



COURSE DESCRIPTION CARD - SYLLABUS

Course name

English course

Course

Field of study

Management Engineering

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/2

Profile of study

general academic

Course offered in

English

Requirements

elective

Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

45

Number of credit points

1

Lecturers

Responsible for the course/lecturer:

MSc., Joanna Potrzebska,

Mail to: joanna.potrzebska@put.poznan.pl

Phone: 61 665 24 91

Centre of Languages and Communication

ul. Piotrowo 3A, 61-138 Poznań

Responsible for the course/lecturer:

Prerequisites

The student has language competence compatible with level B1, according to the description of language proficiency levels (CEFR). The student has mastered the grammatical structures and general vocabulary required on the high school graduation exam with regard of productive and receptive skills. The student has the ability to work individually and in a team. The student has the ability to apply various sources of available information.

Course objective

Improving students' language competence to the minimum level of B2 (CEFR).

Developing the skills of effective use of the academic language and a specialist language appropriate for a given area in four language skills.



Improving the skills of working with technical texts on technical issues (familiarizing students with the basic translation techniques).

Improving the ability to function on the international labor market and in everyday life.

Course-related learning outcomes

Knowledge

The student:

1. has knowledge of fundamental issues in the scope of management characteristic for management [P6S_WG_08]

Skills

The student

1. is able to collect on the basis of the literature of the subject and other sources (in Polish and English) and, in an orderly manner, provide information on the problem within the framework of management and its specific issues [P6S_UW_01] ,
2. is able to present (using appropriately selected means) a problem within the framework of management [P6S_UK_01],
3. is able to prepare in English language a well documented paper on issues in the field of management at the B2 level of the Common European Framework of Reference for Languages [P6S_UK_02].

Social competences

The student

1. is aware of initiation of activities related to the formulation and information sharing, and cooperation in the society in the scope of management [P6S_KO_02],
2. is aware of collaboration and groupwork to solve problems within the framework of management [P6S_KR_02].
3. is able to look for useful educational institutions and organisations which can facilitate further development[P6S_KK_01]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment:

- current assessment during classes (based on presentations and essays prepared by the student, colloquiums and tests),

Summative assessment:

- an average of the grades obtained during tutorials

Programme content



1. Services and systems

- Establishing services and systems
- Explaining how something works

2. Customers

- Customer service in operation
- Managing customer feedback

3. Working together

- Team work
- Encouraging people

4. Logistics

- Supply chain
- Handling orders
- Reporting problems
- Operations management

Teaching methods

Feeding methods: work with textbook, work with online text (professional articles).

Problem solving methods: case study, brain- storming, metoda inscenizacyjna, SWOT, role play, language games).

Practical methods (grammar and vocabulary exercises, translations, presentations, essay writing).

Discussion (Oxford debates, dialogues in pairs).

Exposing methods (drama, film, auditions).

Bibliography

Basic

1. Duckwort M., Turner R. (2008), Business Result DVD Edition: Upper-intermediate, Oxford University Press.

Additional

Hanf, B. 2001. Angielski w Technice. LektorKlett.

Grzegożek, M. / Starmach, I. 2004. English for Environmental Engineering. Politechnika Krakowska.



Kucharska-Raczunas, A. / Maciejewska, J. 2009. English for Mathematics. Politechnika Gdańska.

Cook R. / Pedretti M. 2008. Success with BEC. Summertown Publishing.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	1,0
Classes requiring direct contact with the teacher	45	0,5
Student's own work (literature studies, preparation for tutorials, preparation for tests, preparation for presentations, preparation to test) ¹	30	0,5

¹ delete or add other activities as appropriate