

DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course Holder	Mirjana Bautović, prof.	
Name of the College	Business English 2	
Study program	Professional Undergraduate Study of Finance and Business Law	
Status of the College	Mandatory	
Year	Year 2	
Code	PEJ2-20	
Point value and method of teaching	ECTS Student Workload Coefficient	6
	Number of hours (P+V)	30+30

DESCRIPTION OF THE COLLEGE
<i>1.1. Objectives of the course</i> To train students for written and oral communication in English with a native speaker. Develop skills: listening, speaking, listening comprehension, reading comprehension, writing. To train students for independent production and spontaneous interaction with a native speaker. Upon completion of this course, the student is expected to understand the basic ideas from complex texts that contain professional terminology, and to be able to independently produce texts in various business situations. The student is expected to understand various more difficult and longer texts and to recognize the implicit meaning; to express oneself easily and use the language effectively in everyday social and business environments.
<i>1.2. Requirements for enrolment in the course</i>
<i>1.3. Expected learning outcomes for the course</i> Students should be able to: 1. List the financial statements and the data contained therein. 2. Use the properties and functions of payment instruments in international trade and a specific work environment. 3. Present proposals and counterproposals during the negotiations. 4. Describe the different legal forms of companies. 5. Expose the formation of companies and the responsibilities of directors and company secretaries. 6. Distinguish between the properties of the stock market and graphic representations.
<i>1.4. The content of the course</i> Texts of a somewhat more complex morphosyntactic structure from the field of economy and entrepreneurial business are processed, which include the establishment of companies, unlimited and limited liability, franchise,

partnership, entrepreneurship, management, contract law, finance of reports, preparation of reports, payment instruments, creditor-debtor relationship, financial transactions.

1.5. Types of teaching (put X)		☒ Lectures ☐ Seminars Workshops ☒ Exercises ☐ Distance education ☐ Field Teaching	☐ Independent tasks ☐ Multimedia & Network ☐ Laboratory ☐ mentoring work ☐ Other _____					
1.6. Obligations of the student								
<i>The obligations of students are prescribed in detail by the Statute and the Study Regulations.</i> <i>The key obligations of the student are:</i> ATTENDANCE AT CLASSES: 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; • Full-time students must attend at least 70% of the total number of classes to be eligible to sign. • Part-time students need to attend at least 50% of the total number of classes to be eligible to sign. EXAM: 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 course of study. 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 (has achieved a total of at least 54 points in the course and met the lower point threshold for the acquisition of each learning outcome, i.e. at least 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam. <i>Participation in the written test</i> -questions of different types: connection 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 offered words, using 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. Monitoring of student work (add X with the appropriate form of monitoring)								
Attendance	x	Teaching activity		Term paper		Experimental work		
Written exam	x	Oral exam		Essay		Research		

Design		Continuous assessment*		Paper		Practical work	
Portfolio							

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

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

Allocation of points according to forms of student performance monitoring

	Attendance	Written exam	Design	Term paper	Practical work	Total
I1		16				16
I2		16				16
I3		16				16
I4		16				16
I5		16				16
I6		16				16
OUT OF THE BOX	4					4
TOTAL	4	96				100

Linking learning outcomes, teaching methods and methods of assessment of knowledge:

Forms of Tracking	Learning outcomes	Teaching method	Method of assessment of knowledge	Maximum number of rating points
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	Attendance	1-6	Lectures and exercises	Record Sheets	4	
	Written exam	1-6	Lecture, exercises, group assignments	Essay Questions, Alternative Assignments	96	
	Total	/	/	/	100	

Forms of Tracking	Name of the learning outcomes	Teaching method	Method of assessment of knowledge	Maximum number of rating points
Attendance	All outcomes	Lecture and exercises	Attendance records	4
Written exam	Outcome 1	Lecture Presentation Work on the text	Replenishment tasks Connection tasks The Task of Simple Recall	16
	Outcome 2	Lecture Guided training Training and feedback	Tasks of connecting and completing sentences Short Essay Questions	16
	Outcome 3	Lecture Open questions Discussion	Connection tasks Short Essay Questions Replenishment tasks	16
	Outcome 4	Asking open-ended questions Guided discussion Work in pairs	Completion of text without offered words Questions that require a short answer	16

	Outcome 5	Open questions Case Study	Tasks of connecting and completing sentences Short Essay Questions	16
	Outcome 6	Discussion Reading comprehension Work in pairs	Tasks of connecting and completing sentences Complement text with phrases	16
			TOTAL	100

<i>Type of student workload</i>	<i>Hours of student workload</i>	<i>ECTS credits</i>
Attending face-to-face 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

JUDGING:

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:

NUMBER OF POINTS	RATING
0,00 – 53,90	Insufficient (1)

54,00 – 64,90	Sufficient (2)	
65,00 – 79,90	Good (3)	
80,00 – 89,90	Very Good (4)	
90.00 and more	Excellent (5)	

The evaluation is carried out in a transparent manner by collecting points. Each course is valued 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 by 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 subject. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved is 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 literature and number of copies in relation to the number of students currently attending classes in the course		
Title	Number of copies	Number of students
Ian MacKenzie: English for the Financial Sector, Cambridge University Press, 2008.	-	-

1.10. Supplementary literature

Longman Business Dictionary, English-Croatian Dictionary – newer edition

Deardorff's Glossary of International Economics

www.speculativebubble.com/terms/

1.11. Quality monitoring methods that ensure the acquisition of output knowledge, skills and competences
• 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 teachers. • analysis of the reports of the Quality Center 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.