**description of the course of study**

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| **Course code** | **0231.8.FILA1P.D08.TKO** | |
| **Name of the course in** | Polish | Tłumaczenia korporacyjne |
| English | Translation in Corporate English |

1. **LOCATION OF THE course OF STUDY within the system of studies**

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| **1.1. Field of study** | English Philology |
| **1.2. Mode of study** | full-time, extramural |
| **1.3. Level of study** | 1st grade (BA) |
| **1.4. Profile of study\*** | practical |
| **1.5. Person preparing the course description** | mgr Marzena Miękina |
| **1.6. Contact** | mmiekina@ujk.edu.pl |

1. **General characteristicS of the course of study**

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| **2.1. Language of instruction** | English |
| **2.2. Prerequisites\*** | Knowledge of English at B1 level. |

1. **DETAILED CHARACTERISTICS OF THE COURSE OF STUDY**

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| * 1. **Form of classes** | | classes |
| * 1. **Place of classes** | | didactic rooms of the Branch Campus in Sandomierz of Jan  Kochanowski University in Kielce |
| * 1. **Form of assessment** | | Graded credit |
| * 1. **Teaching methods** | | work with the textbook, discussion, pair work, individual work, mini-presentation |
| * 1. **Bibliography** | **Required reading** | Filak M. Radej F. Angielski w Tłumaczeniach Business. Preston Publishing  Atkinson, Victoria, et al. Business English. Edgard |
| **Further reading** | Robbins, Sue. First Insights into Business. Longman  Jendrych E., Business English, C.H. Beck |

1. **Objectives, syllabus CONTENT and intended LEARNING outcomes**

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| * 1. **Course objectives *(including form of classes)***   Classes  C1. – Familiarize students with the basics of English used in corporations (company structure, HR, office  organization, meeting/conference, marketing, logistics, customer service, production, EU) (translation, discussion)  C2. – To enable students to practice their knowledge in translating excerpts of texts and documents (typical and unusual) (exercises, self-study)  C3. – Show students the relationship between the discussed material and elements of everyday life (scenes,  documents) |
| * 1. **Detailed syllabus *(including form of classes)***   Classes 45h/45h  Areas to discuss:   1. Company structure 2. HR 3. Organization of the office 4. Meeting/Conference 5. Marketing 6. Logistics 7. Customer service 8. Production 9. International Organizations (EU, NAFTA) |

**4.3 Intended learning outcomes**

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| **Code** | **A student, who passed the course** | **Relation to learning outcomes** |
| within the scope of **knowledge:** | | |
| W01 | knows the basic terminology and has basic information in the field of corporate English. | FILA1P\_W05 |
| W02 | knows extended terminology and has extended information in the field of corporate English. | FILA1P\_W05  FILA1P\_W02 |
| within the scope of **ABILITIES:** | | |
| U01 | can use the acquired terminology and knowledge in typical situations which require corporate English.. | FILA1P\_U08  FILA1P\_U16 |
| U02 | can use the terminology and acquired knowledge in unusual situations which require corporate English. | FILA1P\_U01  FILA1P\_U08  FILA1P\_U05 |
| within the scope of **Social COMPETENCE:** | | |
| K01 | is aware of the need to constantly improve his knowledge and skills in the English language used in an international company. | FILA1P\_K01 |
| K02 | is prepared for effective team work and responsible use of his knowledge in the field of corporate English | FILA1P\_K02  FILA1P\_K03 |

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| * 1. **Methods of assessment of the intended learning outcomes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teaching**  **outcomes**  ***(code)*** | | **Method of assessment (+/-)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Exam oral/written\*** | | | | | **Test** | | | | | **Project** | | | | | | **Effort**  **in class** | | | | | | **Self-study** | | | | | | **Group work** | | | | | | **Others** | | | | | |
| ***Form of classes*** | | | | | ***Form of classes*** | | | | | ***Form of classes*** | | | | | | ***Form of classes*** | | | | | | ***Form of classes*** | | | | | | ***Form of classes*** | | | | | | ***Form of classes*** | | | | | |
| *L* | | *C* | | *...* | *L* | *C* | | *...* | | *L* | | *C* | | *...* | | *L* | | *C* | | *...* | | *L* | | *C* | | *...* | | *L* | | *C* | | *...* | | *L* | | *C* | | *...* | |
| W01 |  | |  | |  | |  | | ***+*** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| W02 |  | |  | |  | |  | | ***+*** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| U01 |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | ***+*** | |  | |  | |  | |  | |  | |  | |  |
| U02 |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | ***+*** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| K01 |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | ***+*** | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| K02 |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | ***+*** | |  | |  | |  | |  |

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| * 1. **Criteria of assessment of the intended learning outcomes** | | |
| **Form of classes** | **Grade** | **Criterion of assessment** |
| **classes (C)\*** | **3** | The student knows the basic terminology (can give Polish equivalents).  *Low effort in class (below 60% of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 50-59%* |
| **3,5** | The student is able to translate basic texts into Polish.  *Low effort in class (below 60% of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 60-69%* |
| **4** | The student can translate extended texts into Polish  *Medium effort in class ( 60% - 89 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 70-79%* |
| **4,5** | The student is able to apply the issues discussed in a limited number of situational contexts.  *Medium effort in class ( 60% - 89 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 80-89%* |
| **5** | The student can apply the issues discussed in situational contexts referring to all matters discussed.  *High effort in class ( over 90 % of the classes)*  *The assignments the student was expected to complete in order to pass (receive graded credit for) the class were assessed and the result fell within the percentage range of 90-100%* |

1. **BALANCE OF ECTS CREDITS – STUDENT’S WORK INPUT**

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| **Category** | **Student's workload** | |
| **Full-time**  **studies** | **Extramural studies** |
| *NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/* | ***45*** | ***45*** |
| *Participation in classes* | 45 | 45 |
| *INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/* | ***30*** | ***30*** |
| *Preparation for the classes* | 15 | 15 |
| *Preparation for the final test* | 15 | 15 |
| *TOTAL NUMBER OF HOURS* | ***75*** | ***75*** |
| ECTS credits for the course of study | **3** | **3** |

***Accepted for execution*** *(date and legible signatures of the teachers running the course in the given academic year)*

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