



BBSI Pre-Masters 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 Pre-Masters Course in Finance & Financial Services is carefully designed for international graduates with either a first degree or equivalent, or a higher diploma and relevant work experience, to ensure they acquire the advanced academic study skills necessary for postgraduate entry to a UK university. The aim is to enable undergraduates who are seeking to enhance their career prospects by further study of finance, economics or financial services to secure a suitable place for their postgraduate degree. The course is available in 12, 24 or 36-week study options, depending on individual requirements and a student's current level in English. The course comprises 30 lessons weekly, and the syllabus includes extensive preparation for the IELTS[†] Examination and Advanced Study Skills[‡]. It 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 Higher-Certificate or Diploma courses will gain a BBSI award and NCFE awards.

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

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 6.0 (Academic) in English. Moreover, applicants must have full records of their High-School education and their 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.

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.

Study Options. There are 3 study options for this Pre-Masters course:

12-Week Certificate Course. For those students with excellent high-school grades, a diploma or first-degree qualification, and a sound Upper-Intermediate to Advanced level in English, and who already have a firm offer of a place on a Masters course at a university in the UK, we offer a 12-week study programme that leads to a BBSI Certificate in Finance & Financial Services, and provides the opportunity to acquire the University of Cambridge ICFE.

24-Week Higher-Certificate Course. For those students with excellent High-School grades, a diploma or first-degree qualification, and a sound Upper-Intermediate Level in English or above, we offer a 24-week study programme that leads to a BBSI Higher-Certificate in Finance & Financial Services, an NCFE Certificate in Finance & Financial Services, and also provides the opportunity to acquire the University of Cambridge ICFE.

36-Week Diploma Course. For those students with a lower, Intermediate Level in English, who require more emphasis initially on developing their academic English to Upper-Intermediate level prior to the introduction of more advanced marketing and business studies, we offer a longer, 36-week Diploma programme that builds more gradually in intensity and specialisation. This study option leads to a BBSI Diploma in Finance & Financial Services, an NCFE Certificate in Communication & Business Skills, an NCFE Certificate in Finance & Financial Services, and also provides the opportunity to acquire the University of Cambridge ICFE.

Certificate Study Option

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

Course Duration: 12 weeks (1 term)

Course Designation: PFS 12

Lessons Weekly: 30 (*each of 45 minutes duration*)

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

Minimum Age: 20 years

Course Structure & Content:

20 lessons weekly in Finance & Financial Services
(*includes the full ICFE syllabus*)

10 lessons weekly in Advanced Study Skills & IELTS Examination Preparation



Award:

BBSI Certificate in Finance & Financial Services
(*continuous assessment*)

Optional External Examinations* :

University of Cambridge ICFE
IELTS [Academic] (*examinations monthly*)

Course Objectives:

- * to fully prepare students academically for entry to a Masters course related to finance & financial services at a university in the UK
- * to 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
- * to enable them to acquire the necessary academic study skills for postgraduate study at a UK university
- * to provide preparation for the IELTS (Academic) examination
- * 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 provide preparation for an internationally recognised financial English qualification

Course Elements. In addition to providing students with a thorough and comprehensive grounding in academic English and advanced study skills, the Certificate syllabus incorporates selected specialised topics 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 and 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 and writing fact based correspondence*



Higher-Certificate Study Option

Minimum English Entry Level: IELTS 5.5 (*Upper-Intermediate*)

Course Duration: 24 weeks (2 terms)

Course Designation: PFS 24

Lessons Weekly: 30 (*each of 45 minutes duration*)

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

Minimum Age: 20 years

Course Structure & Content:

20 lessons weekly in Finance & Financial Services

(includes the full ICFE syllabus)

10 lessons weekly in Advanced Study Skills & IELTS Examination Preparation

Awards:

BBSI Higher-Certificate in Finance & Financial Services

(continuous assessment)

NCFE Certificate in Finance & Financial Services

(continuous assessment)

