



## **BBSI Pre-Masters Courses in Management or Pre-MBA**

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 Management are available in these different formats as follows:

- \* Certificate in Management & Business Administration
- \* Higher-Certificate in Management & Business Administration
- \* Diploma in Management & Business Administration
- \* University Foundation in Management & Business Administration
- \* **Pre-Masters in Management & Business Administration**

The BBSI Pre-Masters Courses in Management are carefully designed for international graduates with either a first degree or equivalent, or a higher diploma and relevant work experience, to ensure they acquire the advanced academic study skills necessary for postgraduate entry to a UK university. The aim is to enable undergraduates who are seeking to enhance their career prospects by further study of management, or wishing to follow a Pre-MBA, to secure a suitable place for their postgraduate degree. The courses are available in 12, 24 or 36-week study options, depending on individual requirements and the student's current level in English. The course comprises 30 lessons weekly, and 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 course will gain a BBSI award and NCFE awards. In addition, the Higher-Certificate and Diploma Study Options include the full syllabus of the Chartered Management Institute (CMI) Level 3 Diploma in First Line Management, while Study Option 2 covers the modules that lead to the CMI Level 3 Certificate in First Line Management. Consequently, all Higher-Certificate and Diploma students have the option to gain an optional externally-accredited professional management qualification.

**UK University Placement.** While undertaking Pre-Masters courses at BBSI and acquiring the qualifications and advanced study skills necessary for postgraduate study at university, students are provided with extensive counselling and guidance in all aspects of study at universities in the UK, and given full assistance with the university application process. All students who successfully complete their course and achieve the required IELTS (Academic) 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.

**Study Options.** There are 3 study options for our Pre-Masters course in Management & Business Administration:



**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 UK university, we provide a 12-week study programme that leads to a BBSI Certificate in Management & Business Administration.

**24-Week Higher-Certificate Course.** For those students with excellent High-School grades, a diploma or first-degree qualification, and a sound Upper-Intermediate Level in English or above, we offer a 24-week study programme that leads to a BBSI Higher-Certificate in Management & Business Administration, an NCFE Certificate in Management & Business Administration, and also provides the opportunity to acquire the CMI Certificate in First Line Management qualification.

**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 management and business studies, we offer a longer, 36-week Diploma programme that builds more gradually in intensity and specialisation. This study option leads to a BBSI Diploma in Management & Business Administration, an NCFE Certificate in Communication & Business Skills, an NCFE Certificate in Management & Business Administration, and also provides the opportunity to acquire the CMI Diploma in First Line Management qualification.

## Certificate Study Option

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

**Course Duration:** 12 weeks (1 term)

**Course Designation:** PMB 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 Management & Business Administration  
(*includes 4 of the 8 CMI management modules*)

10 lessons weekly in Advanced Study Skills & IELTS Examination Preparation

### Award:

BBSI Certificate in Management & Business Administration  
(*continuous assessment*)

### Optional External Examinations\*:

Diploma, Certificate or Award in First Line Management  
(*course work standards, attendance, regular assignments*)

IELTS [Academic] (*examinations monthly*)



### Course Objectives:

- \* to fully prepare students academically for entry to a Masters course related to management & business administration at a university in the UK
- \* to assist them in completing the university application process in order to secure a placement on the postgraduate degree course of their choice at a university in the UK
- \* to enable them to acquire the necessary academic study skills for postgraduate study at a UK university
- \* to provide preparation for the IELTS (Academic) examination
- \* to enable students to develop a sound understanding of current theory & practice in management
- \* to enable them to acquire a sound understanding of management concepts
- \* to facilitate the development of effective business English communication skills
- \* to ensure students build appropriate vocabulary related to management
- \* to provide preparation for an internationally recognised management qualification

**Course Elements.** In addition to providing students with a thorough and comprehensive grounding in academic English and advanced study skills, the Certificate syllabus incorporates specialised elements selected from the following:

