



# MEĐIMURSKO VELEUČILIŠTE U ČAKOVCU

## MEĐIMURJE UNIVERSITY OF APPLIED SCIENCES IN ČAKOVEC

### COURSE SYLLABUS

ACADEMIC YEAR: 2024/2025

#### 1. GENERAL COURSE INFORMATION

<b>1.1 Course name</b>	English Language 1			
<b>1.2 Study program/s</b>	Undergraduate professional study in Computer engineering			
<b>1.3 Course status (O,E)</b>	O	<b>1.6 Mode of instruction (number of hours)</b>	<b>Lectures</b>	15
<b>1.4 Course code</b>			<b>Exercises</b>	45
<b>1.5 Course abbreviation</b>	EJ1		<b>Seminars</b>	
<b>1.6 Semester</b>	1		<b>E-learning</b>	Merlin
<b>1.7 ECTS</b>	5	<b>1.7 Place and time of instruction</b>	The premises of the Međimurje University of Applied Sciences in Čakovec, according to the schedule published on the website	

#### 2. TEACHING STAFF

<b>2.1 Course leader/s-title</b>	Marija Miščančuk, senior lecturer	<b>contact</b>	mmiscancuk@mev.hr
		<b>contact</b>	
<b>2.2 Assistant/s- title</b>		<b>contact</b>	
		<b>contact</b>	
<b>2.3 Instruction held by-title</b>	Marija Miščančuk, senior lecturer	<b>contact</b>	mmiscancuk@mev.hr

#### 3. COURSE DESCRIPTION

<b>3.1. Course goals</b>	After completing the course, the student will be able to use English through all four language skills in the context of the profession.									
<b>3.2 Prerequisites</b>	None									
<b>3.3 Course outcomes</b>	<p>After successfully completing the course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. use the appropriate language register in a specific business situation both in oral and written expression,</li> <li>2. check the meaning of certain phrases and terms from the professional text,</li> <li>3. Integrate business English topics covered during the course in the form of a written work</li> <li>4. create an oral presentation on a specific topic in English</li> </ol>									
<b>3.4 Contribution of the course to the study program</b>	<p>I2 Use information and communication technology in business practice to analyse, interpret and present data</p> <p>I3 Critically evaluate arguments, assumptions and data in order to form an opinion and contribute to the solution of the problem</p> <p>I4 Use a foreign language in business situations in an appropriate way</p>									
<b>3.5 Course content</b>	The course consists of a section in which students are introduced to the basic components of business English. They are also introduced to the basic grammatical structures necessary for communication in the above context in English, as well as the basics of culture and civilization of the English-speaking countries.									
<b>3.6 Types of coursework</b>	x	Lectures	X	Exercises		Blended e-learning	X	Individual activities		Laboratory

	x	Seminars and workshops		Distant learning		Field classes		Multimedia and network		Mentorship																																				
		Other																																												
<b>3.7 Language of instruction</b>	English																																													
<b>3.8 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)</b>	2	Class attendance		Seminars				Research																																						
		Midterm exams/written exam		Project				Essay																																						
		Oral exam		Practical task																																										
	<table border="1"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td>Mid term exam 1</td> <td>30%</td> <td>30</td> </tr> <tr> <td>Mid term exam 2</td> <td>30%</td> <td>30</td> </tr> <tr> <td>Seminar paper</td> <td>15%</td> <td>15</td> </tr> <tr> <td>Presentation</td> <td>15%</td> <td>15</td> </tr> <tr> <td>Oral</td> <td>10%</td> <td>10</td> </tr> <tr> <td><b>Total</b></td> <td><b>100%</b></td> <td><b>100%</b></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i></td> </tr> <tr> <td>Written exam</td> <td>80%</td> <td>80</td> </tr> <tr> <td>Oral exam</td> <td>20%</td> <td>20</td> </tr> <tr> <td><b>Total:</b></td> <td><b>100%</b></td> <td><b>100</b></td> </tr> </tbody> </table> <p><i>Points Grade</i>  89 – 100 excellent (5)  76 – 88 very good (4)  63 – 75 good (3)  50 – 62 pass (2)  0 – 49 fail (1)</p>											Activity specification	Percent %	Points	Assessment during instruction			Mid term exam 1	30%	30	Mid term exam 2	30%	30	Seminar paper	15%	15	Presentation	15%	15	Oral	10%	10	<b>Total</b>	<b>100%</b>	<b>100%</b>	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			Written exam	80%	80	Oral exam	20%	20	<b>Total:</b>	<b>100%</b>
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<b>3.9 Specific features related to taking the course</b>	<p><i>If a student collects 50% of the points of each outcome he/she directly accesses the oral exam. If a student does not achieve a sufficient number of points on the midterm exam, he/she cannot take the next midterm exam, and has to take the written exam.</i></p> <p><i>If he/she passes the written exam, he/she will proceed to the oral part of the exam.</i></p> <p><i>The seminar paper is submitted within the agreed deadline, and certainly before the exam term.</i></p> <p><i>The final grade is given on the oral part of the exam.</i></p>																																													
<b>3.10 Students obligations</b>	<ul style="list-style-type: none"> <li>a full-time student has the right to sit for the exam if he attends classes for a minimum of 70% of the total prescribed number of hours</li> <li>a full-time student who attends classes from 50 to 70% of the total prescribed number of hours can exercise the right to take the exam by completing additional teaching activities in agreement with the course teacher</li> <li>a full-time student who attends a certain course for less than 50% of the prescribed number of hours enrolls in the course the following academic year</li> <li>a part-time student has the right to sit for the exam if he/she attends classes for a minimum of 30% of the total prescribed number of hours</li> <li>a part-time student who attends classes for 20 to 30% of the total prescribed number of hours can exercise the right to sit for the exam</li> </ul>																																													

