



ALMA
ALMATY MANAGEMENT
UNIVERSITY

NEI «ALMATY MANAGEMENT UNIVERSITY»

Faculty of General Education

Foreign Languages Department

Approved

at the meeting of AMB

Dean of the Faculty

A. Nurgabdeshev

« ____ » _____ 20__ г. № ____

Academic program: Bachelor
Specialty: 5B050800 - Accounting
Form of study: daytime

SYLLABUS
on the course “Professional Foreign language 3”

Year: 3
Term: 5
Number of credits: 2
Lecturer: Zh. Abieva
Phone: 313-23-89, room 202

Almaty, 2015

Ф-ИП-02.32-05-2015-03 Syllabus

Compiled by: senior teacher _____ Zhuldyz Abieva

The syllabus has been developed on the basis of the Working curriculum of the discipline “Professional Foreign language” for students of all the specialties.

The syllabus was considered at the meeting of Foreign Languages Department.
Minutes № ____ of “ ____ ” _____ 2015

Acting Head of the Foreign Languages Department _____ M. Jandildinov

Introduction

This discipline considers and examines

discovery techniques and interesting topics. It not only teaches English but also provides students with information about the culture of English-speaking countries and world at large. It provides interesting and engaging exercises and texts that deal with citizenship issues, literature, history, geography, art, science and technology as well as the challenges of everyday life.

Methodology of teaching this discipline provides for:

- Practical classes conduction;
- IWST;
- IWS;

The purpose of teaching this discipline is

to use business vocabulary in typical situations for the development of speaking skills; practice of writing business emails.

The objectives of teaching this discipline are:

- to develop intercultural communicative competence of students in the language specialties of foreign language education at a sufficient level;
- to provide an interactive approach in learning the English language.

Pre-requisites:

Knowledge of the English language in the volume of Pre-Intermediate (General English)

Post-requisites:

Acquired skills are necessary for gaining further improving English at the Intermediate.

Upon completion of this discipline students must:

master the following competences according to the competence model of the bachelor

General competencies:

- to know basic rules of reading and pronouncing loanwords; possession of basic facilities in the emphatic intonation function;
- to be able to use simple phrases and sentences in a dialogue for communicating in social and socio-cultural, educational and professional spheres;
- cope with simple everyday situations in communication with the teacher, classmates, others;
- to have skills of dialogical and monologues, to express their thoughts and speak accordingly speech standards in English, asking questions and answering them on familiar topics;

Subject-specialized:

- to be able to use a series of phrases and expressions to make more detailed description of their friends, living conditions, food preferences, their leisure time, the orientation in the city, the current family and national holidays, etc.
- to be able to write a short personal letter, CV and fill out the form with the requirements of registration, record your daily routine, describe their preferences, biography, current events, using simple phrases and grammar construction etc.
- to have skills in conveying briefly the contents of the text and reading with expression of its position at the elementary level;

Economic competencies:

- to have skills in obtaining the necessary business information;
- to provide students with the tools to participate in the global information, economic and cultural processes: the dialogue of cultures and economies;
- to be able to make a conversation in a volume of studies subjects adequately use communicative cues transmit content read, heard by the general economic, professional, cross-cultural topics (reports, presentations, speeches, debates, reports).

CALENDAR AND THEMATIC PLAN**Term 5**

№	Theme	Week-by-week breakdown of classes		
		Practice classes	IWS	IWST
1	2	3	4	5
1	Jobs in accounting.	3	2	1
2	Numbers.	3	2	1
3	Official materials	3	2	1
4	Electronic tools.	3	2	1
5	Bookkeeping cycle	3	2	1
6	GAAP and IASB	3	2	1
7	Midterm Control 1	3	2	1
8	Income statements	3	2	1
9	Balance sheets	3	2	1
10	Cash flow statements	3	2	1
11	Describing change	3	2	1
12	Gleaning information from financial statements	3	2	1
13	Overdrafts	3	2	1
14	Costs and Taxes	3	2	1
15	Midterm Control 2	3	2	1
	Total 90	45	30	15

Content of practical classes, form of control and grading

Week	Theme	Literature	Form of control	Max. score
1	Jobs in accounting. Reading - Accounting is a great career choice! Vocabulary-Matching words. Listening-true,false exercise. Speaking-Act out. Writing-Filling out the new employee form. 4-5 pages.	Course book (CB)Accounting	Oral & Written	100

