

Financial University under the Government  
of the Russian Federation

THE DEPARTMENT OF LANGUAGE TRAINING

**I.I. Klimova, N.A. Rabotnikova, M.G. Petrova, T.V. Sedova, M.A. Amurskaya**

SECOND FOREIGN LANGUAGE (SPECIAL)

**SYLLABUS**

**Level of Study:** Bachelor's Degree

**Field of Study:** 38.03.01 Economics

**Study Program:** International Finance

**Moscow, 2019**

## Bachelor Degree Program Curriculum

### 1. Name of a subject: **SECOND FOREIGN LANGUAGE (SPECIAL)**

### 2. Mapping of learning outcomes (list of competences), with the relevant indicators described and subject learning outcomes indicated

Table 1

Competence code	Competence	Competence development indicators <sup>1</sup>	Learning outcomes (skills <sup>2</sup> , and knowledge) and indicators that show competence development
<b>2017 admission</b>			
IC-6	The ability to apply knowledge of a foreign language at a level sufficient for interpersonal and intercultural communication and educational activities	-	<p>Know:</p> <ul style="list-style-type: none"> <li>- The basic grammatical structure and phenomena used in oral and written business communication;</li> <li>- the main values of the studied lexical units serving the situation of business communication in the socio-cultural and business fields of activity provided for by the direction of training;</li> <li>- the structure of written and spoken language, the basic rules of reasoned and logical construction of statements;</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>- carry out written and oral speech activities with the choice of appropriate lexical units in certain business communication situations;</li> <li>- understand the information when reading educational, reference, scientific literature in accordance with a specific purpose;</li> <li>- analyze discussion points and express your own point of view using cliché phrases and word-bundles</li> </ul> <p>Own:</p> <ul style="list-style-type: none"> <li>- language skills (lexical, grammatical, phonetic);</li> <li>- receptive (listening and reading) and productive (speaking and writing) skills;</li> <li>- compensatory skills (linguistic and</li> </ul>

<sup>1</sup> To be filled in when the updated Financial University educational standards and federal state educational standards of higher education “3++” are implemented.

<sup>2</sup> Skills are described when the Financial University educational standards of the 1<sup>st</sup> generation and federal state educational standards of higher education “3+” are implemented.

			<p>contextual hunch, predicting the content of the text, interrogation and vocabulary replacements in the process of verbal-speech communication);</p> <ul style="list-style-type: none"> <li>- skills of generalization, systematization and argumentation in written and oral forms;</li> <li>- skills of independent work with educational material, with dictionaries, reference and encyclopedic literature, media resources in a foreign language.</li> </ul>
<b>2018, 2019 admission</b>			
UC-3	The ability to apply foreign language knowledge at a level sufficient for interpersonal communication, educational and professional activities	<p>1. Uses a foreign language in interpersonal communication and professional activities, choosing appropriate verbal and non-verbal means of communication.</p> <p>2. Implements communicative intentions in a foreign language verbally and in writing, using modern information and communication technologies.</p> <p>3. uses the techniques of public speech and business professional discourse in a foreign language.</p>	<p>1. Know:</p> <ul style="list-style-type: none"> <li>- The theoretical foundations of the organization of communication (psychological and linguistic aspect);</li> <li>- the structure of standard communicative tasks;</li> <li>- grammatical phenomena and structures of a foreign language used in oral and written interpersonal and professional communication;</li> <li>- linguistic (lexico-grammatical, stylistic) features that are characteristic of the sphere of interpersonal and professional communication;</li> </ul> <p>Be able to: - analyze and put into practice knowledge of the psychology of communication,</p> <ul style="list-style-type: none"> <li>- correctly format messages when solving standard communicative tasks;</li> </ul> <p>2. Know:</p> <ul style="list-style-type: none"> <li>- functions and types, the socio-psychological structure of communication; models of effective personal and business (professional) communication; - styles of oral and written foreign language speech (colloquial, scientific, business, journalistic);</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>- analyze the socio-psychological phenomena of personal and professional communication, apply the knowledge of the implementation of communication in business negotiations;</li> <li>- demonstrate adequate speech behavior, given effective business negotiation strategies and tactics</li> <li>- possess the skill of prepared and</li> </ul>

