



BBSI Pre-Masters Courses in Management or Pre-MBA

The BBSI Pre-Masters Courses in Management are extremely flexible and are carefully designed for international graduates with either a first degree or equivalent, or a higher diploma and relevant work experience, who are seeking to enhance their career prospects by undertaking a postgraduate degree course in Management, or a Pre-MBA, and acquire the academic English and advanced study skills necessary for postgraduate entry to a university in the UK. Participants can also gain worthwhile management and business qualifications. 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 aim is to gain academic English, management and business qualifications awarded by BBSI, and provide the option to acquire a professional management qualification. The course syllabus includes extensive preparation for the IELTS[†] Examination and Advanced Study Skills⁺. Moreover, depending on which one of the 3 study options is selected, a student can gain either full or partial accreditation towards the Chartered Management Institute (CMI) Certificate in Management[†], an externally-accredited professional management qualification. The courses are conducted around a busy social and activity programme, comprise 30 lessons weekly, and the maximum class size is 12, which can be extended to 15 during peak periods.

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 Certificate award from BBSI, and offers partial accreditation towards the CMI Certificate in Management.

24-Week Higher-Certificate Course. For those students with excellent High-School grades, a diploma or first-degree qualification, and a sound Upper-Intermediate Level in English or above, we offer a 24-week study programme that leads to a Higher-Certificate award from BBSI, and offers the full CMI Certificate in 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 award, plus an NCFE Certificate, and offers full CMI Certificate in Management qualification.

Certificate Study Option

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

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* :

CMI Certificate in Management [Partial Accreditation]

(course work standards, attendance, fortnightly assignments)

IELTS [Academic] *(examinations monthly)*

Course Objectives. The course objectives are to:

- * fully prepare students academically for entry to a Masters degree course related to management and business administration at a UK university
- * have completed the university-application process so that students secure a placement at a university in the UK on the postgraduate degree course of their choice
- * acquire the necessary academic study skills for postgraduate study at a university in the UK
- * develop an understanding of current theory and practice in international management



- * acquire a sound, professional understanding and knowledge of international business and management concepts
- * acquire a professional management qualification and business qualifications
- * elect to become a Student Member of the Chartered Management Institute, London (optional)
- * develop effective business English communication and presentation skills
- * build appropriate vocabulary related to business and management
- * develop confidence and fluency in the English language beyond Upper-Intermediate Level
- * prepare participants for the IELTS (Academic) examination

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:

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| <ul style="list-style-type: none">* <i>managing information</i>* <i>strategic planning</i>* <i>identifying needs & objectives</i>* <i>introduction to quality management</i>* <i>using & controlling resources</i>* <i>performance management</i>* <i>continual professional development</i>* <i>interviewing</i>* <i>improving the performance of a team</i>* <i>leadership & management styles</i>* <i>health & safety</i> | <ul style="list-style-type: none">* <i>communicating for results</i>* <i>customer focus, planning & change</i>* <i>customer service management</i>* <i>best practice benchmarking, ISO9000</i>* <i>HR planning & knowledge management</i>* <i>developing as a supervisor</i>* <i>staffing & selection</i>* <i>personnel development & work planning</i>* <i>international & current affairs</i>* <i>time management</i>* <i>effective meetings/presentations</i> |
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CMI Management Modules (4 assignments selected from the following)

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| <ul style="list-style-type: none">* <i>managing information & communication</i>* <i>contributing to quality management</i>* <i>developing yourself in a management role</i>* <i>developing people & planning work</i> | <ul style="list-style-type: none">* <i>planning to meet customer needs</i>* <i>making effective use of resources</i>* <i>staffing & selection</i>* <i>improving team performance</i> |
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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

Award:

BBSI Higher-Certificate in Management & Business Administration

(continuous assessment)

Optional External Examinations* :

CMI Certificate in Management

(course work standards, attendance, fortnightly assignments)

IELTS [Academic] *(examinations monthly)*

Course Objectives. The course objectives are to:

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

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:

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



CMI Management Modules

- * *managing information & communication*
- * *contributing to quality management*
- * *developing yourself in a management role*
- * *developing people & planning work*
- * *planning to meet customer needs*
- * *making effective use of resources*
- * *staffing & 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 Management & Business Administration
(*continuous assessment*)

