

Vocational Centre for International Development



**Diploma and Certificate Programme in Computer
Application and Network Administration**

Program Code: CANA

Course Brochure

2017/2018

Course Description

Computer networks enable computers to talk to one another allowing users to share computer resources. It should not be surprising then that computer networks have become the backbone of every business, education, and government institution. Computer network professionals create and support networks to ensure they operate efficiently and securely. The Vocational Centre for International Development (VCID) is the only centre in Cameroon offering a blended college degree that specifically focuses on development and Network Administration. The program also offers the opportunity to pursue a certificate.

Graduates of this program will learn how networks enable computer users to share computer resources and study how network information is transmitted through various media. Instruction includes such areas as: network architecture, data integrity, troubleshooting, system administration, protocol, security, and future networking trends.

Demand for workers is high and is expected to grow as companies invest in newer, faster technology and mobile networks. While the main focus of the program is to prepare students for careers in network administration, it also prepares students to begin their careers in computer technology, working as help desk or computer technicians.

Programme objectives

This programme aims to:

- ☞ Prepare students with latest knowledge in computer application and networking
- ☞ Make students employable for the Hardware, Networking and IT industry
- ☞ Enhance employability in the field of hardware and network administration.

Programme outcome

At the completion of the Computer Application and Network Administration Certificate Program, the student will be able to:

1. Apply knowledge of hardware concepts, standards, tools and test equipment and best practices to properly administer an organization's computer, network and server equipment
2. Apply knowledge of operating system concepts, standards and best practices to properly administer an organization's computer, network and server systems
3. Design, develop and implement network system and IT security policies and procedures to protect the organization's resources
4. Develop the network administrator's relationship to business and management for effective application of computer and network technologies to business needs
5. Apply customer service and soft skills for effective network administration
6. Ensure appropriate ethical considerations are used during network administration activities

Programme approach

In the course of this programme, students are expected to be more practice based. The programme is 30% theoretical and 70% practical and students learn by doing. Our trainers are facilitators while student take charge of their learning

Entry requirements

To be eligible for the VCID Diploma in Computer Application and Network Administration, the students must fulfil the following conditions:

1. At least 4 O/L pass including religion and CAP
2. Minimal skill level in Mathematics (a score of 50% or higher on the elementary algebra skill portion of the VCID entry test. In case of failure to meet the required points, students will undertake a compulsory course – Math 101 and 102 concurrently with the semester 1 coursework).
3. A minimal score of 80 in the VCID entry exams for reading comprehension and writing components and a 70 in Listening and Speaking. All potential students must reach the expected bar before admission. In some cases, students may be expected to complete VCID ENG 101/102 concurrently with their semester coursework

Required documents

1. Copies of certificates/diplomas
2. Copy of birth certificate
3. Copy of apprenticeship attestation if required
4. Original receipt of non-re-reimbursable application fee (15,000FCFA)
5. Copy of signed undertaking, obtainable from the centre

This is a gender under represented program and awards bonus points to female applicants at the level of admission.

Career opportunities

The programme prepares students for employment in the IT industry.

Completing the Diploma of Computer Application and Network Administration gives you a stronger chance of gaining employment in the IT industry.

Career opportunities include roles in the following areas:

- Network Administrator
- IT Technician
- Computer Maintenance Specialist
- Computer trainer

You may also find employment in other related fields, either in the NGO sector or training institutions.

Program Duration: 12 Calendar Months (Theory: 4 months; Practicum: 6 months and VCID Employability Programme: 2 months)

Flexible delivery arrangements (e.g. two days per week) may be made available to students with industry experience.

Course fee and Funding

The full course fee for the complete Diploma Programme is 500,000 FCFA

- All Cameroonians and Permanent Residents aged 21 years and above and are categorized as vulnerable children can enjoy course fee reduction of up to **20%** of the course fee.

- Cameroonians or Permanent Resident employees fully sponsored by SMEs can enjoy course fee funding support of up to **30%** of the course fee under the **Enhanced Training Support Programme (ETP)** scheme, subject to eligibility criteria and availability of funds.
- Cameroonians aged 40 years and above can enjoy course fee funding of up to **50%** of the course fee under the **Skills For Future Programme (SFP)**, **subject to availability of funds.**
- Cameroonians aged 35 years and above with earnings not more than 100,000 per month can enjoy course fee funding for **25%** of the course fee under the **Workfare Training Support Programme (WTSP)** scheme based on availability of funds.
- Cameroonians aged 25 years old and above are eligible for **Skills Future Credit** which can be used to offset course fees.

Programme structure

S. No	Topic	Minimum No. of Hours
1	Computer application	20 hrs
	a) Basic of Computer	
	b) Microsoft office 2010	
	c) Installation of OS	
	d) Installation of Application Software	
2	Computer Hardware and Peripherals	30 hrs
	a) Assembling of PC	
	b) CMOS setup	
	c) CD Rom	
	d) Printer, Keyboard, SMPs	
	e) PC Trouble shooting	
3	Networking	30 hrs
	a) Networking fundamentals	
	b) Network Components/Hardware	
	c) Network Configuration /Setup	
		80 hrs
		120 hrs
		200 hrs

VCID Employability Skill Programme

At the Vocational Centre for International Development, all the students go through the employment skill development programme which comprises of the following:

- Effective communication and interpersonal skills
- Team work and group dynamics
- Problem solving techniques
- Managing difficult people
- Enterprise development and entrepreneurship
- Strategic and operational planning
- Self-management
- Development of Curriculum Vitae
- Interview techniques

Course capacity: 20 Candidates per session