



## **BBSI Higher-Certificate Courses in Finance & Financial Services**

The BBSI Higher-Certificate Course in Finance & Financial Services is of 24 weeks duration and is carefully designed to enable students at an Intermediate Level in English or above to study the concepts and acquire the skills required for a career in finance, economics and financial services. Participants gain a Higher-Certificate award from BBSI. The course comprises 30 lessons weekly.

**Cambridge ESOL International Certificate in Financial English.** Students will develop competent business English and professional communication 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.

**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, you have the option to study for 2 of 3 different University of Cambridge ESOL<sup>†</sup> 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<sup>+</sup> (ELW) at a language level to suit their needs. The course is conducted around a busy social and activity programme, and the maximum class size is 12, which can be extended to 15 during peak periods.

**Study Options.** There are 2 study options for this course. For those with a sound Upper-Intermediate level in English, we offer Study Option 1, which enables participants to develop their business and professional skills to a more advanced level of proficiency, while studying a more extensive range of specialised topics related to finance and financial services. However, for those students with a lower, Intermediate level in English, who require more emphasis initially on developing their business English and professional communication skills prior to the introduction of more advanced finance and business studies, we offer Study Option 2, which builds more gradually in professional intensity and specialisation.

### **Study Option 1**

Designed for those students with a sound Upper-Intermediate level in English or above, Study Option 1 enables participants to develop their business and professional skills to a more advanced level of proficiency.

#### **Course Outline**

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

**Course Duration:** 24 weeks (2 terms)

**Course Designation:** CFS 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 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*

*\*English Language Workshop (ELW)*

**Award:**

BBSI Higher-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.** The course objectives are to:

- \* develop an understanding of current theory and practice in international finance and financial services
- \* acquire a sound, professional understanding and knowledge of international finance and financial services concepts
- \* develop effective business English communication skills
- \* build appropriate vocabulary related to finance and financial services
- \* acquire the necessary communication skills for a career in finance and financial services
- \* develop confidence and fluency in the English language towards Advanced Level
- \* prepare participants for the University of Cambridge ICFE examination
- \* provide participants with the opportunity to acquire additional English and business English qualifications

**Course Elements.** In addition to providing students with a thorough and comprehensive grounding in business English and professional communication skills, Study Option 1 incorporates all the following specialised topics:

- |   |                                |
|---|--------------------------------|
| * <i>measuring &amp; reporting the financial position</i> | * <i>balance sheets</i>        |
| * <i>profit &amp; 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>        |



- \* *the economic & political environment*
- \* *business & economic cycles*
- \* *portfolio selection & fund management*
- \* *investment banking*
- \* *preparation for the ICFE examination*

- \* *Incoterms*
- \* *types of investment*
- \* *basis of financial planning*
- \* *mergers & acquisitions*

## Study Option 2

Designed for those students with a lower, Intermediate level in English, who require more emphasis initially on developing their business English and communication skills prior to the introduction of more advanced business training, Study Option 2 builds more gradually in intensity and specialisation.

### Course Outline

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

**Course Duration:** 24 weeks (2 terms)

**Course Designation:** CFS 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:

#### 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)*

#### Term 2

20 weekly lessons in Finance & Financial Services

*(includes the full ICFE syllabus)*

10 weekly lessons 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*
- \* *English Language Workshop (ELW)*



**Award:**

BBSI Higher-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.** The course objectives are to:

- \* develop an understanding of current theory and practice in international finance and financial services
- \* acquire a sound, professional understanding and knowledge of international finance and financial services concepts
- \* develop effective business communication skills in English
- \* build appropriate vocabulary related to finance and financial services
- \* acquire the necessary communication skills for a career in finance and financial services
- \* develop confidence and fluency in the English language beyond Upper-Intermediate Level
- \* prepare participants for one of a range of English, financial English and business English qualifications
- \* provide participants with the opportunity to acquire additional English and business English qualifications

**Course Elements.** In addition to providing students with a thorough and comprehensive grounding in business English and professional communication skills, Study Option 2 incorporates specialised elements selected from the following:

- |   |                                      |
|---|--------------------------------------|
| * <i>measuring &amp; reporting the financial position</i> | * <i>balance sheets</i>              |
| * <i>profit &amp; 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 &amp; political environment</i>         | * <i>Incoterms</i>                   |
| * <i>business &amp; economic cycles</i>                   | * <i>types of investment</i>         |
| * <i>portfolio selection &amp; fund management</i>        | * <i>basis of financial planning</i> |
| * <i>investment banking</i>                               | * <i>mergers &amp; acquisitions</i>  |
| * <i>preparation for the ICFE examination</i>             |                                      |

