



BBSI University Foundation Courses 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 University Foundation Courses in Finance & Financial Services are carefully designed to enable students with an Intermediate level in English or above to study the concepts and learn the communication skills required for careers in finance, economics or financial services, while acquiring the academic study skills required for undergraduate entry to a UK university degree course. The course comprises 30 lessons weekly, and the syllabus includes extensive IELTS[†] Examination Preparation. 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. In addition, both Study Options include the full syllabus for the University of Cambridge ESOL International Certificate in Financial English (ICFE). Consequently, all students have the option to gain an external, professional qualification.

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

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 2 study options for this course. For those students with excellent High-School grades and a sound Upper-Intermediate level in English, we offer a 24-week Higher-Certificate study programme, Study Option 1, that enables participants to develop their business, professional and academic



skills to a more advanced level of proficiency in shorter time. However, for those students with a lower, Intermediate level in English, who require more emphasis initially on developing their academic English, business English and academic study skills prior to the introduction of more advanced business studies, we offer a longer, 36-week Diploma programme Study Option 2, that builds more gradually in professional intensity and specialisation.

Study Option 1

The shorter, Higher-Certificate study option is designed for those students with excellent High School grades and a sound Upper-Intermediate level in English. The course is of 24 weeks duration.

Course Outline

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

Course Duration: 24 weeks (2 terms)

Course Designation: UFS 24

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

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

Minimum Age: 17 years

Course Structure & Content:

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

10 lessons weekly in Academic 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 first degree 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 undergraduate 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 academic study skills, the Higher-Certificate syllabus incorporates all the following specialist 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*

Study Option 2

The longer, Diploma study option is designed for those students with sound High School grades and a lower, Intermediate level in English, who require more emphasis initially on developing their business English and professional communication skills to Upper-Intermediate Level prior to the introduction of more advanced business training. The course is of 36 weeks duration and builds more gradually in intensity and specialisation.



Course Outline

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

Course Duration: 36 weeks (3 terms)

Course Designation: UFS 36

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 Academic Study Skills & IELTS Examination Preparation

Terms 2 & 3

20 lessons weekly in Finance & Financial Services

(includes the full ICFE syllabus)

10 lessons weekly in Academic 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 first degree 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 undergraduate 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 an even more thorough and comprehensive grounding in academic English and academic study skills, the Diploma syllabus incorporates all the following specialist 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 University Foundation Diploma programme in Finance & Financial Services is included below. However, the course content for those wishing to study the 24-week, Higher-Certificate study option would depend upon the precise time of year that students elect to study. For example, those seeking to commence their course in January or June would follow the syllabus outlined in weeks 13-36, whilst those commencing the course in either March or September, would study weeks 25-36 followed by weeks 13-24. Those students wishing to study the shorter, 24-week Higher-Certificate option at other times of the year and who require precise details of their course content, should contact BBSI for further clarification.

† 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.



‡ Academic Study Skills

Students require sound academic study skills in preparation for their university degree course:

- effective writing ability
- listening comprehension & note-taking
- ability to transfer information in note form to essay format
- understanding the conventions of bibliographies, footnotes & quotations
 - classroom, self-study & personal organisational skills
 - effective reading-comprehension
 - effective time-management
 - research techniques

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

The following University Foundation 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 University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic 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> 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 style="text-align: center;"><i>reading strategies for IELTS</i> <i>comparing & contrasting language, cohesive devices</i> <i>logical & grammatical links</i></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 style="text-align: center;"><i>listening skills for IELTS multiple choice & note completion</i> <i>IELTS writing: interpreting data in graphs & charts</i></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 style="text-align: center;"><i>reading for IELTS matching & sentence completion tasks</i> <i>language for describing places</i> <i>further note completion skills</i></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 style="text-align: center;"><i>interpreting & comparing data</i> <i>reading skills – skimming & scanning techniques</i> <i>writing skills including presenting solutions to problems</i></p>



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BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic 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 style="text-align: center;"><i>IELTS listening skills for labeling a diagram</i> <i>table completion & short answers</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 style="text-align: center;"><i>speaking for IELTS part 3 – general discussion</i> <i>IELTS reading skills for multiple choice & summary completion</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 style="text-align: center;"><i>analysing IELTS writing questions</i> <i>writing skills for structuring an argument</i> <i>providing evidence & supporting points in an argument-led essay</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 style="text-align: center;"><i>IELTS listening practice for note completion</i> <i>speaking for IELTS parts 2 & 3: long turn & discussion</i></p>



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Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic 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><i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks, reading practice</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><i>writing skills: practice in interpreting data expressing disagreement & discussing implications</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><i>further writing skills development, including describing a process, introductory sentences & marking stages</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><i>further speaking development skills, including sequencing, expressing reasons & giving options for parts 2 & 3 of IELTS</i></p>

