Minor Program

in

English Language

Kutaisi 2011
**Name of the Academic Program:**
English Language

**Stage of Higher Education:**
Bachelor's Degree Course

**Language of Instruction:**
Georgian, English

**Program Prerequisites:**
Certificate of General Education, passing Unified National Examinations in Georgian, general skills, English language and an optional fourth subject, obtaining the status of a student of Kutaisi University, and minimum “B” grade in the “English 1” and “English 2”

**Program Volume:**
Overall volume of the program is 60 credits or 1500 hours.

**General overview of the program:**
It is common knowledge that the 21st century is the age of communication. The process of globalization has made the ability to exchange information in a foreign language (especially English) absolutely essential. Internet has become an integral part of our everyday life and has removed any restrictions on communication with people from other countries and continents. Nowadays Internet is one of the main sources of information. Besides, English is considered the international language of business. Thus, knowledge of the English language is a major advantage for an expert of any field.

It is also noteworthy that the number of young people who plan to study in foreign higher educational institutions is constantly growing. Furthermore, English is one of the important requirements for employment. Thus, teaching English is a priority in most higher educational institutions.

Naturally, the English language is included in the list of Minors. Students who select English as their minor will have a chance to master this language. Teaching is based on the communicative approach – i.e. teaching language for use. The student will develop the skills needed to take part in academic and exchange programs with foreign universities (undergraduate and postgraduate level), go on study visits, attend trainings, participate in conferences, etc.

Frequently, one of the prerequisites of participation in international academic programs is passing international tests in English. TOEFL is probably the most widespread example and it opens the doors to many universities in the world for international students. This examination is an upper-intermediate level exam and requires a high level of mastery of the language. Consequently, a considerable part of the minor in English focuses on this exam. The course is oriented to activating the students’ knowledge and skills and adapting them to the TOEFL format.
The main aim of the Minor in “English Language”:
The program aims to develop the students’ skills in every aspect of the English language, make their knowledge of written and oral speech automatic, improve their mastery of business English, language of mass media, terminology that they will be able to use in banks, offices, business environment; train them in various testing techniques so that the students are prepared for TOFL, FCE, IELTS and other examinations.

Course Outcomes:

1. Knowledge and understanding

Students will have

1. a rich store of vocabulary on everyday and global topics, including business sphere, mastery of using this repertoire in oral and written form observing the requirements of grammatical structure and register;
2. ability to listen and understand authentic speech;
3. knowledge of a variety of reading strategies (silent reading, skimming, scanning, intensive reading) and ability to use them for understanding unfamiliar business texts or fiction;
4. knowledge of the lexis, structure and register to be used in writing a variety of notes, messages, informal and business letters, CVs, motivation letters, advertisements, minutes, paragraphs and essays;
5. high linguistics and communicative competence, which implies well-developed receptive and productive skills and the ability to integrate them;
6. ability to summerize long articles containing various types of discourse;
7. systemic knowledge of the language that will allow them to work at an international level.

2. Applying knowledge and understanding

Students will be able to

1. identify, convey and organize main, detailed and implied information in a business text
2. take active part in a debate
3. convey the contents of a B2 level text they have read or listened to in a logical and coherent way
4. formulate their opinion concerning any piece of information
5. make a short oral presentation
6. speak on the telephone
7. write various types of formal and informal letters and essays.
3. **Communication Skills**
Students will be able to

1. communicate with an interlocutor or an audience in English both in oral and written form;
2. take part in the discussion of an issue in English and provide arguments for their viewpoint;
3. speak or write in the style appropriate for academic contexts;
4. understand the speech of an English speaking lecturer or a peer and respond to the provided information adequately;
5. understand and respond to telephone conversations.

4. **Learning skills**
Students will be able to

1. determine the requirements of the task;
2. identify gap s in their language mastery, plan and implement measures for overcoming these difficulties;
3. evaluate their own and peers’ learning needs;
4. work independently on internet site for language learning;
5. continue learning with a high degree of autonomy;
6. use English for further professional development.

5. **Making Judgements**
Students will be able to

1. make judgements on the importance of studying certain topics or issues;
2. assess the value of individual activities for them;
3. summarize and critically evaluate information provided in an oral or written text, draw conclusions and provide arguments for their viewpoint.

6. **Values**
Students will be aware of social responsibility and norms of ethics:

1. be punctual and not to miss lectures without good reason;
2. be prepared for classes;
3. be a good listener;
4. be motivated and conscientious, strive for improving their professional knowledge;
5. be friendly and modest;
6. be a team player and good at cooperating with others.

**Employment Opportunities**
Minor in “Applied Mathematics” is offered within the major program in “Business Administration”. Consequently, the modules taught as part of this program aim to refine the
competencies developed within the Major program thus increasing the graduate’s competitive potential on the labor market and forming a foundation for a successful career.