		<p>4. Demonstrates basic knowledge of academic communication and speech etiquette in the studied foreign language.</p> <p>5. Able to use the information sources in the foreign language competently and effectively.</p> <p>6. Produces written speech in a foreign language in accordance with a communicative task.</p>	<p>spontaneous performance;</p> <p>3. Know:</p> <ul style="list-style-type: none"> <li>- the basics of interaction between team members in a team;</li> <li>- methods of persuasion, argumentation, expression of point of view;</li> <li>- The theoretical foundations of team management.</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>- express the position of the team and their own position,</li> <li>- systematize and summarize the position of the team; choose the most optimal solution from the proposed options and argue the correct choice.</li> </ul> <p>4. Know:</p> <ul style="list-style-type: none"> <li>- lexical and grammatical and stylistic resources of a foreign language,</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>- analyze and create oral and written texts based on the areas of communication, the communicative problem being solved,</li> </ul> <p>5. Know:</p> <ul style="list-style-type: none"> <li>- the basic rules for the synthesis and analysis of information, the rules for using various technical means to extract information.</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>- use the media, Internet resources to search for information, incl. in a foreign language needed to solve a training task.</li> <li>- extract information from various sources;</li> </ul> <p>6. Know:</p> <ul style="list-style-type: none"> <li>- The theoretical foundations of the organization and implementation of communication;</li> </ul> <p>Be able to:</p> <ul style="list-style-type: none"> <li>- carry out written and oral speech activity (monological and dialogical) in a foreign language with a choice of appropriate lexical units in specific professional and business communication situations</li> <li>- produce written and oral speech utterances.</li> </ul>
--	--	--	---

### 3. Place of the subject in the curriculum

The discipline "Second foreign language (special)" for the study program «International Finance (in English)» is included in the module of disciplines that are invariant for the direction of training, reflecting the specifics of the university.

### 4. Workload in credits and academic hours, with class work (lectures and seminars) and self-study indicated

For 2017 admission

Table 2

Type of work	Total (in credits and hours)	Semester 7 (in hours)
<b>Overall workload</b>	<b>180 (5 p)</b>	<b>180</b>
<b>Class work</b>	<b>72</b>	<b>72</b>
Lectures	-	-
Seminars, practicals	72	72
<b>Self study</b>	<b>108</b>	<b>108</b>
Formative assessment		<b>Exam</b>
Summative assessment		<b>test</b>

For 2018 and 2019 admission

Type of academic work in the discipline	Total (in credits and hours)	Semester 7 (in hours)
<b>Type of work</b>	<b>180 (5 p)</b>	<b>180</b>
<b>Overall workload</b>	<b>68</b>	<b>68</b>
Lectures	-	-
Seminars, practicals	68	68
<b>Self study</b>	<b>112</b>	<b>112</b>
Formative assessment		<b>Exam</b>
Summative assessment		<b>test</b>

## 5. Subject content (with the thematic components indicated).

### 5.1. Discipline content

#### EUROPEAN LANGUAGES

Theme 1. Finance and investment.

Theme 2. Investment policy of the state.

Theme 3. Financial markets.

Theme 4. Audit and risk assessment.

#### CHINESE

Theme 1. Training of financiers at university.

Topic 2. The main aspects of doing business in China. The banking system of China.

Theme 3. Transnational corporations. International trade.

Theme 4. Market research. Supply and demand. Promotion of goods. Advertising.

Marketing.

Theme 5. Investing. China's open economic zones.

Topic 6. Conducting business correspondence and business negotiations.

### 5.2. Educational - thematic plan

Intake 2017 / Intake 2018 and 2019.

#### EUROPEAN LANGUAGES

	The name of the topics (sections) of the discipline	Hours					Self study work	Forms of current performance monitoring
		total	Classroom work			Classes in interactive forms		
			general	lectures	Seminars, practicals			
1.	Finance and investment	44	18/16	-	18/16	18/16	26/28	Lexico grammar test Role-playing game
2.	State investment policy	46	18	-	18	18	28	Lexico grammar test Discussion with the inclusion of monological statements and elements of controversy
3.	Financial markets	44	18/16	-	18/16	18/16	26/28	Lexico grammar test

								Professional Text Referencing
4.	Audit and risk assessment	46	18	-	18	18	28	Lexico grammar test Group presentation
	In general discipline	<b>180</b>	<b>72/68</b>	-	<b>72/68</b>	<b>72/68</b>	<b>108/112</b>	According to the curriculum: test
	Total%					<b>100%</b>		

Intake 2017 / Intake 2018 and 2019

### CHINESE

	The name of the topics (sections) of the discipline	Hours					Self study work	Forms of current performance monitoring
		total	Classroom work			Classes in interactive forms		
			general	lectures	Seminars, practicals			
1.	Training financiers at university.	26	10/12	-	10/12	10/12	16/14	Lexico-grammatical self-study work.
2.	Key aspects of doing business in China. The banking system of China.	30	12/12	-	12/12	12/12	18/18	Referencing professional text.
3.	Transnational corporations. International trade.	34	14/12	-	14/12	14/12	20/22	Group presentation
4.	Market research. Supply and demand. Promotion of goods. Advertising. Marketing.	30	12/12	-	12/12	12/12	18/18	Referencing professional text. Translation
5.	Investment. China's open	30	12/12	-	12/12	12/12	18/18	Referencing professional text.

