

UNIVERSITY OF ECONOMICS - VARNA
DEPARTMENT OF LANGUAGE TEACHING
DEPARTMENT OF WESTERN EUROPEAN LANGUAGES

ACCEPTED BY:

Rector:

(Prof. Dr. Plamen Iliev)

SYLLABUS

SUBJECT: “FOREIGN LANGUAGE ENGLISH”;

DEGREE PROGRAMME: „Accounting“; BACHELOR’S DEGREE

YEAR OF STUDY: 1st; SEMESTER: 2nd;

TOTAL STUDENT WORKLOAD: 90 h.; incl. curricular 30 h.

CREDITS: 3

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURSE</i>	WORKLOAD, h.	TEACHING HOURS PER WEEK, h
CURRICULAR: incl. <ul style="list-style-type: none">• LECTURES• SEMINARS (lab. exercises)	0 30	0 2
EXTRACURRICULAR	60	-

Prepared by:

1.
(senior lecturer I. Asparuhova)

2.
(senior lecturer S. Yohanova)

Head of department:
Western European Languages (senior lecturer S. Shtereva)

I. ANNOTATION

This module is designed to help students broaden their knowledge of financial vocabulary. The course objectives are to build up students' confidence in using English for financial purposes and improve their overall linguistic fluency. During the course students develop their skills by a variety of practical tasks which include: reading and discussing authentic articles on a wide range of business topics, learning essential business vocabulary, listening to authentic interviews or lectures and developing note-taking skills; they take part in meetings, role-plays, prepare presentations, have the opportunity to understand how business works in different cultures, etc. By course completion students must be able to understand, summarize and interpret a variety of financial data, and present it accordingly; express opinions on different business issues; write business letters; use English in social situations for telephoning, networking, negotiating, etc. Students master a whole repertoire of different skills which are necessary to participate in an increasingly international work environment.

II. THEMATIC CONTENT

No. by row	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
1.	Accounting		4	
1.1	Accounting. Bookkeeping. Auditing.		2	
1.2	Laws, rules and standards.		2	
2.	Accounting policies and standards		4	
2.1	Valuation and measurement.		2	
2.2	Accounting assumptions and principles.		2	
3.	Depreciation and amortization.		4	
3.1	Fixed and current assets. Valuation.		2	
3.2	Depreciation systems.		2	
4.	Financial statements Part 1. The balance sheet		6	
4.1	Assets, liabilities and capital. Shareholders' equity.		2	
4.2	Tangible and intangible assets.		2	
4.3	Liabilities. Accrued expenses.		2	
5.	Financial statements Part 2		6	
5.1	The profit and loss account.		3	
5.2	The cash flow statement.		3	
6.	Cost accounting		4	
6.1	Direct and indirect costs.		2	
6.2	Fixed and variable costs.		2	
6.3	Revision. Test		2	
Total:			30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extracurricular, h.
1.	Midterm control		
1.1.	Project work – on a predefined theme	1	10
1.2.	Written assignments on a given topic	2	20
1.3.	Test (mixed type questions)	2	20
Total midterm control:		5	50
2.	Final term control		
2.1.	Test	1	10
Total final term control:		1	10
Total for all types of control:		6	60

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. “Professional English in Use Finance” – Ian MacKenzie, CUP
2. ”Financial English” Ian Mackenzie, Thomson&Heinle
3. “Absolute Financial English” – Julie Pratten, Delta Publishing
4. “Market Leader – Accounting and Finance” Sara Helm, Longman

RECOMMENDED (ADDITIONAL) LITERATURE:

1. “Build your business vocabulary” John Fowler LTP Business
2. ”English for Business Studies” Ian Mackenzie; CUP 2001
3. ”Market Leader New Edition”- D. Cotton, D.Falvey, S.Kent, Pearson/ Longman
4. “Intelligent Business” - Christine Johnson, 2005 Pearson/Longman
5. “Business Benchmark” Norman Whitby; CUP 2006
6. “ Communicating in Business” Simon Sweeney; CUP
7. Essential Business Vocabulary Builder (A2 – B1) – Paul Emmerson, MacMillan
8. “Meetings in English”, Bryan Stephens
9. Business Grammar Builder- Level B1/B2, Paul Emmerson
10. “The Business”- Karen Richardson, Marie Kavanagh and John Sydes with Paul Emmerson, MacMillan
11. “A short course in Business English for students of Economics”- I. Asparuhova, S. Yohanova, University of Economics Publishing House, Varna, 2014