**Teaching Methodology**

Teaching within the program will be conducted using modern methodology of teaching and learning as described in the didactic concept of KU. Applying independent, competitive and cooperative approaches in teaching, facilitating student interaction and planning a variety of academic activities ensures high level of student motivation, effectiveness of knowledge acquisition and development of social skills. This approach makes the academic process more enjoyable, varied and interesting (quality of knowledge acquisition, critical thinking) and comprehensive (skill building, information coverage). Alongside with traditional lectures practical trainings, group work, projects, case studies and other active methods of teaching are used.

**Assessment**

Assessment implies measuring an object, event or a process against pre-defined criteria. The main purpose of assessment is to determine the quality and results of student learning with regard to the aims and parameters of the academic program. For measuring students’ success the program uses the criteria of assessment that determine whether the students have developed skills necessary to solve problems in the business context, whether they are capable of formulating prerequisites and conditions, research questions, conclusions and recommendations, if they can organize their own work, report on their findings and conclusions and provide arguments in their defense. Summative as well as formative (providing feedback) assessment is used.

The system of assessment aims to provide a qualitative descriptor of students’ results as measured against the aims and parameters of the academic program.

The structure of assessment in each module/discipline comprises two elements – intermediate and final assessment – with certain percentage attached to each of them. Intermediate assessment may also contain several components each carrying certain percentage. A grade is calculated from the sum of both elements of assessment considering their percentage. Minimum pass grade is 51.

An examination is an instrument of assessing students’ knowledge and it aims to reveal the degree to which students have familiarized themselves with the given module or course.

All tests are administered in written form.

**Prerequisites for allowing students to take a final examination:**

- Students are allowed to take examinations if sum total of mid-semester exams and maximum grade of the final exam is 51 points minimum.
- Preparing papers, presentations, etc. This implies that students who have not handed in their papers or any coursework are not allowed to take the final examination until they complete all these assignments even if in other components they have reached the pass grade.
- Complying with the requirements of the KU Statute and conditions of contracts.
The System of Assessment

Student performance is assessed on a scale of points, maximum final grade in each module being 100 points. A student’s overall grade is not based only on the results of the final exam. It is derived from the results throughout the course.

This system of assessment recognizes 5 types of passing grade.

- 91% of maximum grade and over – A (excellent)
- 81% of maximum grade and over – B (very good)
- 71% of maximum grade and over – C (good)
- 61% of maximum grade and over – D (average)
- 51% of maximum grade and over – E (satisfactory)

There are 2 fail grades:

- 41-50% of maximum grade – FX (unsatisfactory), means that some more work is required to pass and the student has the right to retake the exam once after independent study. In this case the student must retake the examination in the same semester within 1 month but not earlier than in 10 days after the end-of-semester examination.
- 41% and lower of the maximum grade – F (fail) means that considerable further work is required and the student has to study the module again.

The program at KU is considered completed if the student accumulates the number of credits required by the program and successfully defends Bachelor’s dissertation.

GPA Calculation at Kutaisi University

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>higher than 91%</td>
</tr>
<tr>
<td>3.7</td>
<td>85 - 91%</td>
</tr>
<tr>
<td>3.3</td>
<td>81 - 84.9%</td>
</tr>
<tr>
<td>3.0</td>
<td>75 - 80.9%</td>
</tr>
<tr>
<td>2.7</td>
<td>71 - 74.9%</td>
</tr>
<tr>
<td>2.3</td>
<td>61 - 70.9%</td>
</tr>
<tr>
<td>2.0</td>
<td>51 - 60.9%</td>
</tr>
<tr>
<td>1.7</td>
<td>41 - 50.9%</td>
</tr>
<tr>
<td>1.3</td>
<td>30 - 39.9%</td>
</tr>
<tr>
<td>1.0</td>
<td>20 - 29.9%</td>
</tr>
<tr>
<td>0.0</td>
<td>0.0 -19.9%</td>
</tr>
</tbody>
</table>

GPA for individual modules:

GPA for individual modules is calculated according to the table above. For instance, if a student has accumulated 88 points, their GPA is 3.7
Calculating Cumulative GPA

At the end of the term or an academic year a student’s cumulative GPA is calculated according in the following way

Cumulative GPA = total number of grade points / accumulated number of credits

Total number of grade points = individual GPA * course credit

For example, if you did 2 3-credit courses earning 88 points (GPA 3.7) and 78 points (GPA 3.0) for them, cumulative GPA for these two courses will be:

Total number of grade points = (3.7*3 credits) + (3.0*3) = 11.1 + 9.0 = 20.1

Cumulative GPA = 20.1 / 6 = 3.33

Material and Technical Resources

The university has adequate material and technical resources for implementation of the academic program: lecture rooms, a library, offices of the academic personnel, information and communication technologies, all the facilities and equipment needed for the program.

Human Resources

1. Gvilava Rusudan – PhD in Philology, Associate Professor
2. Alavidze Maia - PhD in Philology, Invited staff
3. Nijaradze Nino - PhD in Philology, Invited staff
4. Memanishvili Ketevan - teacher