	economic zones.							Lexico grammar test
6.	Conducting business correspondence and business negotiations.	30	12/8	-	12/8	12/8	18/22	Lexico-grammatical self-study work. Group presentation on a professional topic
	In general	<b>180</b>	<b>72/68</b>	-	<b>72/68</b>	<b>72/68</b>	<b>108/112</b>	According to the curriculum: test
	Итого в %					100%		

### 5.3. The content of seminars, practical classes

#### EUROPEAN LANGUAGES

The name of the topics (sections) of the discipline	The list of issues for discussion at seminars, workshops, recommended sources from sections 8.9 (indicates the section and the serial number of the source)	Forms of conducting classes
1. Finance and investment	<p>The concepts of "financing" and "investing". Types of financing. Public Finance Management. Sources of financing. Financial services. Business finance. Classification of investments. Objects and subjects of investment activity. Formation of an investment portfolio</p> <p><b>Recommended Sources:</b>  <b>German language: 8.1; 8.3, 8.4.</b>  <b>French language: 8.1; 8.2.</b>  <b>Spanish language: 8.1; 8.2; 8.3; 8.4</b></p>	<p><b>Workshops:</b></p> <ul style="list-style-type: none"> <li>- the implementation of practice-oriented tasks on the topic;</li> <li>- discussion of discussion issues;</li> <li>- viewing video material in a foreign language, discussing the content and completing tasks based on it.</li> </ul>
2. State investment policy	<p>The main goals and objectives of the state investment policy. Integration policy. Forms of participation and state functions in the implementation of investment policy. Regional investment policy. Investment strategies and solutions.</p> <p>The concepts of "responsible investment" and "social impact investment".</p>	<p><b>Workshops:</b></p> <ul style="list-style-type: none"> <li>- abstracting of articles / finance oriented texts;</li> <li>- translation (oral and written) of educational texts in the framework of the topics covered;</li> <li>- Work on a group presentation on a</li> </ul>



	<p><b>Recommended Sources:</b>  <b>German language: 8.1; 8.3, 8.4.</b>  <b>French language: 8.1; 8.2.</b>  <b>Spanish language: 8.2; 8.3.</b></p>	professional topic.
3. Financial markets	<p>The financial market and its structure. The main types of financial markets. Participants in financial markets. Securities market in the country of the studied language: development history and classification methods.</p> <p><b>Recommended Sources:</b>  <b>German language: 8.1; 8.3, 8.4.</b>  <b>French language: 8.1; 8.2.</b>  <b>Spanish language: 8.2; 8.3; 8.4, 8.5</b></p>	<p><b>Workshops:</b>  - listening to audio files on the topic of the lesson, completing tasks in the listening section;</p> <p>- performance of written lexical and grammar exercises on the topic;</p> <p>- educational games (role-playing, interactive, business, educational quests).</p>
4. Audit and risk assessment	<p>The objectives and methods of audit. Audit classification. Rights, obligations and responsibilities of auditors. Risk assessment in planning audit work. The main types and risk factors.</p> <p><b>Recommended Sources:</b>  <b>German language: 8.1; 8.3, 8.4.</b>  <b>French language: 8.1; 8.2.</b>  <b>Spanish language: 8.2; 8.3.</b></p>	<p><b>Workshops:</b>  - work with texts of a financial and economic profile with elements of the analysis of the problem indicated in the text;</p> <p>- work on writing a business letter</p> <p>- performance of written lexical and grammar exercises on the topic.</p>

## CHINESE

The name of the topics (sections) of the discipline	The list of issues for discussion at seminars, workshops, recommended sources from sections 8.9 (indicates the section and the serial number of the source)	Forms of conducting classes
1. Training of financiers at university.	Who is the financier: what do you need to know about the profession? Tasks and responsibilities of the financier. Work and salary. Pros and cons of the profession. Universities and Academies of Russia and China.	<p><b>Workshops:</b>  - listening to audio files on the topic of the lesson, completing tasks in the listening section;</p> <p>- performance of written lexical and</p>

