

Students' Handbook - Pre-Masters in Business Management

2025/26

Contents

1) Course Outline	p. 3
2) Grading Guide	p. 3
3) Applying to University	p. 4
4) Course Modules	p. 5
a) Leadership in a Changing World	p. 5
b) Contemporary Business Strategy	p. 6
c) Sustainable Risk Management	p. 7
d) Study Skills for Postgraduate Study	p. 8
e) Communication Skills	p. 9
f) Finance for Strategic Decision Makers	p. 10
g) Leadership and Management in Multicultural Contexts	p. 11
h) Sustainable Enterprise and Innovation	p. 12
i) Academic English	p. 13
5) Disclaimer	p. 15

Course Outline

Module	Credits
Term One	
Leadership in a Changing World	15
Contemporary Business Strategy	15
Sustainable Risk Management	15
Study Skills for Postgraduate Study	15 (including Term 2)
Communication Skills	15 (including Term 2)
Academic English	-
Term Two	
Leadership and Management in Multicultural Contexts	15
Finance for Strategic Decision Makers	15
Sustainable Enterprise and Innovation	15
Study Skills for Postgraduate Study	15 (including Term 1)
Communication Skills	15 (including Term 1)
Academic English	

Grading Guide

A	70 – 100%
B	60 – 69%
C	50 – 59%
Fail	0 – 49%

Applying to University

During the first term of your course, we will introduce you to the application process for masters courses

In your application you will have to fill in information on the following:

- Your personal details - full name, postal address, email, telephone number, where you live
- Your nationality details
- How you will fund your studies
- Education - your course at IFG and your previous academic qualifications
- Employment
- Your personal statement
- Your university choices - you will receive extensive one to one help in choosing the right course and university for the next stage of your studies.

In the education section where you should fill in the Pre-Masters information, use the following details:

Awarding organization	International Foundation Group
Qualification name	Pre-Masters in Business Management
Start date (for September intake)	29th September 2025
Start date (for January intake)	5th January 2026
End date (for September intake)	June 2026
Start date (for January intake)	July 2026
Type of study	Full-time
Referee and/or Agent and/or Nominated access	Michael Addison Academic Director +44 (0)20 3633 0510 m.addison@intfoundationgroup.co.uk
Modules	Leadership in a Changing world Contemporary Business Strategy Finance for Strategic Decision Makers Leadership & Management in Multicultural Contexts Sustainable Enterprise and Innovation Study Skills for Postgraduate Studies Communication Skills
Qualification date	July 2026

Course Modules

Leadership in a Changing World

Term One

15 credits

Introduction and Aims

The aim of this unit is to develop the learner's critical thinking, problem solving and leadership skills. They will be introduced to techniques allowing for the evaluation of leadership-related concepts and communicate to different audiences using a wide range of media. The unit will also aim for the learner to be able to analyse their own leadership style, potential and capabilities.

Objectives

1. Develop critical thinking, problem solving and leadership skills.
2. Evaluate leadership-related concepts and communicate to different audiences using a wide range of media.
3. Analyse your own leadership style, potential and capabilities.

Recommended Reading

Author	Title	Publisher
Fil J. Arenas (2019)	<i>A Casebook of Transformational Leadership</i>	Routledge https://ereader.perlego.com/1/book/1574726/0
Charles Hill and Gareth Jones (2011)	<i>Essentials of Strategic Management</i>	Cengage https://ereader.perlego.com/1/book/2105535/3
Peter Northouse (2023)	<i>Introduction to Leadership</i>	Sage https://ereader.perlego.com/1/book/4533808/0
Paul Phillips (2018)	<i>Contemporary Issues in Strategic Management</i>	Routledge https://ereader.perlego.com/1/book/1558254/0

Assessment

- Coursework essay (75%)
- Presentation (25%)

Contemporary Business Strategy

Term One
15 credits

Introduction and Aims

The aim of this unit is to introduce the learner to the theoretical underpinnings of business sustainability. They will be guided on how to analyse initiatives introduced to drive sustainable business growth on an international basis. Learners will be expected to suggest solutions for responsible management and how businesses might respond to sustainability issues that have an impact on individuals and organisations.

