

Module Synopsis – International Certificate of Foundation Studies

General English - Elementary

- read texts and deal with the given range of reading comprehension question types. Students would have developed skills such as skimming, scanning, finding topic sentences and guessing the meaning of new vocabulary from context. The level of difficulty and length of the texts will increase gradually as students progress from elementary to advanced levels
- plan, use appropriate lexical resources, edit as well as style their essays in structured paragraphs.
- use correct vocabulary and phrases relating to particular functions such as giving and justifying opinions. Students will also be able to present information and ideas or discuss key issues in a classroom as well as in predictable everyday situations.
- comprehend academic vocabulary and extended monologues and hence have a level of proficiency to receive instructions in academic discourse.
- interact effectively with people from their own or different cultures.

Assessment weighting: 100% coursework

General English - Intermediate

- have increased confidence in speaking English with clarity, simple but proper grammar structure and expression of thoughts.
- able to read news articles loud, explain the concept behind a story or news and make simple oral presentations.
- fewer spelling mistakes in writing daily notes or messages for friends and able to organise writing a simple report.

Assessment weighting: 100% coursework

General English - Advanced

- listen to, read and view with understanding, accuracy and critical appreciation, a wide range of fiction and non – fiction text from print, non – print and electronic sources.
- speak, write and make presentations in internationally acceptable English that is grammatical, fluent and appropriate for purpose, audience, context and culture. At this level, students are also able to speak and write for academic purposes and creative expression, using language that is inventive and imaginative.
- think through, interpret and evaluate fiction and non – fiction texts from print and electronic sources to analyse how language is used to evoke responses and construct meaning; how information is presented; and how different modes of presentation create impact
- interact effectively with people from their own or different cultures.

Assessment weighting: 100% coursework.

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%