



BBSI University Foundation Courses in Finance & Financial Services

The BBSI University Foundation Course in Finance & Financial Services is carefully designed to enable students with an Intermediate level in English or above to study the concepts and learn the skills required for careers in finance, economics and business, while acquiring the academic study skills required for undergraduate entry to a UK university degree course. While preparing for university, therefore, participants can gain worthwhile business and finance qualifications. Depending on the study option selected, awards include either a BBSI Higher-Certificate or Diploma qualification. The course comprises 30 lessons weekly, and the syllabus includes extensive IELTS[†] Examination Preparation and the full syllabus for the University of Cambridge ESOL International Certificate in Financial English.

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 are assured of a university place prior to graduation from BBSI.

Cambridge ESOL International Certificate in Financial English. Students will develop competent business English skills and have the option to 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 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. 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 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 (*Upper-Intermediate*)

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

Award:

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

Optional External Examinations*:

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

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a UK university first degree course related to finance and financial services
- * have completed the university-application process so that students secure a UK university placement on the undergraduate degree course of their choice
- * acquire the necessary academic study skills for undergraduate 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, economics and financial services
- * develop effective business English communication and presentation skills
- * build appropriate vocabulary related to business and finance
- * develop confidence and fluency in the English language towards Advanced Level
- * prepare participants for the IELTS (Academic) examination
- * acquire a range of business and finance 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:

- * *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*

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 Finance & Financial Services

(continuous assessment)

Optional External Examinations* :

University of Cambridge ICFE

IELTS [Academic] *(examinations monthly)*

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a UK university first degree course related to finance and financial services
- * have completed the university-application process so that students secure a UK university placement on the undergraduate degree course of their choice
- * acquire the necessary academic study skills for undergraduate 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, economics and financial services
- * develop effective business English communication and presentation skills
- * build appropriate vocabulary related to business and finance
- * 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 academic study skills, the Diploma syllabus incorporates all 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> | |



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.

Certificate, Higher-Certificate, Diploma and Pre-Masters 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.

‡ 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 Skills & IELTS 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></p> <p style="text-align: center;"><i>Skills: introductions & networking, structuring effective presentations, formal business report writing formats</i></p> <p style="text-align: center;"><i>Case Study: outsourcing</i></p> <p style="text-align: center;"><i>Assessed Tasks: presenting yourself, business recommendation for a bank</i></p>	<p style="text-align: center;"><i>reading strategies for IELTS</i></p> <p style="text-align: center;"><i>comparing & contrasting language, cohesive devices</i></p> <p style="text-align: center;"><i>logical & grammatical links</i></p>
Week 2	<p style="text-align: center;">Topic: brands & brand management</p> <p style="text-align: center;"><i>Skills: taking part in meetings, discussion language</i></p> <p style="text-align: center;"><i>Case Study: developing a brand</i></p> <p style="text-align: center;"><i>Assessed Task: analysing a company logo</i></p>	<p style="text-align: center;"><i>listening skills for IELTS multiple choice & note completion</i></p> <p style="text-align: center;"><i>IELTS writing: interpreting data in graphs & charts</i></p>
Week 3	<p style="text-align: center;">Topic: managing change</p> <p style="text-align: center;"><i>Skills: conducting a meeting, the language of meetings</i></p> <p style="text-align: center;"><i>Case Study: a takeover</i></p> <p style="text-align: center;"><i>Assessed Task: meeting simulation</i></p>	<p style="text-align: center;"><i>reading for IELTS matching & sentence completion tasks</i></p> <p style="text-align: center;"><i>language for describing places</i></p> <p style="text-align: center;"><i>further note completion skills</i></p>
Week 4	<p style="text-align: center;">Topic: money, finance, banking & investment</p> <p style="text-align: center;"><i>Skills: writing an agenda and action minutes for a meeting, investment,</i></p> <p style="text-align: center;"><i>Case Study: an investment company</i></p> <p style="text-align: center;"><i>Assessed Tasks: progress test, banking & insurance services for a small business</i></p>	<p style="text-align: center;"><i>interpreting & comparing data</i></p> <p style="text-align: center;"><i>reading skills – skimming & scanning techniques</i></p> <p style="text-align: center;"><i>writing skills including presenting solutions to problems</i></p>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic Skills & IELTS 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 for labeling a diagram, table completion & short answers</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>speaking for IELTS Part 3 – general discussion</i> <i>IELTS reading skills for multiple choice & summary completion</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>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>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>IELTS listening practice for note completion</i> <i>speaking for IELTS Part 2 & 3: long turn & discussion</i></p>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Academic Skills & IELTS 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





