

ADDENDUM TO THE COURSE DESCRIPTION

As a consequence of the State of Health Emergency due to the COVID-19 global pandemic and as instructed in the document "General Orientations for information gathering and documental registry of teaching adaptations and contingency plans derived from COVID-19 pandemic", issued by the Accreditation and Evaluation Director of the Andalusian Agency for Knowledge (DEVA-AAC), it is required that second semester and yearlong courses (2019-2020) are adapted to distance-learning mode.

COURSE DETAILS

Title (of the course): **INGLÉS COMERCIAL**

Code: 100134

Degree/Master: **GRADO DE ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS** Year:

Character: OPTATIVA Duration: SECOND TERM

ECTS Credits: 4.0

Online platform: <http://moodle.uco.es/moodlemap/>

COORDINATOR INFORMATION

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THEORY AND PRACTICAL CONTENTS ADAPTATION

NOT APPLICABLE

TEACHING METHODOLOGY ADAPTATION, INCLUDING TRAINING ACTIVITIES AND TOOLS FOR DISTANCE-TEACHING IMPLEMENTATION

General clarifications on the methodology:

The English language is presented as a tool to serve a communicate purpose in a commercial and administrative context. Therefore, the methodology focuses on the communicative use of English via moodle, zoom or Cisco Webex meetings. In virtual lessons the handbook indicated in the bibliography will be followed. Students will have the opportunity to improve listening skills through audio related to the contents of the subject. They will also practice use of English and vocabulary, reading comprehension and writing skills.

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Distance teaching activities	
Large group	Writing, reading comprehension, listenings, use of English and Vocabulary.
Medium group	NOT APPLICABLE
Small group	NOT APPLICABLE
Tutoring	Tutoring to solve doubts

EVALUATION ADAPTATION

This adaptation must be coincident with that published in the Degree/Master webpage as well as in the online Moodle platform of the course.

Instrument for evaluation	Moodle Tool	Percentage
Exam	Questionnaires	50%
Essay	Tasks	25%
Listening	Questionnaires/tasks	25%
Total (100%)		100 %

General clarifications on instruments for evaluation:

A grade of "NO PRESENTADO" will be given to students who have not taken part in a number of evaluable activities adding up to more than 50% of the final grade (Art. 80.4 of the Regulations for the Undergraduate Studies Academic System).

Those students who have participated in assessment activities other than the final exam whose accumulated weight towards the final grade exceeds 50%, but has not attended the final exam in the course, the teacher will record "NO PRESENTADO" in the provisional publication of the grades.

If during the review process a student does not express his disagreement with this grade, it will be confirmed as the final grade for the course. Otherwise, the student must notify the professor, and his final grade will be based on the weighted sum of all scores achieved in all assessment mechanisms completed, according to the criteria established in this addendum.

RESOURCES AND INFRASTRUCTURE

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Those provided by the Vicerectorate for Digital University and Strategic Planning (<https://www.gestion.uco.es/continuidad/>).

ADDITIONAL INFORMATION

NOT APPLICABLE

BIBLIOGRAPHY ADAPTATION. NEW RECOMMENDED ONLINE RESOURCES

NOT APPLICABLE

The methodological strategies and the evaluation system contemplated in this Course Description will be adapted according to the needs presented by students with disabilities and special educational needs in the cases that are required.

ADDENDUM TO THE COURSE DESCRIPTION**INSTRUCCIONES PARA CUMPLIMENTAR LA ADENDA A LA GUÍA DOCENTE**

1. La adenda a la guía docente se cumplimentará por el profesor/a que aparezca como coordinador/a de la misma en la guía docente aprobada para el curso académico 2019-2020.
2. Sólo se reflejarán las modificaciones respecto a la guía docente aprobada que sean consecuencia de la adaptación a la situación de no presencialidad. En caso de que estas modificaciones afecten a lo previsto en las guías docentes para alumnos repetidores, se deberán hacer constar expresamente.
3. Para asignaturas anuales, se especificará la parte de contenidos y evaluación que se haya visto afectada por la adaptación a la no presencialidad.
4. En la adaptación de la evaluación, se debe reproducir la información ya publicada en la página web del título y en la plataforma Moodle de la asignatura.
5. No es necesario adaptar el cronograma puesto que se ha mantenido el calendario académico. En el caso de sesiones prácticas de asignaturas que hayan visto alterado el calendario por imposibilidad de recursos que permitan su realización en modo no presencial, esta adaptación se indicará en el apartado “Información adicional”.
6. El apartado “Recursos e Infraestructura” se debe cumplimentar sólo en caso de que esta información no se haya incluido en el apartado de adaptación de la metodología docente o que sean diferentes a las indicadas desde el Vicerrectorado de Universidad Digital y Planificación Estratégica (<https://www.gestion.uco.es/continuidad/>).
7. Una vez cumplimentada la adenda por el profesor/a coordinador/a de la asignatura, deberá remitirla al Centro/Dirección del Máster dentro del plazo habilitado para ello.