

Subject card

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|--|---|--|------------------|-------------------------------------|---------------------------------------|------------|-----|
| Subject name and code | Spanish Language III, PG_00136312 | | | | | | |
| Field of study | Administration | | | | | | |
| 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 | | | Spanish Spanish - 80% Polish - 20% | | |
| Semester of study | 3 | ECTS credits | | | 2.0 | | |
| Learning profile | academic | Assessment form | | | credit | | |
| Conducting unit | Zespół lektorów języków germańskich, romańskich i słowiański -> Centrum Języków Obcych -> Prorektor ds. Studenckich i Jakości Kształcenia -> Rector | | | | | | |
| Name and surname of lecturer (lecturers) | Subject supervisor | | mgr Monika Gawin | | | | |
| | 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 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 |
|---------------------------------|---|---|---|
| | [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. | [SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written |
| | [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 | 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 |
| | [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 and modern technology. | [SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written |
| | [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 | Defines the directions of his/her personal development and learning. | [SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written |
| | [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 | Can prepare typical written compositions and oral presentations in a foreign language. | [SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written |
| | [ADMINL3_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 |
| | [ADMINL3_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 |
| | [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 aware of the limitations of his/her own knowledge and skills. | [SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written |
| | [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 | Is aware of the need to broaden his/her professional competences and qualifications. | [SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written |
| | [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. | [SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written |
| | [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 the Common European Framework of Reference for Languages. | [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"> • telephoning • meetings • teamwork and team building • presentations • cross-cultural communication 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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