



BBSI Pre-Masters Course in Finance & Financial Services

The BBSI Pre-Masters Course in Finance & Financial Services is extremely flexible and is carefully designed for international graduates with either a first degree or equivalent, or a higher diploma and relevant work experience, to acquire the advanced 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 undertaking a postgraduate degree course to study finance and business concepts, while also gaining worthwhile finance and business qualifications. The course is available in 12, 24 or 36-week study options, depending on individual requirements and a student's current level in English. Successful participants gain business and finance qualifications awarded by BBSI. The course comprises 30 lessons weekly, and the syllabus includes extensive preparation for the IELTS[†] Examination and Advanced Study Skills[‡]. Courses are conducted around a busy social and activity programme, and the maximum class size is 12, which can be extended to 15 during peak periods.

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.

Cambridge ESOL International Certificate in Financial English. Students will develop competent business English skills and acquire 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.

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 Certificate award from BBSI, 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 Higher-Certificate award from BBSI, 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 and a Certificate award from NCFE, and also provides the opportunity to acquire the University of Cambridge ICFE.

Certificate Study Option

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

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 ESOL ICFE

IELTS [Academic] (*examinations monthly*)

Course Objectives. The course objectives are to:

* fully prepare students academically for entry to a Masters degree course related to finance and financial services at a university in the UK



- * have completed the university-application process so that students secure a placement on the postgraduate degree course of their choice at a university in the UK
- * acquire the necessary academic study skills for postgraduate study at a UK university
- * develop an understanding of current theory and practice in international finance
- * acquire a sound, professional understanding and knowledge of international finance and business concepts
- * develop effective business English communication and presentation skills
- * build appropriate vocabulary related to finance and business
- * develop confidence and fluency in the English language beyond Upper-Intermediate Level
- * prepare participants for the IELTS (Academic) examination
- * acquire business and finance qualifications

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> |
| * <i>preparation for the ICFE examination</i> | |

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



Award:

BBSI Higher-Certificate in Finance & Financial Services
(continuous assessment)

Optional External Examinations* :

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

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a Masters degree course related to finance and financial services at a university in the UK
- * have completed the university-application process so that students secure a placement on the postgraduate degree course of their choice at a university in the UK
- * acquire the necessary academic study skills for postgraduate study at a UK university
- * develop an understanding of current theory and practice in international finance
- * acquire a sound, professional understanding and knowledge of international finance and business concepts
- * develop effective business English communication and presentation skills
- * build appropriate vocabulary related to finance and business
- * develop confidence and fluency in the English language towards Advanced Level
- * prepare participants for the IELTS (Academic) examination
- * acquire business and finance qualifications

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:

- | | |
|---|--------------------------------------|
| * <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> |
| * <i>preparation for the ICFE examination</i> | |

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 Finance & Financial Services
(*continuous assessment*)

Optional External Examinations*:

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

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a Masters degree course related to finance and financial services at a university in the UK
- * have completed the university-application process so that students secure a placement on the postgraduate degree course of their choice at a university in the UK
- * acquire the necessary academic study skills for postgraduate study at a UK university
- * develop an understanding of current theory and practice in international finance
- * acquire a sound, professional understanding and knowledge of international finance and business concepts
- * develop effective business English communication and presentation skills
- * build appropriate vocabulary related to finance and business
- * develop confidence and fluency in the English language towards Advanced Level
- * prepare participants for the IELTS (Academic) examination
- * acquire business and finance qualifications



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:

- * *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*
- * *preparation for the ICFE examination*
- * *balance sheets*
- * *cash flow forecasting*
- * *financial ratios*
- * *budgeting*
- * *exchange rates*
- * *Incoterms*
- * *types of investment*
- * *basis of financial planning*
- * *mergers & acquisitions*

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.

Certificate, Higher-Certificate, Diploma and University Foundation versions of the above course are also available.