Optional External Examinations* :

University of Cambridge ICFE

IELTS [Academic] (*examinations monthly*)

Course Objectives:

- * to fully prepare students academically for entry to a Masters course related to finance & financial services at a university in the UK
- * to 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
- * to enable them to acquire the necessary academic study skills for postgraduate study at a UK university
- * to provide preparation for the IELTS (Academic) examination
- * 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 provide preparation for an internationally recognised financial English qualification



Course Elements. In addition to providing students with a thorough and comprehensive grounding in academic English and advanced study skills, the Higher-Certificate syllabus incorporates all of the following specialised topics:

- * *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 and 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 and writing fact based correspondence*

Diploma Study Option

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

Course Duration: 36 weeks (3 terms)

Course Designation: PFS 36

Lessons Weekly: 30 (*each of 45 minutes duration*)

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

Minimum Age: 20 years

Course Structure & Content:

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
(*includes the full ICFE syllabus*)
- 10 lessons weekly in Advanced Study Skills & IELTS Examination Preparation



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
- IELTS [Academic] *(examinations monthly)*

Course Objectives:

- * to fully prepare students academically for entry to a Masters course related to finance & financial services at a university in the UK
- * to 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
- * to enable them to acquire the necessary academic study skills for postgraduate study at a UK university
- * to provide preparation for the IELTS (Academic) examination
- * 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 provide preparation for an internationally recognised financial English qualification

Course Elements. In addition to providing students with a thorough and comprehensive grounding in academic English and advanced study skills, the Diploma syllabus incorporates all of the following specialised topics:

- | | |
|---|--------------------------------------|
| * <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 and 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 and writing fact based correspondence*



A week-by week syllabus of the entire 36-week Pre-Masters syllabus in Finance & Financial Services is included below. The course content for those wishing to study the 12-week, Certificate study option would depend upon the precise time of year that students elect to study. For example, those seeking to commence the 12-week Certificate option in January or July would follow the syllabus outlined in weeks 13-24, whilst those commencing the same course in March or September would study weeks 25-36. The course content for those wishing to study the 24-week, Higher-Certificate study option and seeking to commence their course in January or June would follow the syllabus outlined in weeks 13-36.

† 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 booking your course with BBSI. Candidates must book for the examination at least 6 weeks before each examination sitting.

‡ Advanced Study Skills

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

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

The following Pre-Masters 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



BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Professional Course Content <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i> |
|---------------------------------------|---|---|
| Week 1 <i>(First week of Term)</i> | <p style="text-align: center;">Topic: organisational structure <i>(includes introduction to BBSI, CBS induction, SWOT analysis)</i> <i>Skills: introductions & networking, structuring effective presentations, formal business report writing formats</i> <i>Case Study: outsourcing</i> <i>Assessed Tasks: presenting yourself, business recommendation for a bank</i></p> | <p><i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i></p> |
| Week 2 | <p style="text-align: center;">Topic: brands & brand management <i>Skills: taking part in meetings, discussion language</i> <i>Case Study: developing a brand</i> <i>Assessed Task: analysing a company logo</i></p> | <p><i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – part 1</i></p> |
| Week 3 | <p style="text-align: center;">Topic: managing change <i>Skills: conducting a meeting, the language of meetings</i> <i>Case Study: a takeover</i> <i>Assessed Task: meeting simulation</i></p> | <p><i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i></p> |
| Week 4 | <p style="text-align: center;">Topic: money, finance, banking & investment <i>Skills: writing an agenda and action minutes for a meeting, investment</i> <i>Case Study: an investment company</i> <i>Assessed Tasks: progress test, banking & insurance services for a small business</i></p> | <p><i>reading skills – applying headings</i> <i>IELTS speaking – part 2</i> <i>perfect tenses, intensifying adverbs</i></p> |