2	Numbers. Reading – How do they say it? Vocabulary-Fill in the blanks. Listening-Choose the correct answers. Speaking-Act out the roles. Writing-Complete the email. 6-7 pages.	(CB)Accounting	Oral & Written	100
3	Official materials. Reading-Mega office supply. Vocabulary-Matching words with definitions . Listening-Complete the conversation. Speaking-Acting out the roles. Writing -Completing the packing slip. 8-9 pages	(CB)Accounting	Oral & Written	100
4	Electronic tools. Reading-Proposal Vocabulary-Matching. Listening – Completing conversation Speaking-Acting out the roles. Writing-Complete the order. 10-11 pages	(CB)Accounting	Oral & Written	100
5	Bookkeeping cycle Reading – Getting back to basics Vocabulary-Fill in the blank. Listening-Complete the conversation. Speaking-Acting out Writing-Fill out the accountant’s notes. 12-13 pages	(CB)Accounting	Oral & Written	100
6	GAAP and IASB Reading-true, false exercises. Vocabulary-Fill in the blanks. Listening-Complete the conversation. Speaking-Act out and switch the roles. Writing- Fill out the accountant’s notes.14-15 pages.	(CB)Accounting	Oral & Written	100
7	Revision	(CB)Accounting	Oral & Written	100
	Midterm Control 1	(CB)Accounting	Computer test	100
8	Income statements Reading - Getting to the Bottom Line. Vocabulary – Matching task. Listening – Listening and choosing the correct answers. Speaking – Acting out and switching roles. Writing – Filling out the income statement. 16-17 pages.	(CB)Accounting	Oral & Written	100
9	Balance sheets Reading – The people’s Accountant explains balance sheets. Vocabulary-Matching words with definitions.	(CB)Accounting	Oral & Written	100

	Listening – Mark the statements as true or false. Speaking- Acting out and switching roles. Writing-fill out the balance sheet. 18-19 pages.			
10	Cash flow statements Reading-where did all that cash go? Vocabulary-Match the words with definitions. Listening – Choose the correct answers. Speaking- Acting out and switching roles. Writing – Completing the email. 20-21 pages.	(CB)Accounting	Oral & Written	100
11	Describing change Reading-annual sales report. Vocabulary – Match the words. Listening – Complete the conversation. Speaking - Acting out and switching roles. Writing – Fill out the sales report. 22-23 pages.	(CB)Accounting	Oral & Written	100
12	Gleaning information from financial statements Reading-Email. Vocabulary-matching the words with definitions. Listening – complete the conversation. Speaking - Acting out and switching roles. Writing-Fill out the financial statement. 24-25pages.	(CB)Accounting	Oral & Written	100
13	Overdrafts Reading-First Venture Bank. Vocabulary-Match the words with definitions. Listening-Complete the conversation. Speaking- Acting out and switching roles. Writing-Fill out the email. 26-27 pages.	(CB)Accounting	Oral & Written	100
14	Costs and Taxes Reading – Why are managers obsessed with cost? Vocabulary- Match the words with definitions. Listening – Mark the statements as true or false. Speaking - Acting out and switching roles. Writing – Fill out the email. 28-29 pages.	(CB)Accounting	Written	100
15	Midterm Control 2	(CB)Accounting	Computer test	100
16	Examination Test	(CB)Accounting	Combined exam	100
17	Total			100

