



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



II. DEGREE PROGRAM: MASTERS (MS, MPhil, MBA)

ACADEMIC MAJOR 1: INTERNATIONAL MASTERS IN BUSINESS ADMINISTRATION

MASTERS IN INTERNATIONAL BUSINESS ADMINISTRATION (IMBA)

Program Overview

The i-MBA program is an 18 month program for full-time students. Students will be allowed to complete the program in four years but cannot exceed four years. Students pursue a common core of coursework during their first semester in the program. The core coursework focuses on the emerging political, economic, and business factors that affect the world. The first semester in the program culminates with a summer internship where students apply may apply skills learned in their coursework and master their leadership craft. During the second semester in the program, students will choose a specific domain of expertise or concentration with the aim of becoming a domain expert. The program offers five concentration areas:

- Information and Communications Technologies (ICTs)
- Sustainability and Development
- Human Resources Management
- Entrepreneurship
- Health Care Information Technologies

Course Framework

The program consists of a training component of 39 semester hour credits and an internship of 12 credits during the summer of the first year totaling 51 credits. The common core consists of 21 credit hours. This course framework assumes you have an undergraduate business education. Additional courses may be required for students without a business background.

Common Core (21 credit hours)

- Global Accounting Rules - 3 credits
- Economics for International Business - 3 credits
- Organizational Behavior International - 3 credits
- Global Marketing - 3 credits
- Global Financial Management - 3 credits
- Business Communication or Foreign Language - 3 credits



- Global Information Technology - 3 credits

Summer Internships (12 credit hours)

Concentration area (15-18 credit hours)

If you **do not have** an undergraduate degree in business, the following five Essential Foundation courses or equivalent are required (15 credit hours):

- Introduction to information systems (i.e. Microsoft Office Suite)
- Fundamentals of Accounting
- Micro and Macro Economics Theory
- Statistical Methods in Business and Economics
- Principles of Marketing and Management

The degree is awarded based on three criteria:

1. Completion of Coursework
2. Completion of Internship
3. Internship Case Study presentation

Summer Internship (12 hours)

The i-MBA program actively seeks international business partners with a goal to recruit world-class leaders to provide solutions to business challenges. Furthermore, the program welcomes any summer and full-time position announcements. All students are required to complete a summer internship with a global organization, preferably with operations in their desired area of concentration. A student cannot fully comprehend the global business environment solely in the classroom and books. Exposure to real global challenges and activities is necessary. The program strives to attract recruiters and match students' interests with those of the recruiting organizations.

Summer US-based Internship (Optional)

For students interested in pursuing a Ph.D. after their i-MBA program, the ICT-U provides the option for such students to substitute the company-based summer internship with a research-based internship in the U.S. In collaboration with The International Center for Information Technology and Development (www.ICITD.com) at Southern University and A&M College, Baton Rouge, LA (USA), the ICT-U will offer students the opportunity



to do a two-month summer research internship where they will develop case studies on topics related to their area of concentration. The students will be placed in local businesses that will serve as the base for the case studies. These cases will be considered for publication a special section of journals and books series published by ICITD and ICT-U.