



GBSB GLOBAL
BUSINESS SCHOOL



**Pre-Tertiary Certificate in Foundation Programme in
Business with Academic English**

MQF/EQF Level 4

Course Outline



Overall Course Objectives

The learning outcomes presented below have been defined in line with the descriptors for the Level 4 of the Malta Qualification Framework as outlined in the Referencing Report 2016.

Knowledge:

- Understand basic principles of written and oral communication in English in broad academic and business contexts;
- Understand broad theoretical knowledge and analysis of information related to contemporary issues in business and economics;
- Select and analyse theoretical knowledge in broad contexts within the field of business management;
- Understand the range of core skills necessary to be successful in a Business-related programme at EQF Level 5 and beyond.

Skills:

- Demonstrate acquired knowledge of business management and the ability to apply a range of academic skills to carry out further study of business at EQF Level 5 and beyond;
- Fluently communicate theoretical and technical information in English, both orally and in writing, in a work or learning environment;
- Generate solutions to specific business-related and academic problems;
- Use Information Technology and the Internet for professional communication and teamwork, information retrieval, presentation, and data analysis in a work or academic environment;
- Prepare for future employability and enhance personal and professional development within an international business management field.

Competencies:

- Demonstrate an advanced level of key competences required for a successful transition to a Business-related programme at EQF Level 5 and beyond;
- Exercise autonomy and take responsibility for independent learning and for future employability within business management field;
- Demonstrate an awareness of the concepts, techniques and applications of business management;
- Supervise the quality of personal written and oral communication in English with responsibility and autonomy.

Assessment Methods

A range of assessment methods at module and programme level are used to best facilitate students' capabilities to evidence learning outcomes. With the purpose to align both face-to-face and online modes of delivery, traditional examinations are not included within the assessment methods. For simplicity, different assessment methods used in the programme have been organised into the following categories:

Assessment Category	Assessment Type		Used for:	
	Definition (Face-to-Face)	Definition (Online)	Formative Assessment	Summative Assessment
A1: Coursework	Written Assignment: includes essays and other types of written work		YES	YES
	Report: a description, summary or other account of an experience or activity. May include report of data analysis, field work report (group or individual), research report, report on cause and effect, etc.		YES	YES
	Project Output: output from project work, often of a practical nature, other than a Final Project or written report.		YES	NO
	Set Exercise/Case Study: questions or tasks designed to assess the application of knowledge, analytical, problem-solving or evaluative skills.		YES	YES
	Journal or Reflective Diary: assessment of self-reflection does not involve judging the contents of a completed assignment but rather evaluating a student's effort to complete such assignment according to given guidelines.		YES	YES
A2: Quizzes and Tests	Quizzes are used for continuous assessment only and assess student understanding of the concepts taught.		YES	NO
A3: Practical	Oral Assessment: conversations, discussions, debates, and role plays	Online Participation: participation in online forums, comments and debates in VLE	YES	YES
	E-Portfolio: a collection of electronic evidence assembled and managed by a student that relates to a given topic or theme, which has been produced over a period of time.		YES	YES
	Oral Presentation: oral presentations as assessment items are used to assess student learning from student individual or group projects	Presentation Handouts: students are required to submit presentation handouts and/or video or audio recording of their presentation	YES	YES



The Grading System

Grade	Description	Marks	Percentage	On 4.00 Scale	Result
A	Exceptional				
	Superior performance showing comprehensive understanding of the subject matter	A	95-100	4.00	Distinction
		A-	90-94	3.70	Excellent
B	Good				
	Clearly above average performance with knowledge of the subject and understanding of the subject matter	B+	87-89	3.33	Good
		B	84-86	3.00	Good
		B-	80-83	2.70	Good
C	Fair				
	Basic understanding of the subject matter	C+	77-79	2.30	Satisfactory
		C	74-76	2.00	Satisfactory
		C-	70-73	1.70	Satisfactory
D	Poor				
	Marginal performance – generally bad preparation for the module	D+	67-69	1.30	Below Average
		D	64-66	1.0	Below Average
		D-	60-63	0.70	Below Average



