



COURSES OFFERED IN ENGLISH

(undergraduate studies)

This document version updated on 19th December 2017

Academic Calendar

Winter Term: October – January

Summer Term: March – June

The above dates are official dates of the semesters for all students. The exact dates of each semester depend on public holidays and on the dates of the first and last day of a week respectively.

Normally, courses are taught during 15 consecutive weeks of an appropriate semester. The 6th and 12th week are the scheduled term tests, while weeks 13 to 15 consist of preparations for the exam, project work etc.

For every interested student a more personalized program may be organized if it meets the needs of both the international student and the university, depending on ongoing activities. For international students, a shorter period of stay can be organized, whereas the courses they attend might be held within the shortest possible period of time of two consecutive weeks (intensive course).

Master program courses: More flexibility is offered in this aspect since master programs are organized in a manner adapted to research approach applied at this level of education. Therefore, partner university's needs can be adapted to and tailor-made courses can be organized. Please, contact our Department for international cooperation for the opportunities and making the arrangements.

Application deadline:

for Winter term: 15th May

for Summer term: 1st December

Students and their Home university International offices are advised to contact the Department for international cooperation to find out the details of each application, available courses and pre-apply for a position. That way, interests and needs of all involved parties can be met more properly.

Information:

All necessary information about the faculty, studies, city, stay, procedures etc. are available on the faculty website:

<http://fzp.singidunum.ac.rs/>

Studenti Roditelji Alumni Partneri Mediji Stručne obuke International cooperation Study in English

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Contact:

For more information, please, contact the Department for International Cooperation

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UNDERGRADUATE STUDIES

Courses offered in English

are aimed at exchange students from partner universities and students who wish to study in English. A range of courses from various departments are available for international students.

Please, note that courses are subject to change.

It is possible due to various currently applicable circumstances that a course is not held, or that it is held in a different semester. An updated list of courses in English offered at a particular period of your interest is available upon request from the Department for international cooperation. By contacting the Department details as well as adaptation of circumstances may be possible. There is more than one possibility:

- the classes are held in English for both domestic and international students,
- the classes are held only for foreign students if there is a group large enough,
- the classes are held individually with the teacher if only one or a couple of students are interested in the course (although the real feel of classes with fellow students, group and project work is missed out in this case)





GENERAL BUSINESS COURSES

PSYCHOLOGY

ECTS:	6	Semester:	Winter (October-January)	Year of study:	1st	Number of classes per week:	2 X 2
Course description:	The course covers topics related to basic psychological functions, personality and personality theories, stress, and basic aspects and mechanisms of social psychology.						
Aims and skills:	Students are introduced to basics of individual, group and organisational psychological functioning, as well as to concepts of mental health and prevention. Students are able to use basic psychological concepts, in different fields of work (marketing, human relations, conflict resolution, stress management...)						
Prerequisites:	<i>None required</i>						
Examination:	Two tests, during semester; final test or oral examination						

MANAGEMENT

ECTS:	8	Semester:	Winter (October-January)	Year of study:	2nd	Number of classes per week:	3
Course description:	Management; History of management; Organizational environments and cultures; Ethics and social responsibility; Planning and decision making; Organizational strategy; Innovation and change; Designing adaptive organizations; Managing teams; Managing human resources systems; Motivation; Leadership; Managing Communication.						
Aims and skills:	Students are introduced into basic aspects of management. The course enables students to expand knowledge of management processes and functions in organizations. Students are able to understand of the complexity of organizational environments and the multiple and competing economic, legal and ethical demands they place upon managers.						
Prerequisites:	Solid knowledge in fields: Business communications						
Examination:	Two semester written tests; Project: Analyses of private organization – managerial levels, staffing, decision making process, strategic plan (written form + presentation)						

