



UNIVERSITAS PENDIDIKAN NASIONAL (UNDIKNAS UNIVERSITY)
FACULTY OF BUSINESS AND ECONOMICS

Jl. Bedugul No. 39 Sidakarya Denpasar, Telp (0361) 723868 Fax. (0361) 723077 Kode Pos (3261) 225

SYLLABUS

ENGLISH FOR ACCOUNTING

COURSE CODE: 1812107

ECTS: 5

SEMESTER AND YEAR OFFERED: SEMESTER 1/ YEAR 1

LECTURER: 1. IDA NYOMAN BASMANTRA, S.PD.,M.PD.

1. DESCRIPTION

Students are expected to speak English well, namely in speaking, listening, reading and writing skills.

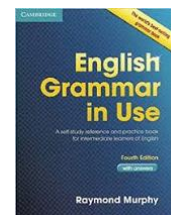
2. EXPECTED LEARNING OUTCOMES

On successful completion of this unit, students should be able to:

- Able to understand the types of words (Parts of Speech).
- Able to understand sentences patterns.
- Able to understand active and passive sentences (Active & Passive Voice).
- Able to understand affixes: prefixes & suffixes (Prefixes & Suffixes).
- Able to understand Linking Words: Conjunctions and Connectors.
- Able to understand again the use of Tenses: Present, Past, and Future.
- Able to understand Singular & Plural.
- Able to understand Modifiers.
- Able to understand Gerund & Infinitive.
- Able to understand Past Customs.
- Able to understand Conditional Sentences.
- Able to compile a job application letter and CV in English.

3. REFERENCE

1. Lecturing Module
2. David Grant & Jane Hudson, 2019, Business Result: Pre-intermediate Student's Book, Oxford University Press.
3. Murphy, Raymond. 1987. English Grammar in Use. Cambridge University Press



Vision:

Becoming a superior study program in 2020 as a center for human resource development in the field of accounting that is professional, global-minded, and has entrepreneurial spirit based on the concept of Tri Hita Karana.

4. METHOD OF ASSESSMENT

No.	Assessment	Marks
1.	Mid-term Test	10 %
2.	Final Test	20 %
3.	Individual assignment	20 %
4.	Group assignment & presentation	15 %
5.	Active participation in discussion	35 %
Total		100%

5. UNIT GUIDE AND STUDY PLANNER

Meeting	Module Topic
1	Introduction
2	Parts of speech: Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions and Interjections
3	Sentence Pattern + Reading Comprehension
4	Active & Passive Voice + Reading Comprehension
5	Prefixes and Suffixes + Reading Comprehension
6	Linking Words: Conjunctions
7	Linking Words: Connectors
8	Mid Test
9	Review Tenses: Present, Past, and Future
10	Singular & Plural + There is/ are/ was/ were + Listening Monologue
11	Modifiers + Listening Monologue II
12	Gerund & Infinitives + Listening Conversation
13	Past Custom + Listening Conversation II
14	Conditional Sentence
15	Writing application letter and CV
16	Final test

6. WORKLOAD

ENGLISH FOR ACCOUNTING

16 weeks

		Weeks per semester																TOTAL hrs	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
INDEPENDENT WORK	Homework, assignments	2	2	2	2	2	2	2			2	2	2	2	2	2		24	
	Workshops			4					4									8	
	Exam preparation								9								10	19	
	Company visits, excursions																	0	
	Preparation for presentations and papers			2		2		2			2		2		2			12	
	Preparation for class	2	2	2	2	2	2	2			2	2	2	2	2	2		24	
	Follow-up for class	1	1	1	1	1	1	1			1	1	1	1	1	1		12	
	Final essay paper																	10	10
	Course evaluation																	2	2
	Workshops and Excursion Paper				2				2										4
HRS OF EXAMS									2								2	4	
MANDATORY CLASS ATTENDANCE	Class Weekly hrs ~ 2	2	2	2	2	2	2	2			2	2	2	2	2	2		26	
		TOTAL WORKLOAD PER COURSE (HOURS)																145	
		TOTAL ECTS																5	

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