



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	English Language 1			
1.2 Study program/s	Undergraduate professional study in Computer Science			
1.3 Course status (O,E)	O	1.6 Mode of instruction (number of hours)	Lectures	15
1.4 Course code			Exercises	45
1.5 Course abbreviation	EJ1		Seminars	
1.6 Semester	1		E-learning	
1.7 ECTS	4	1.7 Place and time of instruction	The premises of the Polytechnic of Međimurje in Čakovec, according to the timetable published on the website	

2. TEACHING STAFF

2.1 Course leader/s-title	Marija Miščančuk, senior lecturer	contact	mmiscancuk@mev.hr
	Martina Sobočan, senior lecturer	contact	msobocan@mev.hr
2.2 Assistant/s- title		contact	
2.3 Instruction held by- title	Jurica Vugrin, prof.	contact	jurica.vugrin@mev.hr

3. COURSE DESCRIPTION

3.1 Course goals	After completing the course, the student will be able to use English through all four language skills in the context of the profession.									
3.2 Prerequisites	None									
3.3 Course outcomes	<p>After successfully completing the course, students will be able to:</p> <p>I1 - Analyse the grammatical structures of the English language so that they can be applied in everyday situations</p> <p>I2 - Use basic terms related to professional vocabulary in professional texts in English</p> <p>I3 – Create a written work including appropriate vocabulary and grammatical structures</p> <p>I4 - Design an oral presentation on a specific topic in English</p>									
3.4 Course content	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.									
3.5 Types of coursework	x	Lectures	x	Exercises		Blended e-learning	x	Individual activities		Laboratory
	x	Seminars and workshops	x	Distant learning		Field classes		Multimedia and network		Mentorship
		Other								
3.6 Language of instruction	Croatian/English									
	2	Class attendance		1	Seminars			Essay		

3.7 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)		Class activity		Project		Report/paper
	1	Midterm exams		Practical task		Continuous knowledge check
		Written exam		Experimental work		
		Oral exam		Research		

3.8 Assessment and evaluation of students' work during classes and at the final exam	<table border="1"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3">Assessment during instruction</td> </tr> <tr> <td>Attendance</td> <td>5%</td> <td>5</td> </tr> <tr> <td>Seminar/ project/ essay</td> <td>15%</td> <td>15</td> </tr> <tr> <td>Presentation</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Midterm exam 1</td> <td>30%</td> <td>30</td> </tr> <tr> <td>Midterm exam 2</td> <td>30%</td> <td>30</td> </tr> <tr> <td colspan="3"><i>Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</i></td> </tr> <tr> <td>Written exam</td> <td>90%</td> <td>90</td> </tr> <tr> <td>Oral exam</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>			Activity specification	Percent %	Points	Assessment during instruction			Attendance	5%	5	Seminar/ project/ essay	15%	15	Presentation	10%	10	Midterm exam 1	30%	30	Midterm exam 2	30%	30	<i>Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</i>			Written exam	90%	90	Oral exam	10%	10	Total:	100%	100
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	<p>Written exam The written exam is taken through two midterm exams, a seminar and a presentation, or a final written exam.</p> <p>Oral exam An assistant or another student must be present in the room during the oral exam. Exam questions must be written down to determine if all outcomes have been verified. The oral exam is mainly used as an upgrade to the written one, only exceptionally as the only form of knowledge assessment.</p>																																			

3.9 Assessment criteria – analysis per learning outcomes	Ways of evaluating learning outcomes							
		Atten dance	Class activity	Mid-term exam 1	Mid-term exam 2	Seminar paper	Prezent ation	Total
	Outcome 1			15	15			
	Outcome 2			15	15			
	Outcome 3					15		
	Outcome 4						10	
	Outcome not-related	5	10	30	30	15	10	
	Total	5	10	30	30	15	10	100

