

COURSE TITLE	Business English III						
Code	ECMA02	Year of study	2				
Course teacher	Gorana Duplančić Rogošić, PhD; Magda Pašalić, PhD; Sanja Radmilo Derado, PhD	Credits (ECTS)	2				
Associate teachers		Type of instruction (number of hours)	P	S	V	T	
			13	0	13	0	
Status of the course	ELECTIVE	Percentage of application of e-learning	20 30%				
COURSE DESCRIPTION							
Course objectives	To provide students with theoretical and practical knowledge that will enable them to communicate in the international business environment, and to acquire basic knowledge of business processes, systems, logistics, and finance						
Course enrolment requirements and entry competences required for the course	Course enrolment requirements: as determined by the Statute of the Faculty of Economics, Business and Tourism, and Rules and Regulations for Studies and Study Programmes. Entry competencies include adequate knowledge of the English language and basic computer skills, including the use of the Microsoft Office package.						
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	Individual learning outcomes: - Identify and use basic terms related to projects, systems and services, logistics and finance. - Analyse the advantages and disadvantages of business processes and types of investments. - Describe a business process. - Use basic communication skills for working in an international environment.						
Course content broken down in detail by weekly class schedule (syllabus)	Lectures		Practice lessons/Seminars				
	Topics	Hours	Topics			Hours	
	1. Projects	1	1. Talking about collaborating on different types of projects 2. Scenario planning for a company			1	
	2. Business skills: Negotiating	1	1. Asking for and giving updates in a meeting 2. Negotiate simple terms and conditions			1	
	3. Services & systems	1	1. Talking about services and systems 2. Explaining how something works			1	
	4. Business skills: Comparing a service or a system	1	1. Explaining features and benefits 2. Making comparisons			1	
	5. Peer assessment and self-evaluation	1	1. Revision and self-assessment (group work and pair work)			1	
	6. Working abroad	1	1. Introducing and discussing cultural differences 2. Talking about relationship-building			1	

	7. Finance	1	1. Introducing and using the language of finance 2. Discussing crowdfunding	1		
	1 st mid-term		1 st mid-term			
	8. Investment options	1	1. Discussing investment opportunities 2. Advantages and drawbacks of investment options	1		
	9. Business skills: crowdfunding	1	1. Setting up a crowdfunding campaign	1		
	10. Peer assessment and self-evaluation	1	1. Revision and self-assessment (group work and pair work).	1		
	11. Logistics	1	1. Introducing logistics and supply chains 2. Communicating appropriately in the context of transport and logistics	1		
	12. Business communication skills: Writing	1	1. Complaint and inquiries 2. Writing a basic email/letter of complaint requesting action.	1		
	13. Processes	1	1. Discussing various types of business processes. 2. Analysing the stages of various types of processes. 3. Making conclusions about the outcomes of business processes.	1		
	2 nd mid-term		2 nd mid-term			
Format of instruction	☒ lectures ☐ seminars and workshops ☒ exercises ☐ <i>on line</i> in entirety ☒ partial e-learning ☐ field work		☒ independent assignments ☐ multimedia ☐ laboratory ☐ work with mentor ☐ (other)			
Student responsibilities	Course / Signature Requirements To obtain the course signature, students must meet both of the following requirements: 1. Regular class attendance: at least 70% for full-time students and 35% for part-time students, including preparation for classes as instructed. 2. Regular completion and submission of assignments: assignments must be submitted during the semester, either in written form to the teacher or via the Moodle (Merlin) platform, according to the schedule set during classes. The content of the assignments represents additional material for the exam. Exam Requirement • Obtaining the teacher's signature.					
Screening student work (name the proportion of ECTS credits for each	Class attendance	0,5	Research		Practical training	
	Experimental work		Report		Individual work on assignments	0,5
	Essay		Seminar essay		(Other)	

activity so that the total number of ECTS credits is equal to the ECTS value of the course)	Tests	1*	Oral exam		(Other)	
	Written exam	1	Project		(Other)	
Grading and evaluating student work in class and at the final exam	During the semester, two mid-term tests will be held. The final grade may be obtained by successfully passing both mid-term tests. Only students who achieve a positive result in the first mid-term test are allowed to take the second mid-term test. Two successfully passed mid-term tests replace the final written exam. The final grade is calculated as the simple arithmetic mean of the results achieved in both mid-term tests.					
	Students who do not pass the course through the mid-term tests must take the final written exam during the official examination periods, as defined by the examination schedule. A mid-term test or written exam is considered passed if the student achieves at least 50% of the total points.					
	In both cases, students may take an oral exam if they wish to improve the grade achieved in the written part of the exam. Exam dates are determined by the official Faculty examination schedule.					
	It is not possible to take the oral exam instead of the written exam.					
Required literature (available in the library and via other media)	Title				Number of copies in the library	Availability via other media
	Dubicka, Iwona; O'Keeffee, Margaret; Dignen, Bob; Hogan, Mike; Wright, Lizzie. 2018. <i>Business Partner B1+, Coursebook</i> . Pearson Education Limited. Harlow. – selected units				3	NO
	Additional teaching material available on merlin				Ø	YES
Optional literature (at the time of submission of study programme proposal)	- Oxford University Press. 2023. <i>Oxford Dictionary</i>. https://www.oxfordlearnersdictionaries.com. - Špiljak, V. (ur.) Englesko-hrvatski poslovni rječnik, Masmedia, Zagreb, 2000.					
Quality assurance methods that ensure the acquisition of exit competences	- Registering students' attendance and success in carrying out their duties (lecturer) - Monitoring lectures and practice hours (Vice-Dean for Education and Student Affairs) - Students' performance analysis in each course (Vice-Dean for Education and Student Affairs) - Students' questionnaire on the quality of lecturer and classes for each course (University of Split, Quality Assurance Centre) - Examination is the instrument used to evaluate individual course outcomes by the course lecturer. The exam contents may be assessed periodically by the Vice-Dean for Education and Student Affairs in order to establish the adequacy of the testing methods.					
Other (as the proposer wishes to add)	Language of instruction is English.					