



Master of Science in European Project and Public Management

Course Syllabus Winter Term 2014/15

Title of the Course:

ECTS and Contact Hours:

ECTS: 2

Course units total: 15

Presence Units: 10

E-Learning Units: 5

Workload estimate based on ECTS [1 ECTS = approx. 25 hours of student work. These include course work, e-learning, self-study, homework, assignments, research, writing papers, learning for exams, etc.]

Lecturer:

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Short Description of the Course:

The module taught on this MSc will enable students to acquire and develop transferable skills demanded by today's international business environment. The programme aims to provide students with the appropriate Business English vocabulary and phrases necessary in business and project handling. It also addresses the skills required for effective written and oral communication, with an emphasis on managing a project from start to finish, giving students a general idea of how to handle EU projects in the future.

Students are expected to communicate in English at all times, and are requested to show active participation in all activities.

E-Learning sessions will focus on giving students the opportunity to consolidate their acquired knowledge for English communication.

Learning Outcomes:

Upon successful completion of this course students will:

- understand the need for clear communication in English
- understand the impact of current issues for EU projects
- perform independent research on topics within the field of EU projects
- be able to produce an EU project application
- be capable to apply written and oral English communication skills

Course Contents:

Business English – written and oral for handling an EU project, from application, report writing to follow up communication as well as project presentation.



Teaching Methods:

Describe the methods employed in face to face courses as well as in e-learning sessions.

Face-to-face course

- Introduction and project presentation
- EU application, report
- Correspondence (letter, email)
- Teamwork and pair work – brainstorming, discussions, presentations
- Role-play

E-Learning Sessions

- Consolidation of written skills
- Writing a project proposal/ abstract of project (may be adapted according to student needs)

Literature and Relevant Web sources:

Evaluation Criteria

• Classroom Participation	–	40%
• E-Learning Assignments	–	30%
• Presentation	–	30%
<u>TOTAL</u>	–	<u>100%</u>

The grading scale applied in this course is the following:

(1)	Excellent	100 – 93 %
(2)	Good	92 – 85 %
(3)	Satisfactory	84 – 71 %
(4)	Sufficient	70 – 61 %
(5)	Failed	60 – 0 %

Place, Date

Lecturer