



## Course Descriptions

# **BBSI Pre-Masters Courses in Management & Business Administration [Pre-MBA]**

1. BBSI delivers its Management 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 Management & Business Administration.

## **Pre-Masters Courses in Management & Business Administration**

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 Management & Business Administration 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 <sup>1</sup>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 <sup>2</sup>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 **Approved Training Centre** for the <sup>3</sup>Chartered Management Institute (**CMI**). Our Higher-Certificate, Diploma and Extended Diploma study options cover the full syllabus for the **CMI Level 3 Diploma**, ie 8 **CMI First-Line Management** modules. Successful students can therefore opt to acquire a full external, professional **CMI** qualification.

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 management & business administration at a university in the UK.
- \* Provide students with the specialised language of management to enable them to communicate effectively in an international management environment.
- \* Assist students 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 students 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 management.
- \* Facilitate the development of effective business English communication skills.
- \* Ensure students build appropriate vocabulary related to management.
- \* Provide preparation for an internationally recognised management 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: management, business communication, **Advanced Study Skills** and **IELTS Examination Preparation**. The Management & Business Administration syllabus incorporates specialised elements within the following topics:

***Personal Development as a First Line Manager***

- \* *leadership & management styles*
- \* *time management*
- \* *health & safety*

***Developing Individuals & Teams***

- \* *groups & teams in business*
- \* *management by objectives*
- \* *the training & development process*
- \* *continuous professional development*

***Recruitment & Selection***

- \* *HR planning*
- \* *the recruitment & selection process*
- \* *planning & conducting interviews*

***Improving Team Performance***

- \* *performance management*
- \* *workplace counselling*
- \* *discipline & grievance*
- \* *contract termination & redundancy*

***Managing & Communicating Information***

- \* *gathering & selecting data*
- \* *analysing & evaluating data for decision-making*
- \* *communicating information, conclusions & decisions*

***Maintaining Quality Standards***

- \* *introduction to quality management*
- \* *TQM*
- \* *quality cultures & standards*

***Meeting Stakeholder Needs***

- \* *stakeholder analysis & management*
- \* *customer service management*
- \* *management of change*

***Resource Planning***

- \* *production planning*
- \* *using & controlling resources*
- \* *knowledge management*

**11. Course Details.**

## **Pre-Masters Certificate**

The BBSI Pre-Masters Certificate study option in Management & Business Administration 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 Management & Business Administration; moreover, students will have the opportunity to acquire a **CMI Award** 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.** PMB.

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

**BBSI Pre-Masters Certificate** in Management & Business Administration

**Optional External Examinations.** Additional examination fees apply. **CMI** academic achievement is assessed by means of course work and assignment standards, as well as attendance. **IELTS** examinations are held monthly.

**CMI Award in First-Line Management**  
**IELTS [Academic]**

**Course Structure & Content.** Students study for one academic term (12 weeks) comprising 30, forty-five minute lessons (22.5 hours total) weekly. The Certificate syllabus includes 4 **CMI** management modules. Course breakdown is as follows:

20 lessons weekly in Management & Business Administration  
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 Management & Business Administration 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 Management & Business Administration and an <sup>F</sup>**NCFE Certificate** in Management & Business Administration. Moreover, students will have the opportunity to acquire the **CMI Diploma** in First-Line Management 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.** HCPMB.

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

**BBSI Pre-Masters Higher-Certificate** in Management & Business Administration  
**NCFE Certificate** in Management & Business Administration

**Optional External Examinations.** Additional examination fees apply. **CMI** academic achievement is assessed by means of course work and assignment standards, as well as attendance. **IELTS** examinations are held monthly.

**CMI Diploma** in First-Line Management  
**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. The Higher-Certificate syllabus includes all 8 **CMI** management modules. Course breakdown is as follows:

20 lessons weekly in Management & Business Administration  
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 Management & Business Administration 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 management and business studies in the second and third terms. This course leads to a **BBSI Pre-Masters Higher-Certificate** in Management & Business Administration, and an **NCFE Certificate** in Communication & Business Skills. Moreover, students will have the opportunity to acquire the **CMI Certificate** in First-Line Management 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.** HCEPMB.