Grade	Description	Marks	Percentage	On 4.00 Scale	Result
F	Fail	F	< 60	0	Make-up exam or Retake depending on performance
FA	Fail due to absences				Repeat Module
Unsatisfactory performance & absenteeism: the student must repeat the module					

The Pass Rates

For a detailed overview of the evaluation system and pass rates, please see Internal Quality Assurance Manual: <https://www.global-business-school.org/quality-assurance>

Course Structure

Fall	Winter	Spring
Reading, Writing and Grammar (6 ECTS)	Business Communication Skills (10 ECTS)	Introduction to Business (8 ECTS)
English for Academic Business Studies (8 ECTS)	Introduction to Economics (10 ECTS)	Using IT for Business Studies (6 ECTS)
Business English (6 ECTS)		Business and Society (6 ECTS)

COURSE OUTLINE

Reading, Writing and Grammar

Level: EQF Level 4 | ECTS: 6 | Type: Compulsory

<p>Description</p> <p>In this module, students will develop the foundational reading and writing skills to think critically and function effectively in academic settings. While acquiring composition skills at the sentence, paragraph, and essay level, students will write using a variety of rhetorical modes. Furthermore, students will engage with, and understand, textual and graphical information in various formats, and learn how to assess reading content in terms of accuracy, authority, and relevance. The module will provide students with broad knowledge of the writing process and the strategies to develop, organise, and review ideas in paragraphs and essays and will further develop students' writing skills in standard English.</p>	Hours of Total Learning for This Module/Unit			
	Total Contact Hours	30	Supervised Placement and Practice Hours	9
	Self-Study Hours	81	Assessment Hours	30
<p>Assessment Methods</p> <ul style="list-style-type: none"> • 2 Written Assignments (1000 words) – 30% (15% each) • Written Assignment (1250 words) – 70% 				

Competencies

- Demonstrate an advanced level of using reading strategies to comprehend texts written in English;
- Demonstrate an advanced level of writing well-structured sentences and paragraphs in standard English;
- Supervise the quality of written texts in English of self with responsibility and autonomy.

English for Academic Business Studies

Level: EQF Level 4 | ECTS: 8 | Type: Compulsory

<p>Description</p> <p>This module aims to help students acquire English language competence required to study effectively in a post-secondary, English-medium learning environment. Attention is given to solidifying students' English foundation, developing their English competence and helping them adjust to studying in a post-secondary, English-medium learning environment. Where possible and appropriate, teaching materials relevant to topics in business will be used. The main emphasis is on improving students' confidence and competence in using English in these contexts. Upon completion of the module, students will demonstrate an advanced level of using English in academic environment and when producing written and spoken academic texts.</p>	<p>Hours of Total Learning for This Module/Unit</p>			
	<p>Total Contact Hours</p>	<p>40</p>	<p>Supervised Placement and Practice Hours</p>	<p>12</p>
	<p>Self-Study Hours</p>	<p>108</p>	<p>Assessment Hours</p>	<p>40</p>
<p>Assessment Methods</p> <ul style="list-style-type: none"> • Report (2500 words) – 60% • Oral Presentation (5-7min) – 40% 				

Competencies

- Demonstrate an advanced level of using English in academic environment and when producing written and spoken academic texts;
- Apply knowledge and skills of English language to comprehend high level written and spoken English in business academic contexts, and use reading and listening materials as sources;
- Appreciate the importance of strong academic English skills to one's studies and academic success.