		<p>grammar exercises on the topic.</p> <ul style="list-style-type: none"> <li>- reading, translating and abstracting articles on a professional topic</li> <li>-interaction - dialogue-questioning / prompting (on the indicated topics in the framework of role-playing games)</li> </ul>
	<p><b>Recommended Sources:</b>  <b>Chinese language: 8.4; 8.5; 8.7.</b></p>	
2. The main aspects of doing business in China. The banking system of China.	<p>Legislation of the PRC. Phenomenon 关系 in Chinese business. Pressure levers and controls. The phenomenon of "loss of face" in Chinese business. Subordination.</p> <p>The formation of the banking system of China. The functions of the central regulator are Halyk Bank. Commercial banks: mainland and Hong Kong banks. Foreign banks in China. The policy of the central bank regarding the renminbi.</p> <p>Recommended Sources:  Chinese language: 8.3; 8.4; 8.5; 8.6; 8.7.</p>	<p><b>Workshops:</b></p> <ul style="list-style-type: none"> <li>- viewing video materials and completing tasks on the viewed video material;</li> <li>- essay writing;</li> <li>- reading: a detailed understanding of the content of the main text;</li> <li>- a group presentation on a professional topic.</li> </ul>
3. Transnational corporations. International trade.	<p>TNC classification. Criticism of multinational companies. Industry analysis. The place and role of transnational corporations in the modern world economy</p> <p>Analysis of the impact of multinational companies on national economies.</p> <p>The development and structure of international trade. The benefits of the country's participation in international trade. Factors stimulating the development of international trade. Absolute and comparative advantages. Protectionism. Types of trade barriers. Regulation of international trade. GATT. WTO GDP.</p> <p>Recommended Sources:  Chinese language: 8.1; 8.2; 8.6; 8.7; 8.8.</p>	<p><b>Workshops:</b></p> <ul style="list-style-type: none"> <li>- listening to audio files on the topic of the lesson, completing tasks in the listening section;</li> <li>- performance of written lexical and grammar exercises on the topic;</li> <li>- reading: a detailed understanding of the content of the main text. Work with reference and educational literature;</li> <li>- making a group presentation on a professional topic;</li> <li>- discussion of the designated topics.</li> </ul>
4. Market research. Supply and demand. Promotion of goods. Advertising. Marketing.	<p>Success factors for new products. Thematic areas of marketing research. Marketing research of consumer demand. Characteristics of the enterprise. branding and brand building. Consumer analysis. Analysis of competitors and the competitive environment. Analysis of product and pricing policies.</p>	<p><b>Workshops:</b></p> <ul style="list-style-type: none"> <li>- viewing video materials and completing tasks on the viewed video material;</li> <li>- essay writing;</li> <li>- reading, translation and abstracting of articles on a</li> </ul>

	<p>Recommended Sources: Chinese language: 8.1; 8.2; 8.4; 8.7; 8.8, 8.9.</p>	<p>professional topic; - interaction- dialogue-questioning / prompting (on the indicated topics in the framework of role- playing games); - development of the marketing strategy of the company – a group presentation.</p>
<p>5. Investing. China's open economic zones</p>	<p>The Chinese principle of "open economy." The proportion of foreign investment in China's GDP. The role of Huaqiao in the development of the Chinese economy. Domestic demand and investment. Investing strategies. "Chinese dream."</p> <p><b>Recommended Sources: Chinese language: 8.1; 8.2; 8.3; 8.5; 8.7, 8.8.</b></p>	<p>Workshops: - viewing video materials and completing tasks on the viewed video material; - performance of written lexical and grammar exercises on the topic; - reading, translating and abstracting articles on a professional topic - interaction - dialogue-questioning / prompting (on the indicated topics in the role-playing games).</p>
<p>6. Conducting business correspondence and business negotiations.</p>	<p>Organization and conduct of business negotiations. Meeting and getting in touch. Information transfer. Business protocol. Conditions for the effectiveness of negotiations.</p> <p>Correspondence organization. Rules for conducting business correspondence. Business speech and its grammatical features. Logical construction of documents. The structure of a business letter. Types of business correspondence.</p> <p>Recommended Sources: Chinese language: 8.1; 8.3; 8.4; 8.5; 8.8, 8.9.</p>	<p>Workshops: - viewing video materials and completing tasks on the viewed video material; - performance of written lexical and grammar exercises on the topic; - essay writing; - reading: a detailed understanding of the content of the main text; - interaction - dialogue-questioning / prompting (on the indicated topics in the framework of role- playing games); - discussion of the designated topics.</p>

