

Course Code and Title	
<b>MLI62A001 Basics in Business German 1</b>	<b>3 cr</b>
Learning Outcomes and Content	
<p>Learning outcomes for this course, upon successful completion, include the ability to: 1) follow language which is slowly and carefully articulated, with long pauses to assimilate meaning, 2) understand simple spoken sentences or connected phrases concerning one's home, work and studies, 3) recognize concrete information (e.g. places and times) on familiar topics encountered in everyday life, 4) introduce oneself and other people at a basic level (names, age, activities), 5) make actionable demands to satisfy needs such as asking for food, expressing simple psychological states, as well as accepting and refusing, 6) understand very short, simple texts, a single phrase at a time, picking up familiar names, words and basic phrases, and rereading as required, 7) give information about matters of personal relevance using simple words, structures, and basic expressions, and 8) begin building a vocabulary around business and culture in German.</p> <p>Content: 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 some business situations. They also become aware of some elements of culture in countries where German is spoken.</p> <p>CEFR: Beginning level 0, Target level A1</p>	

Instructor Name and Profile
<p>Andrea Liebschner, PhD</p> <p>In 2005 Andrea Liebschner obtained a Magister Diploma in Slavonic Studies (Russian) at the Saarland University in Saarbrücken, Germany. In 2007 she obtained her postgraduate teaching certificate for German as a foreign language at the Saarland University. In 2016 she obtained her PhD degree in Russian at the University of Glasgow. She has taught at universities and educational institutions Russia, Poland, Germany and UK. She is a teacher at the Goethe Institute Finland in Helsinki.</p>

**Email Address**[andrea.liebschner@aalto.fi](mailto:andrea.liebschner@aalto.fi)**Office Hours**

14.00 - 15.00

**Required Reading****Menschen A1, Kursbuch** (textbook, contains 24 lessons in 8 modules); authors: Evans, Pude, Specht**Menschen A1 Arbeitsbuch** (workbook); authors: Glas-Peters, Pude, ReimannHard copies available at Hueber Verlag, Germany ([www.hueber.de](http://www.hueber.de))

Suggested: A German-English dictionary (hard copy)

**Course Schedule****Deduction due to an absence on the 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. If a student is absent on the first day due to illness, and provides the Manager of Academic Operations with a medical certificate, the 5-point deduction will be waived. The Manager of Academic Operations will then inform the instructor of the waived deduction.

Session # and Date	Topic/s	Assignment/s
<b>Session 1:</b> <b>10.6.2024</b>	<b>T O P I C S :</b> introduction, greeting, personal details, family <b>G R A M M A R :</b> conjugation, wh-questions	

Session 2: <b>11.6.2024</b>	TOPICS: family, shopping GRAMMAR: negation, yes-no questions, possessive-articles	
Session 3: <b>12.6.2024</b> + 30 min extra	TOPICS: Product information, o f f i c e description of things GRAMMAR: definite and indefinite article, negative article	VOCABULARY QUIZ This test covers the words from the first two chapters.
Session 4: <b>13.06.2024</b>	TOPICS: telephone calls, hobby, time GRAMMAR: Singular, Plural, accusative, modal verbs	
Session 5: <b>14.06.2024</b>	TOPICS: Hobbies, transportation and food GRAMMAR: Modal verb können and mögen, sentence bracket and trennbare Verben, temporal prepositions, compound words	Grammar Test 1
Session 6: <b>17.06.2024</b> + 30 min extra	TOPICS: Transportation, festivities, travel and daily life GRAMMAR: trennbare Verben, Perfect tense, temporal and local prepositions	Presentation 1 "hobby"