Business English

Level: EQF Level 4 | ECTS: 6 | Type: Compulsory

<p>Description</p> <p>The aim of this module is to help students transition from pre-tertiary education to higher education in English in the area of business and management. The module focuses on the business English practice and study of selected business topics. The tasks are predominantly based on authentic business texts. Most tasks are presented within a business topic-based syllabus framework that includes various business areas in order to introduce vocabulary and conceptual knowledge so that students can talk meaningfully in English about different aspects of business. Upon completion of the module, students will be able to apply knowledge and skills of business English to use English confidently in a variety of business-related contexts.</p>	<p>Hours of Total Learning for This Module/Unit</p>			
	<p>Total Contact Hours</p>	<p>30</p>	<p>Supervised Placement and Practice Hours</p>	<p>9</p>
	<p>Self-Study Hours</p>	<p>81</p>	<p>Assessment Hours</p>	<p>30</p>
<p>Assessment Methods</p> <ul style="list-style-type: none"> • Written Assignment (1700 words) – 50% • Oral Assessment (5-7min) – 50% 				

Competencies

- Demonstrate an advanced level of business English competences as a basis to study a higher education business degree in English;
- Apply knowledge and skills of business English to use English confidently in a variety of business-related contexts.

Business Communication Skills

Level: EQF Level 4 | ECTS: 10 | Type: Compulsory

<p>Description</p> <p>This module is designed to empower students to carry out day to day communication in English in a professional environment by adequate understanding of various types of communication and use of technology to facilitate efficient interpersonal communication. Students will learn a number of communication strategies that will help them carry out multiple communication tasks in both social and professional contexts. Upon completion of the module, students will demonstrate an advanced level of key competences in business communication and will communicate fluently and effectively in a variety of written and oral formats.</p>	<p>Hours of Total Learning for This Module/Unit</p>			
	<p>Total Contact Hours</p>	<p>50</p>	<p>Supervised Placement and Practice Hours</p>	<p>15</p>
	<p>Self-Study Hours</p>	<p>135</p>	<p>Assessment Hours</p>	<p>50</p>
<p>Assessment Methods</p> <ul style="list-style-type: none"> • Oral Assessment (5-7min) – 30% • Report (3000 words) – 70% 				

Competencies

- Apply knowledge and skills of business communication to perform tasks that require technical capacity in applying different modes of communication (non-verbal, oral, written) for different purposes in both social and professional contexts;
- Demonstrate an advanced level of key competences in business communication using English language;
- Engage through reading, writing and discussion with some frequently occurring business genres such as business documentation, reports, and business correspondence.

Introduction to Business

Level: EQF Level 4 | ECTS: 8 | Type: Compulsory

<p>Description</p> <p>This basic introductory module is designed to give students a broad overview of business, its principles and functions. Students will explore a variety of topics that include what constitutes a business, different types of business structure, the changing environment that businesses have to confront, the role of finance, marketing, human resources, management, and big data in a modern business environment. Students will gain an understanding of business terminology and practices essential for studying a higher education business degree. Upon completion of the module, students will demonstrate preparedness for further study towards a higher education degree in a variety of available fields of study within the business environment as well as determine interest in specific fields of business.</p>	<p>Hours of Total Learning for This Module/Unit</p>			
	<p>Total Contact Hours</p>	<p>40</p>	<p>Supervised Placement and Practice Hours</p>	<p>12</p>
	<p>Self-Study Hours</p>	<p>108</p>	<p>Assessment Hours</p>	<p>40</p>
<p>Assessment Methods</p> <ul style="list-style-type: none"> • Report (1800 words) – 60% • Set Exercise/Case Study (1200 words) – 40% 				

Competencies

- Apply knowledge and skills of business to research basic facts about management, marketing, finance and human resources, how they fit together within an organisation, and how they adapt to changing business environment;
- Demonstrate an advanced level of the capacity to discuss business-related topics as a basis to study a higher education business degree.

