



BBSI Certificate Course in Finance & Financial Services

BBSI runs a range of specialised courses at Certificate, Higher-Certificate and Diploma levels. These courses are available in different formats, either as foundations leading to a first degree at a UK university, as Pre-Masters leading to a Postgraduate degree in the UK or for vocational purposes for those who wish to return to their countries with enhanced skills and knowledge. The BBSI scheduled courses in Finance are available in these different formats as follows:

- * **Certificate in Finance & Financial Services**
- * Higher-Certificate in Finance & Financial Services
- * Diploma in Finance & Financial Services
- * University Foundation in Finance & Financial Services
- * Pre-Masters in Finance & Financial Services

The BBSI Certificate Course in Finance & Financial Services can be studied for periods of between 4 and 12 weeks duration, and is carefully designed to enable students at an Upper-Intermediate Level in English or above to study the concepts and learn the communication skills required for a career in finance, economics or financial services. Students who successfully complete the 30-lesson per week course will gain a sound grounding in financial English, acquire a BBSI Certificate in Finance & Financial Services, and prepare for the University of Cambridge ESOL International Certificate in Financial English (ICFE).

University of Cambridge ESOL International Certificate in Financial English. Students will develop competent finance-related business English and professional communication skills, and prepare for the University of Cambridge ESOL International Certificate in Financial English (ICFE). BBSI is an accredited ICFE Examination Centre. 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. Preparation for the ICFE is included automatically within this BBSI study programme.

Additional English and Business English Qualifications. Students will develop competent business English, and professional communication skills. Additionally, in the supplementary English-language elements of the course, students have the option to prepare for one of 3 University of Cambridge ESOL[†] qualifications: the First Certificate in English (FCE), the Certificate in Advanced English (CAE), or the Business English Certificate (BEC). Alternatively, students can join our ongoing weekly English Language Workshop[‡] (ELW) at a language level to suit their needs.

Course Outline

Minimum English Entry Level: IELTS 5.5 (*Intermediate Plus*)

Course Duration: 4-12 weeks



Course Designation: CFS

Lessons Weekly: 30 (each of 45 minutes duration)

Entry Dates: The course is conducted year-round, and can be joined on most Mondays throughout the year. The main entry dates, however, coincide with the commencement of the 4 BBSI academic terms annually, ie in September, January, March or June.

Minimum Age: 17 years

Course Structure & Content:

20 lessons weekly in Finance & Financial Services

(includes the ICFE syllabus)

10 lessons weekly in English Language

(selected from one of the following)

** preparation for the University of Cambridge FCE*

** preparation for the University of Cambridge CAE*

** preparation for the University of Cambridge BEC*

**English Language Workshop (ELW)*

Award:

BBSI Certificate in Finance & Financial Services

(continuous assessment)

Optional External Examinations*:

University of Cambridge ICFE

University of Cambridge FCE

University of Cambridge CAE

University of Cambridge BEC

Course Objectives.

- * to enable students to develop a sound understanding of current theory and practice in international finance
- * to enable them to acquire a sound understanding of international finance and business concepts
- * to facilitate the development of effective business English communication skills
- * to ensure students build appropriate vocabulary related to finance and business
- * to allow them to develop confidence and fluency in the English language towards Advanced level
- * to provide preparation for an internationally recognised financial English qualification
- * to provide opportunities to prepare for English language qualifications

Course Elements. In addition to providing international students with a thorough and comprehensive grounding in business English and professional communication skills, the Certificate syllabus incorporates specialised elements selected from the following:



- * *measuring & reporting the financial position*
- * *profit & loss accounts*
- * *sources of finance*
- * *managing working capital*
- * *types of costing methods*
- * *the economic & political environment*
- * *business & economic cycles*
- * *portfolio selection & fund management*
- * *investment banking*
- * *balance sheets*
- * *cash flow forecasting*
- * *financial ratios*
- * *budgeting*
- * *exchange rates*
- * *Incoterms*
- * *types of investment*
- * *basis of financial planning*
- * *mergers & acquisitions*

Preparation for the ICFE examination

- * *understanding financial reports & related correspondence*
- * *presenting arguments or expressing opinions on financial situations*
- * *asking questions or requesting clarification about financial information*
- * *producing simple reports of a factual nature & writing fact based correspondence*

A week-by-week syllabus of the BBSI study programme in Finance & Financial Services is included below. The course content for those wishing to study the Certificate option for 12 weeks or less, would therefore depend on the precise time of year that students elect to study. For example, those seeking to commence the full 12-week course in January or June would follow the syllabus outlined in weeks 1-12, whilst those commencing the same course in March or September would study alternative weeks 1-12. Those wishing to study shorter versions of this course at other times of the year and who require precise details of their course content, should contact BBSI for further clarification.

† University of Cambridge ESOL Examinations

FCE (First Certificate in English)

FCE is an Upper-Intermediate level examination that indicates sufficient proficiency in English to be of practical use in clerical, secretarial and managerial jobs for example, or in the tourist industry, where contact with English speakers is required. FCE is also useful preparation for students working towards higher-level examinations, such as the CAE.