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

**BBSI Pre-Masters Higher-Certificate** in Management & Business Administration  
**NCFE Certificate** in Communication & Business Skills

**Optional External Examinations.** Additional examination fees apply. **CMI** academic achievement is assessed by means of course work and assignment standards, as well as attendance. **IELTS** examinations are held monthly.

**CMI Certificate in First-Line Management**  
**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. The Extended Higher-Certificate syllabus includes 4 **CMI** management modules. 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 Management & Business Administration  
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 Management & Business Administration 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 management and business topics. The course leads to a **BBSI Pre-Masters Diploma** in Management & Business Administration, an **NCFE Certificate** in Communication & Business Skills, and an **NCFE Certificate** in Management & Business Administration. Moreover, students will have the opportunity to acquire the **CMI Diploma** in First-Line Management 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.** DPMB.

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

**BBSI Pre-Masters Diploma** in Management & Business Administration  
**NCFE Certificate** in Communication & Business Skills  
**NCFE Certificate** in Management & Business Administration

**Optional External Examinations.** Additional examination fees apply. **CMI** academic achievement is assessed by means of course work and assignment standards, as well as attendance. **IELTS** examinations are held monthly.

**CMI Diploma** in First-Line Management  
**IELTS [Academic]**

**Course Structure & Content.** Students study for 3 academic terms (36 weeks), each comprising 30, forty-five minute lessons (22.5 hours) weekly. The Diploma syllabus includes all 8 **CMI** management modules. 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 Management & Business Administration  
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 Management & Business Administration 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 management and business studies in the second and subsequent terms. The course leads to a **BBSI Pre-Masters Diploma** in Management & Business Administration, an **NCFE Certificate** in Communication & Business Skills, and an **NCFE Certificate** in Management & Business Administration. Moreover, students will have the opportunity to acquire the **CMI Diploma** in First-Line Management 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.** DEPMB.

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

**BBSI Pre-Masters Diploma** in Management & Business Administration  
**NCFE Certificate** in Communication & Business Skills  
**NCFE Certificate** in Management & Business Administration

**Optional External Examinations.** Additional examination fees apply. **CMI** academic achievement is assessed by means of course work and assignment standards, as well as attendance. **IELTS** examinations are held monthly.

**CMI Diploma** in First-Line Management  
**IELTS [Academic]**

**Course Structure & Content.** Students study for 4 academic terms (48 weeks), each comprising 30, forty-five minute lessons (22.5 hours) weekly. The Extended Diploma syllabus includes all 8 **CMI** management modules. 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 Management & Business Administration (*includes all 8 CMI management modules*)
- 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.

<sup>¶</sup>**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.)*

<sup>¶¶</sup>**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

### **§Chartered Management Institute (CMI)**

*The Chartered Management Institute is the largest professional management institute in Europe. BBSI is an Approved Training Centre for CMI and offers qualifications in First-Line Management. Trainees can achieve the full Diploma, or the Certificate, which is available to students completing 3 units or more (9 weeks), or individual Awards for modules successfully completed. The CMI elements are externally accredited to the rigorous standards of the Chartered Institute, and are assessed by means of course-work standards, attendance and regular assignments.*

*The 8 units required for the CMI Qualification in First-Line Management are incorporated in modular format within the BBSI Management & Business Administration syllabus. Normally, a minimum study period of 24 weeks is required to complete all 8 CMI modules; however, students studying for lesser periods can achieve the Certificate or Awards depending upon the number of CMI assignments successfully completed. These qualifications are widely accepted by international employers and by major British universities.*

#### **CMI Student Membership**

*Participants of BBSI courses with management elements can apply for Student Membership of CMI. The advantages of CMI membership include the following:*

- unlimited access to the CMI Management Information Centre
- on-Line access to databases offering more than one million constantly updated articles
- helpful researchers on hand for research assistance, with a 24-hour turnaround
- complimentary copies of the magazine 'Professional Manager'
- support for 'smart' Continuing Professional Development
  - free career and CV fact sheets and guidance
  - preferential rates on CMI publications