**MARKETING**

ECTS: 8	Semester: Winter (October-January)	Year of study: 2 nd	Number of classes per week: 2 x 2
Course description:	Course content consists of global marketing environment, market segmentation, positioning and targeting, managing products and brands. Marketing of services. Marketing mix. Integrated marketing communication, as well as distribution of products and services, marketing planning and strategies. The most important principles of internet marketing through practical application.		
Aims and skills:	To familiarize students with the basic postulates and criteria of marketing, as well as preparing them for practical application of marketing approach for solving business problems. Understanding the key role of marketing in organizations. Identifying needs and wishes of the customer, creating products and services that will meet those needs. Fundamentals of promotions and sales, market segmentation and differentiation. Student will be able to independently perform market analysis. Mastering internet marketing principles and application of important tools, the acquisition of practical skills such as teamwork and case study method application.		
Prerequisites:	None required		
Examination:	Two written colloquiums, oral exam Project: Managing Facebook business page		

BUSINESS CORRESPONDENCE

ECTS: 6	Semester: Winter and Summer	Year of study: N/A	Number of classes per week: 2
Course description:	This course gradually introduces students to formal writing forms, which they will encounter on a daily basis both during their academic studies and future careers. Students will analyse sample letters, draw conclusions, adopt appropriate style and phrases and eventually write in a formal and professional way. Some of the forms include the following: inquiry letter, cover letter, application letter, recommendation letter, complaint letter, reports.		
Aims and skills:	The aim of this course is the acquisition of skills, style and language required for writing personal and business letters/emails. The course is structured in the way that gradually builds up students' knowledge and skills enabling them to write credible and highly professional letters at the end of the process.		
Prerequisites:	B1 level in English		
Examination:	Business writing- case study		



TOURISM AND HOSPITALITY COURSES

SUSTAINABLE TOURISM (Tourism and environment)	
ECTS: 8	Semester: Winter (October-January) Year of study: 2 nd Number of classes per week: 2 X 2
Course description:	The issues of space usage are studied through: * demographics and different needs of users (conducting tourism analysis based on demographic and tourism trends) * resource classification (basic) * sustainable tourism principles; environment protection and simultaneous usage for tourism purposes; protected areas as extreme case of simultaneous tourism management and environment protection, including models used for protection and tourism, all that can be transferred to any other type of destination; stakeholders in tourism, tourist profiles, sustainable types of tourism, potential conflicts among stakeholders and possible solutions
Aims and skills:	Students understand the concepts, pillars and criteria of sustainable tourism. They know how to conduct basic tourism segment in focus based on demographic and tourism trends. They recognise stakeholder groups, can perceive potential conflicts among them and propose suitable solutions. They are aware of the close connection between nature (biodiversity, ecosystems etc.) and tourism. They are aware of the potential models of sustainable tourism management and are able to implement them as a notion to various types of destinations.
Prerequisites:	<i>Solid knowledge in the fields:</i> Tourism economics, English language <i>Basic knowledge in the fields:</i> Management, Marketing
Examination:	Two semester written tests; Project: Analysis of a chosen tourism destination based on three given topics (written + presentation)

MANAGEMENT OF TOUR AGENCIES AND TOUR-OPERATORS	
ECTS: 8	Semester: Winter (October-January) Year of study: 3 rd Number of classes per week: 2 X 2
Course description:	Acquiring the basic concepts, business instruments and management of business operations in travel agencies and tour operators, place and role of travel agencies in tourism market and business operations that they perform during the formation and sale of tourist packages.
Aims and skills:	Students will learn characteristics of development and contemporary trends in travel agencies and tour operator business, will understand the most important Global Reservation Systems, including the Internet booking systems.
Prerequisites:	/
Examination:	Two semester written tests; Final project: creation of a tourism package

