

27551 - Foreign Language for Finances and Accountancy (English)

Información del Plan Docente

Academic Year	2016/17
Academic center	109 - Facultad de Economía y Empresa
Degree	449 - Degree in Finance and Accounting
ECTS	5.0
Course	4
Period	Second semester
Subject Type	Optional
Module	---

1.Basic info

1.1.Recommendations to take this course

1.2.Activities and key dates for the course

2.Initiation

2.1.Learning outcomes that define the subject

2.2.Introduction

3.Context and competences

3.1.Goals

3.2.Context and meaning of the subject in the degree

3.3.Competences

3.4.Importance of learning outcomes

4.Evaluation

5.Activities and resources

5.1.General methodological presentation

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.

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- 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/>

5.2.Learning activities

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.

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.

3: Tutorials and evaluation that allow a more direct and personal support to students in order to monitor tasks, answer questions and guide them in the study. These tutorials may be individual or in a group.

5.3.Program

UNIT 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

UNIT 2: BANKING

- Types of bank
- Description of a bank profile

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UNIT 3: STOCK MARKETS

- The Stock Exchange
- Description of trends

UNIT 4: ACCOUNTANCY AND AUDITING

- Activities in an accountancy firm
- Documents and billing records, the balance sheet
- Presentation of the steps in auditing

UNIT 5: INSURANCE AND RISK

- Types of personal insurance
- The insurance policy
- Risk management
- Reporting on insurance claims

5.4.Planning and scheduling

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.

5.5.Bibliography and recommended resources

Updated bibliography is available through the website of the library: <http://psfunizar7.unizar.es/br13/eBuscar.php?tipo=a>