



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: ACCOUNTING INFORMATION TECHNOLOGY (ACCIT)

A. TOP-UP BACHELOR OF SCIENCE IN ACCOUNTING INFORMATION TECHNOLOGY (ACCIT) (3 SEMESTERS)

The Top-Up Bachelor of Science in Accounting Information Technology is a three semester program for students taking classes in the Spring, Summer and Fall semesters. Students are required to complete at least 15 credit hours selected from a list of the core and required courses offered. All students prior to graduation must carry out some scientific research project supervised one-on-one by a faculty member. See below for a list of some of the selected core courses.

Course name: Intermediate Accounting I (3 credit hours)

Course content: The course will be focused on financial accounting concepts, theory, and practices involving current asset accounts; practical application of theory to accounting problems.

Course name: Business presentations (3 credit hours)

Course content: The course content is structure on design, preparation and delivery of effective business presentations. Emphasis is placed on integration of skills in speech and digital communication software to deliver effective, informative and persuasive presentations in any business or organization.

Course name: Systems Analysis I (3 credit hours)

Course content: The course will focus on the planning and analysis phases of Systems Development Life Cycle. It focuses on software development life cycles; entity relationships, data flow diagrams, prototyping and other forms of data or system modeling. Students will study designing, selecting and installing new systems for end users.

Course name: Relational Database Design I (3 credit hours)

Course content: The course deals with a comprehensive study of the basic theories using the Oracle relational database management system. Students will be engaged on hands-on training which will include the use of



database creation, data queries, view definitions and use, operators and functions, triggers, calculation, indexing, cursors and data manipulation.

Course name: Cost Accounting I (3 credit hours)

Course content: Cost accumulation systems including job order costing, process costing and activity-based costing will be explored. Techniques to control and evaluate operations including variance analysis based on flexible budgets and standard costs.

Course name: Finance (3 credit hours)

Course content: The course lays emphasis on working capital management, long-term finance, and capital structure.

Course name: Intermediate Accounting II (3 credit hours)

Course content: Students are taught accounting concepts, theory, and practices involving ownership equities, interpretation, analysis of financial statements, and correction of errors, and practical application of theory to accounting problems in this course.

Course name: Advanced Technical Writing (3 credit hours)

Course content: In this course, the processes involved in technical writing and methods of preparing technical data; offers a variety of writing problems to provide opportunities for the student to develop precision in statement and in graphic presentation critically examined.

Course name: Intermediate Accounting III (3 credit hours)

Course content: Students are exposed to accounting concepts, theory, and practices involving plant assets, intangible assets and liabilities; practical application of theory to accounting problems.

Course name: Accounting Information Systems (4 credit hours)

Course content: The course content focuses on the analysis of accounting cycles and the associated controls with emphasis on problem solving and critical thinking. Includes computerized accounting system implementation.



Course name: Organizational Behavior (3 credit hours)

Course content: The course examines the application of psychology to business organization and operations as they affect employees, customers, and the community with particular interest on group processes.

Course name: Income Tax Procedures (3credit)

Course content: This course examines federal and state income tax laws and regulations applicable to individuals and their businesses including computerized tax return preparation.

Course name: Auditing (3 credit hours)

Course content: The course introduces to auditing concepts and practices. It include topics such as professional standards, audit planning and procedures, ethical considerations, internal controls, professional responsibilities, the acquisition and evaluation of audit evidence, and report writing.

Course name: Senior Project (3 credit hours)

Course content: This course focuses on the development and implementation of an accounting related project for the benefit of an external entity and the student. Projects will include a proposal, analysis, design, and implementation. An oral presentation and project documentation will be required at the completion of each course.

Course name: Principles of International Business (3 credit hours)

Course content: This course focuses on the introduction to international business fundamentals in the areas of cultural, ethical, legal and economic environments, international financial tools and instruments, international trade theory, manufacturing strategies, international supply chain management, country selection, exchange rate mechanics and international human resource management.

Course name: Advanced Accounting I (3 credit hours)

Course content: The course delves into a comprehensive study of problems in partnership accounting, fund accounting, branch accounting, and governmental accounting.

Course name: Case Studies in Accounting (3 credit hours)

Course content: This course uses of accounting cases to develop problem solving/ critical thinking skills. Application of the case methodology to all areas of accounting is examined in great details.



Course name: Business Law (3 credit hours)

Course content: In this course, the fundamentals of business law, the structure of federal and state courts and agencies, their decision processes; the legal structure of modern business organizations including closely and publicly held corporations, partnerships, limited partnerships, nonprofit corporations, sole proprietorships and limited liability companies; contract law; Uniform Commercial Code; tort law and its implications for business; administration law; and criminal law as it applies to business and industry are examined.