Objectives

1. Interpret the theoretical underpinnings of business sustainability.
2. Analyse initiatives introduced to drive sustainable business growth.
3. Generate and evaluate solutions for the responsible management of sustainability business issues.

Recommended Reading

Author	Title	Publisher
Alexandros Antonaras & Paraskevi Dekoulou (2018)	<i>Cases on Corporate Social Responsibility & Contemporary Issues in Organisations</i>	Hershey, Business Science Reference
Nancy Bocken, Paavo Retala & Laura Albareda (2019)	<i>Innovation for Sustainability: Business Transformations towards a Better World</i>	Palgrave Macmillan
Bryan Christiansen (2016)	<i>Cultural Variations & Business Performance: Contemporary Globalism</i>	Hershey, Idea Group
Robert Grant (2016)	<i>Contemporary Strategy Analysis: Text & Cases Edition, 9th Ed.</i>	Chichester, Wiley
George M. Korres, Elias Kourliouros & Maria P. Michailidis (2017)	<i>Handbook of Research on Policies and Practices for Sustainable Economic Growth & Regional Development</i>	Hershey, Business Science Reference
Sang-Bing Tsai, Chung-Hua Shen & Hua Song (2018)	<i>Green Finance for Sustainable Global Growth</i>	Hershey, Business Science Reference

Assessment

Assessment title	% of module grade
Coursework	75%
Presentation	25%

Sustainable Risk Management

Term One
15 credits

Introduction and Aims

The aim of this unit is to introduce learners to the holistic nature of risk management and strategic decision-making in organisations with sustainability and ethical objectives. Learners will be expected to be able to evaluate the use of quantitative and qualitative techniques to manage risk in a business context.

Objectives

1. Evaluate the holistic nature of risk management, and strategic decision-making in organisations, with sustainable and ethical objectives.
2. Evaluate the use of quantitative and qualitative techniques to manage risk in a business context.

Recommended Reading

Author	Title	Publisher
Clive Thompson (2021)	<i>Fundamentals of Risk Management</i>	Kogan Page https://ereader.perlego.com/1/book/3104473/0
Paul Hopkin (2018)	<i>Fundamentals of Risk Management</i>	Kogan Page https://ereader.perlego.com/1/book/1589592/0

Assessment

Assessment title	% of module grade
Coursework 1	40%
Coursework 2	60%

Study Skills for Postgraduate Study

Term One and Term Two - 15 credits

Introduction and Aims

This module provides students with an opportunity to develop the skills required for studying at graduate level focusing on research methods for business. In undertaking this module, they will develop academic skills which will see them develop as critical thinkers and gain analytical skills which help in presenting complex arguments.

Objectives

- Show a full appreciation of academic rules and processes for postgraduate study.
- Critically appraise the literature pertaining to a problem domain.
- Communicate sophisticated arguments effectively using appropriate academic conventions.
- Identify, evaluate, select and apply relevant research techniques in both primary and secondary research as appropriate to the subject.
- Rigorously analyse the evidence gathered.
- Generate and justify appropriate conclusions based on the previous analyses, demonstrating awareness of the limitations of the research.
- Apply referencing skills as appropriate to the subject.
- Develop and deliver presentations appropriate for different audiences

Recommended Reading

Author	Title	Publisher
Cottrell, S. (2019)	<i>The Study Skills Handbook</i> 5 th Ed	Macmillan
Burns, T & Sinfield, S (2022)	<i>Essential Study Skills</i> 5th edition	Sage Perlego: https://ereader.perlego.com/1/book/4336896/23?page_number=179

Assessment

Assessment title	% of module grade
Essay Proposal	30%
Final Essay	70%

Communication Skills

Term One and Term Two
15 credits

Introduction and Aims

This module is taken in terms one and two of the programme. The course is divided into four units: non-verbal communication, verbal communication, IT related communication and presentations. Various transferable skills will be developed through active participation in different academic and professional assessed tasks (formative and summative) leading to the independent production of a fully individual presentation on a chosen subject in an academic and professional manner.