- |  |  |
|--|--|
| * <i>managing information</i>                | * <i>communicating for results</i>                 |
| * <i>strategic planning</i>                  | * <i>customer focus, planning &amp; change</i>     |
| * <i>identifying needs &amp; objectives</i>  | * <i>customer service management</i>               |
| * <i>introduction to quality management</i>  | * <i>best practice benchmarking, ISO9000</i>       |
| * <i>using &amp; controlling resources</i>   | * <i>HR planning &amp; knowledge management</i>    |
| * <i>performance management</i>              | * <i>developing as a supervisor</i>                |
| * <i>continual professional development</i>  | * <i>staffing &amp; selection</i>                  |
| * <i>interviewing</i>                        | * <i>personnel development &amp; work planning</i> |
| * <i>improving the performance of a team</i> | * <i>international &amp; current affairs</i>       |
| * <i>leadership &amp; management styles</i>  | * <i>time management</i>                           |
| * <i>health &amp; safety</i>                 | * <i>effective meetings/presentations</i>          |

**CMI Management Modules** (4 assignments selected from the following)

- |   |                                      |
|---|--------------------------------------|
| * <i>managing &amp; communicating information</i>     | * <i>meeting stakeholder needs</i>   |
| * <i>maintaining quality standards</i>                | * <i>resource planning</i>           |
| * <i>personal development as a first line manager</i> | * <i>recruitment &amp; selection</i> |
| * <i>developing individuals and teams</i>             | * <i>improving team performance</i>  |

### Higher-Certificate Study Option

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

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

**Course Designation:** PMB 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 Management & Business Administration  
*(incorporates all 8 CMI management modules)*

10 lessons weekly in Advanced Study Skills & IELTS Examination Preparation

**Awards:**

BBSI Higher-Certificate in Management & Business Administration  
*(continuous assessment)*

NCFE Certificate in Management & Business Administration  
*(continuous assessment)*

**Optional External Examinations\*:**

CMI Diploma in First Line Management  
*(course work standards, attendance, regular assignments)*

IELTS [Academic] *(examinations monthly)*

**Course Objectives:**

- \* to fully prepare students academically for entry to a Masters course related to management & business administration at a university in the UK
- \* to assist them in completing the university application process in order to secure a placement on the postgraduate degree course of their choice at a university in the UK
- \* to enable them to acquire the necessary academic study skills for postgraduate study at a UK university
- \* to provide preparation for the IELTS (Academic) examination
- \* to enable students to develop a sound understanding of current theory & practice in management
- \* to enable them to acquire a sound understanding of management concepts
- \* to facilitate the development of effective business English communication skills
- \* to ensure students build appropriate vocabulary related to management
- \* to provide preparation for an internationally recognised management qualification

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

- |   |   |
|---|---|
| * <i>managing information</i>               | * <i>communicating for results</i>              |
| * <i>strategic planning</i>                 | * <i>customer focus, planning &amp; change</i>  |
| * <i>identifying needs &amp; objectives</i> | * <i>customer service management</i>            |
| * <i>introduction to quality management</i> | * <i>best practice benchmarking, ISO9000</i>    |
| * <i>using &amp; controlling resources</i>  | * <i>HR planning &amp; knowledge management</i> |
| * <i>performance management</i>             | * <i>developing as a supervisor</i>             |



- \* *continual professional development*
- \* *interviewing*
- \* *improving the performance of a team*
- \* *leadership & management styles*
- \* *health & safety*

- \* *staffing & selection*
- \* *personnel development & work planning*
- \* *international & current affairs*
- \* *time management*
- \* *effective meetings/presentations*

#### ***CMI Management Modules***

- \* *managing & communicating information*
- \* *maintaining quality standards*
- \* *personal development as a first line manager*
- \* *developing individuals and teams*

- \* *meeting stakeholder needs*
- \* *resource planning*
- \* *recruitment & selection*
- \* *improving team performance*

## **Diploma Study Option**

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

**Course Duration:** 36 weeks (3 terms)

**Course Designation:** PMB 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 Management & Business Administration  
(*incorporates all 8 CMI management modules*)
- 10 lessons weekly in Advanced Study Skills & IELTS Examination Preparation

### **Awards:**

BBSI Diploma in Management & Business Administration  
(*continuous assessment*)

NCFE Certificate in Communication & Business Skills  
(*continuous assessment*)

NCFE Certificate in Management & Business Administration  
(*continuous assessment*)