Using IT for Business Studies

Level: EQF Level 4 | ECTS: 6 | Type: Compulsory

<p>Description</p> <p>This module will take students through a broad understanding of the most popular Information Technology tools used for studies and work. The module relies heavily on the practical use and application of specific IT tools, such as Microsoft Word, Excel, and PowerPoint. Realistic problems from business world form an integral part of the classes. This module consists in mainly learning-by-doing tasks which help students improve information technology skills. Once theoretical background is presented students are given either an individual or group task to practice the use of a certain IT tool. Upon completion of the module, students will demonstrate an advanced level of basic Information Technology competences required for studies and work, including creating collaborative learning and work environments with the use of technology.</p>	<p>Hours of Total Learning for This Module/Unit</p>											
	<table border="1"> <tr> <td>Total Contact Hours</td> <td>30</td> <td>Supervised Placement and Practice Hours</td> <td>9</td> </tr> <tr> <td>Self-Study Hours</td> <td>81</td> <td>Assessment Hours</td> <td>30</td> </tr> </table>	Total Contact Hours	30	Supervised Placement and Practice Hours	9	Self-Study Hours	81	Assessment Hours	30	<p>Assessment Methods</p> <ul style="list-style-type: none"> Digital Portfolio – 50% Essay (1500 words) – 50% 		
	Total Contact Hours	30	Supervised Placement and Practice Hours	9								
Self-Study Hours	81	Assessment Hours	30									

Competencies

- Apply knowledge and skills of Information Technology to perform qualitative and quantitative tasks within study and work processes that require technical capacity to use Microsoft Word, Excel, PowerPoint, and other IT tools;
- Demonstrate an advanced level of basic Information Technology competences required for studies and work, including creating collaborative environments with the use of technology.

Business and Society

Level: EQF Level 4 | ECTS: 6 | Type: Compulsory

<p>Description</p> <p>This module introduces students to the evolving role business plays in society and explores how businesses can and should create value. The module challenges students to consider the ethical obligations of businesses and their employees to a wide variety of societal stakeholders and covers two central components of modern concerns related to the role of Business in Society: 1) Ethics and 2) Corporate Social Responsibility. Upon completion of the module, students will generate solutions to problems around corporate social responsibility and assess its potential impact on business performance and on different stakeholders.</p>	<p>Hours of Total Learning for This Module/Unit</p>			
	<p>Total Contact Hours</p>	<p>30</p>	<p>Supervised Placement and Practice Hours</p>	<p>9</p>
	<p>Self-Study Hours</p>	<p>81</p>	<p>Assessment Hours</p>	<p>30</p>
<p>Assessment Methods</p> <ul style="list-style-type: none"> • Report (2000 words) – 70% • Journal or Reflective Diary – 30% 				

Competencies

- Follow instructions based on a defined CSR framework and carry out a social impact analysis of a business;
- Apply knowledge and skills of CSR to perform qualitative analysis of ethical and socially responsible business practices.

Introduction to Economics

Level: EQF Level 4 | ECTS: 10 | Type: Compulsory

<p>Description</p> <p>This module is designed to introduce students to the basic foundations of microeconomic analysis and provides a brief overview of the economy and the fundamental problems of production and distribution that any economic system is designed to address. The module then discusses some of the basic properties of supply, demand and market equilibrium and examines how individuals and firms behave under perfect competition. Students then learn to understand what happens when perfect competition breaks down (i.e. monopoly and duopoly) and the conditions under which perfect competition may not lead to an efficient allocation of resources. In general, this module provides a framework for the application of economic theory to real-world problems and teaches students to take some responsibility in evaluating assumptions and limitations of the economic theories and arguments.</p>	<p>Hours of Total Learning for This Module/Unit</p>			
	<p>Total Contact Hours</p>	<p>50</p>	<p>Supervised Placement and Practice Hours</p>	<p>15</p>
	<p>Self-Study Hours</p>	<p>135</p>	<p>Assessment Hours</p>	<p>50</p>
<p>Assessment Methods</p> <ul style="list-style-type: none"> • Essay (1500 words, individual) – 40% • Set Exercise/Case Study (2250 words) – 60% 				

Competencies

- Apply knowledge and skills of economics to reach foundational conclusions derived from economic analysis;
- Demonstrate an advanced level of key competences in economics to identify the relevant economic concepts which need to be used in a particular case;
- Take some responsibility in evaluating assumptions and limitations of the economic theories and arguments.