

Course Title		
MLI62A101	GERMAN BUSINESS COMMUNICATION 1a	3 cr
Course Description and Learning Outcomes		
<p>The course deals with material related to the basic operations of a company. Students practice relevant communicative situations as well as review and expand their knowledge of grammatical structures learned in previous courses. This course will focus equally on listening, speaking, reading and writing skills.</p> <p>Learning outcomes for this course, upon successful completion, include the ability to:</p> <p>1) manage in German at an intermediate level in the most common communicative situations at work and in business, 2) understand the main content of business texts and produce short written texts for typical business contexts, and 3) gain broader knowledge of the cultural and business environment in countries where German is spoken.</p> <p>Beginning level A2, Target level A2.2 (Common European Framework)</p>		

Instructor Name and Profile
Hans-Joachim Schulze, Lecturer for German business communication

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Office Hours
Mo – Thu, 1 – 2 pm.

Required Reading
Alltag, Beruf & Co. 3
<i>Kursbuch + Arbeitsbuch mit Audio-CD zum Arbeitsbuch</i>
Dr. Norbert Becker, Dr. Jörg Braunert

Course Schedule	
<p>Session 1 (Monday, 29.7.2019, 9 - 12)</p> <p>Deduction due to an unexcused absence on first day of the course: 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>Inhalt: Lektion 1</p> <ul style="list-style-type: none"> - Sich vorstellen, sich bekannt machen, Schule, Lehre, Studium, Anstellung - Dienstantritt – Lebensdaten/Zeitangaben - Grammatik: Präteritum Modalverben + Perfekt 	<p>Homework for Session 2:</p> <ul style="list-style-type: none"> - S. 13, Hörübung D - S. 14, Aufgabe I - S. 16, Hörübung 2 - S. 17, Aufgabe 4 - S. 18, Hörübung 7 - S. 21 Grammatik lernen <p>Zusatzaufgabe: eigenen CV schreiben!</p>
<p>Session 2 (Tuesday, 30.7.2019, 9 – 12)</p> <p>Inhalt: Lektion 2</p> <ul style="list-style-type: none"> - Charakterisierung von Personen, Verhaltensweisen/Vorlieben - Berufliche Tätigkeit und Funktion - Grammatik: Adjektiv + Relativsatz 	<p>Homework for Session 3:</p> <ul style="list-style-type: none"> - S. 22, Hörübung D - S. 24, Aufgabe I - S. 26, Hörübung 2 - S. 28, Hörübung 7 - S. 31 Grammatik lernen
<p>Session 3 (Wednesday, 31.7.2019, 9 – 12)</p> <p>Inhalt: Lektion 3</p> <ul style="list-style-type: none"> - Wetter/Jahreszeiten - Betriebsklima, Atmosphäre, Stimmung - Grammatik: Modalverb sollen + Wortbildungen 	<p>Homework for Session 4:</p> <ul style="list-style-type: none"> - S. 35, Hörübung P - S. 46, Hörübung 2 - S. 48, Hörübung 8 - S. 51 Grammatik lernen
<p>Session 4 (Thursday, 1.8.2019, 9 – 12)</p> <p>Inhalt: Lektion 5</p> <ul style="list-style-type: none"> - Lebens- und Wohnumfeld, Kultur und Freizeit, Natur und Umwelt - Zufriedenheit am Arbeitsplatz - Grammatik: Kausalsatz + Präpositionen 	<p>Homework for Session 5:</p> <ul style="list-style-type: none"> - S. 55, Hörübung L - S. 56, Hörübung 2 - S. 58, Hörübung 7 - S. 61 Grammatik lernen <p>Zusatzaufgabe: Text schreiben nach dem Muster Aufgabe B auf S. 52</p>
<p>Session 5 (Friday, 2.8.2019, 9 – 12)</p> <p>Inhalt: Lektion 6</p> <ul style="list-style-type: none"> - Hobbys, Freizeit - Bürokommunikation, Medien - Grammatik: Komparativ + Superlativ + Vergleichssätze 	<p>Homework for Session 6:</p> <ul style="list-style-type: none"> - S. 65, Hörübung M - S. 66, Hörübung 2 - S. 68, Hörübung 7 - S. 71 Grammatik lernen

<p>Session 6 (Monday, 5.8.2019, 9 – 12)</p> <p>Inhalt: Lektion 7</p> <ul style="list-style-type: none"> - Telefonwortschatz - Telefongespräche am Arbeitsplatz - Grammatik: Reflexive Verben + Telefonwortschatz 	<p>Homework for Session 7:</p> <ul style="list-style-type: none"> - S. 75, Hörübung K - S. 76, Hörübung 3 - S. 78, Hörübung 9 - S. 81 Grammatik lernen <p>Zusatzaufgabe: Kurze Biographie nach dem Muster auf S. 70 für eine berühmte deutsche Persönlichkeit IHRER Wahl</p>
<p>Session 7 (Tuesday, 6.8.2019, 9 – 12)</p> <p>Inhalt: Lektion 8</p> <ul style="list-style-type: none"> - Tagesabläufe - Arbeitstag, Arbeitsalltag, Arbeitszeiten - Grammatik: Konditionalsatz + Wortbildung 	<p>Homework for Session 8:</p> <ul style="list-style-type: none"> - S. 83, Hörübung D - S. 87, Hörübung 3 - S. 88, Hörübung 7 - S. 91 Grammatik lernen <p>Zusatzaufgabe: S. 79, Aufgabe 13: Ihr Tag</p>
<p>Session 8 (Wednesday, 7.8.2019, 9 – 12)</p> <p>Inhalt: Lektion 9</p> <ul style="list-style-type: none"> - Arbeitsschritte - E-Mails + Grafiken - Grammatik: Verbal-/Nominalstil + Nebensätze 	<p>Written Exam</p>

<p>Aalto University School of Business, Mikkeli Campus Grading</p>	
Course Requirements and Values	Weighting (%) or maximum points
Requirement 1 (Participation 10% and activities in the classroom 10%)	20
Requirement 2 (Written exercises out of the classroom)	30
Requirement 3 (Final exam)	50
Total	100
Conversion scale	Final grade (official scale)
90 - 100	5
80 - 89	4
70 - 79	3
60 - 69	2
50 - 59	1
0 - 49	0

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
Contact hours (on- and off-campus)	24
Out-of-class hours	56
Work with course materials, eg required reading	25
Exam preparation	15
Individual research & writing	10
Team projects (meetings, research, preparation, etc.)	6
Other (please specify)	
Total of all student workload hours	80

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 this course:

- 1) **A maximum of two absences** is allowed: one excused and one unexcused OR two excused absence.
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) **More than two 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