### Optional External Examinations\* :

CMI Diploma in First Line Management  
(course work standards, attendance, regular assignments)  
IELTS [Academic] (examinations monthly)

### Course Objectives:

- \* to fully prepare students academically for entry to a Masters course related to management & business administration at a university in the UK
- \* to assist them in completing the university application process in order to secure a placement on the postgraduate degree course of their choice at a university in the UK
- \* to enable them to acquire the necessary academic study skills for postgraduate study at a UK university
- \* to provide preparation for the IELTS (Academic) examination
- \* to enable students to develop a sound understanding of current theory & practice in management
- \* to enable them to acquire a sound understanding of management concepts
- \* to facilitate the development of effective business English communication skills
- \* to ensure students build appropriate vocabulary related to management
- \* to provide preparation for an internationally recognised management qualification

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

- |  |  |
|--|--|
| * <i>managing information</i>                | * <i>communicating for results</i>                 |
| * <i>strategic planning</i>                  | * <i>customer focus, planning &amp; change</i>     |
| * <i>identifying needs &amp; objectives</i>  | * <i>customer service management</i>               |
| * <i>introduction to quality management</i>  | * <i>best practice benchmarking, ISO9000</i>       |
| * <i>using &amp; controlling resources</i>   | * <i>HR planning &amp; knowledge management</i>    |
| * <i>performance management</i>              | * <i>developing as a supervisor</i>                |
| * <i>continual professional development</i>  | * <i>staffing &amp; selection</i>                  |
| * <i>interviewing</i>                        | * <i>personnel development &amp; work planning</i> |
| * <i>improving the performance of a team</i> | * <i>international &amp; current affairs</i>       |
| * <i>leadership &amp; management styles</i>  | * <i>time management</i>                           |
| * <i>health &amp; safety</i>                 | * <i>effective meetings/presentations</i>          |

#### **CMI Management Modules**

- |   |                                      |
|---|--------------------------------------|
| * <i>managing &amp; communicating information</i>     | * <i>meeting stakeholder needs</i>   |
| * <i>maintaining quality standards</i>                | * <i>resource planning</i>           |
| * <i>personal development as a first line manager</i> | * <i>recruitment &amp; selection</i> |
| * <i>developing individuals and teams</i>             | * <i>improving team performance</i>  |

A week-by-week syllabus of the entire 36-week Pre-Masters in Management course 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. Those wishing to commence the Higher-Certificate option in either March or September, however, would study weeks 25-36 followed by weeks 13-24.

### † **Chartered Management Institute (CMI)**

The Chartered Management Institute is the largest professional management institute in Europe. BBSI is an **Approved Training Centre** for CMI and, as such, offers the Qualification in First Line Management. Trainees can achieve the full Diploma, or the Certificate, which is available to students completing three units or more (9 weeks), or individual Awards for modules successfully completed. The CMI elements are externally accredited to the rigorous standards of the Chartered Institute, and are assessed by means of course work standards, attendance and regular assignments.

The 8 units required for the CMI Qualification in First Line Management are incorporated in modular format within the BBSI Management & Business Administration syllabus. Normally, a minimum study period of 24 weeks is required to complete all 8 CMI modules; however, students studying for lesser periods can achieve the Certificate or Awards depending upon the number of CMI assignments successfully completed. These qualifications are widely accepted by international employers and by major British universities.

#### **CMI Student Membership**

Participants of BBSI courses with management elements can apply for Student Membership of CMI. The advantages of CMI membership include the following:

- unlimited access to the CMI Management Information Centre
- on-Line access to databases offering more than one million constantly updated articles
  - helpful researchers on hand for research assistance, with a 24-hour turnaround
  - complimentary copies of the magazine 'Professional Manager'
    - support for 'smart' Continuing Professional Development
    - free career and CV fact sheets and guidance
    - preferential rates on CMI publications

### ‡ **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
  - seminar skills
  - presentations

*\* 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:***

- \* Marketing, Advertising & Public Relations
- \* Finance & Financial Services
- \* 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 Pre-Masters Courses in Management & Business Administration



