



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

The BBSI course in General English, Computing & IT Skills offers international students the opportunity to learn English in the UK, and provides the education facilities to allow students of English, computing and IT to develop their competence and study for an internationally-recognised qualification. Our course in General English, Computing & IT Skills comprises 30 lessons weekly, and is modular in format so that students can join the course at any time between September and March and study for periods that suit their personal circumstances. The course enables participants to acquire the language and communication skills that they need, 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, has a maximum class size of 12, which can be extended to 15 during peak periods, and can be studied for a period of between 4 and 12 weeks. Those students choosing the full 12-week option can obtain the International Computer Driving License® (ICDL) qualification.

**International Computer Driving License®.** BBSI is an accredited centre for conducting courses preparing for the International Computer Driving License® (ICDL), which 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. ICDL 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 retention. The computer lessons offer tutor-guided project work and the use of a variety of basic IT computer software packages. The course is conducted around a busy social and activity programme.

### **Course Outline**

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

**Course Duration:** 4-12 weeks

**Course Designation:** EIT

**Lessons Weekly:** 30 (*each of 45 minutes' duration*)

**Entry Dates:** The course is conducted from September to March 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 in English communications generally
- \* build confidence in speaking English & improve pronunciation skills
- \* integrate our students into English culture 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:

- \* *spreadsheets: elements, principles, editing, formatting*
- \* *spreadsheets: multiple sheets, charting*
- \* *databases: editing, sorting, searching*
- \* *databases: reporting, multiple tables*
- \* *presentations: working with charts, automating slides*
- \* *word processing: formatting, tables*
- \* *word processing: mail merging, importing objects*
- \* *using the Internet*
- \* *web browsing, email*
- \* *web security*
- \* *using the computer and managing files*
- \* *adjusting settings, manipulating files, computer security*
- \* *concepts of information technology*



- \* *hardware and software*
- \* *storage and memory*
- \* *legal and security issues*
- \* *future technologies*

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



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### Typical Weekly Breakdown

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



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### Typical Weekly Breakdown

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



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