Teaching guide

IDENTIFICATION DETAILS

Degree: Business Administration and Management

Field of Knowledge: Social and Legal Science

Faculty/School: Legal and Business Science

Course: 

Type: Compulsory  ECTS credits: 6

Year: 2  Code: 7128

Teaching period: Fourth semester

Area: Business

Module: Business management and human development tools

Teaching type: Classroom-based

Language: English

Total number of student study hours: 150

Teaching staff

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SUBJECT DESCRIPTION

Equip learners with the knowledge, skills and techniques which will enable them to use the English language as a tool in the workplace within the area of Business Management and Administration. Educate and prepare the student to improve effective communication in English.
Modern Language is a subject embodied within the Area of Business in the Module: Business Management Tools and Human Development. It is a basic subject, which carries 6 ECTS credits and is taught in the Fourth Semester, in the Second Year of studies, implying 150 hours of dedication on the learner’s part.

GOAL

To develop and improve the learner’s overall communicative skills in English through active listening and speaking, and in particular, to increase the learner’s understanding and use of vocabulary and language structure as well as reading and writing skills within this particular field of study.

PRIOR KNOWLEDGE

This course recommends a B1/B2 level of English.

COURSE SYLLABUS

1. Presentation Skills & Techniques
2. Making an Impact & Corporate Social Responsibility
3. Language for Business Management and Administration
4. English Applied to Area of Specialisation
5. Language Work I

EDUCATION ACTIVITIES

In second-language teaching-learning methodology, the how is as important as the what or even the final result. The methodology applied in this course is therefore communicative, eclectic and collaborative. ‘Communicative’ implies active participation and involvement. ‘Eclectic’ takes into account different teaching-learning styles, allowing the student to develop and activate his/her own learning. ‘Collaborative’ provides the learner with the opportunity, both individually and in collaboration with others, to acquire more autonomy as well as a greater sense of responsibility for self and others. The teacher is a guide in this learning process.

This communicative, eclectic, collaborative methodology implies,

IN CLASS:
• Interactive class lectures
• Student presentations and student-led discussions
• Group and pair activities: role-plays, simulations, interviews, research, project work, online forums, etc.
• Feedback mechanisms
• Midterm and final written and/or oral exams

OUTSIDE OF CLASS:
• Independent study and preparation of class/group/pair work
• Online task completion and participation
• Individual and group tutorials
• Self-assessment

TUTORIALS:
Tutorial hours will be announced on the first day of class. As well, tutorials may be requested by sending an e-mail to the teacher.

The focus of this subject is on content, knowledge and skills relevant to the chosen degree area.

DISTRIBUTION OF WORK TIME

<table>
<thead>
<tr>
<th>CLASSROOM-BASED ACTIVITY</th>
<th>INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY</th>
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<tbody>
<tr>
<td>60 hours</td>
<td>90 hours</td>
</tr>
<tr>
<td>Interactive Theoretical/Practical Classes 30h</td>
<td>Pair/Group Work 30h</td>
</tr>
<tr>
<td>Pair/Group Presentations and Discussions 15h</td>
<td>Individual Research/Study 40h</td>
</tr>
<tr>
<td>Individual/Group Tutorials 5h</td>
<td>Assignment Completion / UFV Virtu@l Participation</td>
</tr>
<tr>
<td>Feedback Sessions 5h</td>
<td>20h</td>
</tr>
<tr>
<td>Written/Oral Assessment 5h</td>
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SKILLS

Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks.

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study.

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues.

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience.

Students must have developed the learning skills needed to undertake further study with a high degree of independence.

General Skills

Ability to carry out synthetic and analytical thought.

To seek, find and analyse diverse information from various sources.
To develop oral and written communication skills in a native and foreign language.

Specific skills

- To analyse and appreciate the key ideas and content of all manner of texts; to discover the ideas, issues and messages incorporated within them and to make critical judgments about their form and content.
- To be able to read, analyse and easily interpret graphs, tables and texts.
- To use the English language for professional development in an international context.
- To develop oral and written communication skills.
- Develop critical thinking skills.

