



Course Descriptions

BBSI Pre-Masters Courses in **Finance & Financial Services**

1. BBSI delivers its Finance courses in different formats to suit the personal requirements and specific training objectives of its clients. These courses are available in 3 different categories:

Specialised Courses:

Designed for those on gap-year or short-term study who wish to return home with enhanced professional skills and knowledge for career purposes.

University Foundation Courses:

Designed for those preparing to study a first degree at a UK university.

Pre-Masters Courses:

Designed for those wishing to prepare for a postgraduate course in the UK.

The following describes the **Pre-Masters** courses for those wishing to study Finance & Financial Services.

Pre-Masters Courses in Finance & Financial Services

2. BBSI offers flexible **Certificate** (12-week), **Higher-Certificate** (24-week), **Extended Higher-Certificate** (36-week), **Diploma** (36-week) and **Extended Diploma** (48-week) Pre-Masters courses. Our Pre-Masters courses in Finance & Financial Services are designed for international graduates with either a first degree or equivalent, or a higher diploma and relevant work experience. The minimum English-language entry levels range from [¶]**IELTS [Academic]** 4.5 to 5.5, ie CEFR B1 to B2, depending on the course selected. The aim of these courses is to enable graduates to secure a suitable placing for their postgraduate degree. Participants will acquire the ^ψ**Advanced Study Skills** necessary for postgraduate entry to a British university and the syllabus includes extensive **IELTS Examination Preparation**.

3. **Professional Qualifications.** BBSI is an **Accredited Examination Centre** for the [§]**University of Cambridge ESOL International Certificate in Financial English (ICFE)**. Our Higher-Certificate, Extended Higher-Certificate, Diploma and Extended Diploma study options all include preparation for the **ICFE** examination within the syllabus. For students intending to undertake the optional **ICFE** examination, we would recommend a minimum of 12 weeks' preparation prior to the examination date.

4. **UK University Placement.** While undertaking Pre-Masters courses at BBSI and acquiring the qualifications and advanced study skills necessary for postgraduate study at university, students are provided with extensive counselling and guidance in all aspects of study at universities in the UK, and given full assistance with the university application process. All students who successfully complete their course and achieve the required **IELTS [Academic]** level for entry are assured of a university place prior to graduation from BBSI.

5. **University Entry Requirements.** Students seeking to enter a Masters degree course at a university in the UK must be a minimum of 20 years of age and have achieved an equivalent of **IELTS [Academic]** 6.0 in English. Moreover, applicants must have full records of their High-School education, diploma, or first degree

education. Copies of these academic records, as well as evidence of work experience, should be submitted to BBSI at the time of enrolment.

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

- * Fully prepare students academically for entry to a Masters course related to finance & accounting at a university in the UK.
- * Provide students with the specialised language of finance & accounting to enable them to communicate effectively in an international finance environment.
- * Assist them in completing the university application process in order to secure a placement on the postgraduate degree course of their choice at a university in the UK.
- * Enable them to acquire the necessary **Advanced Study Skills** for postgraduate study at a UK university.
- * Provide preparation for the **IELTS [Academic] Examination**.
- * Enable students to develop a sound understanding of current theory & practice in finance & accounting.
- * Facilitate the development of effective business English communication skills.
- * Ensure students build appropriate vocabulary related to finance.
- * Provide preparation for an internationally recognised financial English qualification.

7. **Study Options.** The study options for these Pre-Masters courses and the respective minimum English-language entry level for each are as follows:

Certificate Course: 12 weeks/IELTS 5.5, ie CEFR B2.

Higher-Certificate Course: 24 weeks/IELTS 5.5, ie CEFR B2.

Extended Higher-Certificate Course: 36 weeks/IELTS 4.5, ie CEFR B1.

Diploma Course: 36 weeks/IELTS 5.0, ie CEFR B2.

Extended Diploma Course: 48 weeks/IELTS 4.5, CEFR B1.

8. **Minimum Age.** 20 years.

9. **Main Course Entry Dates.** Sep, Jan, Apr, or Jul; however, flexible entry dates are available for these courses.

