

Module Synopsis – Certificate of Foundation Studies

Fundamentals of Management

This module introduces students to the functions of management. Students will understand how managers and organizations effectively apply the basic principles of management and management-related skills in solving problems.

Assessment weighting: Coursework 100%

Principle of Accounting

This module provides students with the knowledge and understanding of accounting concepts and principles. Students will be able to record accounting transactions and prepare trial balance, statement of financial performance and statement of financial position.

Assessment weighting: Coursework 40 – 60% | Examination 40-60%.

Business Mathematics

This module provides students with mathematical knowledge, skills and ability to solve business mathematical problems which may involve analysis, problem solving, modelling or investigative techniques.

Assessment weighting: Coursework 40 – 60% | Examination 40-60%.

Communication Skills

This module focuses on developing writing, reading, listening and oral presentation skills for business communication. Students will become more effective communicators by developing appropriate written and oral communication and interpersonal skills.

Assessment weighting: Coursework 100%