

Academic Year/course: 2020/21

27551 - Foreign Language for Finances and Accountancy (English)

Syllabus Information

Academic Year: 2020/21

Subject: 27551 - Foreign Language for Finances and Accountancy (English)

Faculty / School: 109 - Facultad de Economía y Empresa

Degree: 449 - Degree in Finance and Accounting

ECTS: 5.0

Year: 4

Semester: Second semester

Subject Type: Optional

Module: ---

1. General information

1.1. Aims of the course

The general aim of this English for Finance course is to enable students to communicate at a reasonable level of accuracy in the present international business and financial environment. More specifically, students should develop their proficiency in listening, reading, speaking and writing texts related to their areas of interest, and practice, including knowledge of how the language is used, how it works and how to analyse it and the contexts in which it is spoken.

1.2. Context and importance of this course in the degree

This is an optional module of 5 ECTS included in the 2nd semester of the 4th year programme of the degree course, provided by the Department of English and German Philology. The course seeks to provide practical learning resources focusing on a range of documents and texts (written and oral) related to the students' future professional careers and, thus, enhance their employability in the international business world.

This course should also help students to understand, analyse and produce academic texts related to other subjects in their degree course.

Students who successfully complete this module are entitled to apply for the 2 ECTS corresponding to the required B1 level of English (Common European Framework of Reference for Languages) by presenting the corresponding application form at the faculty office. Please, look up the application procedure at:

<http://wzar.unizar.es/servicios/primer/2matricula/academica/certi.htm>

1.3. Recommendations to take this course

To be successful, the student is recommended to start with at least the level of general English (written and oral) acquired in *Bachillerato* (A-levels), and which is equivalent to B1 of the Common European Framework. The programme is fully taught in English and communication in the classroom takes place only in this language too. The student is also advised to work on it steadily, which implies attending lessons and practice sessions on regular basis.

E-learning platform: <https://moodle2.unizar.es/>

2. Learning goals

2.1. Competences

After completing the course, the student will be competent in the following skills:

Specific competences:

- Be able to understand English written texts related to finance, accounting and other areas of interest.
- Be able to identify and present financial information from companies and institutions, using the adequate strategies and techniques of written and oral communication in English.
- Be able to express in the foreign language, orally and in written form, different opinions about the accounting and financial contexts of a company.

Transversal competences:

- Show problem-solving skills
- Develop autonomous thinking, learning and work skills.
- Write professional reports and projects in English.
- Be able to understand economic texts and communicate in oral and written English in a professional context, using the appropriate specific terminology and grammatical structures.
- Show a respectful attitude for non-discrimination values and principles.
- Be cooperative with team work.

2.2. Learning goals

The student, in order to pass the course, will have to show his/her competence in the following skills:

1. Communicate fluently and clearly at an intermediate-advanced level of English (oral and written) and in areas related to their professional practice.
2. Understand and make critical comments on the English texts in the area of finance and accounting.
3. Present and interpret data relating to the economic and financial management of private and public companies using the specific language strategies and techniques (oral and written) for this type of discourse in English.
4. Use the corresponding language strategies for organising and summarising information in oral and written texts.
5. Have reasonable command of a range of vocabulary on familiar and some business specialised topics in the area of finance and accounting to be able to communicate effectively with other professionals in English.

2.3. Importance of learning goals

The skills acquired through the English for Finance course are key for students of Finance and Accounting. Nowadays, they are crucial to access knowledge and enhance their employability within the growing international business practice, where a proficient command of English is specially required.

3. Assessment (1st and 2nd call)

3.1. Assessment tasks (description of tasks, marking system and assessment criteria)

The students will prove that they have achieved the expected learning results by means of the following assessment activities:

A global final exam that will assess their oral and written Business English language skills (speaking, listening, reading and writing) and that will be taken on the official exam dates set by the Faculty (see calendar of exams on the faculty website). This exam will be based on the contents and practical activities of the course and will seek to allow the students to prove their communicative, written and oral competence in the English language used in the context of accounting and finance. The exam will consist of::

Delivery of an oral presentation in small groups followed by questions

Reading comprehension and writing of texts that will include the use of the specific vocabulary and register of the English language for accounting and finance.

Assessment criteria

Accuracy in the use of the English language and appropriateness of style (formal register and specific vocabulary); coherent organization of the information adjusting to the respective discourse structure of the different genres; understanding of the main information -as well as in detail- in oral and written texts; correct pronunciation and intonation.