10. **Course Elements.** The full Diploma and Extended Diploma courses provide students with 4 main components: finance, business communication, **Advanced Study Skills** and **IELTS Examination Preparation**. The Finance & Financial Services syllabus incorporates specialised elements within the following topics:

- | | |
|--|---------------------------------------|
| * <i>nature & role of accounting</i> | * <i>cost volume profit analysis</i> |
| * <i>user groups</i> | * <i>full costing</i> |
| * <i>profit & loss account</i> | * <i>budgeting & strategy</i> |
| * <i>balance sheet</i> | * <i>capital investment decisions</i> |
| * <i>cash flow statement</i> | * <i>managing working capital</i> |
| * <i>debtor management</i> | * <i>financing the business</i> |
| * <i>financial ratios</i> | * <i>the external environment</i> |
| * <i>equities</i> | * <i>macroeconomic issues</i> |
| * <i>raising equity finance</i> | * <i>Central Banks</i> |
| * <i>diversification</i> | * <i>types of business structure</i> |

- * *collective or pooled investments*
- * *property as an investment class*
- * *the work of a fund manager*
- * *cash as an investment*
- * *fixed interest securities*
- * *risk capital investment*

Preparation for the ICFE examination

- * *reading, writing, listening & speaking concentrating on financial English terminology*
- * *presenting arguments or expressing opinions on financial situations*
- * *asking questions or requesting clarification about financial information*
- * *producing letters, reports & interpreting fact-based correspondence*

11. Course Details.

Pre-Masters Certificate

The BBSI Pre-Masters Certificate study option in Finance & Financial Services is designed for those students who already have a firm offer of a place on a Masters course at a UK university, and who have excellent High-School grades, a diploma or first-degree qualification, and an English-language level equivalent to IELTS 5.5/CEFR B2. This 12-week course enables participants to develop their professional and **Advanced Study Skills** in shorter time, and to prepare for the **IELTS [Academic] Examination**. The course leads to a **BBSI Pre-Masters Certificate** in Finance & Financial Services; moreover, students will have the opportunity to acquire the **ICFE** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 12 weeks.

Minimum English-Language Entry Level. IELTS 5.5/CEFR B2 .

Course Code. PFS.

Award. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Certificate in Finance & Financial Services

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ICFE
IELTS [Academic]

Course Structure & Content. Students study for one academic term (12 weeks) comprising 30, forty-five minute lessons (22.5 hours total) weekly. Course breakdown is as follows:

- 20 lessons weekly in Finance & Financial Services
- 10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to start the 12 week Pre-Masters Certificate course in January or July would follow Weeks 25-36, whilst those commencing the same course in September or April would study Weeks 37-48. Those wishing to study for longer periods should contact BBSI to confirm the course syllabus for their study.

Pre-Masters Higher-Certificate

The BBSI Pre-Masters Higher-Certificate study option in Finance & Financial Services is designed for those students with excellent High-School grades, a diploma or first-degree qualification, and an English-language

level equivalent to IELTS 5.5/CEFR B2. This 24-week course enables participants to develop their professional and **Advanced Study Skills**, and to prepare for the **IELTS [Academic] Examination**. The course leads to a **BBSI Pre-Masters Higher-Certificate** in Finance & Financial Services and an **¹NCFE Certificate** in Finance & Financial Services. Moreover, students will have the opportunity to acquire the **ICFE** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 24 weeks.

Minimum English-Language Entry Level. IELTS 5.5/CEFR B2.

Course Code. HCPFS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Higher-Certificate in Finance & Financial Services
NCFE Certificate in Finance & Financial Services

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ICFE
IELTS [Academic]

Course Structure & Content. Students study for 2 academic terms (24 weeks), each comprising 30, forty-five minute lessons (22.5 hours total) weekly. Course breakdown is as follows:

20 lessons weekly in Finance & Financial Services
10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to start the 24-week Pre-Masters Higher-Certificate course in January or July would follow Weeks 25-36 and Weeks 37-48 of the syllabus outlined in the table below, whilst those commencing the same course in September or April would study Weeks 37-48 and Weeks 25-36. Those wishing to study for longer periods should contact BBSI to confirm the course syllabus for their study.

Pre-Masters Extended Higher-Certificate

The BBSI Pre-Masters Extended Higher-Certificate study option in Finance & Financial Services is designed for students with an English language level equivalent to IELTS 4.5/CEFR B1. This 36-week course enables participants to develop **Advanced Study Skills** and undertake additional **IELTS Examination Preparation**, prior to moving on to business communication skills, and then more specialised finance and business studies in the second and third terms. This course leads to a **BBSI Pre-Masters Higher-Certificate** in Finance & Financial Services, and an **NCFE Certificate** in Communication & Business Skills. Moreover, students will have the opportunity to acquire the **ICFE** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 36 weeks.