A week-by week syllabus of the entire BBSI study programme in Finance & Financial Services is included below. The course content for those wishing to study the 24-week Higher-Certificate option would depend upon the precise time of year that students elect to study. For example, those seeking to commence Study Option 1 of the Higher-Certificate in January or June would follow the syllabus outlined in weeks 13-36, whilst those commencing the same course in either March or September, would study weeks 25-36 followed by weeks 13-24. Those students wishing to follow Study Option 2, on the other hand, commencing in January or June would study weeks 1-24, whilst those commencing the course in March or September would follow weeks 1-12 followed by weeks 25-36.



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

#### <sup>†</sup> **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.

#### <sup>‡</sup> **English Language Workshop**

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

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

***The following higher-certificate 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](http://www.bbsi.co.uk)

Alternatively, contact BBSI by e-mail at [info@bbsi.co.uk](mailto:info@bbsi.co.uk)



## BBSI Higher-Certificate Courses in Finance & Financial Services



### Typical Weekly Syllabus

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





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### Typical Weekly Syllabus

	<b>Professional Course Content</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 2, Week 5	<p><b>Topic: promotions &amp; promotional literature, trade fairs &amp; advertising</b>  <i>Skills: effective presentations</i>  <i>Case Study: creating a promotional campaign</i>  <i>Assessed Tasks: banking &amp; insurance services for a small business</i></p>	<p><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 (Cambridge Advanced English)</i></p>
Option 2, Week 6	<p><b>Topic: recruitment</b>  <i>(including the recruitment process, headhunting, hiring &amp; retaining staff)</i>  <i>Skills: preparing a CV &amp; 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>  <i>or</i>  <i>preparation for one of:</i>  <i>BEC (Business English Certificate),</i>  <i>FCE (First Certificate in English),</i>  <i>CAE (Cambridge Advanced English)</i></p>
Option 2, Week 7	<p><b>Topic: international trade</b>  <i>(including visible/invisible trade, export documents, Incoterms, payment, customs)</i>  <i>Skills: negotiation techniques &amp; 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>  <i>or</i>  <i>preparation for one of:</i>  <i>BEC (Business English Certificate),</i>  <i>FCE (First Certificate in English),</i>  <i>CAE (Cambridge Advanced English)</i></p>
Option 2, Week 8	<p><b>Topic: innovation</b>  <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>  <i>or</i>  <i>preparation for one of:</i>  <i>BEC (Business English Certificate),</i>  <i>FCE (First Certificate in English),</i>  <i>CAE (Cambridge Advanced English)</i></p>





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	<b>Professional Course Content</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 2, Week 9	<p><b>Topic: leadership skills</b> (including character &amp; qualities of leaders) Skills: decision-making Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</p>
Option 2, Week 10	<p><b>Topic: business ethics</b> (honesty &amp; dishonesty, responsible business) Skills: problem-solving Case Study: dealing with employee problems Assessed Task: portfolio (of work to date)</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</p>
Option 2, Week 11	<p><b>Topic: travel &amp; tourism</b> Skills: US/UK English, making arrangements, writing business letters, writing business memos Case Study: planning a conference Assessed Task: final progress test</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</p>
Option 2, Week 12	<p><b>Topic: business cultures, cultural do's &amp; don'ts</b> Skills: cultural language &amp; idioms, social English Case Study: writing an itinerary Assessed Task: marketing a country or region</p>	<p>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</p>

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





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### Typical Weekly Syllabus

	<b>Finance and Financial Services</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 2, Week 13 <b>(First week of Second Term)</b> or Option 1, Week 1	<b><i>The Economic Environment</i></b> <i>key indicators, unemployment, inflation, business &amp; economic cycles, ICFE – reading</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 14 or Option 1, Week 2	<b><i>Financial Planning</i></b> <i>time vs timescale, risk vs reward, objectives, needs analysis, confidential questionnaires, ICFE – writing</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 15 or Option 1, Week 3	<b><i>Direct Financial Investments</i></b> <i>cash, fixed interest investments, gilts, debentures, ICFE – listening</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 16 or Option 1, Week 4	<b><i>Equities</i></b> <i>collective investments, unit trusts, OEIC's, life assurance, protection &amp; investment, ICFE – speaking</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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### Typical Weekly Syllabus