Oral language skills assessment (presentation and listening) will represent 50% of the final mark

Written language skills assessment (reading comprehension, test and written text production) will represent the other 50% of the total mark.

To pass the course it is necessary to pass both parts separately (oral and written) with a minimum of 50% in each part (5 points out of 10). Only one part may be compensated with another, if one of them obtains a rating of 4.5 points out of 10.

It will be verified that the vocabulary, language and grammatical and syntactic structures used by the student do not show significant level discrepancies between his/her oral and written exams and between their corresponding activities.

The final assessment will be prepared to be carried out as face-to-face examination, but if health circumstances do not allow it, they will be carried out by doing it entirely online or in a blended way. In the case of online exams, it is important to highlight that, the student may be recorded, and he or she can exercise his or her rights by the procedure indicated in.

https://protecciondatos.unizar.es/sites/protecciondatos.unizar.es/files/users/lopd/gdocencia_reducida.pdf

Resit

Same assessment tasks and criteria explained above apply for the resit.

Should the assessment task be held online the student might be recorded in any of the tasks. The students may exercise their rights according to the relevant procedure, stated in the following link: CLÁUSULA INFORMATIVA REDUCIDA EN GESTIÓN DE GRABACIONES DE DOCENCIA: https://protecciondatos.unizar.es/sites/protecciondatos.unizar.es/files/users/lopd/gdocencia_reducida.pdf.

The necessary software will be used to check the possibility of plagiarism. The detection of plagiarism or copying in an activity will imply that the activity or exam will be marked 0/10.

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. Although part of any class session is likely to involve direct teaching, the emphasis is on student participation in English and the students will be expected to take part actively in discussion and in tasks such as small group and pair work, role play and oral presentations. These activities will include:

- Written and oral communication activities.
- Analysis of professional texts in the area of finance and accounting.
- Oral presentation of projects.
- Problem-solving activities based on professional case studies.

The student will also be expected to spend time studying outside the class using extra facilities and materials to help them develop their expertise as independent language learners.

The teacher will recommend the use of bibliography and printed learning materials at the beginning of the module. To help students to develop an autonomous learning programme, extra supporting materials to consolidate English grammar and pronunciation as well as extra practice materials will be provided in the e-learning platform <https://moodle2.unizar.es/>.

4.2. Learning tasks

The course includes the following learning tasks:

1. Lectures: with the main objective of conveying the fundamental concepts of the module, so that goals set by the teacher are achieved. The lecture is expected to be participatory and to encourage debate and clarify issues and questions based on the learning materials. (20h)
2. Practice sessions: individual and group tasks on business related discussions, team work and group interaction, preparation and presentation of companies, projects or ideas, simulation of professional situations in the area of finance and accounting. (30h)
3. Self-study, assignments, exam preparation and assessment activities (75h)

The teaching methodology is planned for face-to-face classes. However, if necessary for health reasons, teaching could be delivered on line or in a blended way.

4.3. Syllabus

The course will address the following topics:

- Topic 1: INTRODUCTION TO ACCOUNTING AND FINANCE
 - Introduction to a career in accounting and finance
 - Personal finance
 - Company financial services
 - Talking about figures and amounts of money
- Topic 2: BANKING
 - Types of bank
 - Description of a bank profile
- Topic 3: STOCK MARKETS
 - The Stock Exchange
 - Description of trends
- Topic 4: COMPANY REPORTING. ACCOUNTANCY AND AUDITING
 - The Chairperson's Statement: annual report and forecast
 - Activities in an accountancy firm
 - Documents and billing records, the balance sheet
 - Presentation of the steps in auditing
- Topic 5: INSURANCE AND RISK
 - Types of personal insurance
 - Risk management

- Reporting on insurance claims

4.4. Course planning and calendar

The planning and timetable of the lectures and practical classes will be announced at the beginning of the academic year. The timetable and the delivery of the tasks and projects will be communicated via the e-learning platform Moodle.

Note that it is the responsibility of students to ensure that they have read and understood this document and all the information about the course, and have checked lessons timetable and exam dates in advance, so as to be able to plan their work schedule. If you are in any doubt, talk to the teacher in good time.

The activities and key dates will be communicated at the presentation of the module for each group at the beginning of the semester and during the semester in due time. Students will also be able to check this information via the e-learning platform *Moodle*.

The official hours and dates of the final exams can be found on the web page of the Faculty of Economics and Business website (<https://econz.unizar.es/>)

4.5. Bibliography and recommended resources