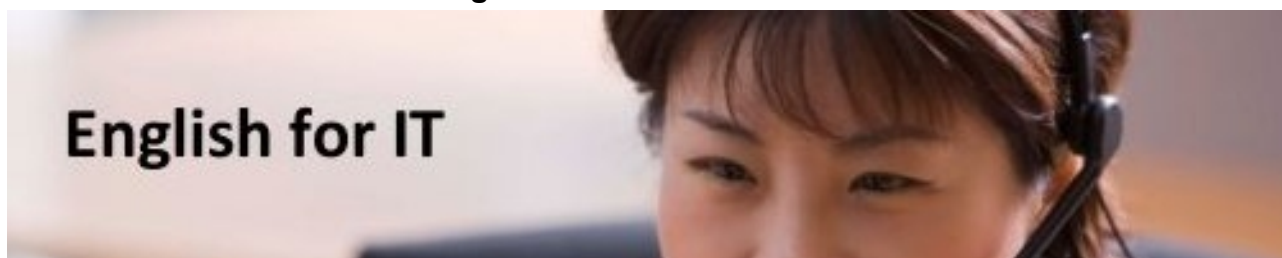


## English for IT Course Outline



This program is for IT professionals and students who want to improve their English communication skills. It covers all the grammar, vocabulary and communication skills you need for your work, or academic career in IT. You learn and practice in 4 core English skill areas: reading, writing, speaking, and listening, as well as learning all the grammar, vocabulary and functional language you need - but within the context of IT

### *You will be able to ....*

- confidently use the vocabulary in 30 core areas of IT
- read, write, listen and speak more effectively in each of these 30 areas
- use your communication skills in meetings, negotiations, and informal discussions
- improve you design and report documents, presentations and seminars
- write reports and instructions on technical issues, to be read by low-level end users
- explain procedures and processes to a non-technical audience
- discuss reasons and solutions for technical problems
- transform jargon into plain English

### *What will I study*

The entire program consists of 30 units (virtual lessons), whether you study in the evenings, afternoons or weekends. In your first term in the evening schedule you will study 6 units, and in the first term of your weekend schedule you will study 10 units. You can see the actual topics you will study in the schedules at the end of this document

### Teaching resources



Product Information  
Product home  
Pricing and availability  
Reviews  
Resources  
Interactive workbook  
Info@usps

Infotech  
English for computer users

Interactive workbook  
Download each unit of the workbook by clicking on the links below. The units are in Interactive PDF format, so you can complete the exercises online.

Unit 1	Unit 7	Unit 13	Unit 19	Unit 25
Unit 2	Unit 8	Unit 14	Unit 20	Unit 26
Unit 3	Unit 9	Unit 15	Unit 21	Unit 27
Unit 4	Unit 10	Unit 16	Unit 22	Unit 28
Unit 5	Unit 11	Unit 17	Unit 23	Unit 29
Unit 6	Unit 12	Unit 18	Unit 24	Unit 30

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## English for IT Course Outline

### *When can I study?*

You can study either at the weekend, weekday afternoons or evenings. If you study in the evenings, you take 2 x 2.5 hour classes per week, and do 1 hours homework each week. If you study in the afternoons or weekends, you have a 3 hour class per week, and up to 3 hours per week homework

Period	Total study hours	Class study hours	Home study hours
Weekday afternoons	6	3	3
Weekday evenings	6	5	1
Weekend daytime	6	3	3

### *What's the timetable?*

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekday afternoon		15:00 - 18:00					
Weekday evening	18:30 - 21:00		18:30 - 21:00				
Weekend daytime						10:00 - 13:00	

### *What are the entry requirements?*

You must be at AUA level 5 and pass a 1 hour test. The test is based on the teaching material you use in the classroom. We just need to know that you will be able to cope with the course

### *How am I assessed during the course?*

You will complete 8 tests during the whole program. You will need to pass these and attend classes regularly to progress to the next level.