## Weekly Syllabus

	<b>Professional Course Content</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme</i> <i>(10 lessons)</i>
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>learning styles</i></p> <p><i>listening skills – multiple choice</i></p> <p><i>note completion</i></p>
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>IELTS reading test – headings</i></p> <p><i>language awareness – compound nouns, modality</i></p> <p><i>IELTS speaking – part 1</i></p>
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>critical thinking</i></p> <p><i>reading skills – reading quickly</i></p> <p><i>becoming a critical reader</i></p>
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>reading skills – applying headings</i></p> <p><i>speaking – part 2</i></p> <p><i>perfect tenses, intensifying adverbs</i></p>

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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>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><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>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><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>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><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>reading skills – locating information</i>  <i>IELTS speaking – part 3</i>  <i>listening skills – summary completion</i></p>

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### Weekly Syllabus

	<b>Professional Course Content</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 9	<p style="text-align: center;"><b>Topic: leadership skills</b> <i>(including character &amp; qualities of leaders)</i> Skills: decision-making Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p style="text-align: center;"><i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i></p>
Week 10	<p style="text-align: center;"><b>Topic: business ethics</b> <i>(honesty &amp; dishonesty, responsible business)</i> Skills: problem-solving Case Study: dealing with employee problems Assessed Task: portfolio (of work to date)</p>	<p style="text-align: center;"><i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register &amp; style</i></p>
Week 11	<p style="text-align: center;"><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 style="text-align: center;"><i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i></p>
Week 12	<p style="text-align: center;"><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 style="text-align: center;"><i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i></p>

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



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### Weekly Syllabus

	<b>Management and Business Administration</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 13 <b>(First week of Second Term)</b>	<i>Induction</i> <b>Managing &amp; Communicating Information 1</b> <i>the nature of information, sourcing &amp; researching information, recording &amp; storing information, report writing, types of information, assignment 3004: written report, current issues in managing information</i>	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 14	<b>Managing &amp; Communicating Information 2</b> <i>analysing &amp; evaluating information, effective meetings, presentation &amp; interpretation of data, forecasting trends using information for decision-making, assignment 3004: meeting/business report, current issues in managing information</i>	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – part 1</i>
Week 15	<b>Managing &amp; Communicating Information 3</b> <i>effective presentations, using MS PowerPoint decision analysis, decision making models, presenting information, targeting communication, assignment 3004: presentation, current issues in managing information</i>	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 16	<b>Meeting Stakeholder Needs 1</b> <i>defining ‘stakeholder’, the stakeholder concept vs the shareholder concept, stakeholder analysis &amp; mapping, stakeholder evaluation, key stakeholder groups, assignment 3003-1: stakeholder analysis, assignment 3003-2: case study meeting, current issues in stakeholder management</i>	<i>reading skills – applying headings</i> <i>speaking – part 2</i> <i>perfect tenses, intensifying adverbs</i>





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### Weekly Syllabus

	<b>Management and Business Administration</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 17	<b>Meeting Stakeholder Needs 2</b> <i>organisation case study, customer service management, superior service, outsourcing customer service, dealing with customer complaints, assignment 3003-3: business report, current issues in customer service</i>	<i>IELTS listening skills – note completion, multiple choice, matching reading skills – global multiple choice yes/ no/ not given</i>
Week 18	<b>Meeting Stakeholder Needs 3</b> <i>making a case for change, managing change, monitoring &amp; controlling change, resistance to change, assignment 3003-4 : individual presentation, current issues in change management</i>	<i>IELTS speaking – part 3 language awareness – word building, cleft sentences IELTS reading skills – identifying themes, skimming</i>
Week 19	<b>Maintaining Quality Standards 1</b> <i>definitions, quality management systems, quality interventions, assignment 3007-1: written report, current affairs in quality management</i>	<i>academic writing skills – planning an essay proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling techniques for avoiding errors</i>
Week 20	<b>Maintaining Quality Standards 2</b> <i>best practice bench marking, quality culture, total quality, TQM &amp; ISO 9001, quality improvement programmes, quality control, assignment 3007-2: case study, current issues in quality management</i>	<i>reading skills – locating information IELTS speaking – part 3 listening skills – summary completion</i>

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## BBSI Pre-Masters Courses in Management & Business Administration