**TOURISM AND HEALTH**

ECTS:	8	Semester:	Winter (October-January)	Year of study:	4th	Number of classes per week:	2 X 2
Course description:	Medical tourism; Health risks in tourism; Wellness and recreation tourism (sustainable tourism, nature and protected areas for health, health and recreation tourist profile, special interest tourism and recreation, city parks for health, specific recreation and wellness accommodation); Spa and accommodation management						
Aims and skills:	Students are introduced into the basic aspects and trends of tourism the purpose of which is improvement of health and general quality of life. They are certain of various forms of interrelations that exist between tourism and health, including positive and negative consequences for various stakeholder groups in these specific forms of tourism. Students are able to develop tourism product/ experience in relation to medical, wellness and recreation or spa tourism by recognising the resources and their potentials in order to meet high demands of contemporary tourism market.						
Prerequisites:	<i>Solid knowledge in the fields:</i> Tourism economics, Marketing, Management, Tourism and spatial planning, Tourism destination management, Practical tourism research, English language						
Examination:	Three semester written tests; Project: Guided research – Proposal for a chosen health tourism product development (written + presentation)						

**TOURISM MANAGEMENT
(of natural and cultural resources)**

ECTS:	8	Semester:	Summer (March-June)	Year of study:	4th	Number of classes per week:	2 X 2
Course description:	Resources vs. Attractions; Classifications of Resources and Attractions; Mass, Alternative and New tourism and attractions (substitute, artificial attractions, etc.); Sustainable tourism; Tourism forms; Heritage attractions protection and management (types and statuses, financial aspect); Protection tools (models, techniques, approaches); Interpretation						
Aims and skills:	Students understand and are able to apply the concepts, pillars and criteria of sustainable tourism. They comprehend the complex relations between use and protection of natural and cultural heritage for tourism development. Students know how cooperation between stakeholders is crucial and what potential areas of conflict might be in order to duly prevent them. Students are aware of the fact that the quality tourism experience depends on protected and preserved resources and attractions, as well as adequate interactive resources marketing and interpretation. They are aware of the contemporary protection and management tools, as well as types of management systems and finances.						
Prerequisites:	<i>Solid knowledge in the fields:</i> Tourism economics, Marketing, Management, Tourism and spatial planning, Tourism destination management, Practical tourism research, English language <i>Basic knowledge in the fields:</i> Tourism and health, Service marketing						
Examination:	Two semester written tests; Project: Guided benchmark analysis of a chosen tourism resource (written/ filling-in a form + presentation)						



FINANCE AND BANKING COURSES

BUSINESS FINANCE

ECTS: 8	Semester: Summer (March-June)	Year of study: 2 nd	Number of classes per week: 2+2
Course description:	Within the scope of Business Finance, the following aspects are studied: financial functions in companies, financial management system, financial policy, financial strategy, financing rules. Particular importance is given to borrowing policy, business plan design, investment projects, financial report analysis and rational analysis. Financial management of working capital, cash management and financial control in companies are studied with practical examples.		
Aims and skills:	Acquisition of theoretical and applied knowledge in the area of business finance, with the aim of developing analytical and practical thinking in solving specific business situations by financial managers who aim at achieving better business performance and sustainable growth of the company. Students acquire the necessary knowledge and skills in finding optimal sources of funding and achieving financial stability of the company.		
Prerequisites:	Basics of finance and economics		
Examination:	Two semester written tests; Oral/Written exam		

AUDITING

ECTS: 8	Semester: Winter (October-January)	Year of study: 4 th	Number of classes per week: 2+2
Course description:	Theoretical, analytical and applied knowledge of negotiating, planning and carrying out an audit, along with an introduction to all auditing relevant methods, techniques and procedures for successfully conducting an audit in modern environment. Teaching Methods Lectures, video presentations, PDF materials, mentorship during risk and control analyses, practical problems analyses and solving.		
Aims and skills:	Acquiring the theoretical, analytical and applied knowledge of negotiating, planning and carrying out an audit, as well as introduction to all relevant methods, techniques and procedures for successfully conducting an audit in modern environment.		
Requirements:	This course includes the following: Definition of position, role and importance of the term auditing, Professional accountants ethics, Internal control, Internal auditing, Accepting the client in auditing, Global process of auditing, Auditing planning and analytical procedures, Auditing proofs and documentation, Auditing reports, Fraud and other illegal transactions, Real world of auditing, Auditing – tests and controls, Public defense of projects		
Examination:	Activities during lectures 10; Assessment(s) 30+30; Exam (Written/Oral) 30;		