LEARNING RESULTS

- Select, analyze and document information from various sources to create suitable material for subsequent presentation and/or discussion.
- Apply effective communication skills and techniques to oral presentations.
- Create and lead a meaningful discussion on current issues and/or business related issues.
- Write short essays expressing thought and opinion on given course related topics in an accurate, coherent and organized way.
- Select, analyze and present information from graphs, tables and texts.
- Use and apply basic English verb structures accurately.
- Use and apply language specific to student's area of academic specialisation.

LEARNING APPRAISAL SYSTEM

CONTINUOUS EVALUATION:

BLOCK 1: WRITTEN EXAMS – 40%
-10% - Mid-term Exam. If a student does not sit the mid-term exam and does not present a formal excuse IN DUE TIME AND IN PROPER FORM, authorized by the PEC or the Director of the Degree, he/she loses this 10%.
-30% - Final Exam. To calculate an average with the Mid-term Exam, the student must obtain a minimum of 5/10 on the Final Exam. The average between the two marks will be taken into account only if it is to the student’s benefit. On the contrary, the Final Exam mark will carry the full weight of BLOCK 1, i.e., 40%.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1, to calculate an overall grade average with BLOCKS 2, 3 and 4.
BLOCK 2: ORAL ASSESSMENT- 20%
-Evaluated ORAL tasks completed in class throughout the semester, individually, in pairs and/or in groups (presentations, debates, discussions, simulations, interviews, etc).
-Minimum 2 evaluated tasks.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2, to calculate an overall grade average with BLOCKS 1, 3 and 4.

BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT - 30%
-Completion of minimum 2-3 evaluated pieces of work, as stipulated by the teacher.
-Completion of regular homework assignments
-Completion of and participation in any online tasks.

NOTE: All tasks and assignments must be handed in IN DUE TIME AND PROPER FORM, as stipulated in the course calendar uploaded to Aula Virtual. If tasks and assignments are not handed in IN DUE TIME AND PROPER FORM, the mark for aforementioned tasks and assignments will be ‘zero’ (0). They will NOT be marked within the ordinary exam period if handed in after the deadline.

BLOCK 4: ATTITUDE AND PARTICIPATION – 10%
NOTE: Students who do not attend class on a regular basis and who do not have a formal “dispensa” authorized and communicated by the Degree automatically lose this 10%.

CONTINUOUS EVALUATION:
ORDINARY EXAM PERIOD: Dec-Jan (1st SEMESTER) – May (2nd SEMESTER)

CONTINUOUS EVALUATION:
EXTRAORDINARY EXAM PERIOD: June-July (1st and 2nd SEMESTERS)
NOTE:
1. Within one academic period, all passed marks from the different BLOCKS will be transferred from the ordinary to the extraordinary exam period.
2. Within one academic period, only those BLOCKS which have been failed in the ordinary exam period may be repeated in the extraordinary exam period.
3. No grades will be transferred from one academic calendar year to the following academic calendar year.

BLOCK 1: WRITTEN EXAM – 40%
-If BLOCK 1 has been failed, the student will be required to sit one written exam based on the contents covered throughout the course.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1 to calculate an overall grade average with BLOCKS 2, 3 and 4.

BLOCK 2: ORAL ASSESSMENT- 20%
-If BLOCK 2 has been failed, the student will be required to carry out two ORAL tasks: Task One is a prepared piece of work based on the course topics. Task Two is an open question / interview related to the course content, to be announced at the time of the oral assessment.
- The ORAL ASSESSMENT will take place on or before the officially published extraordinary exam date, unless indicated otherwise by the teacher.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2 to calculate an overall grade average with BLOCKS 1, 3 and 4.

BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT - 30%
-If BLOCK 3 has been failed, the student will have the opportunity to repeat and/or submit one or more major pieces of course-related work BY OR BEFORE the official final exam date in the extraordinary period.

BLOCK 4: ATTITUDE AND PARTICIPATION – 10%
-The mark for this BLOCK will be transferred from the ordinary period to the extraordinary period.