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Weekly Syllabus

| | Professional Course Content <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <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>IELTS listening skills – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</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>IELTS speaking – part 3</i> <i>language awareness – word building, cleft sentences</i> <i>IELTS reading skills – identifying themes, skimming</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>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 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>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i></p> |



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BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Professional Course Content <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <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>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</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>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</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>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</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>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



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BBSI Pre-Masters Courses in Finance & Financial Services



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 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>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i> |
| Week 14 | <i>Types of Business Structure</i> <i>risk, objectives, timescale, fixed interest investments</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 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>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</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>reading skills – applying headings</i> <i>speaking – part 2</i> <i>perfect tenses, intensifying adverbs</i> |



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BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Finance and Financial Services <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i> |
|---------|---|---|
| Week 17 | <i>Uses of Life Assurance for Business Protection</i> <i>key man share protection, loan protection,</i> <i>differing financial planning needs</i> <i>ICFE – language skills</i> | <i>IELTS listening skills – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</i> |
| Week 18 | <i>Options</i> <i>options, futures, derivatives, exchange rates, Incoterms</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> |
| Week 19 | <i>Interpreting Company Accounts</i> <i>balance sheet, profit & loss, cash flow</i> <i>ICFE – language skills</i> | <i>academic writing skills – planning an essay</i> <i>proof-reading skills – identifying errors in grammar, vocabulary,</i> <i>punctuation, spelling</i> <i>techniques for avoiding errors</i> |
| Week 20 | <i>Deciding on a Firm’s Competitive Future</i> <i>competition issues, vertical & horizontal integration</i> <i>ICFE – language skills</i> | <i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i> |



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BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Finance and Financial Services <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i> |
|---------|--|---|
| Week 21 | ICFE Revision <i>language skills – reading, writing, listening & speaking</i> <i>examination practice</i> | <i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i> |
| Week 22 | Business Plans <i>Preparation & analysis</i> <i>ICFE – language skills</i> | <i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i> |
| Week 23 | The Nature & Role of Banks <i>central, commercial & investment</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 24 | The Current Climate <i>key financial issues of the moment</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> |



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BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Finance and Financial Services <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i> |
|--|--|--|
| Week 25 (First week of Third Term) | <i>Nature & Role of Accounting & Finance</i> <i>materiality, business objectives,</i> <i>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 26 | <i>The Balance Sheet (B/S)</i> <i>the classification of assets,</i> <i>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 27 | <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,</i> <i>calculation of depreciation, 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 28 | <i>Cash Flow Statements</i> <i>the importance of cash & cash flow,</i> <i>main features & purposes, 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> |



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BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Finance and Financial Services <i>(20 lessons)</i> | Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i> |
|---------|---|---|
| Week 29 | Debtor Management <i>non-financial objectives, financial management</i> <i>ICFE – language skills</i> | <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 | Financial Ratios <i>advantages & limitations, the ratios calculated,</i> <i>profitability, efficiency, liquidity, gearing ,</i> <i>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> |
| Week 31 | Cost-Volume-Profit Analysis <i>the behaviour of costs, fixed & variable costs,</i> <i>semi-fixed costs, break-even analysis</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 | Full Costing <i>nature of full costing, activity-based costing (ABC),</i> <i>uses & criticisms of full-costing, absorption costing</i> <i>ICFE – language skills</i> | <i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i> |



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BBSI Pre-Masters Courses in Finance & Financial Services



Weekly Syllabus

| | Finance and Financial Services (20 lessons) | Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons) |
|---------|--|---|
| Week 33 | 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 language awareness – grammatical terms, adverbial clauses</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)</i> ICFE – language skills | <i>self-assessment academic reading skills differentiating register & style</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</i> ICFE – language skills | <i>listening skills – sentence completion, note completion IELTS speaking – part 2 IELTS reading skills – sentence completion</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</i> ICFE – language skills | <i>language awareness – comparatives, collocations, passive forms IELTS speaking – parts 1,2,3 complete IELTS practice test</i> |