



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2022/2023

1. GENERAL COURSE INFORMATION

1.1 Course name	English Language 2			
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	EJ2		Seminars	
1.6 Semester	2		E-learning	
1.7 ECTS	5	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	Marija Miščančuk, senior lecturer Jurica Vugrin, associate	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	After successfully completing the course, students will be able to: I1 - Analyse the grammatical structures of the English language so that they can be applied in everyday situations I2 - Use basic terms related to professional vocabulary in professional texts in English I3 – Create a written work including appropriate vocabulary and grammatical structures I4 - Design an oral presentation on a specific topic in Englishx									
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		Distant learning		Field classes		Multimedia and network		Mentorship
		Other								
3.6 Language of instruction	Croatian/English									

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)	0.5	Class attendance	1	Seminars		Essay																																																								
	0.5	Class activity		Project		Report/paper																																																								
	1	Midterm exams		Practical task		Continuous knowledge check																																																								
		Written exam		Experimental work																																																										
	1	Oral exam		Research																																																										
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table><tr><th>Activity specification</th><th>Percent %</th><th>Points</th></tr><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">Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester</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></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	Exam assessment for the students who failed to fulfil all the obligatory requirements during the semester			Written exam	90%	90	Oral exam	10%	10	Total:	100%	100																							
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	Written exam The written exam is taken through two midterm exams, a seminar and a presentation, or a final written exam.																																																													
	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.																																																													
3.9 Assessment criteria – analysis per learning outcomes	<table><tr><th></th><th colspan="6">Ways of evaluating learning outcomes</th></tr><tr><th></th><th>Attendance</th><th>Class activity</th><th>Mid-term exam 1</th><th>Mid-term exam 2</th><th>Seminar paper</th><th>Prezentat ion</th></tr><tr><td>Outcome 1</td><td></td><td></td><td>15</td><td>15</td><td></td><td></td></tr><tr><td>Outcome 2</td><td></td><td></td><td>15</td><td>15</td><td></td><td></td></tr><tr><td>Outcome 3</td><td></td><td></td><td></td><td></td><td>15</td><td></td></tr><tr><td>Outcome 4</td><td></td><td></td><td></td><td></td><td></td><td>10</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Outcome not-related</td><td>5</td><td>10</td><td>30</td><td>30</td><td>15</td><td>10</td></tr></table>							Ways of evaluating learning outcomes							Attendance	Class activity	Mid-term exam 1	Mid-term exam 2	Seminar paper	Prezentat ion	Outcome 1			15	15			Outcome 2			15	15			Outcome 3					15		Outcome 4						10								Outcome not-related	5	10	30	30	15	10
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	Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)																																																													
Points Grade																																																														
89 – 100 excellent (5)																																																														
76 – 88 very good (4)																																																														
63 – 75 good (3)																																																														
50 – 62 pass (2)																																																														
0 – 49 fail (1)																																																														

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>										
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4 ADDITIONAL COURSE INFORMATION											
4.1 Quality control	<p>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.</p>										

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.