

Course Title		
MLI62A102	GERMAN BUSINESS COMMUNICATION 1b	3 cr
Course Description and Learning Outcomes		
<p>In this course, students will deepen their ability to interact in the target language in the most common communicative situations at work and in business, using various forms of communication and media. The students will also gain insights into the key cultural contexts in which the target language is spoken. In addition, they will review and learn more about grammatical structures learned in earlier 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) function in social situations at work, 3) give a short oral presentation on a company and 4) gain deeper knowledge of the cultural and business environment of the countries in which German is spoken.</p> <p>Beginning level A2.2, Target level B1 (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
<p>Alltag, Beruf & Co. 4</p> <p><i>Kursbuch + Arbeitsbuch mit Audio-CD zum Arbeitsbuch</i></p> <p>Dr. Norbert Becker, Dr. Jörg Braunert</p>

Course Schedule	
<p>Session 1 (Thursday, 8.8.2019, 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"> - Familie, Familienstand - Unternehmen, Betrieb, Konzern – Bereich, Abteilung, Zuständigkeit - Grammatik: Infinitivsätze, Possessivartikel 	<p>Homework for Session 2:</p> <ul style="list-style-type: none"> - S. 6, Hörübung 3 - Grammatik S. 11 - S. 13, Hörübung G - S. 16, Hörübung 2 - S. 18, Hörübung 7 - Grammatik, S. 21
<p>Session 2 (Friday, 9.8.2019, 9 – 12)</p> <p>Inhalt Lektion 2:</p> <ul style="list-style-type: none"> - Wohnung, Wohnen - Tätigkeiten in Abteilungen, Ablauf, Reihenfolge - Grammatik: Passiv 	<p>Homework for Session 3:</p> <ul style="list-style-type: none"> - S. 23, Hörübung H - S. 25, Hörübung P - Grammatik, S. 31 - S. 36 – 37, Hörübung 2 - S. 38, Hörübung 7
<p>Session 3 (Monday, 12.8.2019, 9 – 12)</p> <p>Inhalt Lektion 3:</p> <ul style="list-style-type: none"> - Zwischenfälle neu planen - Aufgaben erledigen - Telefonate + E-Mails - Grammatik: Abfolge, Temporale Nebensätze <p>Zusätzlich 2 Unternehmenspräsentationen</p>	<p>Homework for Session 4:</p> <ul style="list-style-type: none"> - S. 45, Aufgabe M - Grammatik, S. 51 - S. 56 – 57, Hörübung 2 - S. 58, Hörübung 6 - S. 59, Aufgabe 9 - Grammatik, S. 61
<p>Session 4 (Tuesday, 13.8.2019, 9 – 12)</p> <p>Inhalt Lektion 4:</p> <ul style="list-style-type: none"> - Auf der Post - Tätigkeiten im Versand - Am Telefon - Grammatik: Nebensätze <p>Zusätzlich 2 Unternehmenspräsentationen</p>	<p>Homework for Session 5:</p> <ul style="list-style-type: none"> - S. 63, Hörübung I - S. 64, Hörübung M - S. 66 – 67, Hörübung 2 - S. 68 – 69, Hörübung 7 - S. 69, Aufgabe 10 - Grammatik, S. 71
<p>Session 5 (Wednesday, 14.8.2019, 9 – 12)</p> <p>Inhalt Lektion 5:</p> <ul style="list-style-type: none"> - Lebensstationen/Werdegang - Personalentwicklungsgespräch – berufliche Zukunftspläne - Grammatik: Temporale Nebensätze, Perfekt + Präteritum <p>Zusätzlich 2 Unternehmenspräsentationen</p>	<p>Homework for Session 6:</p> <ul style="list-style-type: none"> - S. 75, Hörübung M - S. 76, Hörübung 2 - S. 77, Aufgabe 5 - S. 78, Hörübung 7 - Grammatik, S. 81

<p>Session 6 (Thursday, 15.8.2019, 9 – 12)</p> <p>Inhalt Lektion 6:</p> <ul style="list-style-type: none"> - Defekte und Störungen - Reklamation und Beschwerde - Grammatik: Infinitivsatz, Reflexivpronomen mit Dativ <p>Zusätzlich 2 Unternehmenspräsentationen</p>	<p>Homework for Session 7:</p> <ul style="list-style-type: none"> - S. 83, Hörübung G - S. 87, Hörübung 3 - S. 88, Hörübung 8 - Grammatik, S. 91
<p>Session 7 (Friday, 16.8.2019, 9 – 12)</p> <p>Inhalt Lektion 7:</p> <ul style="list-style-type: none"> - Medien - Kommunikation im Unternehmen - Grammatik: Personalpronomen, Reflexivpronomen <p>Zusätzlich 2 Unternehmenspräsentationen</p>	<p>Written Exam</p>

Aalto University School of Business, Mikkeli Campus Grading	
Course Requirements and Values Include a minimum of 3 graded elements in the course.	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 (if student work graded 0-100)*	Final grade (official scale)
90 - 100	5
80 - 89	4
70 - 79	3
60 - 69	2
50 - 59	1
0 - 49	0

ECTS GUIDELINES	
<p>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). Please estimate the approximate number of hours the average student in your course should spend completing the clusters of tasks listed below.</p>	
ECTS Student Workload	
	Number of Hours
Contact hours (on- and off-campus)	21

Out-of-class hours (specify below)	59	
Work with course materials, eg required reading	25	
Exam preparation	15	
Individual research & writing	13	
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 the BScBA program provides that:

- 1) **A maximum of two absences** is allowed: one excused and one unexcused OR two excused absences.
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:**
- excused absence** will be given special consideration, eg the chance to make up an exam;
 - 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