



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Business German 2			
1.2 Study program/s	Specialist professional graduate study Management of tourism and sports			
1.3 Course status (O,E)	O	1.6 Mode of instruction (number of hours)	Lectures	15
1.4 Course code			Exercises	30
1.5 Course abbreviation	PNJ2		Seminars	
1.6 Semester	II		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	M. Sobočan, v. pred.	contact	martina.sobocan@mev.hr
		contact	
2.2 Assistant/s- title	P. Orešković, pred.	contact	pia.oreskovic@mev.hr
		contact	
2.3 Instruction held by- title	P. Orešković, pred.	contact	pia.oreskovic@mev.hr

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 international 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	Business German I									
3.3 Course outcomes	<ol style="list-style-type: none"> 1. 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. 2. Identify and use vocabulary related to the purchase and sale of products and services: order, order confirmation, invoice, delivery note, complaint 3. Describe and explain your own business competencies when applying for a job: write a CV, a job application, ask and answer questions from a job interview. 4. Make a presentation related to the profession or culture and civilization of German-speaking countries and present it to the group. 									
3.4 Course content	The course presents contents related to business communication with a focus on adequate vocabulary and the way of communication. The contents are processed from the aspect of recognizing typical linguistic or 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																																																																					
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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>Attendance</td> <td>5%</td> <td>5</td> </tr> <tr> <td>Class activity</td> <td>5%</td> <td>5</td> </tr> <tr> <td>Presentation</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Midterm exam 1</td> <td>40%</td> <td>40</td> </tr> <tr> <td>Midterm exam 2</td> <td>40%</td> <td>40</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>80%</td> <td>80</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>										Activity specification	Percent %	Points	Assessment during instruction			Attendance	5%	5	Class activity	5%	5	Presentation	10%	10	Midterm exam 1	40%	40	Midterm exam 2	40%	40	<i>Exam assessment for the students who failed to fulfill all the obligatory requirements during the semester</i>			Written exam	80%	80	Total:	100%	100																																	
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3.9 Assessment criteria – analysis per learning outcomes	<table border="1"> <thead> <tr> <th colspan="7">Ways of evaluating learning outcomes</th> </tr> <tr> <th></th> <th>Attendance</th> <th>Activity</th> <th>Mid-term exam 1</th> <th>Mid-term exam 2</th> <th>Practical work</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Outcome 1</td> <td></td> <td></td> <td>20</td> <td>20</td> <td></td> <td>40</td> </tr> <tr> <td>Outcome 2</td> <td></td> <td></td> <td></td> <td>20</td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 3</td> <td></td> <td></td> <td>20</td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>Outcome 4</td> <td></td> <td></td> <td></td> <td></td> <td>10</td> <td>10</td> </tr> <tr> <td>Outcome 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Outcome not-related</td> <td>5</td> <td>5</td> <td></td> <td></td> <td></td> <td>10</td> </tr> <tr> <td>Total</td> <td>5</td> <td>5</td> <td>40</td> <td>40</td> <td>10</td> <td>100</td> </tr> </tbody> </table> <p>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)</p>										Ways of evaluating learning outcomes								Attendance	Activity	Mid-term exam 1	Mid-term exam 2	Practical work	Total	Outcome 1			20	20		40	Outcome 2				20		20	Outcome 3			20			20	Outcome 4					10	10	Outcome 5							Outcome not-related	5	5				10	Total	5	5	40	40	10	100
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3.10 Specific features related with taking the course	<p>If a student collects 50% of the points of each outcome, he / she directly takes the oral exam.</p> <p>If a student does not achieve a sufficient number of points on the midterm exam, he / she cannot take the next midterm exam.</p> <p>Points allotted in midterms are not deleted unless the student decides to correct the result for each learning outcome, whereby the points achieved until that point are to be replaced with the newly awarded points in each outcome.</p>																																																																								

