COURSE TITLE	BUSINESS ENGLISH I					
Code	**EUA011**	Year of study		1		
Course teacher	**Sanja Radmilo Derado, PhD, Magda Pašalić, PhD, Gorana Duplančić Rogošić, PhD, Sanja Marinov Vranješ, PhD**	Credits (ECTS)		4		
Associate teachers		Type of instruction (number of hours)	L	S	E	F
			13		26	
Status of the course	OBLIGATORY	Percentage of application of e-learning		20%		

COURSE DESCRIPTION	
Course objectives	The course contents aim at equipping students with theoretical knowledge and practical skills in English as a foreign language that should enable them to communicate in the international business environment. This will introduce them to the recruitment process, company structure, and organization, retailing and product presentation as well as services in contemporary business contexts.
Course enrolment requirements and entry competencies required for the course	• **Course enrolment requirements** are set by the Faculty's Statute and the Regulations of the study programmes and the organisation of the study system • **Input competencies** include English language competence at B1 level (CEFR) and computer skills (Microsoft Office suite).
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	**Individual learning outcomes** 1. Differentiate the terminology of management structure in companies and organisation of business. 2. Identifying key ideas and specific information in a professional text or article. 3. Writing CV, covering letter and business letters. 4. Presentation of a product. 5. Use particular lexical units while defining business features and facilities.

Course content broken down in detail by weekly class schedule (syllabus)

Lectures		Practical work	
Topics	Hrs	Topics	Hrs
1. Companies	1	1. Talking about economy and its sectors 2. Describing types of businesses 3. Describing types of business ownerships	2
2. Working life	1	1. Talking about your work 2. Introducing oneself; socialising and networking	2
3. Employment	1	1. Benefits and employment procedures 2. Writing a Curriculum Vitae 3. Writing a Cover letter 4. Preparing for a job interview	2
4. Leisure time	1	1. Talking about work-life balance 2. Talking about likes and dislikes	2

			3. Exchanging contact details		
	5. Projects	1	1. Talking about different types of projects 2. Asking for and giving updates in a meeting	2	
	6. Services & systems	1	1. Talking about services and systems 2. Explaining how something works 3. Making comparisons	2	
	7. New products	1	1. Describing products 2. Talking about new products and the stages in their development	2	
	1st Progress test		1st Progress test		
	8. Customers	1	1. Talking about customer service 2. Asking for further information about a product or service 3. Making, suggesting, and changing arrangements	2	
	9. Selling	1	1. Talking about sales 2. Types of stores 3. Talking about orders and deliveries Business communication skills: Making arrangements	2	
	10. Guests & visitors	1	1. Talking about business travel 2. Business communication skills: Welcoming visitors to your place of work	2	
	11. Working online	1	1. Introducing and discussing online security in business 2. Expressing obligation, prohibition and permission 3. Business communication: Teleconferencing.	2	
	12. Viewpoint 2	1	Cultural communication – developing cultural awareness in business	2	
	13. Finance	1	1. Introducing and using the language of finance. 2. Discussing crowdfunding. 3. Business communication skills: Presenting visual information (graphs and charts).	2	
	2nd Progress test		2nd Progress test		

Format of instruction	☑ lectures ☐ seminars and workshops ☑ exercises ☐ *on line* in entirety ☑ partial e-learning ☐ field work	☑ independent assignments ☐ multimedia ☐ laboratory ☐ work with mentor ☐ (other)
Student responsibilities	**Signature requirements:** Students must meet both requirements to get the signature 1. Regular class attendance (at least 70% of practice lessons for full-time students and 35% for part-time students) which includes preparation for classes	

	as instructed in class. 2. Regular submission of correctly completed assignments on Moodle or to the teacher (the content of the assignments is included in the tests/final exam) which is done according to an agreed deadline. **Exam requirement:** Exam registration at ISVU.					
Screening student work *(name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course)*	Class attendance	1	Research		Practical training	
	Experimental work		Report		Individual assignments	1
	Essay		Seminar essay		(Other)	
	Tests	2*	Oral exam		(Other)	
	Written exam	2	Project		(Other)	

Grading and evaluating student work in class and on the final exam	*Passing two tests can replace the final written exam. *PROGRESS TESTS*: Two tests in the semester (in weeks 8 and 15). The final grade can be obtained by passing both tests. Students who pass the first test can sit for the second one. **NOTE: Some lecturers will administer progress tests/exams in digital format on the Moodle platform.** *COMPREHENSIVE EXAM*: Students who do not pass the tests sit for the final exam during the official exam sessions. The positive result is achieved by gaining at least 50% of correct answers. *ORAL EXAM*: The oral exam is optional and is meant for the students who wish to improve the grade achieved in the written tests.

	Title	Number of copies in the library	Availability via other media
Required literature (available in the library and via other media)	Hughes, J. & Naunton, J. (2017). *Business Result Intermediate Student's Book with Online Practice*, 2nd Edition. Oxford: University Press.	1	No
	Online workbook for revision and self-study.	No	Yes
	Oxford Business English Dictionary for Learners of English with CD-ROM (recommended; alternatively – any Business English Dictionary downloaded as an app)		Yes

Optional literature (at the time of submission of study programme proposal)	• Dubicka, Iwona; O'Keeffee, Margaret; Dignen, Bob; Hogan, Mike; Wright, Lizzie. 2018. *Business Partner B1+, Coursebook.* Pearson Education Limited. Harlow. • Mascull, B., Natural Business English, DELTA Publishing, Peaslake, 2013. • Špiljak, V. (ur.) Englesko-hrvatski poslovni rječnik, Masmedia, Zagreb, 2000. • Špiljak, V. (ur.) Hrvatsko-engleski poslovni rječnik, Masmedia, Zagreb, 2008. • www.onelook.com (search engine for English-English on-line dictionaries)
Quality assurance methods that ensure the	• Registering students' attendance and success in carrying out their duties (lecturer)

acquisition of exit competencies	• 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.