## 6. List of teaching and methodological materials needed for the students self-study

### 6.1. The list of issues assigned to the independent development of discipline, forms of

**extracurricular self-study work****EUROPEAN LANGUAGES**

<b>The name of the topics (sections) of the discipline</b>	<b>The list of questions assigned to self-development</b>	<b>Forms of extracurricular self study work</b>
1. Finance and investment	Financial literacy. Direct and portfolio investments. Investing in online projects and startups.	<b>Mandatory self-study work of students under the guidance of a teacher:</b> 1. the performance of tasks provided for in aid of teaching; 2. the implementation of lexical and grammatical tasks presented in print; 3. work with multimedia tools <b>Individual self-study work of students under the guidance of a teacher:</b> 1. work using authentic sources (listening to audio files, viewing video material, working with text material - reviews, annotations, abstracts); 2. preparation of role-playing games and group presentations on a professional topic. 3. compilation of glossaries <b>Extracurricular self-study work:</b> 1. the preparation of monological and dialogical statements; 2. preparation of role-playing games; 3. homework on the topic.
2. State investment policy	The role of international economic organizations in global investment cooperation. Investing in the technology of the future.	
3. Financial markets	World financial market. Sectors of the financial market. Financial intermediaries and financial instruments. Investment funds.	
4. Audit and risk assessment	Audit history. Financial Audit Standards. Auditing companies. Audit risk assessment methods. A report on incomes and material losses.	

**CHINESE**

<b>The name of the topics (sections) of the discipline</b>	<b>The list of questions assigned to self-development</b>	<b>Forms of extracurricular self study work</b>
1. Training financiers at university.	Library novice financier. Chinese in the career of a financier.	Prepare role-playing games and group presentations on a professional topic using PowerPoint. Work using authentic sources.
2. Key aspects of doing business in China. The banking system of China.	Chinese banks of the Big Four. Basic banking services of the Central Bank of China. Opening an account in a Chinese bank. International money transfer.	Preparation of monological and dialogical performances. Preparing role-playing games.
3. Transnational corporations. International trade.	Foreign trade expansion of TNCs in Russia Chinese TNCs and their role in international trade	Referencing professional text. Group presentation on a professional topic using PowerPoint.
4. Market research. Supply and demand. Promotion of goods. Advertising. Marketing.	Consumer choice in Russia and China. Features of marketing in China. Promotion of Russian goods in the Chinese market.	Performing lexical and grammatical tasks presented in print. Preparation of monological and

		dialogical performances. Preparing role-playing games.
5. Investment. China's open economic zones	The Open Door Policy and Deng Xiaoping's Reform. Special economic zones of southern China. The first Russian-Chinese SEZ.	Group presentation on a professional topic using PowerPoint. Referencing professional text.
6. Conducting business correspondence and business negotiations.	Rules for compiling a resume. Etiquette of telephone conversations. Informal business correspondence. Business meetings.	Translation of a foreign trade contract. Group presentation on a professional topic using PowerPoint.

## 6.2. List of questions/assignments/topics for students' preparation to formative assessment

The section may include the following:

Templates of questions the students need to answer when preparing for a test; templates of assignments that might be found in tests;

Templates of questions the students need to answer when preparing for performing an analysis or making a calculation;

Templates of topics for essays, summaries, creative home assignments;

Templates of questions the students need to answer when preparing for business games, round-table discussion sessions, debates (based on a certain topic and relevant recommendations) conducted during a seminar; a list of assignments that should be done by a team of students when preparing for a joint presentation.

Other types of assessment.

## VII semester

Ongoing performance monitoring

### EUROPEAN LANGUAGES

1. Listening to 1-2 audio - texts in a foreign language on the subject of the course and performing 10 tasks on its basis; total playing time 2 - 2.5 min., audio recording is played twice (3 points);

2. Performing a lexical and grammar test with elements of the international exam format (40 tasks, 4 points);

3. Writing a business letter in the framework of the topics covered (150-170 words, 3 points).

### CHINESE

1. Listening to 1-2 audio recordings in a foreign language on the subject of the course and completing 5-10 tasks based on it; total playing time 2-2.5 min., audio recording is played twice (3 points)

2. Lexical and grammar test, 3 types of tasks in HSK or BCT format. Russian to Chinese and Chinese to Russian translation of set phrases on the subject matter of the course. (7 points)

The final grade in the discipline “Second foreign language (special)” is added up as the sum of several components and includes the results of: 1) current performance monitoring; 2) an assessment of the student's work during the academic semester; 3) exam results. The distribution of points for these components is as follows: 20-20 -60.

Ongoing performance monitoring (September October school year)	Current semester assessment	exam	Final grade
20%	20%	60%	100%

Control is an essential component of the process of teaching a foreign language. The purpose of all forms of control is to verify (in verbal and written forms) the level of students' understanding of the studied language material and the degree of formation of skills in various types of speech activity.