### Weekly Syllabus

	<b>Management and Business Administration</b> <i>(20 lessons)</i>	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 21	<b>Maintaining Quality Standards 3</b> <i>quality audit, six sigma quality, business process re-engineering, quality improvement, assignment 3007-3: quality audit, current issues in quality management</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 22	<b>Resource Planning 1</b> <i>planning theory &amp; techniques, introduction to production, added value &amp; production decisions, assignment 3002-1: written report, current issues in resource management</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register &amp; style</i>
Week 23	<b>Resource Planning 2</b> <i>lean production methods, JIT, kanban, time-based management, empowerment, MRP, MRPII, ERP, SAP assignment 3002-2: case study, current issues in resource management</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 24	<b>Resource Planning 3</b> <i>competencies, knowledge management, feedback &amp; evaluation, programme review, assignment 3002-3: presentation, current issues in knowledge management</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>

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## BBSI Pre-Masters Courses in Management & Business Administration



### Weekly Syllabus

	<b>Management and Business Administration</b> (20 lessons)	<b>Advanced Study Skills &amp; IELTS Examination Preparation</b> <i>Typical 12 week programme</i> (10 lessons)
Week 25 (First week of Third Term)	<i><b>Personal Development as a First Line Manager (1)</b> management vs leadership, functions of management, the management process, qualities of a leader, assignment 3001, current issues in first line management</i>	<i>learning styles listening skills – multiple choice note completion</i>
Week 26	<i><b>Personal Development as a First Line Manager (2)</b> time management, people styles at work, identifying your management style, communicating with your team, assignment 3001 (continued), current issues in first line management</i>	<i>IELTS reading test – headings language awareness – compound nouns, modality IELTS speaking – part 1</i>
Week 27	<i><b>Personal Development as a First Line Manager (3)</b> health &amp; safety &amp; the environment, work related stress, UK &amp; international legislation, assignment 3001 (continued), current issues in health &amp; safety</i>	<i>critical thinking reading skills – reading quickly becoming a critical reader</i>
Week 28	<i><b>Recruitment &amp; Selection (1)</b> human resource planning, the recruitment process, job descriptions &amp; person specifications, sources &amp; cost of recruitment, advertising, assignment 3006, current issues in recruitment &amp; selection</i>	<i>reading skills – applying headings speaking – part 2 perfect tenses, intensifying adverbs</i>

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Week 29	<b>Recruitment &amp; Selection (2)</b> <i>the selection process, selection criteria, CVs, covering letters &amp; application forms, shortlisting, selection interviews, testing systems, assignment 3006 (continued), current issues in recruitment &amp; selection</i>	<i>IELTS listening skills – note completion, multiple choice, matching reading skills – global multiple choice yes/ no/ not given</i>
Week 30	<b>Recruitment &amp; Selection (3)</b> <i>mock interviews, appointment &amp; induction, appraisal interviews, assignment 3006 (continued), current issues in recruitment &amp; selection</i>	<i>IELTS speaking – part 3 language awareness – word building, cleft sentences IELTS reading skills – identifying themes, skimming</i>
Week 31	<b>Developing Individuals &amp; Teams (1)</b> <i>groups &amp; teams in business, MBO, creating &amp; communicating objectives, group presentations, assignment 3005, current issues in staff development</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	<b>Developing Individuals &amp; Teams (2)</b> <i>training &amp; development, the training process, assessing competence, continuous professional development, assignment 3005 (continued), current issues in staff development</i>	<i>reading skills – locating information IELTS speaking – part 3 listening skills – summary completion</i>

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Week 33	<b><i>Developing Individuals &amp; Teams (3)</i></b> <i>administering training &amp; development, evaluating training &amp; development, group presentations, assignment 3005 (continued), current issues in training &amp; development</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 34	<b><i>Improving Team Performance 1</i></b> <i>performance management, managing capabilities, dealing with poor performance, confidentiality, assignment 3008, current issues in performance management</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register &amp; style</i>
Week 35	<b><i>Improving Team Performance 2</i></b> <i>workplace counselling, mock counselling interviews, the disciplinary procedure, assignment 3008 (continued), current issues in managing poor performance</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 36	<b><i>Improving Team Performance 3</i></b> <i>the grievance procedure, mock disciplinary hearings, redundancy &amp; contract termination, assignment 3005 (continued.), programme review, current issues in human resource management</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>

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