

**Subject card**

<b>Subject name and code</b>	Spanish Language IV, PG_00197715						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2027/2028		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Optional subject group		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Spanish		
<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>	Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Monika Gawin				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	30.0	0.0	0.0	0.0	30
	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>	30		2.0		18.0	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.						
<b>Learning outcomes</b>	<b>Course outcome</b>		<b>Subject outcome</b>		<b>Method of verification</b>		
	[ADMINL3_U03] possesses language skills in the scope of basic legal terminology as well as terminology related to administration and administrative activity, consistent with the requirements specified for level B2 of the Common European Framework of Reference for Languages.		-		[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written		

Subject contents	<p>1. Language and skills applicable to a specific job environment, in the context of the selected field of study, such as:</p> <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> <p>2. Revision and consolidation of grammar rules.</p>								
Prerequisites and co-requisites									
Assessment methods and criteria	<table border="1"> <thead> <tr> <th data-bbox="456 725 786 757">Subject passing criteria</th> <th data-bbox="799 725 1139 757">Passing threshold</th> <th data-bbox="1152 725 1482 757">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 763 786 819">Written and oral assignments, including student's self-study</td> <td data-bbox="799 763 1139 819">51.0%</td> <td data-bbox="1152 763 1482 819">100.0%</td> </tr> </tbody> </table>	Subject passing criteria	Passing threshold	Percentage of the final grade	Written and oral assignments, including student's self-study	51.0%	100.0%		
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	<p>Basic literature</p> <p>Supplementary literature</p> <p>eResources addresses</p>	<p>"Nuevo Español en marcha", SGEL, 2019</p> <p>Arriba. Editnos, 2018</p> <p>Aula Internacional. Difusión, 2017</p> <p>Materials shared by the teacher</p>							
Example issues/ example questions/ tasks being completed									
Work placement	Not applicable								

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