**INTERNAL AUDIT**

ECTS: 8	Semester: Summer (March – June)	Year of study: 4 th	Number of classes per week: 3+1
Course description:	After completing this course, students will be able to apply gained knowledge in the field of internal audit. They will master systems of internal control and efficiency assessment of processes of risk management. They will be able to perform all phases of auditing process: planning, performing, reporting and follow-up, on the basis of International Standards for the Professional Practice of Internal Auditing. Teaching Methods Lectures, video presentations, PDF materials, mentorship during risk and control analyses, practical problems analyses and solving.		
Aims and skills:	The aim of this course is that students acquire theoretical and applied knowledge in the field of internal control, internal audit, audit planning and execution, auditor's reporting and implementing auditor's recommendations.		
Requirements:	<i>Lectures:</i> The concept, field of work and organizational context of the internal audit; Internal control models; Limitations of the internal control: roles and responsibilities; Internal control efficiency assessment and self-assessment; Internal control systems documentation: Risk assessment and control activities; Internal audit planning process and its role in risk management; Methodology of risk assessment; Methods and techniques of planning and performing audit; Methods and techniques of reporting: monitoring the implementation of recommendations, documentation methods and techniques; Internal Control methods and techniques for prevention of financial fraud, detection and investigation, Interview techniques; The relationship between the internal audit and the audit committee, the relationship between internal and external auditors; Internal audit quality improvement, International Standards for the Professional Practice of Internal Auditing, Internal auditors' professional ethics, qualification and continuous education. <i>Practice: Other teaching methods, scientific work, research: /</i>		
Examination:	Activities during lectures 10; Assessment(s) 30+30; Exam (Written/Oral) 30;		



IT COURSES

BASICS OF COMPUTER TECHNIQUES

ECTS: 8	Semester: Summer (March-June)	Year of study: 1 st	Number of classes per week: 3+2
Course description:	Understanding the structure and functioning of computer systems and computer system components. Getting to know the basic characteristics of computer system components.		
Aims and skills:	Introducing students to basic concepts of computer technology, principles and concepts of implementation of computer systems and components of different complexities.		
Prerequisites:	/		
Examination:	The subject covers the mathematical basics of computer technology and is familiar with the minimization of logical functions, combinational and sequential modules, and the architecture of microprocessors. Also, the basic components of computer systems are processed. Practical training on computers in an electronic laboratory, familiarizing students with the basics of architecture and computer organization in order to study how it works.		

WEB DESIGN

ECTS: 8	Semester: Summer (March – June)	Year of study: 1 th	Number of classes per week: 2 x 2
Course description:	Web design basics. Browsers and tools. Design process. New standards. HTML5. CSS3. Basic web pages. HTML tags. CSS for web page description. Classes. Page layout. Advanced HTML5 and CSS3 techniques. JQuery.		
Aims and skills:	Students will understand web design concepts and principles. Typography takes special place in Curriculum. HTML5 and CSS3 are main web page building tools. Students will have strong web application development foundation. This course is good preparation step for advanced programming courses based on PHP and Java web frameworks.		
Prerequisites:	Programming basics are a plus. Use of graphic design tools, such as Adobe Photoshop and Illustrator is preferable.		
Examination:	Two practical tests/assignments. Final Project - creation of full featured web site.		

**PRINCIPLES OF COMPUTER PROGRAMMING**

ECTS: 6	Semester: Winter-Summer	Year of study: 1 st	Number of classes per week: 2+2
Course description:	The course aims to equip the students with basic concepts of computer engineering through the programming language C. In particular, the following fundamental programming concepts will be explained: types, operators and expressions; control flow (if, for, while); functions and program structures; pointers and arrays; structures; inputs and outputs.		
Aims and skills:	After completing this course, the students will be able to understand fundamentals of programming such as variables, conditional and iterative execution, methods, etc.; Be aware of the important topics and principles of software development; Have the ability to write a computer program to solve specified problems; Be able to use the C environment to create, debug and run simple C programs.		
Prerequisites:	No prerequisites		
Examination:	Two practical programming tests. Final Project - making complete command line interface program.		