Control is carried out as follows:

- hourly - current control;
- upon completion of the study of a particular topic - periodic monitoring;
- at the end of each course of study of a foreign language - intermediate certification.

Current control can take form of a general questioning / conversation, written test work, computer testing. Periodic monitoring is implemented in the form of a written audit work, computer testing. Intermediate certification in discipline is carried out at the end of the 7th semester in the form of an exam.

## VII semester Exam

### EUROPEAN LANGUAGES

#### Writing part

1. Listening to 1-2 audio - texts in a foreign language on the subject of the course and performing 10 tasks on its basis; total playing time 2.5 - 3 min., audio recording is played twice (10 points);
2. Performing a lexical and grammar test with elements of the international exam format (40 tasks, 10 points);
3. Writing a business letter in the framework of the topics covered (160 -180 words, 10 points).

#### Oral part

1. Review of the text on the financial and economic is presented in a foreign language. Conversation with the teacher on the content of the text and the problems raised in it (volume 2000 - 2200 pp, 15 points);
2. Oral presentation of final qualifying work (15 points).

## CHINESE

### Writing part

1. Listening to audio recordings in Chinese on the subject of the course and completing assignments based on it; the total playing time is 2-3 minutes, the audio recording is played twice (tables, graphs, charts, figures can serve as visual support) (10 tasks, 10 points).

2. Lexical and grammar test, 3 types of tasks in HSK or BCT format. Translation of set phrases on the subject matter of the material rendered from Russian into Chinese and from Chinese into Russian (20 points);

### Oral part

1. A review of the text on an economic topic and a conversation with the teacher on the topic of the text (2000 pp, 15 points);

2. Oral presentation of final qualifying work (15 points).

## 7. Mandatory and optional reading list

Legal regulations. The list of legal regulations adopted at the international and federal levels, including international treaties ratified by the Russian Federation, Constitution of the Russian Federation, codes, laws of the Russian Federation, federal laws, decrees of the President of Russia, resolutions of the Government of Russia, etc.

### Normative acts

Federal Law of December 29, 2012 No. 273-ФЗ “On Education in the Russian Federation”

## GERMAN

### main list

1. Rabotnikova N.A. Nemetskiy yazyk dlya ekonomistov (A2-S1): uchebnoye posobiye dlya akademicheskogo bakalavriata / N.A. Rabotnikova, Ye.V. Chernysheva, I.I. Klimova; Finuniversitet - Moskva: Yurayt, 2018 - 159 s. - Bakalavr. Akademicheskiy kurs. - Tekst : neposredstvennyy. - To zhe. - 2019. - EBS Yurayt. - URL: <https://www.biblio-online.ru/bcode/433426> (data obrashcheniya: 23.10.2019).

2. L'vova O.V. Nemetskiy yazyk dlya ekonomistov: Uchebnik i praktikum dlya akademicheskogo bakalavriata / O.V. L'vova, T.N. Nikolayeva, G.N. Makhmutova; Finuniversitet ; pod red. O.V. L'vovoy - M. : Izdatel'stvo Yurayt, 2017. — 461 s. — (Seriya : Bakalavr. Akademicheskiy kurs). - Tekst : neposredstvennyy. - To zhe. - 2019.- EBS Yurayt. - URL: <https://www.biblio-online.ru/bcode/433170> (data obrashcheniya: 23.10.2019). — Tekst : elektronnyy.

### additional list

1. Buscha A. Erkundungen. Deutsch als Fremdsprache: Integriertes Kurs- und Arbeitsbuch. Sprachniveau C1 / A. Buscha, S. Raven, G. Linthout - Leipzig: Schubert-Verlag, 2009 - 270 s.

1. Volgnandt G. Exportwege neu. Wirtschaftsdeutsch: Kursbuch 3. Sprachniveau B1 - B2 / G. Volgnandt, D. Volgnandt - Germany: Schubert-Verlag, 2010 - 244 s. - ISBN 978-3-941323-04-9.
2. Volgnandt G. Exportwege Wirtschaftsdeutsch neu: Arbeitsbuch 3. Sprachniveau B1 - B2 / G. Volgnandt, D. Volgnandt - Germany: Schubert-Verlag, 2010 - 150 s. - ISBN 978-3-941323-05-6.
3. Wirtschaftskommunikation Deutsch : Neu / V. Eismann .— Berlin : Langenscheidt, .— 224 s.

