

COURSE TITLE		Business English III				
Code	ECMA02	Year of study	2			
Course teacher	Gorana Duplančić Rogošić, PhD; Magda Pašalić, PhD; Sanja Radmilo Derado, MA	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	25%			
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 the terminology of marketing and advertising, business travel, change management, and management in business organizations.					
Course enrolment requirements and entry competences required for the course	<ul style="list-style-type: none"> • 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: English language proficiency level B2 (CEFR) and computer skills (Microsoft Office Package) 					
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	Individual learning outcomes: <ol style="list-style-type: none"> 1. Identify and use basic terms related to projects, systems and services, logistics and finance. 2. Hold a videoconference meeting and draw conclusions after the meeting. 3. Analyse the advantages and disadvantages of business processes and type of investments. 4. Describe a business process. 					
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 different types of projects 2. Scenario planning for a company	1		
	2. Business skills: Updating and delegating tasks	1	1. Asking for and giving updates in a meeting 2. Delegating tasks in a meeting	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 online	1	1. Introducing and discussing online security in business 2. Talking about online activities and work	1		
7. Finance	1	1. Introducing and using the language of finance 2. Discussing crowdfunding	1			

	8. 1 st mid-term		1 st mid-term			
	9. Investment options	1	1. Discussing investment opportunities 2. Advantages and drawbacks of investment options	1		
	10. Business skills: crowdfunding	1	1. Setting up a crowdfunding campaign	1		
	11. Peer assessment and self-evaluation	1	1. Revision and self-assessment (group work and pair work).	1		
	12. Logistics	1	1. Introducing logistics and supply chains 2. Communicating appropriately in the context of transport and logistics	1		
	13. Business communication skills: Writing and Speaking	1	1. Direct and indirect questions in customer inquiries 2. Getting the information you need	1		
	14. 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		
	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	<p>Course/signature requirements:</p> <p>Students must meet <u>both</u> requirements to get the signature:</p> <ol style="list-style-type: none"> Regular class attendance (at least 70% for full-time students and 50% for part-time students) which includes preparation for classes as instructed in class 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 according to an agreed deadline. <p>Exam requirement:</p> <ul style="list-style-type: none"> Getting the teacher's signature in the EFST intranet system. 					
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	Class attendance	0,5	Research		Practical training	
	Experimental work		Report		Individual work on assignments	0,5
	Essay		Seminar essay		(Other)	
	Tests	1*	Oral exam		(Other)	
	Written exam	1	Project		(Other)	

the course)					
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 library and via other media)	Title	Number of copies in the library	Availability via other media		
	Hughes, John, Nauton, Jon. 2016. <i>Business Result Intermediate Student's Book with Online Practice</i> . Oxford University Press. Oxford. – selected units	1	Ne		
	Additional teaching material available on Moodle	Ø	Da		
Optional literature (at the time of submission of study programme proposal)	<ol style="list-style-type: none"> Špiljak, Višnja (Ed.). 2000. <i>Englesko-hrvatski poslovni rječnik, English-Croatian Dictionary of Business</i>. Masmedia. Zagreb. Pearson Longman. <i>Longman Dictionary of Contemporary English</i>. https://www.ldoceonline.com/ www.onelook.com (online browser of English-English monolingual dictionaries) Dubicka, I. et al. 2018. <i>Business Partner, B1+, Coursebook</i>. Pearson Education Limited. Harlow. Evans, Lynne. 2018. <i>Business Partner, B1+, Workbook</i>. Pearson Education Limited, Harlow. Špiljak, Višnja (Ed.). 2000. <i>Englesko-hrvatski poslovni rječnik, English-Croatian Dictionary of Business</i>. Masmedia. Zagreb. 				
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. 				