	<p>Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)</p> <table> <tr> <td>Points</td> <td>Grade</td> </tr> <tr> <td>89 – 100</td> <td>excellent (5)</td> </tr> <tr> <td>76 – 88</td> <td>very good (4)</td> </tr> <tr> <td>63 – 75</td> <td>good (3)</td> </tr> <tr> <td>50 – 62</td> <td>pass (2)</td> </tr> <tr> <td>0 – 49</td> <td>fail (1)</td> </tr> </table>	Points	Grade	89 – 100	excellent (5)	76 – 88	very good (4)	63 – 75	good (3)	50 – 62	pass (2)	0 – 49	fail (1)
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3.10 Specific features related with taking the course	<p>In the semester, students will write 2 midterm exams, write a seminar on a specific given topic and give a presentation on the same topic. The 1st midterm exam is written after the first 7 weeks of classes and covers the learning outcomes covered in the first 7 weeks. The 2nd midterm exam is written after the other 7 weeks of classes and covers the learning outcomes covered in the other 7 weeks of classes. Midterm exams are taken during the teaching period in the 1st week after each cycle of 7 weeks of teaching. The type of questions is defined by the teacher, but all questions and tasks cover the course material or learning outcomes. The topic of the seminar is determined by the teacher in cooperation with the student, and the date of the seminar is defined. After the submission of the seminar, the date of the presentation is determined. A student who does not take any of the intermediate exams or does not submit a seminar or give a presentation has not met the conditions for exemption from the written exam and must take the written exam, followed by an oral exam. The final grade is obtained in the oral part of the exam. If the student collects 50% of the points of each outcome, he / she directly takes 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. Once won points in midterm exams for each learning outcome are no longer deleted unless the student decides to correct the result for a particular learning outcome, whereby the points won until then are deleted and newly earned points are entered for that learning outcome.</p>												
3.11 Students obligations	<p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam. Attendance can be offset by online tuition, organised webinars and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In that case, if the student missed more than 50% of classes, and has a justifiable reason/apology, the request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.</p>												
3.12 Written assignments	<p>Seminar papers must be computer written and may have a maximum of 12 text cards (Times New Roman, font 12) from introduction to conclusion, together with pictures, appendices, tables, etc. Seminar papers must have an adequate title page, content, marked pages and literature. The seminar paper should be divided into chapters and contain a list of references and a list of figures and tables and graphs and finally a summary / conclusion in the size of 250 words. The student guarantees the authenticity of the work with his signature.</p>												
3.13 Required reading	<table> <tr> <td>1.</td> <td>S.R. Esteras: Infotech English for computer users, CUP, 2008</td> </tr> <tr> <td>2.</td> <td>R. Murphy: Grammar in Use, Cambridge University Press, Third Edition 2007</td> </tr> </table>	1.	S.R. Esteras: Infotech English for computer users, CUP, 2008	2.	R. Murphy: Grammar in Use, Cambridge University Press, Third Edition 2007								
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3.14 Additional reading	<table> <tr> <td>1.</td> <td>E.H. Glesdinning, J. Mc Ewan: Oxford English for Information Technology, Oxford University Press, 2002</td> </tr> </table>	1.	E.H. Glesdinning, J. Mc Ewan: Oxford English for Information Technology, Oxford University Press, 2002										
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	2.	S.R. Esteras, E.M. Fabre: ICT, Professional English in Use, CUP, 2007
	3.	Advanced Oxford Dictionary
	4.	
	5.	

4 ADDITIONAL COURSE INFORMATION

4.1 Quality control	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 Polytechnic of Međimurje in Čakovec.
4.2 Contact the teacher	Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. 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.
4.3 Information about the course	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 Polytechnic at least 24 hours in advance.
4.4 Course contribution to the study program	IS 1 Apply the acquired learning skills, basic knowledge of the profession and problem solving necessary for continuing studies at a higher level. IS2 Use English in the appropriate domain in communication with professionals and lay people.

5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)

LECTURES				
Hours	Topic and description	Method <ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	Learning outcomes	Course outcome
1.	Introduction to the course and a detailed syllabus. Defining content	Lecture, ppt presentation		
2.	Verb tenses - Overview	Lecture, ppt presentation	Categorise and establish the differences between different tenses	I 1
3.	How to write a seminar	Lecture, ppt presentation	Present how to write a seminar paper	I 3
4.	How to deliver a presentation	Lecture, ppt presentation	Present how to deliver a presentation	I 4
5.	Present tenses – Present Simple/Continuous Tenses	Lecture, ppt presentation	Assess the situation for the use of a particular present tense	I 1
6.	Past tenses – Past Simple/Continuous/Perfect Tenses	Lecture, ppt presentation	Assess the situation for the use of a particular past tense	I 1

