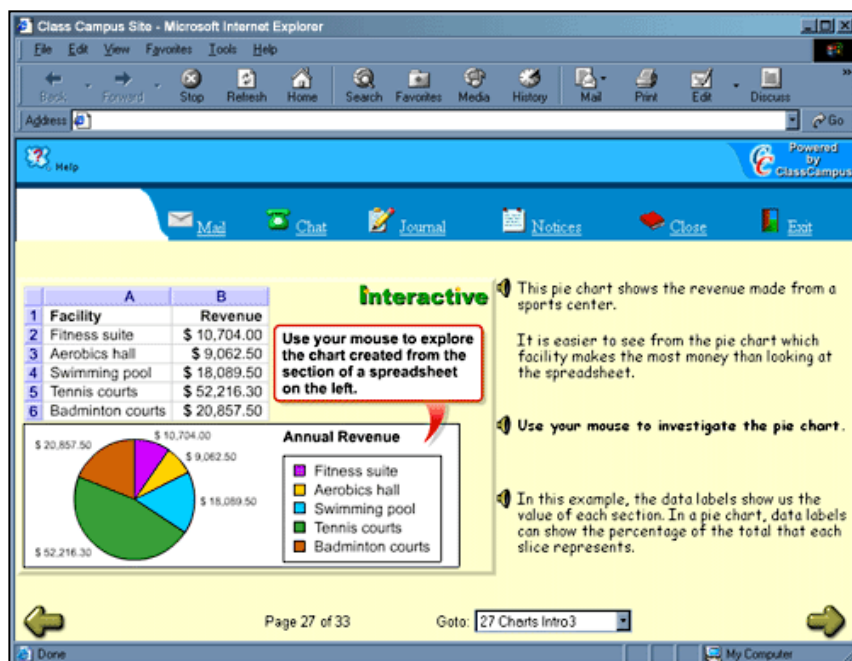




Functional and Key Skills

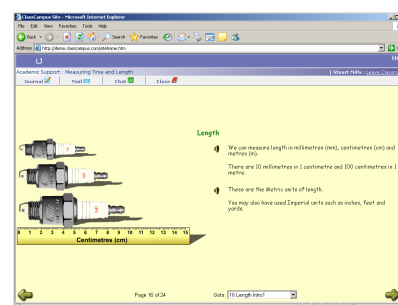


Communications

- Grammar
- Spelling
- Punctuation
- Speaking + Task
- Listening + Task
- Listening 2 + Task
- Discussions + Task
- Discussions 2 + Task
- Obtaining Information + Task
- Reading + Task
- Reading 2 + Task
- Writing + Task
- Writing 2 + Task
- Filling in Forms + Task
- Checking
- Giving a Talk + Task
- Applying for a Job + Task

Items required:

- Computer with Internet access, standard web browser and Macromedia Flash plug-in.



1. Content specific to vocational students

This package provides a unique academic support facility that has been specifically designed for use with vocational programs including Technology, IT, Automotive and Electronics

2. Maths, IT and Communications Lessons

Addressing the areas of maths, IT skills and Communications, the system uses a series of structured pre-tests.

3. Prescriptive System

These automatically generate a prescriptive academic support pathway for each individual student. If a student performs well within a pre-test, they will be exempt from working through chapters in which they have demonstrated adequate skill.

4. Portfolio of Evidence

Worksheets can be printed and completed by students for inclusion in their portfolio as evidence of work.

5. Classroom or Internet Delivered

The academic support material can be delivered using the LJ ClassAct system in the classroom or accessed via the LJ ClassCampus 'anytime - anywhere' learning environment.

6. Whole-Class Assessment

The system also offers the options of presenting tests to the whole class. An optional wireless student response system, ClassAct SRS, allows individual students to respond to the assessments.

Academic Support topic areas include:

Maths

- Adding and Subtracting
- Multiplying and Dividing
- Rounding Numbers
- Reading and Interpreting Numbers
- Measuring Time and Length
- Measuring Volume, Weight and Temperature
- Fractions and Probability
- Decimals
- Percentages
- Decimals, Percentages and Fractions 2
- Area
- Area and Volume 2
- Proportion and Ratio
- Proportion and Ratio 2
- Tables, Charts, Diagrams and Line Graphs
- Tables, Charts, Diagrams and Line Graphs 2
- Average and Range
- Statistics and Probability
- Formulae

IT

- Using Computers
- Word Processing
- Word Processing 2
- Graphics
- Databases
- Databases 2
- Spreadsheets
- Spreadsheets 2
- Presentation and Layout
- Presentation and Layout 2
- Internet and Email
- Internet and Email 2
- IT at Work
- IT at Work 2

For Classroom delivery order as: **FS560/SL** Functional and Key Skills Site Licence.

For On-Line delivery order as: **FS560/AL** Functional and Key Skills Annual Licence.

(FS560/AL requires **CCOLL/AL** Institute ClassCampus Registration Annual Licence).

	No.	Average time
Chapters	52	45 minutes
Worksheets	52	15 minutes
Tasks	13	15 minutes
Total		55 hours