Kielce University of Technology

FACULTY OF MANAGEMENT AND COMPUTER MODELLING

COURSE SPECIFICATION

Course code	full-time studies	**Z-ZB-E-101**
	part-time studies	**-**
Course title in English	**English 1**	
Course title in Polish	**Język angielski I**	
Valid from academic year	**2025/2026**	

PLACEMENT IN THE TEACHING PROGRAM

Programme of study	**BUSINESS MANAGAMENT**
Level of education	**1st degree**
Studies profile	**academic**
Form and mode of study	**full-time programme**
Scope	**all**
Academic unit responsible for the course	**Faculty Foreign Language Laboratory**
Course coordinator	**mgr Agnieszka Szczepaniak**
Approved by	**dr hab. inż. Dariusz Bojczuk, prof. uczelni**

GENERAL CHARACTERISTIC OF THE COURSE

Teaching block	**Subject of general education**	
Course status	**Obligatory**	
Language of instruction	**English**	
Semester of delivery	full-time studies	**Semester I**
	part-time-studies	**-**
Prerequisites		
Exam (YES/NO)	**NO**	
ECTS	**2**	

Method of conducting classes		lecture	classes	laboratory	project	other
Number of hours per semester	full-time			**30**		
	part-time			**-**		

Kielce University of Technology

FACULTY OF MANAGEMENT AND COMPUTER MODELLING

LEARNING OUTCOMES

Category	Outcome code	Course learning outcomes	Reference to the directional learning effect
Skills	U01	The student can use communication phrases essential for meetings; has the ability to express opinions related to socio-economic issues; can talk about the organisational structure of the company.	ZB1_U12
	U02	The students can acquire, interpret and compare information from English-language sources; is able to prepare and deliver a presentation correctly; can handle business correspondence in English.	ZB1_U12
Social competences	K01	The student improves their linguistic competence in order to develop professionally, enhances their collaboration skills and acquires respect for cultural differences within the national and global business environment.	ZB1_K02 ZB1_K07

COURSE CONTENT

Method of conducting classes	Course content
laboratory	Company structure based on the press agency- roles and responsibilities. The organisation of innovative companies. The ways of expressing the future - writing an e-mail. Communication skills: chairing a meeting - introducing oneself and greetings. *Present tenses*-contrast. Marketing-description of luxury brands. Communication skills: supporting teamwork-, asking for and giving advice. Presentation - typical expressions and rules for a successful presentation. Verbs requiring the gerund form and infinitive. Writing invitations- accepting or declining.

METHODS FOR VERIFYING LEARNING OUTCOMES

Outcome code	Learning outcomes verification methods					
	Oral examination	Written examination	Test	Project	Report	Other
U01			X			
U02			X			
K01						X

FORM AND CONDITIONS OF ASSESSMENT

Form of classes	Assessment type	Assessment Criteria
laboratory	Credit with grade	Tests, presentations and student activity in class

Kielce University of Technology

FACULTY OF MANAGEMENT AND COMPUTER MODELLING

STUDENT WORKLOAD

No.	Activity type	Student workload					Unit
		full-time					
		W	C	L	P	S	h
1.	Scheduled contact hours			30			h
2.	Other (consultations, exams)			2			h
3.	**Total number of contact hours**	**32**					h
4.	**Number of ECTS credits for contact hours**	**1,3**					ECTS
5.	**Number of hours of independent student work**	**18**					h
6.	**Number of ECTS points that a student obtains through independent work**	**0,7**					ECTS
7.	**Workload related to practical classes**	**50**					h
8.	**Number of ECTS credit points which a student receives for practical classes**	**2,0**					ECTS
9.	**Total number of hours of a student's work**	**50**					
10.	**ECTS credits for the course** *1 1 ECTS credit =25 student learning hours*	**2**					ECTS

ECTS Balance

W - LECTURE   C – CLASSES   L – LABORATORY   P- PROJECT   S – SEMINAR

READING LIST

1. Dubicka I., O'Keeffe M., Dignen B., Hogan M., Wright I., (2018), *Business Partner,* Pearson
2. Emmerson P., (2020), *Business Grammar Builder*, Macmillan
3. Evans L., (2018), *Business Partner workbook*, Pearson
4. Macmillan English Dictionary for Advanced Learners (online)
5. Materials from the Internet sources and English press