METHODS OF PROGRAMMING

ECTS: 8	Semester: Winter (October-January)	Year of study: 2 nd	Number of classes per week: 2 x 2
Course description:	Programming languages basics. Compilers. Interpreters. Pseudo languages. Fundamental algorithms and data structures. Object-oriented techniques. Java programming language. Data types. Strings. Arrays. Streams. Classes. Interfaces. Class derivation.		
Aims and skills:	Students will understand programming fundamentals and gain solid background in Java language. Java is used to demonstrate all topics. This course is basic programming course and creates a foundation for advanced software development courses.		
Prerequisites:	Programming basics are a plus. Solid computer architecture and mathematical knowledge is required.		
Examination:	Two practical programming tests. Final Project - making complete command line interface program.		

DATA BASES

ECTS: 8	Semester: Summer (March-June)	Year of study: 2 nd	Number of classes per week: 3+2
Course description:	Introduction to the basics of databases, the object-relationship model (ER model) and relational database. Competitive transaction execution and database recovery in case of system failure. Independent work in <i>Microsoft Access</i> , which includes creating a database, creating user interface, searching and creating reports. Synchronizing syntax and techniques using SQL language.		
Aims and skills:	The student will work independently in <i>Microsoft Access</i> , which includes creating a database, creating a user interface, searching and creating reports. Synchronizing syntax and techniques using SQL language.		
Prerequisites:	/		
Examination:	Database concepts. Data models: hierarchical, network, relational, object-oriented. Relational databases. Database management systems. Relational algebra. Functional dependencies and normalization. Theoretical basis of SQL language. Recovery of base in cases of cancellation. Database administration. Practical training on computers in an electronic laboratory in the selected DBMS, which includes creating databases, creating a user interface, searching and creating reports. Application of SQL languages for working with relational databases and getting acquainted with database connection techniques with specific programming languages.		

**MODERN COMPUTER NETWORKS****ECTS:** 8 **Semester:** Summer (March – June) **Year of study:** 3rd **Number of classes per week:** 3+2**Course description:** The student acquires theoretical and practical knowledge of communication technologies and computer networks. With independent practical work on designing and maintaining computer networks, acquires knowledge from networking, hardware selection, software installations, parameter settings and network management.**Aims and skills:** Acquiring theoretical and practical knowledge in communication technologies and computer networks. Network protocols on individual standardized layers. Independent practical work on the design and maintenance of computer networks. Networking, hardware selection, software installation, parameter setting and network management.**Prerequisites:** /**Examination:** In the introductory part of the course, students are introduced to types of computer networks, network hardware and network software. Then the data transmission and the basics of communication are processed. Students are further acquainted with the layered architecture of the computer network. The physical layer, the data link layer, the media access control, the network layer, the network layer management algorithms, the transport layer, the TCP / IP, the protocols on the application layer are studied. In the final part, a special emphasis is on the security of the computer network.
Administration and practical work with various elements of computer networks - switch, gateway, services and servers (DNS, DHCP, FTP, HTTP, HTTPS), software surveillance and administration computer networks.**INTERNET OF THINGS****ECTS:** 6 **Semester:** Winter-Summer **Year of study:** 4th **Number of classes per week:** 2+2**Course description:** The goal of this course is to recapitulate the knowledge related to all the building blocks of Internet of Things and to show how all the blocks can be interfaced in what is called Internet of Things. Another goal is to equip the students with the knowledge and skills necessary to build their own Internet of Things systems and applications. In particular, the course will include the lectures on basic architectures and examples of Internet of Things, sensors, actuators, communication devices, protocols for communication between devices, internet: layers, protocols, packages, services, TCP, UDP, networks and devices and big data and cloud computing. Practical exercises will follow theoretical lectures and will be done on Arduino development platforms as well as on Raspberry PI platforms.**Aims and skills:** After completing this course, the student will not only understand the Internet of Things applications, but will be able to plan, and practically build their own Internet of Things applications.**Prerequisites:** Knowledge of computer programming is required**Examination:** Two practical programming tests. Final Project - making complete command line interface program.

