**SYLLABUS**

**regarding the qualification cycle FROM 2024 TO 2025**

1. Basic Course/Module Information

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| --- | --- |
| Course/Module title | Business and English Terminology in English |
| Course/Module code \* |  |
| Faculty (name of the unit offering the field of study) | Economics and Finance |
| Name of the unit running the course | *Institute of Economics and Finance* |
| Field of study | Economics |
| Qualification level |  |
| Profile | General academic |
| Study mode | Full-time |
| Year and semester of studies |  |
| Course type | Elective specialized contents group |
| Language of instruction | Magdalena Suraj, MSc |
| Coordinator | Magdalena Suraj, MSc |
| Course instructor | English |

\* - as agreed at the faculty

1.1.Learning format – number of hours and ECTS credits

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester  (n0.) | Lectures | Classes | Colloquia | Lab classes | Seminars | Practical classes | Internships | others | **ECTS credits** |
|  |  | 30 |  |  |  |  |  |  | 5 |

1.2. Course delivery methods

- conducted in a traditional way

- involving distance education methods and techniques

1.3. Course/Module assessment

Pass with a grade

2. Prerequisites

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| Knowledge of basic economic and business terms. Good command of English – the B1 level is a minimum. |

3. Objectives, Learning Outcomes, Course Content, and Instructional Methods

3.1. Course/Module objectives

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| --- | --- |
| C1 | 1. Expand specialist vocabulary in the fields of economics, business and finance. |
| C2 | 2. Practice four linguistics skills (reading, writing, speaking and listening skills). |
| C3 | 3. Apply learned vocabulary in variety of real life situations that are to be addressed in business related environment. |
| C4 | 4. Learn and practice business-related public performances in English environment. |

3.2. Course/Module Learning Outcomes (to be completed by the coordinator)

|  |  |  |
| --- | --- | --- |
| Learning Outcome | The description of the learning outcome  defined for the course/module | Relation to the degree programme outcomes |
| EK\_01 | Define specialised concepts in the field of economics, business and finance | K\_W01 |
| EK\_02 | Use expert vocabulary in real-life context using proper grammar and syntax. | K\_W02 |
| EK\_03 | Create a meaningful and coherent content for public performance. | K\_W07 |
| EK\_04 | Apply English expert vocabulary in real-life situations | K\_U02 |
| EK\_05 | Understand and implement knowledge of public performance in real-life situations. | K\_U05 |
| EK\_06 | Apply ethical norms and standards in business practice | K\_U07 |
| EK\_07 | Able to work in groups taking on varied roles and accepting co-responsibility for the accomplishment of tasks | K\_K01 |
| EK\_08 | Manifest disposition for independent learning process and work organization | K\_K03 |

**3.3. Course content (to be completed by the coordinator)**

1. Tutorials

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| Content outline |
| * + - 1. Globalization, managing a global company, global brands.       2. Culture in business operations, cultural advice guide.       3. English vocabulary in finance       4. English vocabulary in business meetings       5. English for presentations       6. Business meetings – a guide on how to perform. |

3.4. Methods of Instruction

Pair-work, oral and written assignments, a group project, case studies, discussion.

4. Assessment techniques and criteria

Regular attendance, in-class participation, assignments, a group project.

4.1 Methods of evaluating learning outcomes

|  |  |  |
| --- | --- | --- |
| Learning outcome | Methods of assessment of learning outcomes (e.g. test, oral exam, written exam, project, report, observation during classes) | Learning format (lectures, classes,…) |
| EK\_01 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_02 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_03 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_04 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_05 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_06 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_07 | Observation during classes (presentations, discussion, pair-work, project), | Classes |
| EK\_08 | Observation during classes (presentations, discussion, pair-work, project), | Classes |

4.2 Course assessment criteria

|  |
| --- |
| Attendance and in-class participation, group project (50%) assignments. |

5. Total student workload needed to achieve the intended learning outcomes

– number of hours and ECTS credits

|  |  |
| --- | --- |
| Activity | Number of hours |
| Scheduled course contact hours | 30 |
| Other contact hours involving the teacher (consultation hours, examinations) | 20 |
| Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.) | 50 |
| Total number of hours | 100 |
| Total number of ECTS credits | 5 |

6. Internships related to the course/module

|  |  |
| --- | --- |
| Number of hours | *-* |
| Internship regulations and procedures | *-* |

7. Instructional materials

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| Compulsory literature:   1. MacKenzie, I. “English for business studies : a course for business studies and economics students” Cambridge: Cambridge University Press, 2010 2. Cotton, D., D. Favley, S. Kent “Market Leader. Intermediate Business English” Edinburgh: Pearson Education Limited, 2002 |
| Complementary literature:   1. Evans, V. “FCE Use of English” Swansea: Express Publishing, 2006 2. Thomas, B.J. “Intermediate Vocabulary” Edinburgh: Thomas Nelson and Sons Ltd, 1996 3. Wellman, G. “The Heinemann English Wordbuilder. Vocabulary development and practice for higher-level students” Oxford: Heinemann International, 1989 4. Hadfield, J., Ch. Hadfield “Reading Games. A Collection of Reading Games and Activities for Intermediate to Advanced Students of English” Edinburgh: Longman, 1996 |

Approved by the Head of the Department or an authorised person.