COURSE OUTLINE

(1) GENERAL

SCHOOL	SCHOOL OF BUSINESS
ACADEMIC UNIT	DEPARTMENT OF TOURISM ECONOMICS AND MANAGEMENT
LEVEL OF STUDIES	UNDERGRADUATE
COURSE CODE	TO1003 **SEMESTER** WINTER
COURSE TITLE	FOREIGN LANGUAGE (ENGLISH A')

INDEPENDENT TEACHING ACTIVITIES *if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits*	WEEKLY TEACHING HOURS	CREDITS
LECTURES	3	4
TUTORIALS	1	
Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).		

COURSE TYPE *general background, special background, specialised general knowledge, skills development*	GENERAL BACKGROUND
PREREQUISITE COURSES:	NO
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	ENGLISH
IS THE COURSE OFFERED TO ERASMUS STUDENTS	YES
COURSE WEBSITE (URL)	

(2) LEARNING OUTCOMES

Learning outcomes
The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.
Consult Appendix A
• *Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area*
• *Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B*
• *Guidelines for writing Learning Outcomes*

This module aims at providing students with the necessary skills that will enable them to effectively use business literature and attend seminars or conferences conducted in English. The student will have also acquired the specialized knowledge of applying business communication techniques and terminology in a professional work environment.

Business English I is the first of two courses intended to give students a solid foundation and a working knowledge of business terminology. The class is taught at an intermediate level and emphasis is given to the development of receptive skills in reading and listening. Advanced grammatical and syntactic structures are widely

practiced throughout the module.

Upon completion of this module students are expected to:
- ✓ Have acquired business vocabulary
- ✓ Comprehend reading passages
- ✓ Comprehend listening passages
- ✓ Comprehend grammar and syntax rules
- ✓ Speak (speaking skills)
- ✓ Use business literature
- ✓ Attend lectures and seminars in English
- ✓ Use English in a professional work environment

General Competences

Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?

Search for, analysis and synthesis of data and information, with the use of the necessary technology	*Project planning and management*
	Respect for difference and multiculturalism
	Respect for the natural environment
Adapting to new situations	*Showing social, professional and ethical*
Decision-making	*responsibility and sensitivity to gender issues*
Working independently	*Criticism and self-criticism*
Team work	*Production of free, creative and inductive*
Working in an international environment	*thinking*
Working in an interdisciplinary environment	*......*
	Others...
Production of new research ideas	*.......*

- ✓ Independent study
- ✓ Team work
- ✓ Working in an international environment
- ✓ International communication

(3) SYLLABUS

Module Contents (Indicative) :
1. Types of Business
2. Types of Work
3. Pay and Benefits
4. Using Money
5. Bank Accounts
6. Departments
7. Corporate Governance
8. Delegating Tasks
9. Motivating Staff

10. International Clients

11. Business in Different Cultures

12. Hiring New Employees

13. Promotions

14. Team Building

15. Time Management

16. Presentations

17. Negotiating

18. Travelling

(4) TEACHING and LEARNING METHODS - EVALUATION

DELIVERY *Face-to-face, Distance learning, etc.*	Class lectures-discussion	
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY *Use of ICT in teaching, laboratory education, communication with students*	Use of ICT Student contact through eclass & email Self study pack in eclass	
TEACHING METHODS *The manner and methods of teaching are described in detail.* *Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc.* *The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS*	**Activity**	**Semester workload**
	Lectures	
	Extra tutorials	
	Homework	
	Course total	*100*
STUDENT PERFORMANCE EVALUATION *Description of the evaluation procedure* *Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other* *Specifically-defined evaluation criteria are given, and if and where they are accessible to students.*	➢ Assessment in English ➢ Final examination (100%)	

(5) ATTACHED BIBLIOGRAPHY

- *Suggested bibliography:*
- Evans, V. Dooley, J., Brown, H., (2016), Career Paths Management I. Student's Book with cross-platform application, Διαθέτης (Εκδότης), Express Publishing Ανώνυμη Εκδοτική Εταιρία
- Smith, A., (2013), Best Commercial Practice, Διαθέτης (Εκδότης), Deportivo Publishing Ltd