Minimum English-Language Entry Level. IELTS 4.5/CEFR B1.

Course Code. HCEPFS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Higher-Certificate in Finance & Financial Services
NCFE Certificate in Communication & Business Skills

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ICFE
IELTS [Academic]

Course Structure & Content. Students study for 3 academic terms (36 weeks), each comprising 30, forty-five minute lessons (22.5 hours total) weekly. Course breakdown is as follows:

Term 1

30 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**, comprising:
10 lessons weekly in grammar & functions
2 lessons weekly in vocabulary development
4 lessons weekly in reading & writing skills
4 lessons weekly in speaking, listening & pronunciation skills
10 lessons weekly in **Advanced Study Skills & IELTS Examination** practice

Term 2

20 lessons weekly in Communication & Business Skills
10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Term 3

20 lessons weekly in Finance & Financial Services
10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to commence the 36-week Pre-Masters Extended Higher-Certificate course in January or July would follow Weeks 1-12, Weeks 13-24, and Weeks 25-36 of the syllabus outlined in the table below, whilst those commencing the same course in either September or April, would study Weeks 1-12, Weeks 13-24, and Weeks 37-48. Those wishing to study for longer periods should contact BBSI to confirm the course syllabus for their study.

Pre-Masters Diploma

The BBSI Pre-Masters Diploma study option in Finance & Financial Services is designed for students with an English language level equivalent to IELTS 5.0/CEFR B2. This 36-week course places more emphasis initially on developing business communication skills prior to the introduction of more specialised finance and business topics. The course leads to a **BBSI Pre-Masters Diploma** in Finance & Financial Services, an **NCFE Certificate** in Communication & Business Skills, and an **NCFE Certificate** in Finance & Financial Services. Moreover, students will have the opportunity to acquire the **ICFE** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 36 weeks.

Minimum English-Language Entry Level. IELTS 5.0/CEFR B2.

Course Code. DPFS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Diploma in Finance & Financial Services
NCFE Certificate in Communication & Business Skills
NCFE Certificate in Finance & Financial Services

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ICFE
IELTS [Academic]

Course Structure & Content. Students study for 3 academic terms (36 weeks), each comprising 30, forty-five minute lessons (22.5 hours) weekly. Course breakdown is as follows:

Term 1

20 lessons weekly in Communication & Business Skills
10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Terms 2 & 3

20 lessons weekly in Finance & Financial Services
10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to start the 36-week Pre-Masters Diploma course in January or July would follow Weeks 13-24, Weeks 37-48, and Weeks 25-36 of the syllabus outlined in the table below, whilst those commencing the same course in either September or April, would study Weeks 13-24, Weeks 25-36, and Weeks 37-48.

Pre-Masters Extended Diploma

The BBSI Pre-Masters Extended Diploma study option in Finance & Financial Services is designed for students with an English language level equivalent to IELTS 4.5/CEFR B1. This full year, 48-week, course enables participants to develop their **Advanced Study Skills** and undertake additional **IELTS Examination Preparation**, prior to moving on to business communication skills, and then more specialised finance and business studies in the second and subsequent terms. The course leads to a **BBSI Pre-Masters Diploma** in Finance & Financial Services, an **NCFE Certificate** in Communication & Business Skills, and an **NCFE Certificate** in Finance & Financial Services. Moreover, students will have the opportunity to acquire the **ICFE** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 48 weeks.

Minimum English-Language Entry Level. IELTS 4.5/CEFR B1.

Course Code. DEPFS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Diploma in Finance & Financial Services
NCFE Certificate in Communication & Business Skills
NCFE Certificate in Finance & Financial Services

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ICFE
IELTS [Academic]

Course Structure & Content. Students study for 4 academic terms (48 weeks), each comprising 30, forty-five minute lessons (22.5 hours) weekly. Course breakdown is as follows:

Term 1

- 30 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**, comprising:
 - 10 lessons weekly in grammar & functions
 - 2 lessons weekly in vocabulary development
 - 4 lessons weekly in reading & writing skills
 - 4 lessons weekly in speaking, listening & pronunciation skills
 - 10 lessons weekly in **Advanced Study Skills & IELTS examination practice**

Term 2

- 20 lessons weekly in Communication & Business Skills
- 10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Terms 3 & 4

- 20 lessons weekly in Finance & Financial Services
- 10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Those students seeking to study the Pre-Masters Extended Diploma course would follow the full syllabus outlined in the table below, ie Weeks 1-48.

