

Subject card

Subject name and code	English Language IV, PG_00136280						
Field of study	Język angielski IV						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2025/2026		
Education level	Bachelor's studies	Subject group			Optional subject group		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			English English: 90% Polish: 10%		
Semester of study	4	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Zespół lektorów języka angielskiego -> Foreign Languages Centre -> Vice-Rector for Education -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Anna Janiak-Sieniawska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	18.0	0.0	0.0	0.0	18
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	18		0.0		32.0	50
Subject objectives	Developing students language skills: speaking, Reading, writing, listening so that they reflect learners academic, professional and personal needs, as well as job market requirements.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	not applicable	[SK8] obserwacja samodzielnej lub zespołowej pracy studenta
	[ADMINL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	- is ready to work as part of a team, including assuming various team roles; has elementary organisational skills that enable him/her to achieve his/her goals related to professional activities	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU5] realizacja zadania problemowego
	[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	is able to think critically when consulting Internet resources	[SK5] realizacja zadania problemowego
	[ADMINL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	- can independently acquire knowledge and develop professional skills using a variety of sources in English and modern technology	[SU5] realizacja zadania problemowego
	[ADMINL3_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	- has the in-depth ability to prepare a variety of written compositions in a foreign language relevant to the field of study and related to his/her professional work, including those addressed to different audiences	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU2] prezentacja/projekt/referat/ raport [SU3] opracowanie tekstowe/ praca pisemna
	[ADMINL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	- has an in-depth awareness of his/her knowledge and skills and understands the need for lifelong learning	[SU8] obserwacja samodzielnej lub zespołowej pracy studenta
	[ADMINL3_UK02] He/she has the ability to understand and analyze social phenomena and to use this analysis in professional work, as well as to defend the conclusions resulting from such analyzes	- can prepare typical written compositions in a foreign language on topics related to his/her field of study - can prepare oral presentations in a foreign language concerning matters related to his/her field of study	[SU2] prezentacja/projekt/referat/ raport [SU3] opracowanie tekstowe/ praca pisemna
	[ADMINL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	not applicable	[SK8] obserwacja samodzielnej lub zespołowej pracy studenta
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	not applicable	[SK8] obserwacja samodzielnej lub zespołowej pracy studenta
[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	knows how to work on a project in a team	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU2] prezentacja/projekt/referat/ raport [SU5] realizacja zadania problemowego	
[ADMINL3_UK04] He/she has language skills in the field of administration and basic legal concepts, in accordance with the requirements specified for level B2 of Common European Framework of Reference for Languages	- has language skills corresponding to the requirements of level B2 of the Common European Framework of Reference for Languages	[SU1] wypowiedź ustna/rozmowa/ dyskusja [SU4] test/egzamin - ustny lub pisemny	
Subject contents	.		
Prerequisites and co-requisites	Suggested foreign language entry level: B1 or higher (according to CEFR)		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written and oral assignments, including student's self-study	51.0%	100.0%

Recommended reading	Basic literature	<ul style="list-style-type: none"> extra materials shared by the teacher, including those downloadable from cjo.ug.edu.pl/studenci
	Supplementary literature	<ul style="list-style-type: none"> Duckworth Michael, et al., <i>Business Result</i> (2nd edition), Oxford University Press, 2018 Allison John, et al., <i>The Business 2.0</i>, Macmillan, 2014 MacKenzie Ian, <i>Financial English</i> (2nd edition), Cengage Learning, 2012 Dubicka, Iwonna, et al. <i>Business Partner</i>. Pearson, 2018. (poziomy od B1+ do C1)
	eResources addresses	
Example issues/ example questions/ tasks being completed	Brands Globalisation Managing projects Recruitment Company structure	
Work placement	Not applicable	

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