

DESCRIPTION OF THE STUDY SUBJECT

Title

PROFESSIONAL ENGLISH LANGUAGE

Scope of the subject

Semester	Mode of studies	Structure *			Total number of hours	Number of credits	Group and type of subjects
		PS	C	S			
II	Full-time	66	12	81	159	6	General compulsory subject of college studies
I	Part-time	18	21	40	159	6	
II		18	21	41			

*L – lectures, PS – practical activities, seminars, LW – laboratory work, PR – practice, CP – course paper, C – consultations, S – self-study

Aim of the subject

To improve general practical and communicative English language abilities, to form the professional vocabulary.

Necessary background knowledge for studying the subject

B1/B2 English language level

Content of the subject

Title of the topic and description of the content	Number of contact hours		S	Total number of hours
	PS	C		
1. Introduction. Job search. Employment. Letter of application. Curriculum vitae. Business correspondence. E-mail. Junk.	10	2	-	12
Preparation of employment documents (CV, letter of application)	-	-	10	10
2. Talks over the phone. Organisation of the business meeting.	6	2	-	8
Dialogue (talk over the phone)	-	-	6	6
3. Computer. Computer history. Computer application areas.	8	2	-	10
Talk on a topic chosen by the student (Computer history. Computer application areas.)	-	-	13	13
4. Computer hardware (Basic computer elements. Information input and output, accumulation, storage, processing equipment).	18	2	-	20
Presentation (modern computer technologies)	-	-	12	12
5. Types of computers. Ergonomics. Software. Operating systems. Graphical user interface. Text editors. Spreadsheets. Databases. Internet. Viruses. Information protection. Programming.	24	4	-	28
Tests (1,2)	-	-	16	16
Preparation for the examination, taking the examination	-	-	24	24
Total number of hours	66	12	81	159

Assessment of learning outcomes

Ten-point criteria-based assessment system as well as cumulative assessment using individual cumulative index (ICI) are applied. The overall grade is the sum of grades for intermediate accountings and examination (E) multiplied by weighted coefficients $ICI = 0,1 ED + 0,1 D + 0,1 T + 0,1 PR + 0,1 T1 + 0,1 T2 + 0,4 E$, where ED – employment documents, D – dialogue, T – talk, PR – presentation, T1, T2 – tests
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Recommended literature

Key literature						
No.	Year of publishing	Author(s) and title of the publication	Publishing house	Number of copies and/or internet link		
				ŠSC library	Other premises	Other libraries *
1.	2009	Glendinning, E. H., Mc Evan J. Basic English for Computing	Oxford University Press	2	1	1
2.	2006	Glendinning, E. H., Mc Evan J. Oxford English for Information Technology	Oxford University Press	2	-	1

Additional literature

Institution: Šiauliai State College
Study programme: Information Systems Technology

No .	Year of publishing	Author(s) and title of the publication	Publishing house and/or internet link
1.	2007	Chapman, R. English for Emails	Oxford University Press
2.	2007	Santiago Remacha Esteras, Elena Marco Fabre. Professional English in use. ICT	Cambridge University Press
3.	2007	Smith, D. G. English for Telephoning	Oxford University Press
4.	2003	Clarke, S. In Company	Macmillan
5.	2003	Demetriades, D. Information Technology	Oxford University Press

* ŠAVB – Šiauliai Region Povilas Višinskis Public Library, ŠU – library of Šiauliai University

Required material resources and their short description

- **Equipment (devices):** a computer with Internet access, multimedia projector, audio player.
- **Software:** English-Lithuanian, Lithuanian-English computer dictionary Anglonas, MS Office 2013 or later, OpenOffice.org 4.1 or later, MS Windows 10 or later.

The description prepared by:

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