French  
main list

1. Sedova, T.V. Frantsuzskiy yazyk ( Vtoroy yazyk ). CH.1 = Le Francais (Deuxieme Langue). Partie 1. Manuel pour Etudiants en licence / T.V. Sedova, M.Ye. Gruzdeva, M.V. Korovushkina; Finuniversitet, Kaf. "Inostrannyye yazyki-1". —To zhe Elektronnyye tekstovyye dannyye (1 fayl: 2,682 Kb). — M.: Finuniversitet, 2014 — 108 s.: il. — Tekst : neposredstvennyy. - Rezhim dostupa: EB Finuniversiteta. - <URL:[http://elib.fa.ru/rbook/sedova\\_French1.pdf](http://elib.fa.ru/rbook/sedova_French1.pdf)> (data obrashcheniya: 23.10.2019). - Tekst : elektronnyy.
2. Sedova T.V. Trudnosti frantsuzskogo yazyka. Posobiye dlya studentov bakalavriata, izuchayushchikh frantsuzskiy yazyk kak vtoroy inostrannyy (dlya studentov 2-3 kursov, obuchayushchikhsya po napravleniyu 38.03.01 «Ekonomika», profil' «Mirovaya ekonomika i mezhdunarodnyy biznes»/ T.V.Sedova, M.V. Korovushkina. - M.: Finuniversitet, 2017. - 144 s. – Tol'ko v elektronnom vide. - Dostup iz lokal'noy seti Finuniversiteta(chteniyе). - URL: [https://portal.fa.ru/Files/Data/d0dfc29c-bd11-411f-85f8-9ce0f7621781/uch\\_posobie\\_trudnosti\\_fya\\_sedova\\_korovushkina\\_2017\\_003\\_var\\_2.pdf](https://portal.fa.ru/Files/Data/d0dfc29c-bd11-411f-85f8-9ce0f7621781/uch_posobie_trudnosti_fya_sedova_korovushkina_2017_003_var_2.pdf) (data obra yeniya: 23.10.2019). – Tekst : elektronnyy.

additional list

1. Levina, M. S. Frantsuzskiy yazyk. Ekonomika, menedzhment, politika : uchebnoye posobiye dlya akademicheskogo bakalavriata / M. S. Levina, I. YU. Barteneva, O. B. Samsonova. — 2-ye izd., ispr. i dop. — Moskva : Izdatel'stvo Yurayt, 2019. — 203 s. — (Bakalavr. Akademicheskij kurs). — ISBN 978-5-534-06029-4. — Tekst : elektronnyy // EBS Yurayt [sayt]. — URL: <https://www.biblio-online.ru/bcode/441757> (data obrashcheniya: 23.10.2019).
2. Moshenskaya, L. O. Frantsuzskiy yazyk (A1-B1). "chose dite, chose faite i" : uchebnik i praktikum dlya akademicheskogo bakalavriata / L. O. Moshenskaya, A. P. Diterlen. — 2-ye izd., ispr. i dop. — Moskva : Izdatel'stvo Yurayt, 2019. — 392 s. — (Bakalavr. Akademicheskij kurs). — ISBN 978-5-534-08775-8. — Tekst : elektronnyy // EBS Yurayt [sayt]. — URL: <https://www.biblio-online.ru/bcode/431929> (data obrashcheniya: 23.10.2019).
3. Grammaire progressive du Francais avec 600 exercices: Niveau Intermediaire / M. Gregoire [и др.] - Paris: CLE International, 2012 - 272 p.
4. Penfornis J.L. Vocabulaire progressif du Francais des Affaires avec 200 exercices / J.L. Penfornis - : CLE International, 2010, 2013 - 160 p.



5. Penfornis J.L. Communication progressive du Francais des Affaires avec 250 activites: Niveau Intermediaire / J.L. Penfornis - : CLE International, 2010 - 160 p.

Spanish  
main list

1. Goryacheva Ye.N. Ispanskiy yazyk. Prodvinutyy uroven': uchebnoye posobiye dlya studentov 2 i 3 kursov po distsiplinam "Vtoroy inostranny yazyk" i "Vtoroy inostranny yazyk (delovoy)" (dlya napr. podgot. "Ekonomika", profili "Mirovaya ekonomika i mezhdunarodnyy biznes", "Mezhdunarodnyy biznes energeticheskikh kompaniy", "Mezhdunarodnyye finansy", ochnaya forma obuch.) / Ye.N. Goryacheva, A.I. Lupandina, M.G. Petrova; Finuniversitet, Departament yazykovoy podgotovki - Moskva: Prometey, 2019 - 336 s. - Tekst neposredstvennyy.
2. Sbornik zadaniy, uprazhneniy dlya samostoyatel'noy raboty studentov (Distsiplina «Vtoroy inostranny yazyk (spetsial'nyy)» dlya studentov 4 kursa MFF, obuchayushchikhsya po napravleniyu 38.03.01 «Ekonomika», profil' «Mezhdunarodnyye finansy (na angliyskom yazyke)»/ Shulyndina Ye. V., Galayeva Ye.I., Shestakova A. V. – Moskva: Finuniversitet, Departament yazykovoy podgotovki, 2019 — Rezhim dostupa: [https://portal.fa.ru/Files/Data/92504b7a-637b-4dd5-a0ca-36e0301e15d0/szz\\_vtoroiinoyaz\\_spec\\_19.pdf](https://portal.fa.ru/Files/Data/92504b7a-637b-4dd5-a0ca-36e0301e15d0/szz_vtoroiinoyaz_spec_19.pdf) (data obrashcheniya: 23.10.2019).