Optional External Examinations* :

- CMI Certificate in Management
(*course work standards, attendance & fortnightly assignments*)
- IELTS [Academic] (*examinations monthly*)

Course Objectives. The course objectives are to:



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

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:

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

CMI Management Modules

- | | |
|---|--|
| * <i>managing information & communication</i> | * <i>planning to meet customer needs</i> |
| * <i>contributing to quality management</i> | * <i>making effective use of resources</i> |
| * <i>developing yourself in a management role</i> | * <i>staffing & selection</i> |
| * <i>developing people & planning work</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.



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

† 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 CMI Certificate in Management (Level 3) qualification. Trainees can achieve either a the full award, or, where time is limited, partial accreditation for those 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 fortnightly assignments.

The 8 units required for the CMI Certificate in 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 partial accreditation 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

Alternatively, contact BBSI by e-mail at info@bbsi.co.uk



BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 1 <i>(First week of Term)</i>	<p>Topic: organisational structure <i>(includes introduction to BBSI, CBS induction, SWOT analysis)</i></p> <p><i>Skills: introductions & 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>Topic: brands & brand management</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>Topic: managing change</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>Topic: money, finance, banking & investment</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 & 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>





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Professional Course Content (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
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 – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</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>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>Topic: international trade <i>(including visible/invisible trade, export documents, Incoterms, payment, customs)</i> <i>Skills: negotiation techniques & styles, negotiation language</i> <i>Case Study: a negotiation,</i> <i>Assessed Task: negotiation role-play</i></p>	<p><i>academic writing skills – planning an essay</i> <i>proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling</i> <i>techniques for avoiding errors</i></p>
Week 8	<p>Topic: innovation <i>(including describing innovations, new product launch)</i> <i>Skills: presentation skills</i> <i>Case Study: innovative products</i> <i>Assessed Task: summarising a document</i></p>	<p><i>reading skills – locating information</i> <i>IELTS speaking – Part 3</i> <i>listening skills – summary completion</i></p>





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Professional Course Content <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 9	<p style="text-align: center;">Topic: leadership skills <i>(including character & qualities of leaders)</i> Skills: decision-making Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p 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;">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 style="text-align: center;"><i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</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 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;">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 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





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Management and Business Administration <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 13 <i>(First week of Second Term)</i>	<i>Induction</i> Managing Information & Communication 1 <i>the nature of information, researching information, recording & storing information, analysing information, presentation & interpretation of data, assignment C34, current affairs and presentation</i>	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 14	Managing Information & Communication 2 <i>research methods, effective meetings, effective presentations, advanced report writing, assignment C34, current affairs and presentation</i>	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – Part 1</i>
Week 15	Managing Information & Communication 3 <i>decision analysis, decision making, forecasting trends, business ethics, assignment C34, current affairs and presentation</i>	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 16	Planning to Meet Customer Needs 1 <i>customer care, customer service management, superior service, assignment C33, current affairs and presentation</i>	<i>reading skills – applying headings</i> <i>speaking – Part 2</i> <i>perfect tenses, intensifying adverbs</i>





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Management and Business Administration (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 17	<i>Planning to Meet Customer Needs 2</i> health, safety & the environment, work related stress, UK & international legislation, assignment C33, current affairs and presentation	<i>IELTS listening skills – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</i>
Week 18	<i>Planning to Meet Customer Needs 3</i> <i>strategic planning, managing change, techniques,</i> <i>resistance to change, assignment C33,</i> <i>current affairs and presentation</i>	<i>IELTS speaking – Part 3</i> <i>language awareness – word building, cleft sentences</i> <i>IELTS reading skills – identifying themes, skimming</i>
Week 19	<i>Contributing to Quality Management 1</i> <i>definitions, quality interventions, total quality,</i> <i>TQM & ISO 9000, assignment O32,</i> <i>current affairs and presentation</i>	<i>academic writing skills – planning an essay</i> <i>proof-reading skills – identifying errors in grammar, vocabulary,</i> <i>punctuation, spelling</i> <i>techniques for avoiding errors</i>
Week 20	<i>Contributing to Quality Management 2</i> <i>best practice bench marking, quality culture,</i> <i>quality management systems, quality improvement programmes,</i> <i>quality control, assignment O32,</i> <i>current affairs and presentation</i>	<i>reading skills – locating information</i> <i>IELTS speaking – Part 3</i> <i>listening skills – summary completion</i>





