

COURSE TITLE		ENGLISH IN ECONOMICS 1					
Code	EUE001	Year of study	1				
Course teacher	Gorana Duplančić Rogošić, PhD, Sanja Marinov Vranješ, PhD, Magda Pašalić, PhD, Sanja Radmilo Derado, PhD	Credits (ECTS)	5				
Associate teachers		Type of instruction (number of hours)	L	S	E	F	
			26		26		
Status of the course	OBLIGATORY	Percentage of application of e-learning	20%				
COURSE DESCRIPTION							
Course objectives	To provide students with theoretical and practical knowledge that will enable them to communicate in the international business environment, that will introduce them to all the stages of the recruitment process, to the company structure, to retailing and product and services presentation in a contemporary business context.						
Course enrolment requirements and entry competences required for the course	<ul style="list-style-type: none"><li>• <b>Course enrolment requirements</b> are set by the Faculty's Statute and the Regulations of the study programmes and the organisation of the study system</li><li>• <b>Input competencies</b> include English language competence at B1 level (CEFR) and computer skills (Microsoft Office suite).</li></ul>						
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	<b>Individual learning outcomes</b> <ul style="list-style-type: none"><li>1. Differentiate the terminology of ownership structure and company performance</li><li>2. Identify key ideas and specific information in a professional text.</li><li>3. Write a curriculum vitae, covering letter and a business mail letter.</li><li>4. Present a product.</li><li>5. Use target lexemes to explain business contents.</li></ul>						
Course content broken down in detail by weekly class schedule (syllabus)	<b>Lectures</b>		<b>Practice lessons/Seminars</b>				
	Topics	Hours	Topics			Hours	
	1. Companies	2	1. Talking about what companies do. 2. Describing types of business entities. 3. Describing types of business ownerships. 4. Company abbreviations.			2	
	2. Working life	2	1. Talking about your work. 2. Describing your ideal job and giving reasons. 3. Talking about responsibilities at work. 4. Introducing oneself; socialising and networking.			2	
	3. Employment	2	1. Talking about job benefits and employment procedures. 2. Writing a Curriculum Vitae. 3. Writing a Cover letter. 4. Preparing for a job interview.			2	

	4. Leisure time	2	1. Business communication skills: Developing listening and speaking skills 2. Talking about work-life balance. 3. Exchanging contact details (email addresses and telephone numbers).:-	2
	5. Projects	2	1. Talking about different types of projects. 2. Asking for and giving updates in a meeting. 3. Delegating tasks in a meeting. 4. Starting and ending phone calls.	2
	6. Services & systems	2	1. Explaining how something works. 2. Introducing information. 3. Making comparisons.	2
	7. Selling	2	1. Types of stores. 2. Talking about orders and deliveries. 3. Business communication skills: Making arrangements.	2
	First mid-term test	2	First mid-term test	2
	8. New products	2	1. Describing products. 2. Talking about new products and the stages in their development. 3. Showing interest.	2
	9. Business communication skills: Presentations	2	1. Key vocabulary related to presentations. 2. Making power point slides. 3. Presenting a product.	2
	10. Brands	2	1. Talking about customer service, marketing and brands. 2. Asking for further information about a product or service. 3. Making, suggesting, and changing arrangements. 4. Business communication skills: Formal and semi-formal e-mails.	2
	11. Teamwork	2	1. Talking about business travel. 2. Supporting teamwork. 3. Business communication skills: Welcoming visitors to your place of work. 4. Making offers and responding to offers.	2
	12. Graphs and charts	2	1. Using the language to describe graphs and charts. 2. Business communication skills: Presenting visual information. .	2
	13. Finance	2	1. Introducing and using the language of finance. 2. Discussing crowdfunding. 3. Talking point. Group work – discussing investment opportunities.	2
	Second mid-term test	2	Second mid-term test	2
✓ lectures			✓ individual tasks/independent assignments	