## English for IT Course Outline

### *Schedule for the evening program*

Module	Lesson	Title	Unit	Description
1	Lesson 1	The digital age	1	Contemporary issues
1	Lesson 2	Computer essentials	2	Types, classes, terminology
1	Lesson 3	Inside the system	3	Components and architecture
1	Lesson 4	Procurement	4	Buying computers and ICT
1	Lesson 5	Input devices	5	Human Computer Interaction
1	Lesson 6	Graphical input	6	Scanners, cams and cameras
Module	Lesson	Title	Unit	Description
2	Lesson 1	Graphical output	7	Screens, CRTs, LCD s
2	Lesson 2	Hard copy	8	Printers and printing
2	Lesson 3	Adaptive technology	9	Accessible technology
2	Lesson 4	Magnetic storage	10	Disks, drives, and backups
2	Lesson 5	Optical storage	11	CD and DVD technology
2	Lesson 6	Flash memory	12	Non-volatile storage
Module	Lesson	Title	Unit	Description
3	Lesson 1	Operating systems	13	Comparing interfaces
3	Lesson 2	Word processing	14	Check your spelling
3	Lesson 3	Spreadsheets and DBMS	15	Databases, data-types, SQL
3	Lesson 4	Internet and e-mail	16	How it works & how to use
3	Lesson 5	The Web	17	The Internet and the WWW
3	Lesson 6	Chat and conferencing	18	Planning your own cybercafe
Module	Lesson	Title	Unit	Description
4	Lesson 1	Internet security	19	Hacking, cracking and privacy
4	Lesson 2	Graphics and design	20	Tools and tricks
4	Lesson 3	Desktop publishing	21	E-publish or paper publishing
4	Lesson 4	Multimedia	22	Conditional sentences
4	Lesson 5	Web design	23	Home pages and model verbs
4	Lesson 6	Programming	24	Computer languages
Module	Lesson	Title	Unit	Description
5	Lesson 1	Java	25	Describing languages
5	Lesson 2	Job in ICT	26	Applications and CVs
5	Lesson 3	Communication systems	27	Explain voice technology
5	Lesson 4	Networks	28	Describing your network
5	Lesson 5	Video games	29	The pros and cons
5	Lesson 6	New technologies	30	Compare predictions

## English for IT Course Outline

### *Schedule for the afternoon and weekend program*

Module	Lesson	Title	Unit	Description
Module 1	Lesson 1	The digital age	1	Contemporary issues
Module 1	Lesson 2	Computer essentials	2	Types, classes, terminology
Module 1	Lesson 3	Inside the system	3	Components and architecture
Module 1	Lesson 4	Procurement	4	Buying computers and ICT
Module 1	Lesson 5	Input devices	5	Human Computer Interaction
Module 1	Lesson 6	Graphical input	6	Scanners, cams and cameras
Module 1	Lesson 7	Graphical output	7	Screens, CRTs, LCD s
Module 1	Lesson 8	Hard copy	8	Printers and printing
Module 1	Lesson 9	Adaptive technology	9	Accessible technology
Module 1	Lesson 10	Magnetic storage	10	Disks, drives, and backups
Module	Lesson	Title	Unit	Description
Module 2	Lesson 1	Optical storage	11	CD and DVD technology
Module 2	Lesson 2	Flash memory	12	Non-volatile storage
Module 2	Lesson 3	Operating systems	13	Comparing interfaces
Module 2	Lesson 4	Word processing	14	Check your spelling
Module 2	Lesson 5	Spreadsheets and DBMS	15	Databases, data-types, SQL
Module 2	Lesson 6	Internet and e-mail	16	How it works & how to use
Module 2	Lesson 7	The Web	17	The Internet and the WWW
Module 2	Lesson 8	Chat and conferencing	18	Planning your own cybercafe
Module 2	Lesson 9	Internet security	19	Hacking, cracking and privacy
Module 2	Lesson 10	Graphics and design	20	Tools and tricks
Module	Lesson	Title	Unit	Description
Module 3	Lesson 1	Desktop publishing	21	E-publish or paper publishing
Module 3	Lesson 2	Multimedia	22	Conditional sentences
Module 3	Lesson 3	Web design	23	Home pages and model verbs
Module 3	Lesson 4	Programming	24	Computer languages
Module 3	Lesson 5	Java	25	Describing languages
Module 3	Lesson 6	Job in ICT	26	Applications and CVs
Module 3	Lesson 7	Communication systems	27	Explain voice technology
Module 3	Lesson 8	Networks	28	Describing your network
Module 3	Lesson 9	Video games	29	The pros and cons
Module 3	Lesson 10	New technologies	30	Compare predictions

**Write to [auapattaya@yahoo.co.uk](mailto:auapattaya@yahoo.co.uk), or phone 038-043621 to apply**