



COLLEGE OF ACCOUNTANCY AND FINANCE  
Study Program “Accountancy and Finance”  
Description of the study course

<b>Title of the study course</b>	
	<i>Latvian</i> <b>Finanšu angļu valoda grāmatvežiem</b>
	<i>English</i> <b>Financial English for Accountants</b>
<b>Part of the program</b>	General education compulsory course
<b>ECTS</b>	3
<p><b>Study course annotation:</b> During the study course students develop reading skills, getting acquainted with the financial and accountancy textbooks and scientific as well as popular papers, consisting of special branch terminology vocabulary, as well as they improve the English language skills necessary for oral and written use of English in the study process, using English in communication in the international business environment. The topics offered in the course are integrated into exercises and tasks that develop and strengthen reading, listening, speaking and writing skills. The course topics include the acquisition of essential communicative skills in the discourse of the field.</p>	
<p><b>Aim of study course:</b> To develop students' skills and abilities for purposeful and coordinated acquisition of professional English vocabulary and use of acquired competences in studies and work in specialty, as well as to strengthen students' independent learning skills.</p>	
<p><b>Tasks of the course:</b></p> <ul style="list-style-type: none"><li>• To develop textual perception skills for information acquisition and analysis;</li><li>• To promote communication skills in financial sphere such as requesting and providing information, meeting appointments, advising and making suggestions, responding to complaints, and apologizing;</li><li>• To provide knowledge of discussion techniques such as expressing, agreeing, disagreeing, terminating, clarifying and summarizing;</li><li>• To promote and develop business writing, email and message writing skills;</li><li>• To develop skills such as presenting financial results and describing financial events (Presentation of information in financial statements, causes and consequences of merging);</li><li>• To promote negotiation skills;</li><li>• To improve listening perception and improve expression accuracy;</li><li>• To develop active/passive vocabulary of terminology in a financial context.</li></ul>	
<p><b>Study course acquisition results</b></p> <p><b>Knowledge:</b> After completion of the course students will:</p> <ul style="list-style-type: none"><li>• know and recognize financial terminology in oral and printed texts;</li><li>• understand and be able to explain various phenomena related to finance and accounting using professional terminology;</li><li>• know and understand texts connected with their profession.</li></ul>	
<p><b>Skills:</b> After completion of the course students will:</p> <ul style="list-style-type: none"><li>• use financial and accounting terms in presentations and other professional speeches, as well as in articles;</li><li>• express their thoughts and views on an accounting topic;</li><li>• be able to provide a summary of the information obtained, both orally and in writing, using appropriate terminology;</li></ul>	

- be able to speak publicly on a professional issue, using appropriate terminology.

**Competences:** As a result of the study course students can

- use independently, in practice the terminology they have learned in various situations related to their professional field;
- understand the specifics of language use on specific accounting related topics.
- comprehend and acknowledge accounting documents and analyse, compare and explain them in English. The communication process is handled, without difficulties, using all the skills acquired, to participate in discussions, both through listening, verbally and in writing, in defence of the opinion, using professional terminology.

**Study course content (topics):**

- Job description of an accountant, qualities required for the job, positions held.
- Organizational and source documents.
- Simple and double entry method.
- International Financial Reporting Documents.
- Profit and loss statements.
- Balance sheet – assets and liabilities.
- Cash flow.
- Types of taxes.
- Depreciation, its calculation methods.
- Wage.
- Graphs, presentations.

**Student's independent work:**

No.	Independent work topics, tasks	Amount in hours	Expected result
1.	To get acquainted with the elements of the structure of the text: expressions and formulations and their application in record-keeping.	4	Preparation of letters
2.	To study available literature on accountancy profession and ethics. To perform literature analysis.	4	Seminar
3.	Test 1 Business Letters - The offer, - Order, Order Confirmation, Cancellation and Changes. - Claims and Complaints. - Terms of Payment.	5	Test
4.	Group project "Double entry Bookkeeping"	5	Presentation
5.	Group work on International Accounting Standards (US and Europe) and comparison of key principles.	5	Presentation
6.	Test 2 Balance (terminology).	5	Test
7.	Business talks. Negotiating the prepared contract.	5	Seminar - Role Play
8.	Test 3 "Taxes, Depreciation, Wages" (terminology).	6	Test
9.	Individual work - preparation for presentation on the chosen topic. (report and presentation).	10	Presentation
10.	Preparing for the exam.	5	Exam
	Total	54	

**Structure of cumulative assessment of student's achievement**

The final assessment of the study course according to a ten-point system consists of: practical work, assessment of independent work, assessment of tests, examination (presentation and knowledge test).

<b>Exam form:</b>	<b>Completion of three independent assignments, to pass a test.</b>		
	<b>Evaluation criteria</b>	<b>Proportion</b>	<b>Time limits for completion</b>
	<ul style="list-style-type: none"> <li>Attendance of practical classes, performance of exercises and tasks during practical classes.</li> </ul>	10 %	During the term in accordance with the timetable
	<ul style="list-style-type: none"> <li>Execution of independent work.</li> </ul>	10%	During the term in accordance with the timetable
	<ul style="list-style-type: none"> <li>Test - 3</li> </ul>	30%	During the term in accordance with the timetable
	<ul style="list-style-type: none"> <li>Examination: the written part examines knowledge of terminology and its practical application, general comprehension of text and specific information, use of written language. In the presentation, students demonstrate their speaking skills and general understanding: preparing a monologue (gathering information, expressing opinions) and dialogue (asking / answering questions).</li> </ul>	50%	According to the study schedule
<b>Study language:</b> English.			
<b>Methods used in the study course acquisition:</b> Practical classes (workshops), tests, independent work, exam, interactive classes, explanatory-illustrative method, presentations, case studies, discussions, group and pair work, dialogues			
<b>Basic literature:</b>			
1. English for Accounting E.Frendo & S. Mahoney, Oxford Business English, Express Series 2008.			
2. Accounting and Finance, an Introduction. - Eddie McLaney, Peter Atrill. - 9th ed. - Harlow UK: Pearson, 2018.			
3. Accounting. A Simple Guide to Financial and Managerial Accounting for Beginners /Kevin Ellis. - Amazon Fulfillment, 2019.			
<b>Additional Literature:</b>			
1. Market Leader, Intermediate, Upper-intermediate, Advanced, D.Cotton, Longman, 2011.			
2. Talbot F. How to Write Effective Business English: Excel at E-mail, Social Media and All Your Professional Communications (Better Business English), Kogan Page, 2016.			
3. Professional English. Accounting, A. Pohl, Penguin English Guides 2008.			
4. Intelligent Business, Intermediate, Upper-intermediate Level, T. Trappe, Longman, 2009.			
5. Business English Handbook, Advanced, Paul Emmerson, Macmillan, 2007.			

6. Business Vocabulary in Use, Intermediate, Advanced, Bill Mascull, Cambridge University Press, 2004.

***Periodicals and other sources of information:***

- Language Practice M.Vince. English Grammar and Vocabulary Macmillan 2003.
- English Grammar in Use. Cambridge University Press 2002. Upper-intermediate level
- English Vocabulary in Use. Cambridge University Press 2001. Upper-intermediate level
- <http://searchenglish.britishcouncil.org.uk/>
- Internet materials, Moodle system materials.
- Dictionaries: Glossary of accounting terms;
- English - English Dictionary of Financial Terms and others.

*During the study process changes and additions to the program and the list of literature are possible.*