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 13 <i>(First week of Second Term)</i>	<i>The Economic Environment</i> <i>key indicators, unemployment,</i> <i>inflation, business & economic cycles,</i> <i>ICFE – reading</i>	<i>reading strategies for IELTS</i> <i>comparing & contrasting language, cohesive devices</i> <i>logical & grammatical links</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>listening skills for IELTS multiple choice & note completion</i> <i>IELTS writing: interpreting data in graphs & charts</i>
Week 15	<i>Direct Financial Investments</i> <i>cash, fixed interest investments,</i> <i>gilts, debentures,</i> <i>ICFE – listening</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>Equities</i> <i>collective investments, unit trusts,</i> <i>OEIC's, life assurance,</i> <i>protection & investment,</i> <i>ICFE – speaking</i>	<i>interpreting & comparing data</i> <i>reading skills – skimming & scanning techniques</i> <i>writing skills including presenting solutions to problems</i>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Skills & IELTS 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 for labeling a diagram,</i> <i>table completion & short answers</i>
Week 18	<i>Stock Markets</i> <i>indices, commodities,</i> <i>derivatives, exchange rates, Incoterms,</i> <i>ICFE – writing</i>	<i>speaking for IELTS Part 3 – general discussion</i> <i>IELTS reading skills for multiple choice & summary completion</i>
Week 19	<i>Portfolio Investment</i> <i>portfolio construction,</i> <i>portfolio management,</i> <i>ICFE – listening</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>Fund Management</i> <i>key issues, ‘top-down’, ‘bottom –up’,</i> <i>statistical analysis, mergers & acquisitions,</i> <i>ICFE – speaking</i>	<i>IELTS listening practice for note completion</i> <i>speaking for IELTS Part 2 & 3: long turn & discussion</i>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 21	<i>The Property Market</i> <i>residential, commercial, industrial, retail, mortgages, ICFE – reading</i>	<i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks reading practice</i>
Week 22	<i>Company Accounts</i> <i>interpreting company accounts, balance sheets, profit & loss statement, cash flow analysis, ICFE – writing</i>	<i>writing skills: practice in interpreting data, expressing disagreement & discussing implications</i>
Week 23	<i>Ratios</i> <i>gearing, investment, profitability, efficiency, liquidity, ICFE – listening</i>	<i>further writing skills development, including describing a process, introductory sentences & marking stages</i>
Week 24	<i>Regulation</i> <i>regulatory bodies, regulatory environment, financial management of companies, ICFE – speaking</i>	<i>further speaking development skills, including sequencing, expressing reasons & giving options for Parts 2 & 3 of IELTS</i>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Skills & IELTS 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 materiality, business objectives, an overview of the main financial statements, planning & control, ICFE – reading</i>	<i>reading strategies for IELTS comparing & contrasting language, cohesive devices logical & grammatical links</i>
Week 26	<i>The Balance Sheet (B/S) the classification of assets, the classification of claims & liabilities, breakdown of the types of entries, I CFE – writing</i>	<i>listening skills for IELTS multiple choice & note completion IELTS writing: interpreting data in graphs & charts</i>
Week 27	<i>Profit & Loss Account (P/L) relationship with the B/S, construction & use of expenses, profit measurement & the recognition of revenue, calculation of depreciation, treatment of bad & doubtful debts, ICFE – listening</i>	<i>reading for IELTS matching & sentence completion tasks language for describing places further note completion skills</i>
Week 28	<i>Cash Flow Statements the importance of cash & cash flow, main features & purposes, significance of cash flow, ICFE – speaking</i>	<i>interpreting & comparing data reading skills – skimming & scanning techniques writing skills including presenting solutions to problems</i>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Skills & IELTS 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 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 – writing</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 – listening</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, ICFE – speaking</i>	<i>IELTS listening practice for note completion speaking for IELTS Part 2 & 3: long turn and discussion</i>





BBSI University Foundation Courses in Finance & Financial Services



Weekly Syllabus

	Finance and Financial Services <i>(20 lessons)</i>	Academic Skills & IELTS Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 33	<i>Budgeting & Strategy</i> <i>strategic, tactical & operational planning, time horizon of plans & budgets, budgets & forecasts, the uses of budgets, standard quantities & costs, variances, ICFE – reading</i>	<i>IELTS reading skills: differentiating false & not given answers sentence completion & matching tasks reading practice</i>
Week 34	<i>Capital Investment Decisions</i> <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>writing skills: practice in interpreting data, expressing disagreement & discussing implications</i>
Week 35	<i>Managing Working Capital</i> <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>further writing skills development, including describing a process, introductory sentences & marking stages</i>
Week 36	<i>Financing the Business</i> <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>further speaking development skills, including sequencing, expressing reasons & giving options for Parts 2 & 3 of IELTS</i>

