

| Course | Code | Credits | Lectures per week |
|--|------|------------|-------------------|
| First Business Language, Level 2 | | 5.0 | 4 |
| <p>Goals of Competency: The module of Language 2 represents the continuation of Module 1 and expands the language skills and competencies in the field of business language. The students learn to understand and apply the central concepts in the fields of Finance and Bookkeeping, and to use corresponding documents to determine the differences between one function and the other. By means of these skills one should be able to speak within these key areas of business with clear and consistent language. Another important aspect apart from conveying language competencies is the development of analytical skills regarding the differences between national and international bookkeeping. Teaching Contents: The module of Language 2 offers an initiation and subsequent enhancement in the field of annual balances and in the underlying areas of bookkeeping. The students will learn the terminology and linguistic possibilities for the presentation and description of these fields. For this purpose, depending on the requirements, corresponding linguistic structures will be introduced and linguistic rules will be repeated.</p> | | | |