



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Business German 1			
1.2 Study program/s	Specialist graduate professional study Tourism and Sports Management			
1.3 Course status (O,E)	O		Lectures	15
1.4 Course code			Exercises	30
1.5 Course abbreviation			Seminars	
1.6 Semester	I		E-learning	
1.7 ECTS	4	1.7 Place and time of instruction	Premises of the Polytechnic of Međimurje in Čakovec, according to the schedule published on the website.	

2. TEACHING STAFF

2.1 Course leader/s-title	Martina Sobočan, senior lecturer	contact	martina.sobocan@mev.hr
		contact	
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title		contact	

3. COURSE DESCRIPTION

3.1 Course goals	The aim of the course is to enable students to increase language competence while learning the language of the profession, or the language used in the business world through examples and communication in situations specific to the environment. In addition, the aim is to master the basics of business communication in written and spoken form, emphasizing the cultural specificity of the German-speaking area, all in accordance with the language competencies developed within the Common European Framework of Reference for Foreign Languages of the European Council.
3.2 Prerequisites	None
3.3 Course outcomes	After successfully completing the course, students will be able to: O1 - independently recognize and apply appropriate grammatical expressions as specifics of written and spoken language, formal and informal communication in business situations in German, adapt them to the given register and compare linguistic and grammatical terminology in Croatian and German.

	<p>O2 - describe the basic concepts of profession, organization and business within the company in German</p> <p>O3- present a topic related to the profession or culture and civilization of German-speaking countries</p> <p>O4 - compile business documentation for communication within the company: application for temporary incapacity for work, request for annual leave, calculation of salary, employment contract</p>																																								
3.4 Course content	The course presents contents related to business communication, organization and business within the company and the basic concepts of the profession. The contents are processed from the point of view of recognizing typical linguistic and grammatical constructions and their application.																																								
3.5 Types of coursework	x	Lectures	x	Exercises		Blended e-learning	x	Individual activities		Laboratory																															
		Seminars and workshops		Distant learning		Field classes		Multimedia and network		Mentorship																															
		Other																																							
3.6 Language of instruction	German, Croatian																																								
3.7 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)	1,5	Class attendance				Seminars			Essay																																
	0,5	Class activity				Project			Report/paper																																
		Midterm exams				Practical task			Continuous knowledge check																																
	1	Written exam				Experimental work		1	Presentation																																
	1	Oral exam				Research																																			
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table border="1"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Assessment during instruction</td> </tr> <tr> <td>Presentation</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Midterm exam 1</td> <td>45%</td> <td>45</td> </tr> <tr> <td>Midterm exam 2</td> <td>45%</td> <td>45</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i></td> </tr> <tr> <td>Written exam</td> <td>90%</td> <td>90</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>											Activity specification	Percent %	Points	Assessment during instruction			Presentation	10%	10	Midterm exam 1	45%	45	Midterm exam 2	45%	45				<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			Written exam	90%	90				Total:	100%	100
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Total:	100%	100																																							
3.9 Assessment criteria – analysis per learning outcomes	Ways of evaluating learning outcomes																																								
		Presentatio n		Mid-term exam 1	Mid-term exam 2						Total																														

Outcome 1			20	15		35
Outcome 2			20	5		25
Outcome 3	10		5	5		20
Outcome 4				20		20
Outcome not-related						
Total	10		45	45		100

Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)

Points	Grade
89 – 100	excellent (5)
76 – 88	very good (4)
63 – 75	good (3)
50 – 62	pass (2)
0 – 49	fail (1)

3.10 Specific features related with taking the course

If a student collects 50% of the points of each outcome, he / she directly takes the oral exam. The condition is that he made a presentation.

If a student does not achieve a sufficient number of points on the midterm exam, he / she cannot take the next midterm exam.

Once won points in intermediate exams for each learning outcome are no longer deleted unless the student decides to correct the result for a particular learning outcome, whereby the points won until then are deleted and newly earned points are entered for that learning outcome.

A student cannot access the exam period if he has not made a presentation.

The final grade is obtained at the exam.

3.11 Students obligations

Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam.

Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam.

If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam.

Attendance can be offset by online tuition, organised webinars and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In that case, if the student missed more than 50% of classes, and has a justifiable reason/apology, the request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.

3.12 Written assignments - presentations	Presentations must be written on a computer, can be made in PowerPoint or students can use other tools, e.g. Prezi, PowToon, etc. The presentation must last a minimum of 5 and a maximum of 10 minutes. The presentation must contain an introduction, main part and conclusion, where the introductory slide must contain the key points of the presentation. The presentation must not contain long sentences or text. Instead, there must be only keywords on the slides, and the content, i.e. the topic of the presentation, must be freely presented, without reading from the slides. The last slide (s) of the presentation must contain a list of used literature. After the presentation, it is necessary to seek feedback from the audience, i.e. fellow students.
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3.13 Required reading	1.	Materials published on Loomen and Merlin
	2.	Harst, E., Susan, K., Rodi, M., Rohrmann, L.: Treffpunkt Beruf; Klett Langenscheidt-Verlag, München (2013)

3.14 Additional reading	1.	Eterović, S., Sobo, K. Kommunikation im Tourismus. Veleučilište u Karlovcu. Karlovac, 2007.
	2.	Duden – Universalwörterbuch Online
	3.	Rodek, S., Kosanović, J. Njemačko hrvatski poslovni rječnik, Masmedia, Zagreb, 2004.
	4.	Rodek S. Hrvatsko njemački poslovni rječnik, Masmedia, Zagreb, 2009.
	5.	Engler, T. Osnove njemačke gramatike, Veleučilište u Varaždinu. Varaždin, 2013.