**LAW COURSES****LAW**

ECTS:	8	Semester:	Summer (March-June)	Year of study:	1st	Number of classes per week:	4+2
Course description:	It covers topics and issues relating to: Concept and major elements of state; Legal state and rule of law, Major functions of state government and its organisation; Forms of state and political regimes, Notion and types of law and legal system; Legal norm; Types of legal acts, Legal entities; Passive and active legal capacity; Object of law. Also, a number of classes are related to the Concept of regional/European integrations and introduction to legal and institutional system of EU, Introduction to property law; Notion and types of movable and immovable property, Property rights and possessory lien, Introduction to law of contracts and it's basic contracts ,Notion and subjects of business law, as well as Types of business organisations, Contracts of business law, Resolving business law disputes and Securities.						
Aims and skills:	Acquiring basic and general knowledge on legal system, state and regional/European integrations, acquisition of general knowledge on incorporation of legal and natural entities, understanding and acquiring the most important principles and institution of property law, business law and law of contract. After completing the course, the students should be able to: explain basic terms and elements referring to the state and regional/European integration and analyse information and meanings of the most important legal and political trends, explain method and hierarchy of legal system functioning, define and in a simple manner apply basic notions of property law and law of contract, differ between types of companies and explain major characteristics of every type, understand legal importance and consequences of business law's contracts						
Prerequisites:	None required						
Examination:	Two tests, Exam						

BUSINESS LAW

ECTS:	8	Semester:	Summer (March-June)	Year of study:	2nd	Number of classes per week:	3+1
Course description:	Acquiring basic and general knowledge in the field of legal system with the emphasis on corporate law and with reference to European economic and legal aspects of modern business. Mastering corpus of law and obligations of modern managers. Acquiring knowledge on forms of foreign investments in Serbian business entities, basic principles in the field of competition, securities and contract business law.						
Aims and skills:	Students should be conversant with the basics of business law, legal framework of modern business entities and with responsibilities of economists. Acquired knowledge will enable students to understand organization of business entities and to apply relevant business and legal regulations, which means that they will be capable of making effective and legal business decisions.						
Prerequisites:	None required						
Examination:	Two tests, Exam						



NURSING COURSES

DEVELOPMENTAL AND CLINICAL PSYCHOLOGY

ECTS: 6	Semester: Winter (October-January)	Year of study: 2 nd	Number of classes per week: 2 X 2
Course description:	The course covers topics related to basic psychological functions, psychological development, specific characteristics of different developmental stages, personality and personality theories, stress, and specific issues of interpersonal relationships within health care system. The course includes basic information on psychopathology and prevention in mental health care.		
Aims and skills:	Students are introduced to developmental characteristics of different stages of development, and enabled to assess them. Students are able to understand basics of individual, group and organisational psychological functioning, and use them together with concepts of mental health and prevention		
Prerequisites:	None		
Examination:	Two tests, during semester; final test or oral examination		

CARE OF THE PSYCHIATRIC PATIENT WITH BASICS OF PSYCHIATRY

ECTS: 8	Semester: Winter (October-January)	Year of study: 4 th	Number of classes per week: 4+2
Course description:	The course covers topics related to nursing care of psychiatric patient, based on the current knowledge in psychiatry, and current trends in psychiatric nursing, together with basics in organizational issues. The course also provides information on mental health prevention, activities in the community, and basics of psychotherapeutic processes in individual and group psychotherapy.		
Aims and skills:	Students are enabled to participate in the comprehensive process of psychiatric care, in inpatient, outpatient or community setting. Students are able to perform basic assessment, provide nursing care, and participate in prevention activities related to mental health, mental disorders and substance use disorders. Students are introduced to specific characteristics of health records in psychiatry (both paper and electronic), with emphasis on ethical and legal issues.		
Prerequisites:	<i>Understanding of anatomy, physiology, and pharmacology of central nervous system, basic knowledge in psychology and psychopathology</i>		
Examination:	Two tests, during semester, assessment of practical work; final test or oral examination		

