



Universidad
de Alcalá

FACULTAD DE CIENCIAS
ECONÓMICAS Y EMPRESARIALES

GUÍA DOCENTE

INGLÉS APLICADO A LAS FINANZAS

Grado en Contabilidad y Finanzas
Tercer Curso – Segundo Cuatrimestre

Grado en Economía
Optativa – Segundo Cuatrimestre

**Grado en Economía y Negocios
Internacionales**
Optativa – Segundo Cuatrimestre

Universidad de Alcalá

Academic Year 2019/2020

PROGRAMME GUIDE

Name of Subject:	ENGLISH FOR FINANCE
Code:	341003
Career title:	GRADO EN CONTABILIDAD Y FINANZAS (Obligatoria), GRADO EN ECONOMÍA (Optativa), GRADO EN ECONOMÍA Y NEGOCIOS INTERNACIONALES (Optativa).
Department and Knowledge Area:	ECONOMÍA Y DIRECCIÓN DE EMPRESAS (ECONOMÍA FINANCIERA Y CONTABILIDAD)
Character:	Obligatory
ECTS (Credits):	6
Course and term:	3rd Year. Second Term
Lecturer:	ANNE MARIE GARVEY (Responsible) FABRIZIO DI MEO
Tutorials:	Tutorials at convenient times for student and Professors and at set fixed times: anne.garvey@uah.es fabrizio.dimeo@uah.es sara.otal@uah.es
Language:	English

1. PRESENTATION

This subject is aimed at students in second year of Grado en Contabilidad y Finanzas, and is programmed for the second term.

The English language is fundamental for business students today and more particularly for those students who will focus on International Business. It is therefore very important for students not only to control the English language but also to have knowledge of business terms and to be able to work comfortably using them.

The course is designed to facilitate the use and improvement of English during the assistance at the corresponding sessions but also to expand that vocabulary by incorporating English vocabulary specifically used in International business. The areas covered in the course will include terminology relating to Accounting, Banking, Corporate Finance, Economics and Trade among others.

The course will be focused in a practical way in order to help students to learn business language in “real life” situations. The vocabulary will be backed up by the examination of different business situations highlighting areas where specific business language is used.

Indications and Recommendations

The Virtual Classroom “Blackboard” will be used as a communication tool between Professors and students in order to include course material, exercises to be solved and other related work included as part of the overall evaluation. Each student will attach an up to date passport sized photograph in the section “lista” to facilitate identification.

Students are recommended to follow a continuous study process of the subject given the accumulative character of the material included in the course. A student who is not up to date with the material will find it difficult to obtain the knowledge at a later stage. Students who follow this system have a high success rate in this subject.

Students should attend the examinations with a formal identification document (university card, passport or national identity card).

2. KNOWLEDGE ACQUIREMENT

The knowledge acquired is a combination of theoretical and practical skills useful to a professional to deal with different business situations in English.

In the development of the subject as in the evaluation proposal are considered not only the knowledge but also the skills and attitude that are mentioned in the report of Grado de Contabilidad y Finanzas of Alcalá University.

The knowledge to be acquired in this subject is divided into two categories: generic and specific.

Generic knowledge acquired:

1. Reading comprehension, analysis and synthesis of material.
2. Skill development in order to look up information, select documentation in databases and other search tools for management sciences related information.
3. Introduction to debating ideas with the help of text books and other reference books indicated for the subject.
4. Capability to communicate ideas and to express them correctly both orally and in writing.
5. Strengthen the skills of learning in groups and individually.

Specific knowledge acquired:

1. A build up of new vocabulary in different business situations
2. Identify specific vocabulary to be used.
3. Apply theoretical knowledge to practical cases.
4. Reflect the knowledge acquired in real situations.

3. CONTENTS

Theme 1. Basic Terms

- 1.1. Money and income
- 1.2. Business Finance

Theme 2. Accounting

- 2.1. Accounting and accountancy
- 2.2. Bookkeeping
- 2.3. Company Law 1
- 2.4. Company Law 2
- 2.5. Accounting policies and standards
- 2.6. Accounting assumptions and principles.
- 2.7. Depreciation and amortization.
- 2.8. Auditing.
- 2.9. The balance sheet 1
- 2.10. The balance sheet 2: assets
- 2.11. The balance sheet 3: liabilities.
- 2.12. The other financial statements.
- 2.13. Financial ratios 1.
- 2.14. Financial ratios 2.
- 2.15. Cost accounting.
- 2.16. Pricing.

Theme 3. Banking

- 3.1. Personal banking.
- 3.2. Commercial and retail banking.
- 3.3. Financial institutions.
- 3.4. Investment banking.
- 3.5. Central banking.
- 3.6. Interest rates.
- 3.7. Money markets.
- 3.8. Islamic banking.
- 3.9. Money supply and control.