CAE (Certificate in Advanced English)

CAE is the second-highest level of Cambridge ESOL examination and is ideal for those who want to work or study abroad. A CAE certificate demonstrates language skills in a wide range of contexts. The examination is based on realistic tasks, and indicates the ability to use the language in practical situations, such as meetings and discussions.

BEC (Business English Certificate)

There are 3 levels of BEC examination: the BEC Preliminary, BEC Vantage and BEC Higher. All 3 examinations are ideal for students preparing for careers in the fields of international business and commerce, where a good knowledge of English is required to function effectively. BEC certificates are internationally recognised and demonstrate that the holder has acquired an appropriate standard of English in a professional context.



‡ **English Language Workshop**

The English Language Workshop is designed to provide general language support for those students who are studying a specialised course and who do not intend to prepare for a specific English language examination. The content of the Workshop includes extensive skills practice in professional areas of the language, which is useful for those who need to improve their ability to communicate effectively with others in a professional international environment, or who later decide to acquire a professional qualification.

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

The following certificate courses are also available at BBSI:

- * General English
- * Academic English & IELTS Examination Preparation
- * General English, Computing & IT Skills
- * Communication & Business Skills
- * International Business English
- * Management & Business Administration
- * Marketing, Advertising & Public Relations
- * Hospitality Management & Tourism
- * Legal Studies, International & Commercial Law
- * Science, Technology, Computers & IT

BBSI courses are carefully designed and structured at different language levels to enable international students to develop all 4 English language skills simultaneously, while developing their professional communication skills and professional knowledge in academic, vocational or professional context, in the specialised subject of their choice. Students therefore have the flexibility to focus on either academic or vocational progression, depending on their personal training needs and particular learning objectives.

Courses can be booked on-Line @ www.bbsi.co.uk

Alternatively, contact BBSI by e-mail at info@bbsi.co.uk



BBSI Certificate Course in Finance & Financial Services



Typical Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 1 (First week of Term)	<i>The External Environment</i> <i>How it affects business activity – social, macroeconomic, political, etc</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 2	<i>Types of Business Structure</i> <i>risk, objectives, timescale, fixed interest investments</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 3	<i>Top Down Fund Selection</i> <i>stock markets, systemic & non-systemic risk, top-down investment strategy, public offers, rights issues</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 4	<i>Personal Financial Planning</i> <i>confidential questionnaires, collective investments, open-ended investment contracts, unit trusts</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>





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	Finance and Financial Services <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 5	<i>Uses of Life Assurance for Business Protection</i> <i>key man share protection, loan protection, differing financial planning needs ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 6	<i>Options</i> <i>options, futures, derivatives, exchange rates, Incoterms ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 7	<i>Interpreting Company Accounts</i> <i>balance sheet, profit & loss, cash flow ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 8	<i>Deciding on a Firm's Competitive Future</i> <i>competition issues, vertical & horizontal integration ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>





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Week 9	ICFE Revision <i>language skills – reading, writing, listening & speaking examination practice</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 10	Business Plans <i>preparation & analysis</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 11	The Nature & Role of Banks <i>central, commercial & investment</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Week 12	The Current Climate <i>key financial issues of the moment</i> <i>ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>





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	Finance and Financial Services <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Alternative Week 1	<i>Nature & Role of Accounting & Finance materiality, business objectives, an overview of the main financial statements ICFE – language skills</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Alternative Week 2	<i>The Balance Sheet (B/S) the classification of assets, the classification of claims & liabilities, breakdown of the types of entries, ICFE – language skills</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Alternative Week 3	<i>Profit & Loss Account (P/L) relationship with the B/S, construction & use of expenses, profit measurement & the recognition of revenue, calculation of depreciation, treatment of bad & doubtful debts ICFE – language skills</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Alternative Week 4	<i>Cash Flow Statements the importance of cash & cash flow, main features & purposes, significance of cash flow ICFE – language skills</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>





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	Finance and Financial Services <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Alternative Week 5	Debtor Management <i>non-financial objectives, financial management ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Alternative Week 6	Financial Ratios <i>advantages & limitations, the ratios calculated, profitability, efficiency, liquidity, gearing , investment trend analysis ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Alternative Week 7	Cost-Volume-Profit Analysis <i>the behaviour of costs, fixed & variable costs, semi-fixed costs, break-even analysis ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>
Alternative Week 8	Full Costing <i>nature of full costing, activity-based costing (ABC), uses & criticisms of full-costing, absorption costing ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> <i>or</i> <i>preparation for one of:</i> <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i>





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	Finance and Financial Services (20 lessons)	English Language Options (10 lessons)
Alternative Week 9	Budgeting & Strategy <i>strategic, tactical & operational planning, time horizon of plans & budgets, budgets & forecasts, the uses of budgets, standard quantities & costs, variances ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Alternative Week 10	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) ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Alternative Week 11	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 ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Alternative Week 12	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 ICFE – language skills</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>

