

27551 - Foreign Language for Finances and Accountancy (English)

Syllabus Information

Academic year: 2023/24

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

The main goal of this subject is that the student learns to communicate in English in an appropriate way in written and oral form adapting to the audience and the purpose of the discourse in different professional contexts in the field of accounting and finance at an international level.

These approaches and goals are aligned with the Sustainable Development Goals (SDGs) of the 2030 Agenda of United Nations (<https://www.un.org/sustainabledevelopment/es/>), specifically, the activities planned in the subject will contribute to the achievement of goals 1, 2, 4, 5, 5, 7, 8, 8, 10, 10, 12, 13, 16, 17.

Students wishing to take this subject must have a general knowledge of English (written and oral) equivalent to or higher than B1 [of the CEFR](#). Classes will be taught in English and students must be able to take notes and communicate in English in the classroom. It is recommended to work on the subject on a continuous basis, which also implies attending classes regularly.

2. Learning results

The student, in order to pass this subject, must demonstrate the following results:

1. -Communicate in English in an appropriate way at an intermediate-advanced level, in oral and written form, adapting to the economic-financial context, with emphasis on argumentation.
2. -Understand and critically interpret accounting and financial texts in English.-
3. -Interpret and present data relating to the economic-financial management of organisations in the private sector, using the specific strategies and techniques of oral and written communication in English.-public sector and in the
4. -Use the strategies of organization and synthesis of formal and professional discourse in oral and written English.
5. -Have acquired sufficient vocabulary specific to professional practice in the field of finance and accounting to be able to communicate effectively and accurately.

Since this specific English subject starts from a level of B1, at the end of the subject students will reach a level higher than this.

3. Syllabus

UNIT 1. A CAREER IN ACCOUNTING AND FINANCE

- Introduction to accounting and finance
- Personal finance
- Company financial services
- Talking about figures and amounts of money

UNIT 2. BANKING

- Types of banks
- Description of a bank profile

UNIT 3. STOCK MARKETS

- The Stock Exchange
- Description of trends
- Annual reports and the AGM Chairperson's Statement

UNIT 4. ACCOUNTANCY AND AUDITING

- Activities in accountancy and auditing firms
- Documents and billing records
- Financial statements

UNIT 5. INSURANCE AND RISK

- Types of insurance
- Risk management
- Writing a report on insurance claims

4. Academic activities

The course is divided into the following activities:

- Participative master classes: 20 hours.
- Participative practical classes with written and oral group and individual work: 30 hours.
- Personal Study and Evaluation Tests: 75 hours.

5 ECTS= 125 hours

In principle, the teaching methodology and its evaluation is planned to be based on face-to-face classes . However, if circumstances so require, they may be carried out online.

5. Assessment system

The course will be evaluated in first and second summons by means of a global evaluation.

Global Assessment:

A global test based on the contents and practical activities of the course consisting of:

- An oral presentation in groups of three or four students followed by questions.
- A listening comprehension test.
- A written comprehension test, grammar and vocabulary exercises.
- A test of written texts that will include the use of specific vocabulary and the use of the English language register in the field of accounting and finance.

These tests will be held on the date set by the Faculty during the official examination period.

In the case of the oral presentation, students may choose to make it either in advance on dates proposed by the faculty of the subject at the end of the semester, or on the official dates of each call. You will be able to choose the date of the test at in the document with dates and times available in Moodle at least two weeks before the test.

Assessment Criteria:

At both calls, correctness in oral and written presentation, discourse organisation, correct use of specific vocabulary and generic conventions of the formal register of English in the field of accounting and finance, as well as correctness in pronunciation, intonation, fluency and grammar, all within the intermediate level of proficiency in English language required to take the subject.

The oral proficiency assessment test (oral presentation and comprehension) will represent 50% of the final grade and the written proficiency assessment test (written comprehension and production) the other 50%. To pass the subject it is necessary to obtain separately in both parts (oral and written) a minimum of 50% in each part.