

Course Title		
<b>MLI62A001</b>	<b>BASICS IN BUSINESS GERMAN 1</b>	<b>3 cr</b>
Course Description and Learning Outcomes		
<p>This course introduces students to speaking, listening, reading and writing in German with an emphasis on speaking and listening. Students are introduced to the basic vocabulary and grammar needed for communicating in daily life and in business situations. They also become aware of culture in German-speaking countries.</p> <p><b>Learning outcomes</b> for this course, upon successful completion, include the ability to:</p> <p>1) greet people and describe oneself and others, including family, 2) make conversation, for example about the weather, one's interests and studies, 3) ask for and understand directions, 4) describe various places and environments, including one's home, 5) search for housing using the target language, 6) handle hospitality situations, for example issuing and accepting invitations, 7) manage shopping and ordering at restaurants, 8) discuss time and make appointments, 9) talk about employment and professions, and 10) manage simple business communication tasks such as phoning, emailing and making a short presentation.</p> <p>Beginning level 0, Target level A1 (Common European Framework)</p>		

Instructor Name and Profile
<p><b>Dr. Gesa Zinn has been teaching German in the United States and Germany since 1986. She has been a professor of German and German Studies at the University of Louisville and the University of Minnesota, Duluth, and has served as a Literary Specialist at the Twin Cities Immersion School. She is currently teaching at Colorado State University in Fort Collins, Colorado, and at the Global Language Institute in St. Paul, Minnesota.</b></p>

Email Address
<b>flekkifjord@gmail.</b>

Office Hours
<b>1:15-2:15 M-Th</b>

Required Reading
<p><b>Menschen A1, Kursbuch (textbook); authors: Evans, Pude, Specht</b>  <b>Menschen A1 Arbeitsbuch (work book); authors: Kalender, Pude</b>  <b>Menschen A 1.2 Kursbuch (textbook); authors: Evans, Pude, Specht</b>  <b>Menschen A1.2 Arbeitsbuch (work book); authors: Glas-Peters, Pude, Reimann</b></p>

These are hard copies (no e-copies, please!) all are available at Hueber Verlag, Germany ([www.hueber.de](http://www.hueber.de))

**Suggested: A German-English dictionary (hard copy)**

<b>Course Schedule</b>	
<p>Session 1, June 10  <b>TOPICS: Alphabet, greetings</b>  <b>Grammar: conjugations</b></p> <p><b>Deduction due to an unexcused absence on first day of the course:</b> 5 points (on a 100-point scale) will be deducted from the student's final raw score before converting it to the final grade.</p>	
<p>Session 2, June 11            TOPICS: Hobbies, Family            Grammar: gender, prepositions            Role plays</p>	Lektion 2 and 3 <i>Quiz</i>
<p>Session 3, June 12            TOPICS: Numbers, Furniture, visit at the eye doctor            Grammar: personal pronouns, definite articles + kein(e)</p>	<b>Test Modul 1</b> Lektion 4,5
<p>Session 4, June 13            TOPICS: Job related items; speaking on the telephone, hobbies            Grammar: singular/plural; accusative case, modal verbs            Role plays</p>	Lektion 6+7 <i>Quiz</i>
<p>Session 5, June 14            TOPICS: telling time, food items, meals            Grammar: temporal prepositions, modal verbs</p>	<b>Test Modul 2</b> Lektion 8+9
<p>Session 6, June 17            TOPICS: transportation, activities            Grammar: separable prefix verbs, present perfect, irregular/regular verbs</p>	<b>Test Modul 3</b> Lektion 10+11
<p>Session 7, June 18            TOPICS: parties/events, map reading, directions            Grammar: prepositions, past participles+ haben/sein, dative prepositions</p>	Lektion 12+ 13, <i>Quiz</i>
<p>Session 8, June 19            TOPICS: living (house, apartment)            Grammar: nominative/accusative case, genitive/dative case; personal pronouns  <u>Class meets 3 extra hours in the evening for a film viewing with discussion</u></p>	<b>Test Modul 4</b> Lektion 14+15

Session 9, June 20 TOPICS: problem solving, asking for help Grammar: temporal prepositions, modal verbs Role play, creative writing	Lektion 16+17 Quiz
Friday, June 21: Midsummer Eve	<b>No class</b>
Session 10, June 24 TOPICS: giving advice, body parts, wishes Grammar: imperative forms, modal verbs	Lektion 18
Session 11, June 25 TOPICS: outward appearance, character traits GRAMMAR: simple past, present perfect, imperative, personal pronouns (accusative)	<b>Test Modul 5 + 6</b> Lektion 19+20
Session 12, June 26 TOPICS: traffic signs, rules/regulations, how to express one's opinion, clothing Grammar: modal verbs, adjectives: comparative and superlative forms	Lektion 21+22 Quiz
Session 13, June 27 TOPICS: weather, vacation, holidays, festivities Grammar: nouns/adjectives; conjunction 'denn', ordinal numbers, subjunctive II	Lektion 23+24
Session 14, June 28	<b>Oral and Final Exam Written Exams (including Test Modul 7)</b>