additional list

1. Pareja M.J. Temas de empresa. Manual para la preparacion del Certificado Superior del Espanol de los Negocios: Libro de claves / M.J. Pareja; Camara de Comercio de Madrid - Madrid: Edinumen, 2007 - 88 p. - ISBN 978-84-95986-76-
2. El espanol en entornos profesionales. Empresas. Mercados. Cultura : Es un manual de espanol / Elies Furio Blasco [y otros] - Madrid: Edinumen, 2016 - 151 p.
3. Prada M. de. Entorno empresarial: Nivel B2 / M. de Prada, M. Bovet, P. Marce - Madrid: Edelsa, 2014 - 168 p.

Chinese  
mail list

1. Lymar', M.P. Delovoy kitayskiy yazyk. Nachal'nyy uroven': uchebnoye posobiye / Lymar' M.P., Tyurina V.A. — Moskva: KnoRus, 2019. — 137 s. — ISBN 978-5-406-06720-8. — URL: <https://book.ru/book/930525> (data obrashcheniya: 23.10.2019). — Tekst: elektronnyy.
2. Tyurina V.A. Kitayskiy yazyk: ekonomika i finansy = Chinese language: economics and finance: Uchebnoye posobiye / V.A. Tyurina, A.M. Kulikov; Finuniversitet, Departament yazykovoy podgotovki - Moskva: Finuniversitet, 2017 - 154 s. — Imeyetsya elektronnyaya versiya: Elektronnyye dannyye (1 fayl: 1,11 Mb). — Dostup iz lokal'noy seti Finuniversiteta(chteniyе). — <URL:[http://elib.fa.ru/rbook/Kitay\\_60305.pdf](http://elib.fa.ru/rbook/Kitay_60305.pdf)>. (data obrashcheniya: 23.10.2019)

additional list

3. Дашевская Г.Я. Китайский язык для делового общения: Учебник / Г.Я. Дашевская, А.Ф. Кондрашевский - М.: Восточная книга, 2011 - 352 с. + 1 CD

4. Voytsekhovich I.V. Kitayskiy yazyk. Obshchestvenno-politicheskiy perevod. Nachal'nyy kurs. Kniga 1. Uroki 1-5. / I.V. Voytsekhovich, A.F. Kondrashevskiy - M.: Izd-vo VKN, 2015 - 288 s. + 1 CD
5. Voytsekhovich I.V. Kitayskiy yazyk. Obshchestvenno-politicheskiy perevod. Nachal'nyy kurs. Kniga 2. Uroki 6-8. / I.V. Voytsekhovich, A.F. Kondrashevskiy - M.: Izd-vo VKN, 2015 - 264 s.
6. New Silk Road. Business Chinese. Part 2: Business Chinese Vol. 2 / Peking University - Peking: Peking University Press, 2012 - 126 p.
7. New Silk Road. Business Chinese. Part 2: Advanced Business Chinese tutorial / Peking University - Peking: Peking University Press, 2012 - 112 p.
8. New Silk Road. Business Chinese. Part 1: Business Chinese Vol. 1 / Peking University - Peking: Peking University Press, 2012 - 128 p.
9. New Silk Road. Business Chinese. Part 1: Advanced Business Chinese tutorial / Peking University - Peking: Peking University Press, 2012 - 114 p.

**8. List of IT resources, incl. the list of software, information and reference systems (as appropriate).**

**8. 1. Software:**

1. Windows, Microsoft Office software;
2. ESET Endpoint Security antivirus software; etc.

**8.2. Databases and information and reference systems**

E.g.

1. Garant information and reference system;
2. Consultant Plus legal information system;
3. <http://ru.wikipedia.org/wiki/Wiki> e-encyclopedia;
4. <http://www.skrin.ru/> database; etc.

**8.3. Certified software/hardware used for information protection**

If no such software/hardware is used, there is a special mark.