Objectives

- Employ an appropriate and effective use of non-verbal and verbal communication skills in various professional and academic contexts.
- Interact confidently with individuals, groups and large audiences.
- Make effective use of word processing, spreadsheet and presentation software.
- Present and summarise ideas in a coherent way in various professional and academic contexts.
- Prepare and deliver a presentation with clarity and confidence using visual aids.
- Engage in reflective practice.

Recommended Reading

Author	Title	Publisher
Hargie, O (2018)	<i>The Handbook of Communication Skills. 4th ed</i>	East Sussex: Routledge Perlego: https://ereader.perlego.com/1/book/1570402/0
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
In Class Participation	10%
Interview and Reflective Essay	10%
Negotiation Meeting and Reflective Essay	15%
IT Related Communication Test	15%
Presentation and Reflective Essay	50%

Finance for Strategic Decision Makers

Term Two
15 credits

Introduction and Aims

An understanding of the basic concepts of financial and managerial accounting is valuable not only for students who wish to consider a career in accountancy, but also as a way of understanding how businesses work in general. No prior knowledge of accounting is required for this module.

The module gives students an introduction to financial and managerial accounting principles, and helps them to apply these principles in different situations.

Objectives

1. Be able to evaluate financial information and other data necessary for making informed management decisions.
2. Be able to apply and evaluate a range of accounting and data analysis techniques, as well as understand the workings of the financial markets.
3. Be able to apply financial spreadsheets and recognise good spreadsheet practice in a business context.

Recommended Reading

Author	Title	Publisher
Jack Alexander (2024)	<i>Financial Management</i>	Wiley Perlego: https://ereader.perlego.com/1/book/4329630
Ruth Bender (2013)	<i>Corporate Financial Strategy</i>	Routledge https://ereader.perlego.com/1/book/1323572

Assessment

Assessment title	% of module grade
Case Study	100%

Leadership and Management in Multicultural Contexts

Term One
15 credits

Introduction and Aims

The aim of this unit is to introduce learners to different cultural and institutional differences between national and regional contexts and their implications for leadership and management. Learners will be taught how to evaluate the challenges of working in different national and regional contexts and to have a critical understanding of one's own management and leadership practice.

Objectives

1. Understand cultural and institutional differences between national and regional contexts and their implications for leadership and management.
2. Evaluate the challenges of working in different national and regional contexts.
3. Analyse cultural and institutional perspectives to construct a critical understanding of one's own management and leadership practice.

Recommended Reading

Author	Title	Publisher
Zeynap Aycan (2014)	<i>Leadership and Management in Cross-Cultural Contexts</i>	Sage https://ereader.perlego.com/1/book/1431425/0

Assessment

Assessment title	% of module grade
Essay	50%
Case Study	50%

Sustainable Enterprise and Innovation

Term Two

15 credits

Introduction and Aims

The aim of this unit is to introduce learners to a wide range of strategies, processes and operations of business enterprises. Learners will evaluate the impact of innovation and entrepreneurship on society at a conceptual and a practical level. They will be expected to be able to analyse the responsibilities of founders, managers, employees, and directors within types of sustainable and innovative enterprises.

Objectives

1. Understand the strategy, process and operations of business enterprises.
2. Evaluate the impact of innovation and entrepreneurship on society at a conceptual and a practical level.
3. Analyse the responsibilities of founders, managers, employees, and directors within types of sustainable and innovative enterprises.