ALTERNATIVE EVALUATION:
NOTE: This system only applies for those students who are: repeating the course; have an official ‘dispensa’ signed by the dean of the corresponding faculty; or are on an international exchange program, therefore automatically having a ‘dispensa’. It is the student's responsibility to be informed regarding course requirements, deadlines and exam dates, as well as to contact his/her teacher.

BLOCK 1: WRITTEN EXAM – 50%
- The student will be required to sit one written exam based on the contents covered throughout the course.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1 to calculate an overall grade average with BLOCKS 2 and 3.

BLOCK 2: ORAL ASSESSMENT- 20%
- The student will be required to carry out two ORAL tasks: Task One is a prepared piece of work based on the course topics. Task Two is an open question / interview related to the course content, to be announced at the time of the oral assessment.
- The ORAL ASSESSMENT will take place on or before the officially published extraordinary exam date, unless indicated otherwise by the teacher.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2 to calculate an overall grade average with BLOCKS 1 and 3.

BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT – 30%
- Completion of minimum 2-3 evaluated pieces of work, as stipulated by the teacher.
- Completion of regular homework assignments (to be handed in through the Aula Virtual or by email).
- Completion of and participation in any online tasks.
- Attendance to tutorials when required.

NOTE: All tasks and assignments must be handed in BY OR BEFORE THE LAST CLASS DAY ACCORDING TO THE OFFICIAL COURSE CALENDAR. If tasks and assignments are not handed in by or before this date, the mark for aforementioned tasks and assignments will be ‘zero’ (0). They will NOT be marked within the ordinary exam period if handed in after this deadline.

ALTERNATIVE EVALUATION:

ORDINARY EXAM PERIOD: Dec-Jan (1st SEMESTER) – May (2nd SEMESTER)

ALTERNATIVE EVALUATION:

EXTRAORDINARY EXAM PERIOD: June-July (1st and 2nd SEMESTERS)

NOTE:
1. Within one academic period, all passed marks from the different BLOCKS will be transferred from the ordinary to the extraordinary exam period.
2. Within one academic period, only those BLOCKS which have been failed in the ordinary exam period may be repeated in the extraordinary exam period.
3. No grades will be transferred from one academic calendar year to the following academic calendar year.

BLOCK 1: WRITTEN EXAM – 50%
- The student will be required to sit one written exam based on the contents covered throughout the course.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1 to calculate an overall grade average with BLOCKS 2 and 3.

BLOCK 2: ORAL ASSESSMENT- 20%
- The student will be required to carry out two ORAL tasks: Task One is a prepared piece of work based on the course content. Task Two is an open question / interview related to the course content, to be announced at the time of the oral assessment.
- The ORAL ASSESSMENT will take place on or before the officially published extraordinary exam date, unless indicated otherwise by the teacher.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2 to calculate an overall grade average with BLOCKS 1 and 3.

BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT – 30%
- The student will have the opportunity to repeat and/or submit one or more major pieces of course-related work BY OR BEFORE the official final exam date in the extraordinary period.
FURTHER NOTES:
1. Coursework deadlines are established at the beginning of the course. No work will be accepted after the due date.
2. Plagiarism is penalized with a FAIL grade, taking the student directly to the extraordinary exam period.
3. Students are responsible for contacting their subject teacher within the first week after receiving notification of having obtained a 'dispensa'. Students are also responsible for being informed regarding and complying with the course requirements.
4. Honorable Mention: An honorable mention is recognition of excellence. It is awarded exclusively to students who stand out from their peers academically, as well as in attitude, dedication and teamwork. This decision lies exclusively with the subject teacher.
5. All degree students are subject to the rules of coexistence (la normativa de convivencia) of the university, with special attention to any infraction attributed to plagiarism and/or cheating on an exam which will be considered as serious faults in agreement with Article 7 in the aforementioned rules.

BIBLIOGRAPHY AND OTHER RESOURCES

Basic

Coursepack: MODERN LANGUAGE - 2nd Year - Business Management and Administration

Additional

Pearson Publishing - Market Leader Intermediate Business English
http://www.world-newspapers.com/