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Management and Business Administration <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 21	<i>Contributing to Quality Management 3</i> <i>quality audit, business process re-engineering, quality improvement, assignment O32, current affairs and presentation</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 22	<i>Making Effective Use of Resources 1</i> <i>introduction to production, added value & production decisions, lean production methods, JIT, kanban, time-based management, empowerment, MRP, MRPII, ERP, SAP, assignment C32, current affairs and presentation</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i>
Week 23	<i>Making Effective Use of Resources 2</i> <i>introduction to HR planning/management, role of HR, hard & soft activities, HR management & strategy, current & future work practices, development & assessment centres, assignment C32, current affairs and presentation</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – Part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 24	<i>Making Effective Use of Resources 3</i> <i>competencies, knowledge management, feedback & evaluation, programme review, assignment C32, current affairs and presentation</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – Parts 1,2,3</i> <i>complete IELTS practice test</i>



BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Management and Business Administration <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 25 <i>(First week of Third Term)</i>	<i>Induction</i> Developing Yourself in a Management Role 1 <i>management v leadership, functions of management, the management process, qualities of a leader, assignment C31, current affairs and presentation</i>	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 26	Developing Yourself in a Management Role 2 <i>styles of leadership, the effective leader: time management, assertiveness, assignment C31, current affairs and presentation</i>	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – Part 1</i>
Week 27	Developing Yourself in a Management Role 3 <i>further skills, self-development: communications, delegation, recognising competencies, decision-making, assignment C31, current affairs and presentation</i>	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 28	Staffing & Selection 1 <i>effective recruitment: methods, the process, preliminaries, advertising, assignment O31, current affairs and presentation</i>	<i>reading skills – applying headings</i> <i>speaking – Part 2</i> <i>perfect tenses, intensifying adverbs</i>





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Management and Business Administration <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 29	Staffing & Selection 2 <i>the process, selection criteria, interviewing, testing systems, assignment O31, current affairs and presentation</i>	<i>IELTS listening skills – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</i>
Week 30	Staffing & Selection 3 <i>the process, induction, appraisal systems, team presentations, assignment O31, current affairs and presentation</i>	<i>IELTS speaking – Part 3</i> <i>language awareness – word building, cleft sentences</i> <i>IELTS reading skills – identifying themes, skimming</i>
Week 31	Developing People & Planning Work 1 <i>training: aims, identifying the need, methods, initiatives, evaluation, career development, assignment C35, current affairs and presentation</i>	<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>
Week 32	Developing People & Planning Work 2 <i>Motivation, Maslow, Taylor’s scientific management, Herzberg, McClelland, Vroom/Lawler & Porter, assignment C35, current affairs and presentation</i>	<i>reading skills – locating information</i> <i>IELTS speaking – Part 3</i> <i>listening skills – summary completion</i>





BBSI Pre-Masters Courses in Management & Business Administration



Weekly Syllabus

	Management and Business Administration <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme</i> <i>(10 lessons)</i>
Week 33	<i>Developing People & Planning Work 3</i> <i>planning, creating the plan, techniques, control, the PP&C cycle, re-planning, assignment C35, current affairs and presentation</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 34	<i>Improving Team Performance 1</i> <i>performance management, high performing teams, personality types, dealing with problems, assignment O33, current affairs and presentation</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i>
Week 35	<i>Improving Team Performance 2</i> <i>counselling, milgram experiments – obedience, disciplinary procedures, grievances, taking action, avoidance of disputes, assignment O33, current affairs and presentation</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – Part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 36	<i>Improving Team Performance 3</i> <i>handling redundancy & dismissal, students' self development feedback & evaluation, programme review, current affairs and presentation</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – Parts 1,2,3</i> <i>complete IELTS practice test</i>