**IWST SCHEDULE
Term 5**

Them	Assignment for IWS	Form of control	Literature	Deadline	Max. score
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e				(week)	
1	IWST 1 Search the Internet for an article about “Accounting”, prepare a presentation(2 min).	Oral	The Internet	3	100
2	IWST 2 Write a problem-solution paragraph (not less than 180 words)	Written	The Internet, CB Accounting	4	100
3	IWST 3 Write a problem-solution essay (not less than 250 words).	Written	The Internet, CB Accounting	5	100
4	IWST 4 Search the Internet for an article about “Numbers” and prepare a group presentation on the topic. (8 – 10 min).	Oral	The Internet	6	100
5	IWST 5 Search the Internet for an article about “Official materials”and retell the article in class. (2 min).	Oral	The Internet	7	100
6	IWST 6 Search the Internet for an article about “Bookkeeping cycle” and prepare a group presentation on the topic. (8 – 10 min).	Oral	The Internet	8	100
7	IWST 7 Reading: to find an articles about taxes. Write out unknown words into your vocabulary book and learn the words.	Oral & Written	Any English or American fiction	9	100
8	IWST 8 Write a descriptive paragraph on balance sheets (not less than 250 words).	Written	The Internet	10	100
9	IWST 9 Search the Internet for an article about “Costs” and prepare a presentation (2 min).	Oral	The Internet	11	100
10	IWST 10 Write a compare and contrast paragraph on describing change(not less than 250 words).	Written	The Internet, CB Accounting	12	100
11	IWST 11 Search the Internet for an article about “The Future of Accounting”and retell the article in class.	Oral	The Internet	13	100
12	IWST 12 Write a descriptive paragraph on Globalization (not less than 250 words).	Written	The Internet	14	100
13	IWST 13 Search the Internet for	Oral	The Internet	15	100

	an article about “Tax Accounting”, prepare a presentation(2 min).				
14	IWST 14 Search the Internet for an article about “Auditing”, prepare a presentation(2 min).	Oral	The Internet	16	100
15	IWST 15 Search the Internet for an article about “Direct and Indirect Costs” and prepare a group presentation on the topic. (8 – 10 min).	Oral	The Internet	17	100

List of main and additional literature:

Main literature

1. Accounting. John Taylor, Stephen Peltier – C.P.A., M.C. Student’s Book, Express Publishing-2011

Additional literature

1. English for Accounting. By Evan Frendo and Sean Mahoney, Oxford, 2009
2. Professional English in Use. Finance. Ian MacKenzie, Cambridge University Press,2006
3. Business Grammar Builder by Paul Emmerson, Macmillan, 2006
4. Macmillan English Dictionary for Advanced Learners.

Course Policy

“Professionally Oriented Foreign Language” learning implies **compulsory attendance** of classes and independent work of students as well.

The independent work involves Internet research for further in-class presentations, preparation of discussions on relevant topics, written assignments pursuant to the syllabus, conducting analysis (SWOT, etc), and working with cases and so on. Completed assignments are checked in the course of IWST classes.

Any kind of plagiarism is not acceptable, and a student, whose guilt is proved, will be punished under the internal regulations of ALMAU, and a student’s assignments will not be scored;

In case of student’s absence for valid excuses (verified by the dean of), s/he is responsible for consolidation of material covered and submitting written tasks later;

1st and 2nd midterms are conducted in the form of a computer test in accordance with topics covered and within the range of 100 points maximum;

The examination is held in the form of a computer test (Vocabulary and Grammar) and oral examination in Speaking, written Writing examination, and examination in Listening.

Terms of the course:

- Compulsory attendance;
- Active participation in the practical classes;
- Appropriate preparation and good performance;
- Meeting deadlines for assignments;
- Being tolerate, open and friendly;
- Constructive feedback during classes;
- Being punctual, disciplined and committed.

Inadmissible:

- Skiving off classes;

- Being late for classes for more than 15 minutes (later comer's score will be deprived at the discretion of the instructor).
- Using mobile phones during the class for non-study purposes;
- Delayed assignments from a student are not accepted and, consequently, are not assessed by the instructor;

Cheating (also taking photos of tests) during the exams (including midterm tests). In case of cheating a student will be eliminated from the classroom and get 0 points.

If a student violates the discipline of the class s/he will be eliminated from the classroom immediately and get 0 points.

If a student misses an exam for valid excuse, s/he can take an exam later under the permission of the dean and at the time appointed by the teacher.

The academic behaviour of students is based on the Ethic Code of Student, and internal regulations of ALMAU.

Grades Criteria for measuring language competences

Evaluation the level of achievements is done in accordance with the letter system accepted in credit technology of education from A to F, corresponding to percentage content from 0 to 100%.

Grade in letters' system	% Percentage	Grade (according to the traditional system)
A	95 - 100	Maximum (Excellent)
A-	90 - 94	
B +	85 - 89	High (Good)
B	80 -84	
B-	75 -79	
C+	70 - 74	Average (Satisfactory)
C	65 - 69	
C-	60 - 64	
D+	55 - 59	
D	50 - 54	Low (Unsatisfactory)
F	0 - 49	