*(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:

- \* Marketing, Advertising & Public Relations
- \* Finance & Financial Services
- \* Hospitality Management & Tourism
- \* Legal Studies
- \* Science, Mathematics & IT

13. **Course Weekly Syllabus.** The full 48-week syllabus for the BBSI Pre-Masters courses in Management & Business Administration is tabled below:



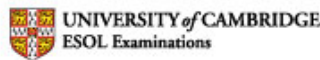


# BBSI Pre-Masters Courses: Management & Business Administration



## Typical Weekly Breakdown

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





Typical Weekly Syllabus

	<b>Communication &amp; Business Skills</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme (10 lessons)</i>
Week 13	<p><i>Induction</i></p> <p><b>Topic: organisational structure</b></p> <p><i>Skills: introductions &amp; 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><b>Topic: brands &amp; brand management</b></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><b>Topic: managing change</b></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><b>Topic: money, finance, banking &amp; investment</b></p> <p><i>Skills: describing trends, reporting financial success, comparing companies, mergers &amp; 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>speaking – part 2</i></p> <p><i>perfect tenses, intensifying adverbs</i></p>
Week 17	<p><b>Topic: advertising</b></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><b>Topic: recruitment</b></p> <p><i>Skills: preparing a CV &amp; 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>



Typical Weekly Syllabus

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

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



## BBSI Pre-Masters Courses: Management & Business Administration



### Typical Weekly Syllabus

	<b>Management &amp; Business Administration</b> (20 lessons)	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> Typical 12 week programme (10 lessons)
Week 25	<p><i>Induction</i></p> <p><b>Managing &amp; Communicating Information</b> the nature of information, sourcing &amp; researching information, recording &amp; storing information, report writing, types of information Assignment: written report</p>	<p>learning styles listening skills – multiple choice note completion</p>
Week 26	<p><b>Managing &amp; Communicating Information</b> analysing &amp; evaluating information, effective meetings, presentation &amp; interpretation of data, forecasting trends, using information for decision-making Assignments: research project, meeting, business report</p>	<p>IELTS reading test – headings language awareness – compound nouns, modality IELTS speaking – part 1</p>
Week 27	<p><b>Managing &amp; Communicating Information</b> effective presentations, using MS PowerPoint, decision analysis, decision making models, presenting information, targeting communication Assignments: group presentation, progress test</p>	<p>critical thinking reading skills – reading quickly becoming a critical reader</p>
Week 28	<p><b>Meeting Stakeholder Needs</b> stakeholder analysis, stakeholder management, planning to meet stakeholder needs Assignments: stakeholder analysis, case study meeting</p>	<p>reading skills – applying headings speaking – part 2 perfect tenses, intensifying adverbs</p>
Week 29	<p><b>Meeting Stakeholder Needs</b> managing customer service, superior service, customer relationship management, dealing with customer complaints Assignment: business report</p>	<p>IELTS listening skills – note completion, multiple choice, matching reading skills – global multiple choice yes/ no/ not given</p>
Week 30	<p><b>Meeting Stakeholder Needs</b> making a case for change, managing change, monitoring &amp; controlling change, resistance to change Assignments: individual presentation, progress test</p>	<p>IELTS speaking – part 3 language awareness – word building, cleft sentences IELTS reading skills – identifying themes, skimming</p>



## BBSI Pre-Masters Courses: Management & Business Administration



### Typical Weekly Syllabus

	<b>Management &amp; Business Administration</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme (10 lessons)</i>
Week 31	<b><i>Maintaining Quality Standards</i></b> <i>definitions, total quality management, the Toyota Production System, quality interventions</i> <i>Assignment: written report</i>	<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 32	<b><i>Maintaining Quality Standards</i></b> <i>best practice bench marking, quality management systems, ISO 9000: 2008, six sigma quality</i> <i>Assignments: case study meeting, group presentation</i>	<i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i>
Week 33	<b><i>Maintaining Quality Standards</i></b> <i>quality auditing, quality problem solving, BPR &amp; TQM, quality documentation</i> <i>Assignments: quality audit, written report, progress report</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 34	<b><i>Resource Planning</i></b> <i>introduction to production, added value &amp; production decisions, MRP, ERP, SAP, lean production &amp; JIT</i> <i>Assignments: resource analysis, report</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register &amp; style</i>
Week 35	<b><i>Resource Planning</i></b> <i>SWOT analysis, purchasing strategies, FIFO &amp; LIFO, controlling resources</i> <i>Assignments: individual presentation, report</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 36	<b><i>Resource Planning</i></b> <i>competencies, knowledge management, feedback &amp; evaluation, programme review</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>