NUTRITION, NUTRITIVE THERAPY, DIETETICS

ECTS: 8	Semester: Winter (October-January)	Year of study: 4 th	Number of classes per week: 3+3+6
Course description:	The course covers topics related to nutrition, nutritive therapy and dietetics. The course includes regulative and legal issues related to nutrition and dietary supplements, and issues related to different aspects of nutrition (preparation of parenteral nutrition, lactation support, eating disorders...)		
Aims and skills:	Students are introduced to preventive and therapeutic aspects of nutrition, and enabled to use them in everyday work, as well as in organization of different nutrition programs within health care institutions. Students acquire both theoretical and practical knowledge.		
Prerequisites:	<i>Knowledge in anatomy, physiology, pharmacology of nutrition</i>		
Examination:	Two tests, during semester; final test or oral examination		



FOREIGN LANGUAGE COURSES

BUSINESS ENGLISH LANGUAGE B1.1 (PRE-INTERMEDIATE)

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2
Course description:	<p><i>Company profile:</i> Description of workplace and company including company culture, history and its products, as well as use of internet in modern business. Writing formal and informal business letters and e-mails.</p> <p><i>Production and selling:</i> Describing equipment, processes and procedures, distribution and delivery, advertising and marketing. Filling in forms.</p> <p>Project: Simulation of a business meeting (topics: presenting the company products, deciding about marketing campaign)</p>		
Aims and skills:	<p>The course is ideal for students since it prepares them for working in an international environment. The course is based on the results of needs analysis of each individual group of students in order to achieve the course goals. Finally, the student has a strong ability to work in international contexts with all necessary language skills in the planned framework: listening, reading, speaking and writing.</p> <p>The course consists of activities through which for each selected topic the attention is paid to acquiring the abovementioned skills, as well as finding needed information from the given input. In addition, it includes reproductive activities such as writing business correspondence and topics for discussion, giving opinions and proposals, disagreements – all in a fixed business framework. For each skill a corresponding base in grammar and vocabulary is provided.</p>		
Prerequisites:	Level A2 of CEFR		
Examination:	One written test at the end of each semester and oral examination at the end of the course/school year Optional: Public formal presentation on a chosen topic		

BUSINESS ENGLISH LANGUAGE B1.2 (INTERMEDIATE)

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2
Course description:	<p><i>Business travel:</i> Making arrangements; organizing transport and hotel accommodation, writing e-mail to hotel to book facilities (for a conference), at a conference (elements of public speech, free time)</p> <p><i>Business relationships:</i> Developing contacts, cultural issues in business, organizing team-building events, entertaining clients and writing a thank you letter.</p> <p>Project: Simulation of organization of a business conference, public address, entertaining clients in a restaurant and corresponding writing assignments</p>		
Aims and skills:	<p>The course is ideal for students since it prepares them for working in an international environment. The course is based on the results of needs analysis of each individual group of students in order to achieve the course goals. Finally, the student has a strong ability to work in international contexts with all necessary language skills in the planned framework: listening, reading, speaking and writing.</p> <p>The course consists of activities through which for each selected topic the attention is paid to acquiring the abovementioned skills, as well as finding needed information from the given input. In addition, it includes reproductive activities such as writing business correspondence and topics for discussion, giving opinions and proposals, disagreements – all in a fixed business framework. For each skill a corresponding base in grammar and vocabulary is provided.</p>		
Prerequisites:	Level B1.1 of CEFR		
Examination:	One written test at the end of each semester and oral examination at the end of the course/school year Optional: Public formal presentation on a chosen topic		