	<b>Finance and Financial Services</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 2, Week 17 or Option 1, Week 5	<b>Life Assurance for Business</b> <i>shareholder protection, key man assurance, partnership protection, ICFE – reading</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 18 or Option 1, Week 6	<b>Stock Markets</b> <i>indices, commodities, derivatives, exchange rates, Incoterms, ICFE – writing</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 19 or Option 1, Week 7	<b>Portfolio Investment</b> <i>portfolio construction, portfolio management, ICFE – listening</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 20 or Option 1, Week 8	<b>Fund Management</b> <i>key issues, ‘top-down’, ‘bottom –up’, statistical analysis, mergers &amp; acquisitions, ICFE – speaking</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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### Typical Weekly Syllabus

	<b>Finance and Financial Services</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 2, Week 21 or Option 1, Week 9	<b>The Property Market</b> <i>residential, commercial, industrial, retail, mortgages, ICFE – reading</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 22 or Option 1, Week 10	<b>Company Accounts</b> <i>interpreting company accounts, balance sheets, profit &amp; loss statement, cash flow analysis, ICFE – writing</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 23 or Option 1, Week 11	<b>Ratios</b> <i>gearing, investment, profitability, efficiency, liquidity, ICFE – listening</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 2, Week 24 or Option 1, Week 12	<b>Regulation</b> <i>regulatory bodies, regulatory environment, financial management of companies, ICFE – speaking</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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### Typical Weekly Syllabus

	<b>Finance and Financial Services</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 1, Week 25 <b>(First week of Third Term)</b>	<b><i>Nature &amp; Role of Accounting &amp; Finance</i></b> <i>materiality, business objectives, an overview of the main financial statements, planning &amp; control, ICFE – reading</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 26	<b><i>The Balance Sheet (B/S)</i></b> <i>the classification of assets, the classification of claims &amp; liabilities, breakdown of the types of entries, ICFE – writing</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 27	<b><i>Profit &amp; Loss Account (P/L)</i></b> <i>relationship with the B/S, construction &amp; use of expenses, profit measurement &amp; the recognition of revenue, calculation of depreciation, treatment of bad &amp; doubtful debts, ICFE – listening</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 28	<b><i>Cash Flow Statements</i></b> <i>the importance of cash &amp; cash flow, main features &amp; purposes, significance of cash flow, ICFE – speaking</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of:</i> <i>BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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### Typical Weekly Syllabus

	<b>Finance and Financial Services</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 1, Week 29	<b>Debtor Management</b> <i>non-financial objectives, financial management, ICFE – reading</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 30	<b>Financial Ratios</b> <i>advantages &amp; limitations, the ratios calculated, profitability, efficiency, liquidity, gearing , investment trend analysis, ICFE – writing</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 31	<b>Cost-Volume-Profit Analysis</b> <i>the behaviour of costs, fixed &amp; variable costs, semi-fixed costs, break-even analysis, ICFE – listening</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 32	<b>Full Costing</b> <i>nature of full costing, activity-based costing (ABC), uses &amp; criticisms of full-costing, ICFE – speaking</i>	<i>ELW (English Language Workshop) or preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>





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### Typical Weekly Syllabus

	<b>Finance and Financial Services</b> <i>(20 lessons)</i>	<b>English Language Options</b> <i>(10 lessons)</i>
Option 1, Week 33	<b>Budgeting &amp; Strategy</b> <i>strategic, tactical &amp; operational planning, time horizon of plans &amp; budgets, budgets &amp; forecasts, the uses of budgets, standard quantities &amp; costs, variances, ICFE – reading</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 34	<b>Capital Investment Decisions</b> <i>nature &amp; 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>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 35	<b>Managing Working Capital</b> <i>nature &amp; scale of working capital, management of stocks, the management of debtors, the management of cash, the management of trade creditors, ICFE – listening</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>
Option 1, Week 36	<b>Financing the Business</b> <i>sources, long-term sources of external finance, gearing &amp; 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 &amp; long-term financing, share issues, ICFE – speaking</i>	<i>ELW (English Language Workshop)</i> or <i>preparation for one of: BEC (Business English Certificate), FCE (First Certificate in English), CAE (Cambridge Advanced English)</i>