	<p>Homework points are awarded according to the quality of the task and the answers to the questions related to the task.</p> <p>Points earned by assignments, flash quizzes and attendance are retained by the student throughout the academic year and can only be corrected exceptionally, with the express approval of the subject teacher.</p> <p>A student cannot access the exam period if he has not given a presentation. The final grade is obtained in the oral part of the exam.</p>										
3.11 Students obligations	<p>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.</p> <p>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.</p>										
3.12 Written assignments	-										
3.13 Required reading	<table border="1"> <tr> <td>1.</td> <td>Materials uploaded onto Merlin</td> </tr> <tr> <td>2.</td> <td>Čičin-Šain Buljan, M., Kosanović, J., Štampalija, A.: <i>Geschäftliches Kommunizieren – Poslovno komuniciranje</i>, Mikrorad, Zagreb, 2007</td> </tr> <tr> <td>3.</td> <td>Norbert Becker, Jörg Braunert, Karl-Heinz Eisfeld: <i>Dialog Beruf 1</i>; Max Hueber Verlag, Ismaning, 1997</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	1.	Materials uploaded onto Merlin	2.	Čičin-Šain Buljan, M., Kosanović, J., Štampalija, A.: <i>Geschäftliches Kommunizieren – Poslovno komuniciranje</i> , Mikrorad, Zagreb, 2007	3.	Norbert Becker, Jörg Braunert, Karl-Heinz Eisfeld: <i>Dialog Beruf 1</i> ; Max Hueber Verlag, Ismaning, 1997				
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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.										
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 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.

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

LECTURES				
Hours	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 to the rules of teaching, Perfect - introduction	Direct teaching (lecture, instruction, pp presentation)	Repeat and define new rules perfect part 1.	I1
2.	Perfect - revision	Direct teaching (lecture, instruction, pp presentation)	Repeat and define new rules perfect part 2	I1
3.	Job application – documents	Direct teaching (lecture, instruction, pp presentation)	Identify and define the required documents	I1,3
4.	CV	Direct teaching (lecture, instruction, pp presentation)	Define paragraphs and analyze content	I3
5.	Climbing the career ladder	Direct teaching (lecture, instruction, pp presentation)	List possible positions and outcomes at work	I3
6.	Preterite	Direct teaching (lecture, instruction, pp presentation)	Define rules for the use of preterite	I1
7.	Revision for midterm	Direct teaching (lecture, instruction, pp presentation)	Self-evaluate	I1
8.	Hotel offer	Direct teaching (lecture, instruction, pp presentation)	Analyze the offer, recognize linguistic expressions	I2
9.	Business correspondence – introduction	Direct teaching (lecture, instruction, pp presentation)	Define the components of business correspondence	I1,2,3
10.	Paying methods and conditions	Direct teaching (lecture, instruction, pp presentation)	Analyze documents and recognize language. Define vocabulary	I2
11.	Quote and invoice	Direct teaching (lecture, instruction, pp presentation)	Identify the components	I2

12.	Overdue notice	Direct teaching (lecture, instruction, pp presentation)	Recognize language expression	I2
13.	Complaint	Direct teaching (lecture, instruction, pp presentation)	Recognize linguistic expression	I2
14.	Revision	Direct teaching (lecture, instruction, pp presentation)	Knowledge test, answer open-ended questions	I1, 2, 3
15.	Class conclusion - GPA	Direct teaching (lecture, instruction, pp presentation)	Self-evaluate	
EXERCISES/ SEMINARS				
Hours	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.	Introduce yourself and a colleague, talk about school education, competencies and skills	Discovery learning Group learning	Independently recognize and apply vocabulary on education and grammar	I1,3
2.	Job posting Job application	Discovery learning Group learning	Identify linguistic expressions and apply them	I3
3.	Job interview	Discovery learning Group learning	Apply vocabulary for work	I3
4.	Retirement, further education	Discovery learning Group learning	Independently recognize and apply language constructions	I3
5.	Company history, preterite	Discovery learning Group learning	Independently recognize and apply grammatical constructions	I1
6.	Dialogues and group work on the topic of work	Discovery learning Group learning	Apply language constructions and vocabulary	I1,3
7.	Student presentations	Discovery learning Group learning	Identify and explain the topics of the profession or culture and civilization of the German-speaking area	I4
8.	1 st midterm	Discovery learning Group learning	Check outcomes 1 and 3	
9.	Choose an offer and explain the choice	Discovery learning Group learning	Analyze the offer and explain the choice	I2

10.	Business correspondence, procedure from inquiry to order	Discovery learning Group learning	Identify the necessary steps and apply the existing language components	I1,2
11.	Terms of payment and delivery, student presentations	Discovery learning Group learning	Sketch payment / delivery terms, analyze terms	I1,2,4
12.	practicing writing reminders, offers and invoices	Discovery learning Group learning	Sketch a reminder, offer and invoice	I1,2
13.	Revise content, student presentations	Discovery learning Group learning	Self-evaluation	I1,2,3,4
14.	2nd midterm	Discovery learning Group learning	Check learning outcome 1 & 2	I1
15.	Check midterm grades, preparation for oral exam	Discovery learning Group learning	Check learning outcome 4	I1,3,4