Recommended Reading

Author	Title	Publisher
John Bessant & Joe Tidd (2016)	<i>Innovation and Entrepreneurship</i>	Wiley Perlego https://ereader.perlego.com/1/book/2010381/1
Nader Asgary et al (2024)	<i>Entrepreneurship, Innovation and Sustainable Growth</i>	Routledge Perlego: https://ereader.perlego.com/1/book/4330873/0
Michael Laverty et al (2020)	<i>Entrepreneurship</i>	Pharos: https://pharos.intfoundationgroup.co.uk/pluginfile.php/14995/mod_resource/content/1/Entrepreneurship-WEB_qNSArxT.pdf

Assessment

Assessment title	% of module grade
Case Study Presentation	40%
Coursework	60%

Academic English

Term One and Term Two

0% of overall grade

Introduction and Aims

This course is designed for prospective students seeking to raise the proficiency of their productive and receptive academic language skills.

The primary study focus is on delivering the course content in a manner that prepares students for the style of teaching and learning at universities in the United Kingdom. The lesson input and participation aim to enhance overall academic expression, encourage critical thinking and promote private study.

IELTS (International English Language Testing System) is a supplementary scope of scholastic development which offers theoretical and practical insight into IELTS Academic and is of particular benefit to students who wish to build on their test techniques and improve the IELTS band score.

Objectives

Writing

- Increase range of vocabulary for academic purposes.
- Use punctuation effectively and correctly.
- Learn about British English conventions for academic writing.
- Develop skills in describing and interpreting diagrams and tables.
- Select and organise ideas.
- Develop and link supporting examples.
- Use synonyms to avoid repetition.
- Develop strategies for correcting errors and proofreading.
- Understand English syntax and use this understanding to produce syntactically correct text.
- Identify and avoid contractions, tautology, split infinitives, the passive tense, double negatives and malapropisms.

Reading

- Develop the ability to understand the general meaning and main ideas of a text within a limited amount of time.
- Understand how to interpret the inferences and applied meanings of a text.
- Increase range of vocabulary.
- Understand a writer's opinions, views and claims.
- Develop exam skills including tactics on how to answer multiple choice, short answer, yes/no/not given and true or false questions.

Listening

- Comprehend main ideas and identify factual information.
- Recognise the opinions, attitudes and purpose of a speaker.
- Pay attention to tone, cadence and interpreting the meaning of silence.
- Follow the development of an argument.
- Demonstrate an understanding of detail by matching a list of items.
- Develop skills in labelling a diagram or plan.

- Develop skills in completing graphs, forms or tables.
- Show an ability to summarise, locate and remember key words and ideas.

Speaking

- Develop fluency and coherence.
- Use a wide range of appropriate vocabulary How to answer a question, and develop an argument or theme logically.
- Use a wide range of pronunciation features.
- Express attitudes, likes and dislikes effectively.

Recommended Reading

Author	Title	Publisher
British Council	British Council: LearnEnglish Teens https://learnenglishteens.britishcouncil.org/	British Council
Sam McCarter	Ready for IELTS 2nd Ed	Macmillan
Sue O'Connell	Focus on IELTS	Pearson
Raymond Murphy	English Grammar in Use 5th Ed	Cambridge UP
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
Academic Listening Comprehension - 30 minutes, 40 questions	25%
Academic Reading Interpretation - 60 minutes, 40 questions	25%
Academic Spoken Communication - 15 minutes, 3 tasks	25%
Academic Writing - Visual Data Report - 30 minutes, 150-200 words	10%
Academic Writing - Discursive essay - 45 minutes 250-300 words	15%

* Assessment for this module is independent of the Pre-Masters course and does not therefore contribute towards the overall grade.

Disclaimer

This handbook does not replace IFG's regulations. All students will be required, as a condition of enrolment, to abide by and submit to the procedures of IFG which are amended from time to time.

Every effort has been made to ensure the accuracy of the information contained within this handbook, but it is subject to alteration without notice. IFG will use all reasonable endeavours to deliver programmes in accordance with the descriptions set out in this handbook. However, IFG reserves the right to make variations to the contents or methods of delivery of programmes.