



## **BBSI Certificate Course** **in** **General English, Computing & IT Skills**

The BBSI course in General English, Computing & IT Skills comprises 30 lessons weekly. The course enables participants to acquire English-language communication skills, while also developing their knowledge of Microsoft® software, computers, computing, and IT skills. The course is designed for those at an Intermediate level in English on entry, and can be studied for periods of between 4 and 12 weeks. The computing and IT skills elements offer tutor-guided project work, and the use of a variety of basic IT computer software packages.

Participants choosing the full 12-week option can acquire the International Computer Driving License® (ICDL) qualification. However, it is recommended that those wishing to complete the full ICDL syllabus and acquire the ICDL qualification should join the course at commencement of the January, March or September academic terms. The course is conducted around a busy social and activity programme.

**International Computer Driving License®.** BBSI is an accredited centre for delivering courses that prepare students for the International Computer Driving License® (ICDL). The ICDL is an internationally-recognised qualification that verifies practical competence in computer skills, in either a professional or personal capacity, and is the fastest growing international IT user qualification. It is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects. No prior knowledge of IT or computer skills is needed. The ICDL raises an individual's level of competency in IT and computing skills; improves personal productivity, both at home and at work; requires no prior knowledge of IT or computer skills; and provides individuals with an internationally-recognised qualification.

Students are tested and interviewed on arrival at BBSI and are then placed in international classes at a language level to suit their needs. The training methods are functional and practical, and a wide range of effective teaching methods is utilised to suit different types of learner. Our interactive techniques stimulate interest, inspire motivation, increase the efficiency of the learning process and achieve the highest possible levels of language retention.

### **Course Outline**

**English Language Entry Level:** IELTS 4.5 (*Intermediate*)

**Course Duration:** 4-12 weeks

**Course Designation:** EIT: 30 lessons weekly

**Entry Dates:** The course is conducted from September to June annually, and can be joined on most Mondays throughout this period. However, for those students wishing to complete the full ICDL syllabus and acquire the qualification, it is recommended that you join the course on one of the main academic term intake dates, ie in September, January or March.



**Minimum Age:** 17 years

**Course Structure & Content:**

- 10 lessons weekly in grammar & functions
- 2 lessons weekly in vocabulary development
- 4 lessons weekly in reading & writing skills
- 4 lessons weekly in speaking & pronunciation skills
- 10 lessons weekly in computers, computing & IT skills  
*(the full 12-week course includes the complete ICDL syllabus)*

**Award:** BBSI Certificate in General English, Computing & IT Skills

**Optional External Examination<sup>†</sup>:** International Computer Driving License<sup>®</sup>

**Course Objectives.** The course objectives are to:

- \* develop a sound knowledge of English grammar
- \* acquire a broad range of relevant English vocabulary
- \* develop effective listening & reading skills
- \* build fluency & confidence in speaking & pronunciation
- \* integrate our students into living in the UK
- \* maximise the learning experience in the UK
- \* acquire suitable vocabulary in the fields of computers, computing & IT
- \* develop an overview of the Microsoft Windows<sup>®</sup> operating system
- \* familiarise students with Microsoft Internet Explorer<sup>®</sup> and other browsers
- \* learn Microsoft Outlook Express<sup>®</sup> & other e-mail software
- \* develop word-processing skills using Microsoft Word<sup>®</sup>
- \* create spreadsheets, tables, graphs & charts using Microsoft Excel<sup>®</sup>
- \* develop basic presentation skills using Microsoft PowerPoint<sup>®</sup>
- \* acquire the International Computer Driving License<sup>®</sup> *(optional)*

**Specialised Elements.** In addition to providing students with a thorough and comprehensive grounding in technical English and professional communication skills, the course incorporates specialised elements selected from the following:

- \* *using the computer and managing files*
- \* *adjusting settings, manipulating files, computer security*
- \* *word processing: formatting, tables*
- \* *word processing: mail merging, importing objects*
- \* *using the Internet*
- \* *web browsing, email*
- \* *web security*
- \* *concepts of information technology*
- \* *hardware and software*
- \* *storage and memory*
- \* *legal and security issues*
- \* *future technologies*
- \* *spreadsheets: elements, principles, editing, formatting*
- \* *spreadsheets: multiple sheets, charting*



- \* *databases: editing , sorting, searching*
- \* *databases: reporting, multiple tables*
- \* *presentations: working with charts, automating slides*

*† Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees*

***The following English language courses are also available at BBSI:***

- \* General English
- \* Academic English & IELTS Examination Preparation

BBSI English-language courses are designed and structured at different language levels to enable international students to develop all 4 English language skills simultaneously, as well as their knowledge of English grammar and vocabulary. Our system of learning also enables students at an Intermediate Level of English and above to progress to developing their communication skills in academic, vocational or professional contexts.

Courses can be booked on-Line @ [www.bbsi.co.uk](http://www.bbsi.co.uk)

Alternatively, contact BBSI by e-mail at [info@bbsi.co.uk](mailto:info@bbsi.co.uk)



## BBSI Certificate Course in General English, Computing & IT Skills



### Typical Weekly Breakdown

	Professional Course Content <i>(10 lessons)</i>	English Language Content <i>(20 lessons)</i>
Week 1 <i>(First week of Term)</i>	<i>Using Computers - managing files, adjusting setting, manipulating files, computer security, the world wide web, e-mail</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 2	<i>Word Processing - formatting</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 3	<i>Word Processing – mail merge</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 4	<i>Presentation - working with charts, slideshows &amp; transitions</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>



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### Typical Weekly Breakdown

	<b>Professional Course Content</b> <i>(10 lessons)</i>	<b>English Language Content</b> <i>(20 lessons)</i>
Week 5	<i>Spreadsheets - elements &amp; principles, editing, formatting</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 6	<i>Spreadsheets - multiple sheets, charts</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 7	<i>Spreadsheets - review Database - tables</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 8	<i>Databases – editing, queries</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>



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### Typical Weekly Breakdown

	Professional Course Content <i>(10 lessons)</i>	English Language Content <i>(20 lessons)</i>
Week 9	<i>Databases – reports, forms</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 10	<i>Concepts - hardware &amp; software</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 11	<i>Concepts – networks and the internet, computers in everyday life, safety &amp; security</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>
Week 12	<i>Course review</i>	<i>grammar, functions, vocabulary reading, listening, writing &amp; speaking</i>



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