

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: 100%

Analytical Writing

This Analytical Writing module explores a variety of forms, techniques, and theories of writing. The course is designed to equip the student with knowledge about writing, along with skills to help them negotiate a variety of writing contexts. The module also aims to hone student's analytical abilities and gain ways of thinking about the communication they do every day, in and out of the classroom.

Assessment weighting: Coursework: 100%

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%