

COURSE OUTLINE

(1) GENERAL

SCHOOL	ECONOMICS AND MANAGEMENT SCIENCE		
ACADEMIC UNIT	DEPARTMENT OF ECONOMICS		
LEVEL OF STUDIES	6 ^o		
COURSE CODE	ΞΑΓ207	SEMESTER	6 th & 8 th
COURSE TITLE	English for Management and Banking		
INDEPENDENT TEACHING ACTIVITIES <i>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</i>		WEEKLY TEACHING HOURS	CREDITS
LECTURES		4 HOURS PER WEEK	6 ECTS
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
COURSE TYPE <i>general background, special background, specialised general knowledge, skills development</i>		GENERAL BACKGROUND	
PREREQUISITE COURSES:		It would be desirable for students to possess a B2+ level of English before attending the specific course.	
LANGUAGE OF INSTRUCTION and EXAMINATIONS:		English and/or Greek	
IS THE COURSE OFFERED TO ERASMUS STUDENTS		Yes	
COURSE WEBSITE (URL)		http://ecourse.uoi.gr/course/view.php?id=266	

(2) LEARNING OUTCOMES

Learning outcomes <i>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.</i> <i>Consult Appendix A</i> <ul style="list-style-type: none"> • 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
<p>Upon successful completion of the course, students are expected to have acquired:</p> <p>A) the required Knowledge (in English) in order to be able to:</p> <ul style="list-style-type: none"> - comprehend the linguistic and discourse characteristics of the academic language related to the fields of Management and Banking (e.g. articles, scientific books, academic lectures, etc.), - develop orally a business topic with fluency, precision and clarity in a formal academic register, - compose a short and/or long written text with a critical approach and the appropriate scientific documentation, using valid sources and the appropriate business/economics academic terminology. <p>B) the required Skills (in English) in order to be able to:</p> <ul style="list-style-type: none"> - improve their intercultural skills so that they can communicate effectively in a multilingual

and multicultural business environment,

- develop the appropriate learning strategies so that they can continue learning autonomously the academic discourse in the field of Economics, even after the completion of their studies.

C) **the required Competences** (in English) in order to be able to:

- seek and critically evaluate the appropriate written and electronic sources (e.g. articles and research studies),
- compose technical texts relevant to their science,
- write motivation/cover letters for a (possible) future application for a postgraduate/doctorate programme of studies,
- comprehend and produce academic articles, as well as submit research proposals.

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

Adapting to new situations

Decision-making

Working independently

Team work

Working in an international environment

Working in an interdisciplinary environment

Production of new research ideas

Project planning and management

Respect for difference and multiculturalism

Respect for the natural environment

Showing social, professional and ethical responsibility and sensitivity to gender issues

Criticism and self-criticism

Production of free, creative and inductive thinking

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Others...

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

(3) SYLLABUS

TOPICS (indicative)

The academic organisation of the university environment, business administration, leadership, marketing, advertising, business organisation, banking, banking institutions, bank performance, etc.

LANGUAGE FEATURES

Passive Voice – Lexical density (Derivatives & Nominalisation) – Hedging expressions (Modal verbs & hedging phrases) – Prepositions – Participles & Gerunds – Reduced relative clauses – Reporting verbs.

THE STRUCTURE AND CONTENT OF THE ECONOMICS RESEARCH PAPER (Title, Abstract, Methodology, Results, Discussion, References)

(4) TEACHING and LEARNING METHODS - EVALUATION

DELIVERY <i>Face-to-face, Distance learning, etc.</i>	Face-to-face teaching (lectures, interactive teaching)	
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>Use of ICT in teaching, laboratory education, communication with students</i>	Use of the University e-course (Moodle) Course Management platform, which supports asynchronous e-learning services. Use of a wide variety of ICT tools both for teaching/learning purposes as well as for teacher-student communication, e.g. Kahoot, padlet, google forms, power-point, prez, youtube videos, infographics, writing for the Wikipedia, google classroom tools, Skype, online dictionaries, questbase, etc.	
TEACHING METHODS <i>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.</i> <i>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</i>	Activity	Semester workload
	Lectures, individual and team activities in class	13*4= 52
	Self-study, homework	13*4 = 52
	Semester group project	44
	Final written exam at the end of the semester	2
	Course total	150
STUDENT PERFORMANCE EVALUATION <i>Description of the evaluation procedure</i> <i>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</i> <i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i>	Language of Evaluation: English Methods of evaluation: - summative assessment - a semester written project presented in class - evaluation of oral and written participation in language activities in class. The final written exam includes: - multiple choice questions, short answer questions, short graph description. All the above are taken into account into the final course grade.	

(5) ATTACHED BIBLIOGRAPHY

Coursebook (via Eudoxus):

- 1) Αγγλικά των Επιστημών Οικονομίας, Διοίκησης, Λογιστικής, Χρηματοοικονομικής και Πληροφορικής**

Κωδικός Βιβλίου στον Εύδοξο: 86201377

Έκδοση: 1/2019

Συγγραφείς: Adams John, Fitzgerald Patrick, McCullagh Marie, McLisky Marie,

Roberts Mark, Scott Roger, Tabor Carol

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Διαθέτης (Εκδότης): BROKEN HILL PUBLISHERS LTD

Relevant Bibliography

The following books are available in the University Central Library.

- Τόμπρου, Χ. (2002). **English for academic and professional purposes**. Αθήνα: Σταμούλης. (*Call.no.: 650.01 TOM*).
- Ιωάννου, Κ. (2004). **Business English : σε 60 μαθήματα**. Αθήνα: Libris-Teach. (*Call.no.: 428 ΙΩΑ*).
- Διαμαντής, Γ. (2010). **Study English for business educational purposes**. Αθήνα: Interbooks. (*Call.no.: 420.21 ΔΙΑ*).
- Καραμητρόγλου, Φ. (2013). **Essential business terminology for native speakers of Greek**. Φαίδιμος: Αθήνα. (*Call.no: 428.24 ΚΑΡ*)

Lecture notes and relevant material are also uploaded on the course website.