**BUSINESS ENGLISH LANGUAGE B2.1 (UPPER-INTERMEDIATE)**

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2
Course description:	<p><i>Finance:</i> Describing statistics, company finances, investments, starting up, writing formal letters to express interest in a new product.</p> <p><i>Human resources:</i> Job applications – writing a letter to apply, motivation letter, CV; writing letters to invite candidates to an interview and give results; Recruitment – preparing for an interview; staff development – filling in forms, writing an email to apply to a course; staff facts and figures – writing a business report</p> <p>Project: Simulation of job application process (letters and interview, selection of candidates)</p>		
Aims and skills:	<p>The course is ideal for students since it prepares them for working in an international environment. The course is based on the results of needs analysis of each individual group of students in order to achieve the course goals. Finally, the student has a strong ability to work in international contexts with all necessary language skills in the planned framework: listening, reading, speaking and writing.</p> <p>The course consists of activities through which for each selected topic the attention is paid to acquiring the abovementioned skills, as well as finding needed information from the given input. In addition, it includes reproductive activities such as writing business correspondence and topics for discussion, giving opinions and proposals, disagreements – all in a fixed business framework. For each skill a corresponding base in grammar and vocabulary is provided.</p>		
Prerequisites:	Level B1.2 of CEFR		
Examination:	One written test at the end of each semester and oral examination at the end of the course/school year Optional: Public formal presentation on a chosen topic		

SPANISH LANGUAGE A1 (BEGINNER)

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2 +1
Course description:	<p>Introductions – meeting people; saying where you're from; talking about your job; telephone language; talking about daily routine; asking for and giving directions; talking about homes; talking about life events; saying what you're doing at the moment; describing people; talking about food and drinks; eating out; talking about weather; shopping for clothes; traveling</p>		
Aims and skills:	<p>After finishing this course students will be able to use Spanish language at level A1 of CEFR: they will be able to understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type, introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has, interact in a simple way provided the other person talks slowly and clearly and is prepared to help.</p>		
Prerequisites:	None		
Examination:	One written test at the end of each semester and oral examination at the end of the course/school year		

**SPANISH LANGUAGE A2 (ELEMENTARY)**

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2 + 1
Course description:	Reserve accommodation, ask for the services in a hotel, help people visiting your town/city, compare different options of traveling, negotiate your plans, elaborate a traveling plan, talk about your medical history, at the doctor's, media, analyze job offers, write CV and cover letter, Internet habits, ways of communication		
Aims and skills:	After finishing this course students will be able to use Spanish language at level A2 of CEFR: They will be able to understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). They will be able to communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. They will be able to describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.		
Prerequisites:	Level A2 of CEFR		
Examination:	ne written test at the end of each semester and oral examination at the end of the course/school year		

SPANISH LANGUAGE B1.1 (PRE-INTERMEDIATE)

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2
Course description:	Talking about past events; organizing a weekend; talking about future events; inviting people to celebrations; buying tickets; airport language; sightseeing; renting a flat; making appointments; writing reclamations and complaints		
Aims and skills:	After finishing this course students will be able to use Spanish language at level B1.1 of CEFR: they will be able to understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc., deal with most situations likely to arise while travelling in an area where the language is spoken, produce simple connected text on topics that are familiar or of personal interest, describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.		
Prerequisites:	Level A2 of CEFR		
Examination:	One written test at the end of each semester and oral examination at the end of the course/school year		

**GERMAN AS A FOREIGN LANGUAGE A1**

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2
Course description:	The topics cover areas such as introducing and talking about oneself, shopping, telling time and recounting day, family life, describing and renting an apartment, health and fitness etc. Cultural and linguistic variants of all three German-speaking countries are featured.		
Aims and skills:	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.		
Prerequisites:	None		
Examination:	Written and oral examination		

GERMAN AS A FOREIGN LANGUAGE A2

ECTS: 6	Semester: Winter & Summer	Year of study: not relevant	Number of classes per week: 2
Course description:	The topics cover areas such as fashion, festivals and celebrations, education and training, mobility and transport, jobs, media and politics. Cultural and linguistic variants of all three German-speaking countries are featured.		
Aims and skills:	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.		
Prerequisites:	Basic knowledge of German – level A1		
Examination:	Written and oral examination		