<b>Aalto University School of Business, Mikkeli Campus Grading</b>	
<b>Course Requirements and Values</b>	Weighting (%) or maximum points
<b>Modul Tests (5x10); your worst one will not count</b>	50
<b>Homework and Presentation (each 5%)</b>	10
<b>Participation</b>	15
<b>Written and Oral Final Exams</b>	20
<b>Quizzes (1 each)</b>	5
<b>Total</b>	<b>100</b>
<b>Conversion scale</b>	<b>Final grade (official scale)</b>
90 - 100	5
80 - 89	4
70 - 79	3
60 - 69	2
50 - 59	1
0 - 49	0

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### ECTS GUIDELINES

This course is a 3 ECTS unit course, following the ECTS (European Credit Transfer System) guidelines of Aalto University School of Business. The number of hours the average student is expected to work in the course is 80 (including in-class and out-of-class work).

ECTS Student Workload		
	Number of Hours	
<b>Contact hours (on- and off-campus)</b>	<b>45</b>	
<b>Out-of-class hours</b>	<b>35</b>	
Work with course materials, eg required reading	15	
Exam preparation	15	
Individual research & writing	5	
Team projects (meetings, research, preparation, etc.)		
Other (please specify)		
<b>Total of all student workload hours</b>	<b>80</b>	

### Academic Policy Statements

#### TEXTBOOK POLICY

All required textbooks and other course materials are the responsibility of the student. It is the expectation of faculty that all students will have access to the textbooks and other reading material. If a student is not able to purchase his/her own copy of the textbook or other required reading materials, it is nonetheless the student's responsibility to find a way to complete the reading for the course.

#### CLASS ATTENDANCE AND PARTICIPATION

Class attendance and participation are considered integral parts of teaching and learning at the BScBA program in Mikkeli. Therefore, regular class attendance is required of all students and attendance records are kept for each class. Students are also expected to be in class on time. Late arrivals are seen as being discourteous to the instructor and other students.

The attendance policy of the BScBA program provides that:

- 1) **A maximum of two unexcused absences** is allowed for a 3-week, 3-credit course. Three or more unexcused absences will result in being dropped from the course. Note: Whenever taking an unexcused absence, the student bears the risk of missing class, and the consequences, which may include a lower participation grade, missing a graded activity, etc.
- 2) **A total maximum of four absences** (excused and unexcused) is allowed for a 3-week, 3-credit course. Five absences will result in being dropped from the course.
- 3) **Absences are excused** by approval of staff and the instructor for legitimate reasons only (medical certificates or other critical reasons), per the Permission for Absence Form.
- 4) **An unexcused absence on the first day:** an unexcused absence on the first day of the course will result in 5 points (on a 100-point scale) being deducted from the student's final raw score before converting it to the final grade.
- 5) **A student missing a graded activity due to an:**
  - a. **excused absence** will be given special consideration, eg the chance to make up an exam;
  - b. **unexcused absence** may not be able to compensate for the missed work, in which case the student will lose the points for that activity. The final decision in this case is left for the faculty.

Students not able to attend class on a day with a graded activity should make every effort to inform the instructor ahead of time, regardless of the reason.

- 6) **A student getting to class after the session has started** will not be able to enter the classroom until the first break and will get an unexcused absence for the day.
- 7) **The instructor may include class participation as a component of the grade**, up to 15% of the total points that can be earned toward the final grade.

### CODES OF CONDUCT

Academic excellence and high achievement levels are only possible in an environment where the highest standards of academic honesty and integrity are maintained. Students are expected to abide by the Aalto University Code of Academic Integrity, other relevant codes and regulations, as well as the canons of ethical conduct within the disciplines of business and management education.

In addition, the BScBA Program has strict exam regulations in force which must be followed in all test-taking situations.

### Additional Information

**This class is very fast moving. Each day we will cover all modalities: reading, writing, listening and speaking. You are asked to prepare vocabulary, grammar, reading exercises, etc. ahead of our classroom discussions/learning in order to be able to use the language in class (i.e. you learn first and then we use what you**

**learned, not vice versa). Make sure you have all the required materials on day one, and make sure you do not fall behind, since it is difficult to catch up. Come and see me during office hours whenever you need to, especially if you are stuck or have fallen behind. Don't wait until it is too late. Also: do not let the many tests scare you. Language tests in small doses are easier than in large doses. Each test covers the material of one module and lasts no longer than 1 hour.**

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