

**FACULTY OF SOCIETY AND SCIENCE  
STUDY COURSE DESCRIPTION**

<b>Course Title:</b>	<b>English for Business Purposes II</b>				
<b>Course code (LAIS):</b>	<b>Valo2022</b>				
<b>Study programme:</b>	<b>Business Administration</b>				
<b>Level of Study programme:</b>	<input type="checkbox"/>	1st level professional higher education			
	<input checked="" type="checkbox"/>	Professional Bachelor			
	<input type="checkbox"/>	Professional Master			
	<input type="checkbox"/>	Academic Master			
	<input type="checkbox"/>	PhD level			
<b>Type of Study programme:</b>	<input checked="" type="checkbox"/>	Compulsory course (Part A)			
	<input type="checkbox"/>	Professional specialization courses (Part B, compulsory)			
	<input type="checkbox"/>	Professional specialization optional courses (Part B, optional)			
	<input type="checkbox"/>	Elective courses (Part C)			
<b>Course Workload:</b>	<b>Credits</b>	<b>ECTS</b>	<b>Academic hours</b>	<b>Contact hours</b>	<b>Independent work hours</b>
	2	3	80	32	48
<b>Course Author/ Tutor:</b>	<b>Santa Laurīte</b>				
	Mag. paed.				
	<a href="mailto:santa.laurite@va.lv">santa.laurite@va.lv</a>				
	Consultation: according to the schedule for each semester				
<b>Study Form:</b>	Full time studies				
<b>Study year, semester:</b>	1 <sup>st</sup> year, 2 <sup>nd</sup> semester				
<b>Language:</b>	English				
<b>Prerequisites for the Course:</b>	General English, level B2				
<b>Course Summary:</b>	The goal of the course is to develop the students' competence in the English language through practicing the use of the language in specialty related areas, facilitating development of such skills and abilities that enhance the foreign language competences vital for communication in professional domain in English.				
<b>Assessment:</b>	Examination				
<b>Requirements for Credits:</b>	Tested homeworks and independent works. Tested 3 testing works. Tested individual presentation. Final assessment consists of: Examination assessment 30%, testing and independent work assessment 70%				
<b>Abiding by the Academic Ethics</b>	<p>Students must abide by the academic and research ethics, Vidzeme University of Applied Sciences Ethics Regulations, incl.:</p> <ul style="list-style-type: none"> <li>– study papers must be independently developed;</li> <li>– the study work should reference all statements, ideas and data used that have been authored by someone else;</li> <li>– appropriate data acquisition methods should be used in the acquisition of data, the research ethics must be respected, empirical data must be collected independently and cannot be distorted or falsified;</li> <li>– the examination must be carried out by the student independently, without the use of supporting materials and/or consultations with other students, unless the lecturer states otherwise.</li> </ul> <p>In the event of non-compliance with the academic and research ethics, punishment is imposed in accordance with the ViA Ethics Regulations and the study course must be re-taken, unless the punishment is extramarital.</p>				
<b>Learning Outcomes; the evaluation methods and criteria</b>	<b>Learning Outcomes</b>			<b>The evaluation methods and criteria</b>	
	<b>Knowledge</b>				
	Specialty related vocabulary, terminology, structures of academic expression.			Testing works, examination.	
	<b>Skills</b>				

	Understand written and spoken text,	Literature studies, text summary, seminars, testing works, examination
	Define and explain entrepreneurship terminology and processes.	
	<b>Competency</b>	
	Present and discuss about current topics in the specialty.	Presentation
	Formulate and express opinion in written form, observing the academic style.	Various kinds of written assignments, argummented essay.
	Appropriate usage of lexical and grammatical structures.	Examination.
<b>Course Compulsory literature:</b>	Emmerson P. Business English Handbook Advanced, Macmillan Education, 2012 Mascull B. Busiess Vocabulary in Use Advanced, CUP, 2018 Moore J. Oxford Academic Vocabulary Practice, OUP, 2017 Pride, William M. Business, Cengage Learning, 2014 <a href="http://www.oxfordlearnersdictionaries.com/">http://www.oxfordlearnersdictionaries.com/</a> <a href="http://www.businessdictionary.com/">http://www.businessdictionary.com/</a> <a href="http://www.economist.com/">http://www.economist.com/</a>	
<b>Course additional literature:</b>	G.Tullis New Insights into Business, Longman 2004 Mascull B. Business vocabulary in use, CUP, 2002 Duckworth M. Business Grammar & Practice Intermediate, OUP, 2003 T.Theo Develop Your Presentation Skills, Kogan Page, 2016 Materiāli no datu bāzēm Internetā pieejamie resursi: <a href="http://www.nytimes.com/">http://www.nytimes.com/</a> <a href="http://www.balticbusinessnews.com/">http://www.balticbusinessnews.com/</a> <a href="http://www.bbc.co.uk/news/business/">http://www.bbc.co.uk/news/business/</a> <a href="http://www.businessweek.com/">http://www.businessweek.com/</a>  <a href="#">TED talks</a>	
<b>Course confirmation date:</b>	05.09.2018.	
<b>Date of course description update:</b>	31.08.2018.	

### Study Course Plan:

Date	Theme	Academic hours		Study Form/ Organization of independent work of students and task description
		Contact hours	Independent work hours	
<i>The date is specified before the implementation of the course</i>	Career, professions. Describing people. Management.Leaders. Motivation. Recruitment. CV, Job Interviews. Job Contract. Academic Style – Vocabulary usage.	8		Lectures, practical lessons, seminars, group work, case analysis, testing work
			10	Literature studies, individual or group independent work
	Business Plan. Marketing. Products and production. Money, Finance, Accouting. Contracts.	8		Lectures, practical lessons, seminars, group work, case analysis, testing work

	Comparison.		12	Literature studies, individual or group independent work
	Cross-cultural issues. Business and Environment. Business Ethics. Describing Trends. Graphs and Charts.	8		Lectures, practical lessons, seminars, group work, case analysis, testing work
			12	Literature studies, individual or group independent work
	Accademic style expression in written form.	2		Lecture, practical lesson
			2	Preparation for written work
	Presentations and discussions on specialty related current topics.	4		Presentations, discussion
			10	Literature studies, individual independent work, preparation of presentation
	Final assessment.	2		Exam
			2	Preparation for the exam
<b>Hours total:</b>		<b>32</b>	<b>48</b>	