

## **The Accounting Terminology Translation Course**

The Accounting Terminology Translation Course ('ATTC') is a new online Dutch-English translation course in the field of financial reporting. It consists of 1 introductory session of 2 hours and 11 sessions of 3 hours (net) and is aimed, on the one hand, at increasing the student's insight into and knowledge of the terminology used in the annual reports of Dutch companies and, on the other hand, at translating various types of financial documents.

The course can also be taken in writing, i.e. by email correspondence. The correspondence course has the same programme as the online course (except that there is no introductory session). The correspondence course consists of eleven assignments, each consisting of four sub- assignments.

### **Learning objective**

The course focuses, first and foremost, on increasing the student's general knowledge of this area, as it enables the student to solve the problems he or she faces in practice far more quickly. In addition, the student becomes acquainted with a large number of documents. cetera. In this way the student learns the relevant terminology and 'standard phrases'.

Many Dutch-English translators feel a certain reluctance to accept translation assignments relating to annual accounts and the like, because they have too little background knowledge in this field and are therefore unable to properly assess whether translation suggestions from dictionaries can be used in the given context. They find it difficult to choose from a whole series of translation suggestions, because many 'house styles' seem to coexist and the available sources 'contradict' each other more than once. Since there indeed does not seem to be a broad consensus on certain concepts, this 'translation hesitation' is very understandable. The main goal of the course is to enable the student to overcome this hesitation.

It also gives an overview of the reference works and other sources of information available to the translator.

The structure of the course

The sessions consist of four components: (a) a general introduction to financial reporting based on questionnaires; (b) translation assignment 1; (c) translation assignment 2; (d) translation assignment 3.

The following issues will be addressed in the general introduction:

### **Course structure**

- a. knowledge of relevant reference books and other sources in the field of financial reporting

- b. knowledge of the relevant legislation and regulations in the field of financial reporting (with detailed attention being paid to the new IFRS and its impact on terminology)
- c. a brief review of the structure of the balance sheet and profit and loss account and other relevant documents and of the main terms used, as well as of the difference between BrE and AmE and IFRS terminology
- d. the different types of audit opinions
- e. the procedure relating to the determination and appropriation of profits
- f. the financial statements procedure
- g. the internal significance of the financial statements and the discharge

### **Survival Kit ATTC**

- Amerongen, F. van, *Terminologie Financieel Management* (two parts: English-Dutch and Dutch-English) (most recent edition)
- *Barron's Dictionary of Accounting Terms*, ed. J.G. Siegel & Jae K. Shim (Barron's, latest ed.) (ISBN: 9780812037661) (approx. EUR 15,-)
- Berkien, J.A.M., *Lexicon Financieel Management Engels-Nederlands* (book or online version) (1th ed.) (Kluwer, 2011) (ISBN: 978 90 13 13 072358) + *Lexicon Financieel Management Nederlands-Engels* (book or online version) (Kluwer, 2015) (ISBN: 978 90 13 091120)
- *Dutch Business Law – Legal, Accounting and Tax Aspects of Doing Business in The Netherlands*, Steven Schuit, Allen and Overy (Kluwer Law International – originally loose leaf) (Hardcover 2009, €201.60)
- End, A. van den, *Juridisch-Economisch Lexicon – The Legal and Economic Lexicon* (Zeist: Gateway, 2011) (most recent book, E-book or online version)
- *Handboek Financiële Verslaggeving Jaarrekening 2017*, ed. Jan Backhuijs & Wim Schoonderbeek RA e.a. (SDU Fiscale en Financiële Uitgevers, 2015) (ISBN: 9789012398411) (EUR 78.75)
- *International Financial Reporting Standards 2016-2017, NL-editie* (1<sup>th</sup> ed.) (Kluwer, 2016) (approx. € 125) + the English ed. from 2016 (1<sup>th</sup> ed.) (Kluwer, 2016)
- Keizer, A.J. de, *Financieel-Economisch Lexicon N-E* (ACE Translations, 1997) (ISBN: 978-9080291911) (Also FelOnline) (see: [www.felonline.nl](http://www.felonline.nl)) (EUR 135 for the basic module and EUR 60 for the additional module, excl. VAT)
- *Netherlands Business Legislation*, Peter Haanappel, Ejan Mackaay, Hans Warendorf, Richard Thomas (Kluwer Law International, 1999 with updates) [loose leaf combined with cd-rom] [Also available online]
- Nobes, Christopher, *The Penguin Dictionary of Accounting (2nd Revised Edition)* (Penguin Books Ltd., 2008) (ISBN: 9780141025254) (approx. EUR 15)

- *Oxford Dictionary of Accounting* (4th ed.), ed. [Jonathan Law & Gary Owen](#) (Oxford University Press, 2010) (ISBN: 9780199563050) (approx. EUR 17)
- Schilfgaard, van, *Van de B.V. en de N.V.* (17e ed) (Kluwer Juridisch, 2017) (ISBN: 9789013137378)

## **Where and when**

The online course is organized only on request if at least 3 participants apply together. In that case, the dates can be set by mutual agreement.

For both the online and the correspondence course, the vacation schedule of the North Netherlands region is observed.

The correspondence course can be started at any time (with the proviso that the vacation schedule of the region of the Northern Netherlands is observed). The starting date of the written course is the first Thursday (which is not a vacation period) after completion of the paperwork formalities (submission and receipt of the enrolment form, transfer and receipt of the enrolment fee, confirmation of enrolment and transfer/receipt of the course fee).

In the correspondence course, the student must submit the theoretical and translation assignments by email. The next week they will be returned with comments and suggestions. Any additional questions may also be submitted by email. The model translations and other teaching materials are sent to the distance learner by email. Those who wish to enrol for the correspondence version must indicate this on the enrolment form under 'name of the course'.

As far as the pace of the course is concerned: precisely because many 'distance students' have busy work elsewhere, a structure has been chosen in which the student can determine his or her own pace if he or she so wishes. This means that it is not a problem if the student does not manage to submit an assignment every week. An extension is permitted. However, the rule is that the course programme (11 assignments) must in any case be completed within one calendar year. If the programme has not been completed within this year, the remainder of the course may be completed upon payment of an additional fee, to be calculated on a pro rata basis.

## **Certificate & PE points**

There is no examination attached to the course; the successful student receives a certificate and (if applicable to the relevant student) a statement for the award of PE points by the Bureau WBTV.

The online course qualifies for 80 PE points. The correspondence course qualifies for 80 PE points.

## Course fee

The online course costs EUR 850. The correspondence course costs EUR 750 and is subject to the same enrolment and payment conditions as the online course. Those who wish to enrol for the correspondence course must indicate this on the enrolment form with the 'name of the course'.

The course fee includes the study material to be provided during the course; textbooks will be at the student's expense.

## Enrolment

For the online course, you may contact Chris P. Odijk ([cpodijk@outlook.com](mailto:cpodijk@outlook.com)) by email. You can enrol for the correspondence course at any time (on the understanding that the vacation schedule of the Northern Netherlands region is observed) by returning the completed [enrolment form](#) and transferring the EUR 50 enrolment fee.

**N.B.1** If you need additional information or if you would like to make an appointment for a personal interview, you may contact us by telephone.

**N.B.2** In addition to the online and correspondence courses in the field of financial reporting, we can also provide customised courses or private lessons in this field!