† 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 (First week of Term)	<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>speaking – Part 2</i> <i>perfect tenses, intensifying adverbs</i></p>





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 5	<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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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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>academic writing – commenting on graphs language awareness – grammatical terms, adverbial clauses</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>self-assessment academic reading skills differentiating register & style</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>listening skills – sentence completion, note completion IELTS speaking – Part 2 IELTS reading skills – sentence completion</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>language awareness – comparatives, collocations, passive forms IELTS speaking – Parts 1,2,3 complete IELTS practice test</p>

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





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 13 (First week of Second Term)	<i>The Economic Environment</i> <i>key indicators, unemployment,</i> <i>inflation, business & economic cycles,</i> <i>ICFE – reading</i>	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 14	<i>Financial Planning</i> <i>time vs timescale, risk vs reward,</i> <i>objectives, needs analysis,</i> <i>confidential questionnaires,</i> <i>ICFE – writing</i>	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – Part 1</i>
Week 15	<i>Direct Financial Investments</i> <i>cash, fixed interest investments,</i> <i>gilts, debentures,</i> <i>ICFE – listening</i>	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 16	<i>Equities</i> <i>collective investments, unit trusts,</i> <i>OEIC's, life assurance,</i> <i>protection & investment,</i> <i>ICFE – speaking</i>	<i>reading skills – applying headings</i> <i>speaking – Part 2</i> <i>perfect tenses, intensifying adverbs</i>





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>Life Assurance for Business</i> <i>shareholder protection,</i> <i>key man assurance, partnership protection,</i> <i>ICFE – reading</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>Stock Markets</i> <i>indices, commodities,</i> <i>derivatives, exchange rates, Incoterms,</i> <i>ICFE – writing</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>Portfolio Investment</i> <i>portfolio construction,</i> <i>portfolio management,</i> <i>ICFE – listening</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>Fund Management</i> <i>key issues, ‘top-down’, ‘bottom –up’,</i> <i>statistical analysis, mergers & acquisitions,</i> <i>ICFE – speaking</i>	<i>reading skills – locating information</i> <i>IELTS speaking – Part 3</i> <i>listening skills – summary completion</i>





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	<i>The Property Market</i> <i>residential, commercial, industrial,</i> <i>retail, mortgages,</i> <i>ICFE – reading</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 22	<i>Company Accounts</i> <i>interpreting company accounts, balance sheets,</i> <i>profit & loss statement, cash flow analysis,</i> <i>ICFE – writing</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i>
Week 23	<i>Ratios</i> <i>gearing, investment, profitability,</i> <i>efficiency, liquidity,</i> <i>ICFE – listening</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – Part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 24	<i>Regulation</i> <i>regulatory bodies, regulatory environment,</i> <i>financial management of companies,</i> <i>ICFE – speaking</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – Parts 1,2,3</i> <i>complete IELTS practice test</i>





BBSI Pre-Masters Courses 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>planning & control,</i> <i>ICFE – reading</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 – writing</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, profit</i> <i>measurement & the recognition of revenue,</i> <i>calculation of depreciation, treatment of bad & doubtful debts,</i> <i>ICFE – listening</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,</i> <i>significance of cash flow,</i> <i>ICFE – speaking</i>	<i>reading skills – applying headings</i> <i>speaking – Part 2</i> <i>perfect tenses, intensifying adverbs</i>





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, ICFE – reading</i>	<i>IELTS listening skills – note completion, multiple choice, matching reading skills – global multiple choice yes/ no/ not given</i>
Week 30	Financial Ratios <i>advantages & limitations, the ratios calculated, profitability, efficiency, liquidity, gearing, investment trend analysis, ICFE – writing</i>	<i>IELTS speaking – Part 3 language awareness – word building, cleft sentences IELTS reading skills – identifying themes, skimming</i>
Week 31	Cost-Volume-Profit Analysis <i>the behaviour of costs, fixed & variable costs, semi-fixed costs, break-even analysis, ICFE – listening</i>	<i>academic writing skills – planning an essay proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling techniques for avoiding errors</i>
Week 32	Full Costing <i>nature of full costing, activity-based costing (ABC), uses & criticisms of full-costing, ICFE – speaking</i>	<i>reading skills – locating information IELTS speaking – Part 3 listening skills – summary completion</i>





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 33	Budgeting & Strategy <i>strategic, tactical & operational planning, time horizon of plans & budgets, budgets & forecasts, the uses of budgets, standard quantities & costs, variances, ICFE – reading</i>	<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), ICFE – writing</i>	<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, ICFE – listening</i>	<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, ICFE – speaking</i>	<i>language awareness – comparatives, collocations, passive forms IELTS speaking – Parts 1,2,3 complete IELTS practice test</i>