	6.	Darabuš, LJ., Đolonga, S., Engler, T. Vježbe iz njemačke gramatike. Veleučilište u Varaždinu. Varaždin, 2013.
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4 ADDITIONAL COURSE INFORMATION

4.1 Quality control	The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Polytechnic of Međimurje in Čakovec.
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4.2 Contact the teacher	Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is
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	desirable for students to come as often as possible for any possible questions during the teacher's office hours.
4.3 Information about the course	It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the Polytechnic at least 24 hours in advance.
4.4 Course contribution to the study program	Use a foreign language in business situations in an appropriate way

5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)

LECTURES				
Classes	Topic and description	Method	Learning outcomes	Course outcome
		<ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 		
1.	Introduction and repetition, alphabet, spelling, pronunciation, numbers, days of the week	Direct teaching, discovery and group learning	Revise the basic communication structures of business German	O1
2.	Company	Direct teaching, discovery and group learning	Describe a company based on the text read	O2
3.	Order	Direct teaching, discovery and group learning	Highlight the most important order items based on the text read	O2
4.	Dialogues	Direct teaching, discovery and group learning	Apply default structures in conducting account interviews	O2

5.	Occupations	Direct teaching, discovery and group learning	Name the occupations of the company's employees on the example of the company	O2
6.	Adjective as an attribute	Direct teaching, discovery and group learning	Use a correct form of an adjective as an attribute	O1
7.	Organisation	Direct teaching, discovery and group learning	Sketch the organization of the company, ie the hierarchy and departments	O2
8.	Event organization agency	Direct teaching, discovery and group learning	Demonstrate a telephone conversation	O2
9.	Everyday communication in a company	Direct teaching, discovery and group learning	Use default communication structures in practicing everyday business conversations	O2
10.	Colleagues, bosses and customers	Direct teaching, discovery and group learning	Use appropriate communication with colleagues, superiors or clients using given examples	O2
11.	Notice of temporary incapacity for work	Direct teaching, discovery and group learning	Express an opinion in German with the help of given structures.	O2
12.	Payroll accounting	Direct teaching, discovery and group learning	Identify the most important salary calculation items	O2
13.	Contract of employment	Direct teaching, discovery and group learning	Identify the most important salary calculation items	O4

14.	Passenger classification	Direct teaching, discovery and group learning	Classify passengers in German.	O4
15.	Students' presentations	Individual learning	Research and present a chosen topic	O3
EXERCISES/ SEMINARS				
Classes	Topic and description	Method <ul style="list-style-type: none"> • Direct teaching (lecture, instruction, pp presentation) • Discovery learning (individual, lead, discussion) • Group learning • Case study • Field classes... 	Learning outcomes	Course outcome
1.	Articles, gender of noun, personal pronouns, present	Direct teaching, Discovery and group learning	Revise the basic communication structures of business German	O1
2.	Management, manager	Direct teaching, Discovery and group learning	Define management and managerial tasks	O1
3.	Language for specific purposes – synonyms, translation	Direct teaching, Discovery and group learning	Reform a sentence using synonyms or translate a sentence	O1
4.	Full time and part time students – plural of nouns	Direct teaching, Discovery and group learning	Use the correct form of the noun when describing student obligations	O2
5.	Compounds	Direct teaching, Discovery and group learning	Recognize words within a compound word	O1
6.	Telephone conversations	Direct teaching, Discovery and group learning	Give an example of a telephone conversation when organizing an	O2

			event, and based on the example	
7.	Student presentations	Individual learning	Research and present a chosen topic	O3
8.	Midterm test	-	-	-
9.	Working overtime – a discussion	Direct teaching, Discovery and group learning	Discuss working overtime, express opinions	O1
10.	Destination management	Direct teaching, Discovery and group learning	Define destination management	O2
11.	Imperative and etiquette in corporate communication	Direct teaching, Discovery and group learning	Recognize the difference between various types of communication	O2
12.	Structures for polite and appropriate professional communication	Direct teaching, Discovery and group learning	Apply the subjunctive instead of the imperative	O1
13.	Product and service description	Direct teaching, Discovery and group learning	Make a list of product and service features and describe the product and service	O2
14.	Students' presentations	Individual learning	Research and present a topic	O3
15.	Midterm test	-	-	-