Theme 4. Corporate Finance

- 4.1. Venture capital.
- 4.2. Stocks and shares 1
- 4.3. Stocks and shares 2
- 4.4. Shareholders
- 4.5. Share prices
- 4.6. Bonds
- 4.7. Futures
- 4.8. Derivatives
- 4.9. Asset management
- 4.10. Hedge funds and structured products
- 4.11. Describing charts and graphs
- 4.12. Mergers and takeovers
- 4.13. Leveraged buyouts
- 4.14. Financial planning
- 4.15. Financial regulation and supervision

Theme 5. Economics and Trade

- 5.1. International trade
- 5.2. Exchange rates
- 5.3. Financing international trade.
- 5.4. Incoterms
- 5.5. Insurance
- 5.6. The business cycle
- 5.7. Taxation
- 5.8. Business plans

Contents	Total hours
Themes 1 to 2	• 15
Themes 3 to 4	• 18
Theme 5	• 9

Chronogram

Week / Session	Contents
01 ^a	• Theme 1
02 ^a	• Theme 2
03 ^a	• Theme 2
04 ^a	• Theme 2
05 ^a	• Theme 2
06 ^a	• Theme 3
07 ^a	• Theme 3
08 ^a	• Theme 3
09 ^a	• Theme 4
10 ^a	• Theme 4
11 ^a	• Theme 4
12 ^a	• Theme 5
13 ^a	• Theme 5
14 ^a	• Theme 5

4. TEACHING-LEARNING METHODOLOGY. PRACTICAL ACTIVITIES

4.1. Credit distribution

Number of class assistance hours: 50	<ul style="list-style-type: none"> • Theory classes: 21 hours • Practical classes: 21 hours • Evaluations, tutorials and seminars: 8 hours
Number of personal study hours by student: 100	<ul style="list-style-type: none"> • Preparation of practical examples: 52 hours • Self study: 48 hours
Total hours	<ul style="list-style-type: none"> • 150

4.2. Strategic methodology, materials and educational resources.

Assistance at classes	<ul style="list-style-type: none"> • Theory and practical sessions in small or large groups. • Presentation of projects in class. • Classes aimed at developing and applying the concepts learned through practical examples. • Continuous assessment tests during the term in order to examine the acquisition of concepts by students.
Self study	<ul style="list-style-type: none"> • Reading. • Researching information. • Preparation of activities: exercises and projects. • Consultation with the professor on the virtual classroom.
Tutorials	<ul style="list-style-type: none"> • Individual and Group attention will be given to students through tutorials in order to provide an adequate follow up process on students.
Exam	<ul style="list-style-type: none"> • At the end of the course there will be a theory and practical examination whereby students will have to inter relate all concepts and procedures learnt during the course of their study.
Materials and educational resources	<ul style="list-style-type: none"> • A course manual will be used for this course together with additional information included

on the virtual classroom “Blackboard”.

- Students should use the library to consult other reference books and manuals for self study and preparation of projects.
- Practical accounting exercises should be resolved giving special attention to the presentation and using Excel where appropriate.
- We will collaborate with the CRAI-Library professionals so that the students carry out an activity that develops the informational competences in the use and management of the information.

More information on strategic methodology:

Tutorials:

Tutorials will be available to students by the Professors of the subject either in the lecture hall or by appointment in the Professor’s office. In certain cases a Professor may call an obligatory tutorial session for a student where the results of continuous assessment indicate this necessity. The Professor may indicate to the student the themes to be dealt with at that tutorial etc.

5. EVALUATION: Procedure, evaluation criteria and marking

Evaluation procedures

The usual process of evaluation will be focused on the continuous assessment of the student. Students who do not wish to follow this method of evaluation must inform the Dean’s office in the first two weeks of the course explaining the reasons why they are unable to follow this study procedure.

If the student doesn’t participate in the process of teaching-learning according to that established in this programme, they will be considered as absent in the ordinary sitting.

CONTINUOUS ASSESSMENT

1. Attendance at classes, interest and participation: The Professors will control the attitude, interest and participation of students.

2. Exams and non-programmed tests: After each theme at the discretion of the Professor a non programmed test may be given to students. Partial tests may be given covering sections of the course.

FINAL ASSESSMENT

Those students, who opt for the final examination evaluation, must undergo a practical and theory exam as the only means of passing the subject in order to clarify if the individual learning procedure was sufficient to obtain the required knowledge. In order to pass the

subject, the student must show that they have satisfactorily obtained the knowledge in all areas of the course.

EXCEPTIONAL ASSESSMENT

In exceptional exams, as it is not possible to carry out additional continuous assessment tests, the conditions for all students will be the same as the conditions for those students who rejected the continuous assessment during the course. Exceptionally the lecturer can take into account some of the results obtained during the course if this would benefit the student.

Evaluation procedures

The evaluation procedure will be used to examine the acquired knowledge.

For the conceptual content, students must show during the course that they:

- Understand the concepts and the main ideas of each theme.
- Can relate contents to practical examples.
- Develop ideas coherently.
- Are capable of solving problems adequately.
- Are careful with the presentation of their work.

For the practical content, students must show that they:

- Can interpret the information and problems.
- Present work in the correct format.
- Present exercises in the designated time.
- Know how to work in groups.
- Present original project work.

Marking procedures

According to R.D 1125/2003 results must include both a numerical and qualitative result.

0,0 - 4,9	FAIL (SS)
5,0 - 6,9	PASS (AP)
7,0 - 8,9	SECOND CLASS HONOURS (NT)
9,0 - 10	FIRST CLASS HONOURS (SB)
9,0 – 10	DISTINCTION limited to 5%

In order to pass the subject, the student must satisfactorily obtain knowledge in all areas of the course, understanding that all the tests as a whole evaluate the acquisition of the course contents.

1. Class attendance, interest, participation or/and tests on material indicated: 20%
2. Partial tests. 80%

The evaluation system is determined by the educational resources actually available and for the numbers of students in the group, and will be disclosed by the teacher in due course at the beginning of the academic year.

6. BIBLIOGRAPHY

Bibliography

Professional English in Use – Finance. Cambridge University Press.

Business English Manual: to be communicated at beginning of the course.