	<p>by completing additional teaching activities in agreement with the course teacher</p> <ul style="list-style-type: none"> <li>a part-time student who attends the classes of a certain course for less than 20% of the prescribed number of hours re-enrolls in the course the following academic year</li> </ul>	
<b>3.11 Written assignments</b>	Seminar papers must be written on a computer and may have a maximum of 12 tabs of text (Times New Roman, font 12) from the introduction to the conclusion, together with pictures, appendices, tables, etc. Seminar papers must have an adequate title page, table of contents, marked pages and literature. The seminar paper should be divided into chapters and contain a list of references and a list of pictures, tables and graphs, and at the end a summary/conclusion in 250 words. The student guarantees the authenticity of the work with his signature.	
<b>3.12 Required reading</b>	1. S.R. Esteras: Infotech English for computer users, CUP, 2008	
	2. R. Murphy: Grammar in Use, Cambridge University Press, Third Edition 2007	
	1. E.H. Glesdinning, J. Mc Ewan: Oxford English for Information Technology, Oxford University Press, 2002	
	2. S.R. Esteras, E.M. Fabre: ICT, Professional English in Use, CUP, 2007	
	3. Advanced Oxford Dictionary	
<b>4. ADDITIONAL INFORMATION ABOUT THE COURSE</b>		
<b>4.1 Quality control</b>	The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Međimurje University of Applied Sciences in Čakovec.	
<b>4.2 Contact the teacher</b>	Students can contact the teacher during the office hours and during classes. All other methods of communication are arranged with the teacher. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is desirable for students to come as often as possible for any possible questions during the teacher's office hours.	
<b>4.3 Information about the course</b>	It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the University at least 24 hours in advance.	
<b>5. ELABORATION OF THEMATIC UNITS</b>		
Week	Topic	Course outcome
1.	Introduction to the course and detailed lesson plan	
2.	Digital age - concept and discussion Verb tenses - General overview	I1,2
3.	How to write a seminar	I3
4.	How to give a presentation Computer system and its parts - hardware, software	I4,2
5.	Present tenses – Present Simple/Continuous Tenses Technical specifications of the computer system	I1,2
6.	Past tenses – Past Simple/Continuous/Perfect Tenses Student presentations	I1,3
7.	Present Perfect Simple Tense Peripheral devices - input/output	I1,2
8.	Mid term exam 1	I1,2,3,4
9.	Future tenses - Future Keyboard, scanner, mouse	I1,2
10.	Modal verbs and their use	I1

	Monitor, Printers	
11.	Comparison of adjectives Ergonomics	I1,2
12.	Basics of business correspondence - types of correspondence and the basic differences between them	I3
13.	CV and application letter Data storage - magnetic storage, Optical storage	I2,3
14.	Summarizing the text, Student presentations	I3, 4
15.	Mid term exam 2	I1,2,3, 4