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



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Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 13 (First week of Second Term)	<i>The External Environment</i> <i>how it affects business activity – social, macroeconomic, political, etc</i> <i>ICFE – language skills</i>	<i>reading strategies for IELTS</i> <i>comparing & contrasting language, cohesive devices</i> <i>logical & grammatical links</i>
Week 14	<i>Types of Business Structure</i> <i>risk, objectives, timescale, fixed interest investments</i> <i>ICFE – language skills</i>	<i>listening skills for IELTS multiple choice & note completion</i> <i>IELTS writing: interpreting data in graphs & charts</i>
Week 15	<i>Top Down Fund Selection</i> <i>stock markets, systemic & non-systemic risk, top-down investment strategy</i> <i>public offers, rights issues</i> <i>ICFE – language skills</i>	<i>reading for IELTS matching & sentence completion tasks</i> <i>language for describing places</i> <i>further note completion skills</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>interpreting & comparing data</i> <i>reading skills – skimming & scanning techniques</i> <i>writing skills including presenting solutions to problems</i>



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BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic 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 for labeling a diagram,</i> <i>table completion & short answers</i>
Week 18	<i>Options</i> <i>options, futures, derivatives,</i> <i>exchange rates, Incoterms</i> <i>ICFE – language skills</i>	<i>speaking for IELTS Part 3 – general discussion</i> <i>IELTS reading skills for multiple choice & summary completion</i>
Week 19	<i>Interpreting Company Accounts</i> <i>balance sheet, profit & loss, cash flow</i> <i>ICFE – language skills</i>	<i>analysing IELTS writing questions</i> <i>writing skills for structuring an argument, providing evidence &</i> <i>supporting points in an argument-led essay</i>
Week 20	<i>Deciding on a Firm's Competitive Future</i> <i>competition issues,</i> <i>vertical & horizontal integration</i> <i>ICFE – language skills</i>	<i>IELTS listening practice for note completion</i> <i>speaking for IELTS Part 2 & 3: long turn & discussion</i>



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Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 21	<i>ICFE Revision</i> <i>language skills – reading, writing, listening & speaking</i> <i>examination practice</i>	<i>IELTS reading skills: differentiating false & not given answers</i> <i>sentence completion & matching tasks reading practice</i>
Week 22	<i>Business Plans</i> <i>preparation & analysis</i> <i>ICFE – language skills</i>	<i>writing skills: practice in interpreting data, expressing</i> <i>disagreement & discussing implications</i>
Week 23	<i>The Nature & Role of Banks</i> <i>central, commercial & investment</i> <i>ICFE – language skills</i>	<i>further writing skills development, including describing a process,</i> <i>introductory sentences & marking stages</i>
Week 24	<i>The Current Climate</i> <i>key financial issues of the moment</i> <i>ICFE – language skills</i>	<i>further speaking development skills, including sequencing,</i> <i>expressing reasons & giving options for parts 2 & 3 of IELTS</i>



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BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 25 <i>(First week of Third Term)</i>	<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>reading strategies for IELTS</i> <i>comparing & contrasting language, cohesive devices</i> <i>logical & grammatical links</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>listening skills for IELTS multiple choice & note completion</i> <i>IELTS writing: interpreting data in graphs & charts</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>reading for IELTS matching & sentence completion tasks</i> <i>language for describing places</i> <i>further note completion skills</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>interpreting & comparing data</i> <i>reading skills – skimming & scanning techniques</i> <i>writing skills including presenting solutions to problems</i>



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BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic 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 – language skills</i>	<i>IELTS listening skills for labeling a diagram, table completion & short answers</i>
Week 30	Financial Ratios <i>advantages & limitations, the ratios calculated, profitability, efficiency, liquidity, gearing , investment trend analysis ICFE – language skills</i>	<i>speaking for IELTS Part 3 – general discussion IELTS reading skills for multiple choice & summary completion</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>analysing IELTS writing questions writing skills for structuring an argument, providing evidence & supporting points in an argument-led essay</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>IELTS listening practice for note completion speaking for IELTS part 2 & 3: long turn and discussion</i>



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BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic 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</i> <i>ICFE – language skills</i>	<i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks reading practice</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> <i>ICFE – language skills</i>	<i>writing skills: practice in interpreting data, expressing disagreement & discussing implications</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> <i>ICFE – language skills</i>	<i>further writing skills development, including describing a process, introductory sentences & marking stages</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> <i>ICFE – language skills</i>	<i>further speaking development skills, including sequencing, expressing reasons & giving options for parts 2 & 3 of IELTS</i>



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