

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	Mirjana Bautović	
The name of the college	Business English 1	
Study program	Undergraduate Professional Study of Finance and Business Law	
Status of the College	Binding	
Year	1st year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V)	30+30

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
The basic objective of the Business English 1 course is the acquisition of a special vocabulary in order to be able to understand complex texts in the field of entrepreneurship, employment, legal forms of companies and financial trends. Presentation skills are also acquired and practiced on a specific topic, as well as meeting management skills. Students should come to discuss the topic and argue their views using the adopted vocabulary, as well as present an independently determined topic from the covered area.
1.2. <i>Requirements for enrolment in the course</i>

1.3. <i>Expected learning outcomes for the course</i>		
<p>Students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the types of companies, departments and various forms of management. Compare different forms of business organizations 2. Compare various forms of business correspondence with regard to the type of communication and the corresponding register used. Analyze the formal register and forms of written communication 3. Discuss the problems of employment, employment contracts and new trends in the labor market. 4. Improve presentation skills 5. To show the ways of establishing a company, explore the forms of financing and presenting a business idea 6. Participate and lead the meeting 		
1.4. <i>Course content</i>		
1.5. <i>Types of teaching (put X)</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> Seminars Workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching	<input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____
1.6. <i>Student obligations</i>		
<p><i>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</i></p> <p>ATTENDANCE AT CLASSES: <i>students are obliged to attend classes, actively follow lectures and exercises and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Info Eduka digital office system. The minimum ones are mandatory;</i></p> <ul style="list-style-type: none"> <i>Full-time students must attend at least 70% of the total number of classes in order to be eligible to sign.</i> <i>Part-time students must attend at least 50% of the total number of classes in order to be eligible to sign.</i> 		

PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each barrel of learning. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.

***FINAL EXAM** – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.

Participation in the written examination

-questions of different types: linking tasks to obtain collocations and their use in the context of a sentence, questions of checking the understanding of the text by supplementing with or without the words offered, the use of appropriate phrases to express certain functions when writing an e-mail, management tasks – formal and informal style, short essay questions related to a relevant topic, describing the company's business using a graph

1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project		Continuous Assessment*		Report		Practical work	
Portfolio							

1.8. Assessment and evaluation of students' work during classes and at the final exam

Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences.

Allocation of points according to the forms of student work monitoring



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		Attending classes	Written exam	Project	Seminar paper	Practical work	Altogethe r	
	I1		16				16	
	I2		16				16	
	I3		16				16	
	I4		16				16	
	I5		16				16	
	I6		16				16	
	OUT OF OUTCOME	4					4	
	ALTOGET HER	4	96				100	

Linking learning outcomes, teaching methods and knowledge assessment methods:

Forms of monitoring	Learning outcomes	Teaching method	Knowledge assessment method	Maximum number of points
<i>Attending classes</i>	<i>1-6</i>	<i>Lectures and exercises</i>	<i>Record Lists</i>	<i>4</i>
<i>Written exam</i>	<i>1-6</i>	<i>Lectures, exercises, group tasks</i>	<i>Essay Questions, Alternative Assignments</i>	<i>96</i>
<i>Altogether</i>	<i>/</i>	<i>/</i>	<i>/</i>	<i>100</i>

Forms of monitoring	Name of the learning outcomes	Teaching method	Knowledge assessment method	Maximum number of points	
Attending classes	All outcomes	Lectures and exercises	Records of attendance at classes	4	
Written exam	Outcome 1 Explain and compare different forms of business entities	Lecture Asking questions Guided research - group work	Replenishment tasks Connection tasks Tasks of simple recall	16	
	Outcome 2 Consider and practice various forms of business correspondence	Guided training Training and feedback	Tasks of correcting different writing styles Written papers	16	
	Outcome 3 To review new trends in the labour market and employment problems	Lecture Open questions discussion	Connection tasks Short Essay Questions Replenishment tasks	16	
	Outcome 4	Open questions Guided training Work in pairs	Multiple Choice Questions	16	



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	Improve the skill of presenting and graphically presenting the company's business		Sentence transformation Graph description		
	Outcome 5 Compare ways to start a business Concisely present a business idea	Lecture Discussion Working in a group Work in pairs	Tasks of connecting and completing sentences Short Essay Questions	16	
	Outcome 6 Listen, record successful ways to run a meeting Meeting Leadership Simulation	Discussion Listening comprehension Working in a group	Tasks of supplementing the text and sentences with offered and unoffered words Tasks of connecting and completing sentences	16	
			ALTOGETHER	100	

<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	60	2
Field Trips/Visits Outside the College		
Independent study/research	30	1
Outside the classroom preparation and preparation of seminars/presentations		
Work on an out-of-classroom project assignment		
Independent preparation for exams and exam time	60	2
Consultation activities	30	1
Other		
TOTAL ECTS credits	180	6

RATING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.

Grades are calculated based on the following distribution of points:

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

Grading is carried out in a transparent manner by collecting points. Each subject is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course		
Title	Number of copies	Number of students
Business English - Resource bank	5* *students receive compulsory literature in permanent ownership	100
1.10. Supplementary literature		
<ol style="list-style-type: none"> 1. MacKenzie I. <i>English for Business Studies</i> (3rd Ed), CUP 2. <i>Longman Business English Dictionary</i> 3. <i>Investopedia.com</i> https://www.investopedia.com/ 4. <i>Financial Dictionary – The Free Dictionary</i> https://financial-dictionary.thefreedictionary.com/ 		
1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies		
<ul style="list-style-type: none"> • analysis of exam results, achieved results, level of understanding and knowledge during exercises, practical tasks and group work, • conducting a survey among students, • Evaluation of the teacher, • Analysis of the Quality Center report and • Feedback from students who have already graduated and their employers on the usefulness of the content of this course in the performance of the work they do. 		



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