

**Subject card**

<b>Subject name and code</b>	Spanish Language IV, PG_00136282						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Optional subject group		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Spanish Spanish - 80% Polish - 20%		
<b>Semester of study</b>	4	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Zespół lektorów języków germańskich, romańskich i słowiański -> Centrum Języków Obcych -> Prorektor ds. Studenckich i Jakości Kształcenia -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Monika Gawin				
	Teachers						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	18.0	0.0	0.0	0.0	18
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	18		0.0		32.0	50
<b>Subject objectives</b>	Developing student's language skills: speaking, reading, writing, listening so that they reflect learner's academic, professional and personal needs, as well as job market requirements.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMNL3_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 aware of the limitations of his/her own knowledge and skills.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	Has skills that enable him/her to achieve his/her goals related to professional activities.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	Has elementary organisational skills.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_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	Defines the directions of his/her personal development and learning.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_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 and modern technology.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_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	Has skills that enable him/her to achieve his/her goals related to professional activities.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written
	[ADMNL3_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.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_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.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_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 the Common European Framework of Reference for Languages.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_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	Is aware of the need to broaden his/her professional competences and qualifications.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
	[ADMNL3_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	Can prepare typical written compositions and oral presentations in a foreign language.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written
Subject contents	1. Language and skills applicable to a specific job environment, in the context of the selected field of study, such as: <ul style="list-style-type: none"> <li>• telephoning</li> <li>• meetings</li> <li>• teamwork and team building</li> <li>• presentations</li> <li>• cross-cultural communication</li> </ul> 1. Revision and consolidation of grammar rules.		
Prerequisites and co-requisites			

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%
Recommended reading	Basic literature	"Nuevo Español en marcha", SGEL, 2019  Arriba. Editnos, 2018  Aula Internacional. Difusión, 2017	
	Supplementary literature	Materials shared by the teacher	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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