7.	Present Perfect Simple Tense	Individual work	Assess the situation for the use of Present Perfect Simple tenses	1 1
8.	Midterm exam 1	Individual work	Outcome check	1,2
9.	Future tenses	Lecture, ppt presentation	Assess the situation for the use of a particular future tense	1 1
10.	Modal verbs and their use	Lecture, ppt presentation	Justify the use of a modal verb in a particular context	1 1
11.	Comparison of adjectives	Lecture, ppt presentation	Identify the three degrees of comparison of adjectives in context	1 1
12.	Basics of business correspondence - types of correspondence and basic differences between them	Lecture, ppt presentation	Identify the differences between formal and informal types of written communication	1 3
13.	CV and application letter	Lecture, ppt presentation	Write a CV and a letter of application	1 3
14.	Summarising	Lecture, ppt presentation	Apply the basic principles of summarizing text	1 3
15.	Midterm exam 2	Individual work	Outcome check	1,2
EXERCISES/ SEMINARS				
Hours	Topic and description	Method <ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	Learning outcomes	Course outcome
1.	Introducing students to the way of working and their obligations, the way of checking knowledge.	direct teaching (lecture, pp presentation)		
2. 3.	The Tense system – general overview	Guided learning	Formulate and suggest the use of a particular tense in a particular situation	1 1
4. 5.	Digital Age	Working on the text, learning by discovery	Discover the meaning of terms related to the mentioned topic	
6.	How to write a seminar	Discussion	Write a seminar paper	1 2
7. 8.	Computer system and its parts – hardware, software	Working on the text, learning by discovery	Use computer system terminology in an appropriate context	
9.	How to deliver a presentation	Discussion	Make and deliver a presentation	1 3

10.	Technical specifications of a computer system	Working on the text, learning by discovery	Distinguish technical specifications of a computer system	12
11.				
12.	Student presentations	Individual work	Make and deliver a presentation	
13.	Present Simple/Continuous Tenses	Guided learning	Formulate and suggest the use of a particular present tense in a particular situation	1 4
14.	Peripherals – Input and Output devices	Working on the text, learning by discovery	Demonstrate the differences between computer system peripherals	1 2
15.				
16.	Past Simple/Continuous/Perfect Tenses	Guided learning	Formulate and suggest the use of a particular past tense in a particular situation	
17.	Keyboard, scanner, mouse	Working on the text, Group work	Analyse the characteristics of individual input devices of a computer system	1 4
18.				
19.	Present Perfect Simple Tense	Guided learning	Present the use of Present Perfect S. in a particular situation	1 1
20.	Monitor	Working on the text, learning by discovery	Analyse the characteristics of the monitor - the output device of the computer system	1 2
21.				
22.	Midterm exam 1	Individual work	Outcomes check	
23.	Student presentations	Individual work	Make and deliver a presentation	1 1
24.				
25.	Future	Guided learning	Formulate and suggest the use of a particular future tense in a particular situation	1 2
26.	Ergonomics	Working on the text, learning by discovery	Show the main characteristics of ergonomics	
27.				
28.	Modal verbs and their use	Working on the text, learning by discovery	Formulate and suggest the use of a particular modal verb in a particular situation	1 1
29.	Printers	Working on the text, learning by discovery	Analyse the characteristics and types of printers - the output device of a computer system	1 2
30.				
31.	Comparison of adjectives	Guided learning	Formulate and suggest the use of a particular degree in a particular situation	
32.	Computer systems for the disabled	Working on the text, learning by discovery	Describe different computer systems for use by people with disabilities	1 1,2
33.				
34.	Business correspondence – types of letters and main differences between them	Group work	Distinguish the types of business letters and interpret the basic differences between them	1 3

35.	Data storage – Magnetic storage	Working on the text, learning by discovery	Analyse the characteristics of magnetic data storage	
36.				
37.	CV and application letter	Individual work	Write a CV and a letter of application	1 1
38.				
39.	Data storage – Optical storage	Working on the text, learning by discovery	Analyse the characteristics of optical data storage	1 2
40.	Summarising	Group work	Summarise a text	
41.				
42.	Flash memory	Working on the text, learning by discovery	Analyse the characteristics of flash memory storage	1 1
43.				
44.	Student presentations	Individual work	Prepare and deliver a presentation	1 2
45.	Midterm exam 2	Individual work	Outcomes check	1,2