance nations.

The training programs will help enhance the rate and extent of EHR and telemedicine adoption at your institution’s health related programs. Further, this will provide your local government options to launch Telemedicine & EMR technologies in public health facilities. All of the above will be done with step-by-step support of ICT-U world renowned HIT experts. We will train locals to run these systems such that they can independently manage HITs in their institutions or local communities after two-three years of work experience with ICT-U. The section that follows illustrates a sample of a few course units covered Telemedicine Diploma program.

Semester 1

Unit 1

In this Unit, the student will: Possess an understanding of the processes involved in selecting and implementing an Electronic Health Record (EHR).

Unit 2

In this unit, the student will: Identify the five guiding principles for meaningful use. Also, define the metrics that will be used to measure meaningful use which includes adoption and use of a certified Electronic Health Record (EHR). In addition, discuss the timeline and incentives for meeting meaningful use criteria defined by the Centers for Medicare and Medicaid Services (CMS). Finally, describe the value and qualities provided by a certified EHR.

Unit 3

In this lecture of Unit 3:

- Students will understand the components of a clinical decision support system.
- Students will garner knowledge on clinical decision support systems with a focus on its historical perspectives.
Students will possess an understanding on more modern approaches to clinical decision support systems. Students will possess an understanding of Computerized Provider Order Entry systems or CPOE.

Unit 4
In this unit, students will:

- Become knowledgeable on how to configure an Electronic Health Record
- Determine how to implement a clinical decision support system

NB: In this hands-on session, students will learn how to configure and use three tools for decision support implemented in the EHR: Alerts or Notifications, Order Checks and Clinical Reminders. These are standard functions that one would expect to find in any electronic health record.

Semester 2
Unit 5
In this unit, students will;

- Review basic information as applies to the creation of quality reports

In addition, the laboratories and exercises will show you how to create and view Health Summary and Clinical Reminder reports - two basic types of quality reports.

Unit 6
In this unit, students will:

- Focus on the creation and use of data entry templates.

Unit 7
In this unit, students will:

- Examine the value of order sets.
- Go through Laboratory exercises designed to train them on how to build order sets within a typical EHR.

Unit 8
In this unit, students will:

- Be introduced to important terminology as related to data and the parts of data infrastructure and architecture.
- Be informed on the definitions, development, and use of a data dictionary
- Be taught about the collection of data for secondary use.
Unit 9

This unit will focus on acute care and critical access hospitals.

In this unit, the student will:

- Possess a comprehensive knowledge on issues encountered during EHR implementation the case of ambulatory care and physician practices setting
- Become aware of some of technologies that are useful in Home Health Care settings.