Typical Weekly Syllabus

	Management & Business Administration (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 37	<p><i>Induction</i></p> <p><b>Personal Development as a First Line Manager</b>  <i>management vs leadership, functions of management, the management process, qualities of a leader</i>  <i>Assignment: behavioural inventory</i></p>	<p><i>learning styles</i>  <i>listening skills – multiple choice</i>  <i>note completion</i></p>
Week 38	<p><b>Personal Development as a First Line Manager</b>  <i>time management, people styles at work, identifying your management style, communicating with your team</i>  <i>Assignments: observed meeting, summary report</i></p>	<p><i>IELTS reading test – headings</i>  <i>language awareness – compound nouns, modality</i>  <i>IELTS speaking – part 1</i></p>
Week 39	<p><b>Personal Development as a First Line Manager</b>  <i>health &amp; safety &amp; the environment, work related stress, UK &amp; international legislation</i>  <i>Assignments: report, business presentation, progress test</i></p>	<p><i>critical thinking</i>  <i>reading skills – reading quickly</i>  <i>becoming a critical reader</i></p>
Week 40	<p><b>Recruitment &amp; Selection</b>  <i>human resource planning, the recruitment process, job descriptions &amp; person specifications, sources &amp; cost of recruitment, advertising</i>  <i>Assignments: summary report, preparing recruitment documents, case study report</i></p>	<p><i>reading skills – applying headings</i>  <i>speaking – part 2</i>  <i>perfect tenses, intensifying adverbs</i></p>
Week 41	<p><b>Recruitment &amp; Selection</b>  <i>the selection process, selection criteria, CVs, covering letters &amp; application forms, shortlisting, selection interviews, testing systems</i>  <i>Assignment: summary report</i></p>	<p><i>IELTS listening skills – note completion, multiple choice, matching</i>  <i>reading skills – global multiple choice</i>  <i>yes/ no/ not given</i></p>
Week 42	<p><b>Recruitment &amp; Selection</b>  <i>mock interviews, appointment and induction, appraisal interviews</i>  <i>Assignments: group presentation, progress test</i></p>	<p><i>IELTS speaking – part 3</i>  <i>language awareness – word building, cleft sentences</i>  <i>IELTS reading skills – identifying themes, skimming</i></p>



Typical Weekly Syllabus

	<b>Management &amp; Business Administration</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme (10 lessons)</i>
Week 43	<b>Developing Individuals &amp; Teams</b> <i>groups &amp; teams in business, MBO, creating &amp; communicating objectives, group presentations, assignment 3005, current issues in staff development</i> <i>Assignments: group presentation, objectives &amp; action plan</i>	<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	<b>Developing Individuals &amp; Teams</b> <i>training &amp; development, the training process, assessing competence, continuous professional development</i> <i>Assignment: report</i>	<i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i>
Week 45	<b>Developing Individuals &amp; Teams</b> <i>administering training &amp; development, evaluating training &amp; development, group presentations</i> <i>Assignment: group presentation</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 46	<b>Improving Team Performance</b> <i>performance management, managing capabilities, dealing with poor performance, confidentiality</i> <i>Assignment: report</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register &amp; style</i>
Week 47	<b>Improving Team Performance</b> <i>workplace counseling, mock counseling interviews, the disciplinary procedure</i> <i>Assignments: role-play, action plan, summary report</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 48	<b>Improving Team Performance</b> <i>the grievance procedure, mock disciplinary hearings, redundancy &amp; contract termination, programme review</i> <i>Assignment: role-play</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>