

COURSE TITLE	English in economics 1						
Code	EUE001	Year of study	1				
Course teacher	Gorana Duplančić Rogošić, PhD; Sanja Marinov Vranješ, MA; Magda Pašalić, PhD; Sanja Radmilo Derado, MA	Credits (ECTS)	5				
Associate teachers		Type of instruction (number of hours)	L	S	E	F	
			26	0	26	0	
Status of the course	Obligatory	Percentage of application of e-learning	30%				
COURSE DESCRIPTION							
Course objectives	To provide students with theoretical and practical knowledge that will enable them to communicate in the international business environment, which 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">• Course enrolment requirements are set by the Faculty's Statute and the Regulations of the core curriculum and studies.• 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: <ol style="list-style-type: none">1. Differentiate the terminology of ownership structure and company performance2. Identify key ideas and specific information in a professional text.3. Write a curriculum vitae, covering letter and a business letter.4. Present a product.5. Use target lexemes to explain business contents.						
Course content broken down in detail by weekly class schedule (syllabus)	Lectures		Practice lessons/Seminars				
	Topics	Hours	Topics				Hours
	1. Companies	2	1. Talking about industry in general and its sectors 2. Talking about what companies do 3. Describing types of business entities 4. Describing types of business ownerships 5. Company abbreviations				2
	2. Working life	2	1. Talking about your work 2. Describing what you like and dislike about your 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				2

			4. Preparing for a job interview	
	4. Leisure time	2	1. Talking about work-life balance 2. Talking about likes and dislikes 3. Exchanging contact details (email addresses and telephone numbers) 4. Signalling the end of a conversation	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. New products	2	1. Describing products 2. Talking about new products and the stages in their development 3. Showing interest	2
	8. 1 st mid-term		1 st mid-term	
	9. Business communication skills: Presentations	2	1. Key vocabulary related to presentations 2. Making power point slides 3. Presenting a product 4. Comparing new with old	2
	10. Customers	2	1. Talking about customer service 2. Asking for further information about a product or service 3. Making, suggesting, and changing arrangements 4. Business communication skills: Starting a conversation on the phone 5. Managing customer feedback	2
	11. Selling	2	1. Types of stores 2. Talking about orders and deliveries 3. Business communication skills: Making arrangements	2
	12. Guests & visitors	2	1. Talking about business travel 2. Explaining reasons for a visit 3. Business communication skills: Welcoming visitors to your place of work 4. Making offers and responding to offers	2
	13. Working online	2	1. Introducing and discussing online security in business 2. Using the language to express obligation, prohibition and permission 3. Business communication: Teleconferencing	2
	14. Finance	2	1. Introducing and using the language of finance 2. Discussing crowdfunding	2

			3. Business communication skills: Presenting visual information (graphs and charts) 4. Talking point Group work – discussing investment opportunities			
	15. 2 nd mid-term		2 nd mid-term			
Format of instruction	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> <i>on line</i> in entirety <input checked="" type="checkbox"/> partial e-learning <input type="checkbox"/> field work			<input checked="" type="checkbox"/> independent assignments <input type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor <input type="checkbox"/> (other)		
Student responsibilities	Course/signature requirements: Students must meet <u>both</u> requirements to get the signature 1. Regular class attendance (at least 70% for full-time students and 50% for part-time students), which also includes preparation for classes as instructed in class. 2. Regular submission of correctly completed assignments on Moodle (content of the assignments is included in the tests/final exam), which is done by an agreed deadline. Exam requirement: • Getting the teacher's signature in the EFST intranet system.					
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>Mid-term tests: 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 who pass the first test can take the second one. The final grade is the arithmetic mean of the results of both tests.</p> <p>Written exam: Students who do not pass the mid-term tests take the final exam during the official exam sessions. The positive result is achieved by gaining at least 50% of the total points on the exam.</p> <p>Oral exam: Oral exam is optional and can be taken by 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.</p> <p>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 to the oral exam, the examinee must achieve at least 30% of the total points on the written exam.</p>					
Required literature (available in the	Title				Number of copies	Availability via other media

library and via other media)		in the library	
	Hughes, John; Nauton, Jon. 2017. <i>Business Result Intermediate Student's Book with Online Practice</i> . Oxford University Press. Oxford.	1	No
	<i>Business Result online practice</i> - Online workbook for revision and self-study.	Ø	Yes
	Additional study materials available on Moodle.	Ø	Yes
Optional literature (at the time of submission of study programme proposal)	<ol style="list-style-type: none"> 1. Dubicka, Iwonna et al. 2018. <i>Business Partner, B2, Coursebook</i>. Pearson Education Limited. Harlow. 2. Dubicka, Iwonna; Lansford, Lewis. 2018. <i>Business Partner, B2, Workbook</i>. Pearson Education Limited. Harlow. 3. Cotton, David; Falvey, David; Kent, Simon. 2016. <i>Market Leader, Intermediate, 3rd edition extra, Course Book</i>. Pearson Education Limited. Harlow. 4. Špiljak, Višnja. 2000. <i>Englesko-hrvatski poslovni rječnik, English-Croatian Dictionary of Business</i>. Masmedia. Zagreb. 5. Oxford University Press. <i>Oxford English Dictionary</i>. https://www.oed.com/ 6. Pearson Longman. <i>Longman Business Dictionary</i>. https://www.ldoceonline.com/. 		
Quality assurance methods that ensure the acquisition of exit competences	<ul style="list-style-type: none"> • Registering students' attendance and success in carrying out their duties (lecturer) • Monitoring lectures and practice hours (Vice-Dean for Academic Affairs) • Students' performance analysis in each course (Vice-Dean for Academic 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 Academic Affairs in order to establish the adequacy of the testing methods. 		
Other (as the proposer wishes to add)	<ul style="list-style-type: none"> • Language of instruction is English. 		