▫IELTS

IELTS is the International English-Language Testing System. It measures ability to communicate in English across all 4 language skills - listening, reading, writing and speaking - for people who intend to study or work where English is the language of communication. IELTS is the preferred English-language assessment for universities in English-speaking countries worldwide. Examinations take place monthly in Bournemouth and a place can be secured at the time of enrolment with BBSI. Candidates must book for the examination at least 6 weeks before each examination sitting.

(Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees.)

▯Advanced Study Skills

Postgraduate students require advanced study skills when preparing for study at Masters level:

- plagiarism
- research skills
- Internet-based study
- bibliography & referencing
- extended writing assignment
- critical thinking & independent thought
- compilation & statistical analysis
- independent learning
 - seminar skills
 - presentations

§University of Cambridge ESOL International Certificate in Financial English (ICFE)

The ICFE examination is prepared in conjunction with the Association of Chartered Certified Accountants (ACCA) to meet the demand in helping students of finance and finance professionals to demonstrate that they have the financial English skills needed to communicate and converse with other accounting

and finance professionals within the international business community. With the development of globally-recognised International Accounting Standards (IAS) and greater globalisation within the world of finance, successful candidates will have the opportunity to prove their linguistic ability, and to pursue international career opportunities.

(Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees.)

[†]NCFE

The national awarding body NCFE was established in 1848 and, with the exception of some of the UK's earliest established universities, is the oldest provider of recognised qualifications in the UK. BBSI is a holder of the NCFE Investors in Quality (IQ) Licence in recognition of the fact that BBSI's training programmes meet the rigorous standards set by NCFE.

12. Other BBSI Pre-Masters Courses. BBSI Pre-Masters Courses are also available in the following subjects:

- * Management & Business Administration
- * Marketing, Advertising & Public Relations
- * Hospitality Management & Tourism
- * Legal Studies
- * Science, Mathematics & IT

13. Course Weekly Syllabus. The full 48-week syllabus for the BBSI Pre-Masters courses in Finance & Financial Services is tabled below:



BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Monday	Tuesday	Wednesday	Thursday	Friday
Sample weekly timetable for Weeks 1-12	<i>reading & writing skills development</i>	<i>grammar & functions integrated skills practice</i>	<i>vocabulary development practice activities</i>	<i>grammar & functions integrated skills practice</i>	<i>speaking, listening & pronunciation development practice activities</i>
	<i>grammar & functions integrated skills practice</i>	<i>speaking & listening skills & pronunciation development</i>	<i>grammar & functions integrated skills practice</i>	<i>reading & writing skills development</i>	<i>grammar & functions integrated skills practice</i>
	IELTS Examination Practice <i>reading & writing: global & intensive academic reading skills writing skills (describing graphs & processes)</i>	IELTS Examination Practice <i>academic skills practice: listening & speaking listening for gist & detail speaking (fluency skills development)</i>	IELTS Examination Practice <i>speaking papers 1-3 (practice work): general conversation set topic monologue discussion skills</i>	IELTS Examination Practice <i>reading & writing: global & intensive academic reading skills discursive essay writing skills</i>	IELTS Examination Practice <i>academic skills practice: listening & speaking: listening skills exam task practice & oral skills development</i>





BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Communication & Business Skills (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 13	<p><i>Induction</i></p> <p>Topic: organisational structure</p> <p><i>Skills: introductions & networking, structuring effective presentations</i></p> <p><i>Case Study: outsourcing</i></p> <p><i>Assessed Tasks: business recommendations for a bank</i></p>	<p><i>learning styles</i></p> <p><i>listening skills – multiple choice</i></p> <p><i>note completion</i></p>
Week 14	<p>Topic: brands & brand management</p> <p><i>Skills: taking part in meetings, discussion language, formal business report writing formats, visual aids in making presentations</i></p> <p><i>Case Study: developing a brand</i></p> <p><i>Assessed Task: analysing a brand</i></p>	<p><i>IELTS reading test – headings</i></p> <p><i>language awareness – compound nouns, modality</i></p> <p><i>IELTS speaking – part 1</i></p>
Week 15	<p>Topic: managing change</p> <p><i>Skills: conducting a meeting, the language of meetings, business writing</i></p> <p><i>Case Study: a takeover</i></p> <p><i>Assessed Task: researching agreed action points, presentation to a meeting</i></p>	<p><i>critical thinking</i></p> <p><i>reading skills – reading quickly</i></p> <p><i>becoming a critical reader</i></p>
Week 16	<p>Topic: money, finance, banking & investment</p> <p><i>Skills: describing trends, reporting financial success, comparing companies, mergers & acquisitions</i></p> <p><i>Case Study: an investment company</i></p> <p><i>Assessed Tasks: progress test</i></p>	<p><i>reading skills – applying headings</i></p> <p><i>IELTS speaking – part 2</i></p> <p><i>perfect tenses, intensifying adverbs</i></p>
Week 17	<p>Topic: advertising</p> <p><i>Skills: making effective presentations, preparing for a trade fair, assessing advertisements, assessing quality</i></p> <p><i>Case Study: creating a promotional campaign</i></p> <p><i>Assessed Tasks: proposal for an advertising campaign</i></p>	<p><i>IELTS listening skills – note completion, multiple choice, matching</i></p> <p><i>reading skills – global multiple choice</i></p> <p><i>yes/ no/ not given</i></p>
Week 18	<p>Topic: recruitment</p> <p><i>Skills: preparing a CV& covering letter, preparing a person specification</i></p> <p><i>Case Study: choosing the best candidate for the job</i></p> <p><i>Assessed Task: a job application</i></p>	<p><i>IELTS speaking – part 3</i></p> <p><i>language awareness – word building, cleft sentences</i></p> <p><i>IELTS reading skills – identifying themes, skimming</i></p>



BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Communication & Business Skills (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 19	Topic: international trade Skills: negotiation techniques & styles, negotiation language, summarising a business document Case Study: a negotiation Assessed Task: negotiation role-play	academic writing skills – planning an essay proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling techniques for avoiding errors
Week 20	Topic: innovation Skills: presentation skills; developing, designing & assessing a new product, describing a process Case Study: innovative products Assessed Task: proposal for launching a new product, progress test	reading skills – locating information IELTS speaking – part 3 listening skills – summary completion
Week 21	Topic: leadership skills Skills: decision-making, negotiation skills Case Study: providing leadership to a failing company Assessed Task: action plan for a business	academic writing – commenting on graphs language awareness – grammatical terms, adverbial clauses
Week 22	Topic: business ethics Skills: problem-solving, establishing ethical behaviour Case Study: dealing with employee problems Assessed Task: writing a disciplinary letter	self-assessment academic reading skills differentiating register & style
Week 23	Topic: travel & tourism Skills: US/UK English, making arrangements, corporate hospitality, writing business communications Case Study: planning a conference Assessed Task: marketing a region	listening skills – sentence completion, note completion IELTS speaking – part 2 IELTS reading skills – sentence completion
Week 24	Topic: business cultures Skills: cultural language & idioms, social English, giving advice, international business styles Case Study: writing an itinerary for foreign visitors	language awareness – comparatives, collocations, passive forms IELTS speaking – parts 1,2,3 complete IELTS practice test

*Please note that presentation subject order may vary in weeks 7 to 12.



BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme (10 lessons)</i>
Week 25	The External Environment <i>how it affects business activity – social, technical, ethical & economic issues</i> ICFE – language skills	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 26	The External Environment <i>how it affects business activity – macroeconomic considerations</i> ICFE – language skills	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – part 1</i>
Week 27	Central Banks <i>mandate role & function</i> Types of Business Structure <i>sole trader partnerships, private & limited companies</i> ICFE – language skills	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 28	Cash on deposit as an investment <i>types of account, availability, banking vocabulary</i> Fixed interest securities <i>government bonds, corporate bonds</i> ICFE – language skills	<i>reading skills – applying headings</i> <i>speaking – part 2</i> <i>perfect tenses, intensifying adverbs</i>
Week 29	Equities <i>corporate structure, types of share, investment strategy</i> ICFE – language skills	<i>IELTS listening skills – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</i>
Week 30	Raising equity finance <i>flotations, & valuations, takeovers & mergers</i> ICFE – language skills	<i>IELTS speaking – part 3</i> <i>language awareness – word building, cleft sentences</i> <i>IELTS reading skills – identifying themes, skimming</i>



BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme (10 lessons)</i>
Week 31	<i>Diversification</i> <i>categories of investment risk, understanding client needs & objectives</i> <i>ICFE – language skills</i>	<i>academic writing skills – planning an essay</i> <i>proof-reading skills – identifying errors in grammar,</i> <i>vocabulary, punctuation, spelling</i> <i>techniques for avoiding errors</i>
Week 32	<i>Collective or pooled investments</i> <i>open-ended investment companies, unit trusts</i> <i>ICFE – language skills</i>	<i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i>
Week 33	<i>Property as an Investment Class</i> <i>commercial, retail, industrial, agricultural</i> <i>ICFE – language skills</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 34	<i>The Work of a Fund Manager</i> <i>asset collection, asset management, examples of professional portfolios</i> <i>ICFE – language skills</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i>
Week 35	<i>Competition Issues</i> <i>Porter's Five Forces, analysing industries, emerging markets</i> <i>ICFE – language skills</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 36	<i>Risk Capital Investment</i> <i>Venture capital, business angels</i> <i>ICFE – language skills</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>



BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme (10 lessons)</i>
Week 37	<i>Nature & Role of Accounting & Finance</i> <i>materiality, business objectives, an overview of the main financial statements</i> <i>ICFE – language skills</i>	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 38	<i>The Balance Sheet (B/S)</i> <i>the classification of assets, the classification of claims & liabilities,</i> <i>breakdown of the types of entries,</i> <i>ICFE – language skills</i>	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – part 1</i>
Week 39	<i>Profit & Loss Account (P/L)</i> <i>relationship with the B/S, construction & use of expenses,</i> <i>profit measurement & the recognition of revenue, calculation of depreciation,</i> <i>treatment of bad & doubtful debts,</i> <i>ICFE – language skills</i>	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 40	<i>Cash Flow Statements</i> <i>the importance of cash & cash flow, main features & purposes,</i> <i>significance of cash flow,</i> <i>ICFE – language skills</i>	<i>reading skills – applying headings</i> <i>speaking – part 2</i> <i>perfect tenses, intensifying adverbs</i>
Week 41	<i>Debtor Management</i> <i>non-financial objectives, financial management</i> <i>ICFE – language skills</i>	<i>IELTS listening skills – note completion, multiple choice,</i> <i>matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</i>
Week 42	<i>Financial Ratios</i> <i>advantages & limitations, the ratios calculated, profitability, efficiency,</i> <i>liquidity, gearing , investment trend analysis</i> <i>ICFE – language skills</i>	<i>IELTS speaking – part 3</i> <i>language awareness – word building, cleft sentences</i> <i>IELTS reading skills – identifying themes, skimming</i>



BBSI Pre-Masters Courses: Finance & Financial Services



Typical Weekly Syllabus

	Finance and Financial Services (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 43	Cost-Volume-Profit Analysis <i>the behaviour of costs, fixed & variable costs, semi-fixed costs, break-even analysis</i> ICFE – language skills	<i>academic writing skills – planning an essay</i> <i>proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling</i> <i>techniques for avoiding errors</i>
Week 44	Full Costing <i>nature of full costing, activity-based costing (ABC), uses & criticisms of full-costing, absorption costing</i> ICFE – language skills	<i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i>
Week 45	Budgeting & Strategy <i>strategic, tactical & operational planning, time horizon of plans & budgets, budgets & forecasts, the uses of budgets, standard quantities & costs, variances</i> ICFE – language skills	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 46	Capital Investment Decisions <i>nature & importance, methods of investment appraisal, Accounting Rate of Return (APR), Payback Period (PP), Net Present Value (NPV), Internal Rate of Return (IRR)</i> ICFE – language skills	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i>
Week 47	Managing Working Capital <i>nature & scale of working capital, management of stocks, the management of debtors, the management of cash, the management of trade creditors</i> ICFE – language skills	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 48	Financing the Business <i>sources, long-term sources of external finance, gearing & the long-term financing decision, short-term sources of finance, long-term versus short-term borrowing, internal sources of finance, the role of the stock exchange, venture capital & long-term financing, share issues</i> ICFE – language skills	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>