



BBSI Diploma 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 Diploma Course in Finance & Financial Services is of 36 weeks duration, and is carefully designed to enable students at an 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. The course comprises 30 lessons weekly, and is considered notionally at the National Qualifications Agency (NQA) Level 3 within the British Government's National Qualifications Framework. Students who therefore successfully complete the course will gain a BBSI Diploma in Finance & Financial Services and NCFE awards.

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 up to 3 different University of Cambridge ESOL examinations[†]: the First Certificate in English (FCE), the Certificate in Advanced English (CAE), or the Business English Certificate (BEC). Alternatively, participants can opt to join our ongoing weekly English Language Workshop[‡] (ELW) at a language level to suit their needs.

Course Outline

Minimum English Entry Level: IELTS 5.0 (*Intermediate*)



Course Duration: 36 weeks (3 terms)

Course Designation: DFS

Lessons Weekly: 30 (each of 45 minutes duration)

Main Course Entry Dates: September, January, March or June.

Minimum Age: 17 years

Course Structure & Content:

Term 1

20 lessons weekly in Communication & Business Skills

10 lessons weekly in English Language

(selected each term from one of the following options)

** preparation for the Cambridge FCE*

** preparation for the Cambridge CAE*

** preparation for the Cambridge BEC*

** English Language Workshop (ELW)*

Terms 2 & 3

20 lessons weekly in Finance & Financial Services

(includes the ICFE syllabus)

10 lessons weekly in English Language

(selected each term from one of the following options)

** preparation for the University of Cambridge FCE*

** preparation for the University of Cambridge CAE*

** preparation for the University of Cambridge BEC*

Awards:

BBSI Diploma in Finance & Financial Services

(continuous assessment)

NCFE Certificate in Communication & Business Skills

(continuous assessment)

NCFE 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 & practice in international finance
- * to enable them to acquire a sound understanding of international finance & business concepts
- * to facilitate the development of effective business English communication skills
- * to ensure students build appropriate vocabulary related to finance & business
- * to allow them to develop confidence & 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 students with a thorough and comprehensive grounding in business English and professional communication skills, the Diploma syllabus incorporates specialised elements selected from the following:

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

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*

† 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.

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

The following diploma courses are also available at BBSI:

- * 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



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Typical Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 1 (First week of Term)	<p style="text-align: center;">Topic: organisational structure <i>(includes introduction to BBSI, CBS induction, SWOT analysis)</i> Skills: introductions & networking, structuring effective presentations, formal business report writing formats Case Study: outsourcing Assessed Tasks: presenting yourself, business recommendation for a bank</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</p>
Week 2	<p style="text-align: center;">Topic: brands & brand management Skills: taking part in meetings, discussion language Case Study: developing a brand Assessed Task: analysing a company logo</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</p>
Week 3	<p style="text-align: center;">Topic: managing change Skills: conducting a meeting, the language of meetings Case Study: a takeover Assessed Task: meeting simulation</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</p>
Week 4	<p style="text-align: center;">Topic: money, finance, banking & investment Skills: writing an agenda and action minutes for a meeting, investment, Case Study: an investment company Assessed Tasks: progress test, banking & insurance services for a small business</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</p>



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	Professional Course Content <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 5	<p>Topic: promotions & promotional literature, trade fairs & advertising <i>Skills: effective presentations</i> <i>Case Study: creating a promotional campaign</i> <i>Assessed Tasks: banking & insurance services for a small business</i></p>	<p><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>
Week 6	<p>Topic: recruitment <i>(including the recruitment process, headhunting, hiring & retaining staff)</i> <i>Skills: preparing a CV & covering letter</i> <i>Case Study: choosing the best candidate for the job</i> <i>Assessed Task: a job application</i></p>	<p><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>
Week 7	<p>Topic: international trade <i>(including visible/invisible trade, export documents, Incoterms, payment, customs)</i> <i>Skills: negotiation techniques & styles, negotiation language</i> <i>Case Study: a negotiation</i> <i>Assessed Task: negotiation role-play</i></p>	<p><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>
Week 8	<p>Topic: innovation <i>(including describing innovations, new product launch)</i> <i>Skills: presentation skills</i> <i>Case Study: innovative products</i> <i>Assessed Task: summarising a document</i></p>	<p><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>



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	Professional Course Content <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 9	<p style="text-align: center;">Topic: leadership skills <i>(including character & qualities of leaders)</i> Skills: decision-making Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>
Week 10	<p style="text-align: center;">Topic: business ethics <i>(honesty & dishonesty, responsible business)</i> Skills: problem-solving Case Study: dealing with employee problems Assessed Task: portfolio (of work to date)</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>
Week 11	<p style="text-align: center;">Topic: travel & tourism Skills: US/UK English, making arrangements, writing business letters, writing business memos Case Study: planning a conference Assessed Task: final progress test</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>
Week 12	<p style="text-align: center;">Topic: business cultures, cultural do's & don'ts Skills: cultural language & idioms, social English Case Study: writing an itinerary Assessed Task: marketing a country or region</p>	<p style="text-align: center;"><i>ELW (English Language Workshop)</i> or preparation for one of: <i>BEC (Business English Certificate)</i> <i>FCE (First Certificate in English)</i> <i>CAE (Certificate in Advanced English)</i></p>

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



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	Finance and Financial Services <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 13 <i>(First week of Second Term)</i>	<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 14	<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 15	<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 16	<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 17	<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 18	<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 19	<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 20	<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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	Finance and Financial Services <i>(20 lessons)</i>	English Language Options <i>(10 lessons)</i>
Week 21	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 22	Business Plans <i>preparation & analysis 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 23	The Nature & Role of Banks <i>central, commercial & investment 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 24	The Current Climate <i>key financial issues of the moment 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>
Week 25 <i>(First week of Third Term)</i>	<i>Nature & Role of Accounting & Finance</i> <i>materiality, business objectives, an overview of the main financial statements 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 26	<i>The Balance Sheet (B/S)</i> <i>the classification of assets, the classification of claims & liabilities, breakdown of the types of entries 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 27	<i>Profit & Loss Account (P/L)</i> <i>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)</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 28	<i>Cash Flow Statements</i> <i>the importance of cash & cash flow, main features & purposes, significance of cash flow 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 29	Debtor Management <i>non-financial objectives, financial management 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>
Week 30	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> or <i>preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Week 31	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> or <i>preparation for one of: BEC (Business English Certificate) FCE (First Certificate in English) CAE (Certificate in Advanced English)</i>
Week 32	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> or <i>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>
Week 33	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>
Week 34	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>
Week 35	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>
Week 36	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>



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