Format of instruction	<input type="checkbox"/> seminars and workshops ✓ exercises <input type="checkbox"/> <i>on line</i> in entirety ✓ partial e-learning <input type="checkbox"/> field work			<input type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor <input type="checkbox"/> (other)		
Student responsibilities	<b>Course/signature requirements:</b> Students must meet <u>both</u> requirements to get the signature <ol style="list-style-type: none"><li>Regular class attendance (at least 70% for full-time students and 35% for part-time students), which includes preparation for classes as instructed in class.</li><li>Regular submission of correctly completed assignments on Moodle or to the teacher (content of the assignments is included in the tests/final exam) which is done by an agreed deadline.</li></ol> <b>Exam requirement:</b> <ul style="list-style-type: none"><li>Getting the teacher's signature</li></ul>					
Screening student work ( <i>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</i> )	Class attendance	1,5	Research		Practical training	
	Experimental work		Report		Individual work on assignments	1,5
	Essay		Seminar essay		(Other)	
	Tests	2*	Oral exam		(Other)	
	Written exam	2	Project		(Other)	
Grading and evaluating student work in class and at the final exam	<p>*Passing two mid-term tests can replace the final written exam.</p> <p><b>Mid-term tests:</b> During the semester, two mid-term tests will be given to students. The final grade can be obtained by passing both tests. The positive result is achieved by gaining at least 50% of correct answers. Only those students pass the first test can take the second one. The final grade is the arithmetic mean of the results of both tests.</p> <p><b>Written exam:</b> Students who do not pass the mid-term tests take the final exam during the official Faculty's examination schedule. The positive result is achieved by gaining at least 50% of the total points in the exam.</p> <p><b>Oral exam:</b> Oral exam is optional and can be taken by the students who wish to improve their final grade achieved in the written exam. The exact exam dates will be determined by the official Faculty's examination schedule. It is not possible to take the oral exam instead of the written one. Oral exam includes completed assignments uploaded on Moodle/given to the teacher and the material covered in the written exam.</p> <p><b>Examination panel:</b> When a student registers for the 4<sup>th</sup> time for the course exam, he/she must take the exam in front of the examination panel. When the exam is taken in front of the examination panel it is both written and oral. However, in order to be invited for the oral exam the examinee must achieve at least 30% of the total points on the written exam.</p>					
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.			1	NO	

	Additional study materials are available to students on Moodle.	Ø	YES
Optional literature (at the time of submission of study programme proposal)	<ul style="list-style-type: none"> <li>• Evans, Lynne. 2018. <i>Business Partner B1+, Workbook</i>. Pearson Education Limited. Harlow.</li> <li>• Dubicka, Iwonna; Rosenberg, Marjorie; Dignen, Bob; Hogan, Mike; Wright, Lizzie. 2018. <i>Business Partner, B2, Coursebook</i>. Pearson Education Limited. Harlow.</li> <li>• Dubicka, Iwonna; Lansford, Lewis. 2018. <i>Business Partner, B2, Workbook</i>. Pearson Education Limited. Harlow.</li> <li>• Cotton, Dotton; Falvey, David; Kent, Simon. 2010. <i>Market Leader: Intermediate, 3rd edition, Course Book</i>. Pearson Education Limited. Harlow.</li> <li>• Rogers, John. 2010. <i>Market leader: Intermediate, 3rd edition, Practice File</i>. Pearson Education Limited. Harlow.</li> <li>• Bujas, Željko. 2011. <i>Veliki hrvatsko-engleski rječnik</i>. Globus. Zagreb.</li> <li>• Špiljak, Vesna. (ur.) 2000. <i>Englesko-hrvatski poslovni rječnik</i>. Masmedia. Zagreb.</li> <li>• Cambridge University Press. 2023. <i>Cambridge Dictionary</i>. <a href="https://dictionary.cambridge.org/">https://dictionary.cambridge.org/</a></li> <li>• Pearson Longman. 2023. <i>Longman Business Dictionary</i>. <a href="https://www.ldoceonline.com/">https://www.ldoceonline.com/</a>.</li> <li>• Oxford University Press. 2023. <i>Oxford Dictionary</i>. <a href="https://www.oxfordlearnersdictionaries.com">https://www.oxfordlearnersdictionaries.com</a>.</li> </ul>		
Quality assurance methods that ensure the acquisition of exit competences	<ul style="list-style-type: none"> <li>• Registering students' attendance and success in carrying out their duties (lecturer)</li> <li>• Monitoring lectures and practice hours (Vice Dean for Education and student affairs)</li> <li>• Students' performance analysis in each course (Vice Dean for Education and student affairs)</li> <li>• Students' questionnaire on the quality of lecturer and classes for each course (University of Split, Quality Assurance Centre)</li> <li>• 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.</li> </ul>		
Other (as the proposer wishes to add)	<ul style="list-style-type: none"> <li>• Language of instruction is English.</li> </ul>		