Session 7: <b>18.06.2024</b>	TOPICS: living spaces, maps and giving directions GRAMMAR: Perfect tense, temporal prepositions, dative case	
Session 8: <b>19.06.2024</b> + 30 min extra	TOPICS: appointments and in the city GRAMMAR: temporal and local prepositions, Verbs and personal pronouns with Dativ	VOCABULARY QUIZ
Session 9: <b>20.06.2024</b> + 30 min extra	TOPICS: Problem solving, career and making plans GRAMMAR: temporal prepositions, modal verbs	Presentation 2 "my ideal home"
Friday, June 21	<b>Midsummer Eve</b>	<b>No course activities</b>
Session 10: <b>24.6.2024</b>	TOPICS: Health and sickness GRAMMAR: Imperative and more modal verbs	Grammar Test 2
Session 11: <b>25.6.2024</b>	TOPICS : Appearance and household GRAMMAR: Simple past, Perfect, trennbare Verben	
Session 12: <b>26.6.2024</b> + 30 min extra	TOPICS: Opinion and clothing GRAMMAR: comparison, personal pronoun accusative, modal verbs	Presentation 3 "my favorite holiday"

Session 13: <b>27.06.2024</b>	Weather, Festivities, congratulation and revision GRAMMAR: Conjunctive 2, Ordinalzahlen, the date	<b>Final exam (written)</b>
Session 14: <b>28.06.2024</b>	Festivities	

<b>Grading</b>	
<b>Course Requirements</b>	<b>Weighting (%) or maximum points</b>
<b>Grammar Test 1</b>	15%
<b>Grammar Test 2</b>	<b>15 %</b>
<b>Quiz 1</b>	<b>3 %</b>
<b>Quiz 2</b>	<b>3 %</b>
<b>Presentation 1 “hobby”</b>	<b>8%</b>
<b>Presentation 2 “ my ideal home”</b>	<b>8%</b>
<b>Presentation 3 “my favorite holiday”</b>	<b>8%</b>
<b>Participation</b>	<b>10%</b>
<b>Final exam</b>	<b>30 %</b>
<b>Total</b>	<b>100</b>

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

**\*Note to faculty:**

Please include here in the syllabus the conversion scale you will use to reach the final grades in the course. Note that the School of Business does not use a common grading conversion scale. We have provided above the conversion scale most commonly used in courses in the Mikkeli program for your information. If you wish to use a different conversion scale, let the Program Director know before submitting the syllabus.

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### ECTS STUDENT WORKLOAD

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).

Types of Hours	Number of Hours
<b>Contact hours (on- and off-campus):</b>	<b>45</b>
<b>Out-of-class hours:</b>	<b>35</b> (Sum of fields below)
Work with course materials, eg required reading	30
Exam preparation	5
Individual research & writing	
Team projects (meetings, research, preparation, etc.)	
Other	
<b>Total of all student workload (contact and out-of-class) hours:</b>	<b>80</b>

## ACADEMIC POLICY STATEMENTS

### 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.

### 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.

If the student participates in the final exam/assessment, it will be graded and counted towards the final grade.

The attendance policy of the BScBA program provides that:

- 1) **A maximum of three absences of any kind** is allowed for a 3-week, 3-credit course. Four or more absences will result in being dropped from the course.
- 2) Whenever taking an absence, **the student bears the risk of missing class**, and the consequences, which may include a lower participation grade, missing a graded activity, etc. It is up to the course instructor to decide whether or not a graded activity can be completed later.
- 3) **An 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. If a student is absent on the first day due to illness, and provides the Manager of Academic Operations with a medical certificate, the 5-point deduction will be waived. The Manager of Academic Operations will then inform the instructor of the waived deduction.
- 4) **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 absence for the day.
- 5) It is expected that **students marked present for the day are in class the entire time**. Students leaving class early may be marked absent.
- 6) **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.
- 7) **The instructor may identify up to three days of the course (in addition to the first day) as mandatory**, ie taking an absence on those days would have a direct impact on the course grade.

The instructor for the course will take attendance in classes. The decision to drop a student from a course will be made by the instructor, who will inform Mari Syväoja, Manager of Academic Operations: [mari.syvaoja@aalto.fi](mailto:mari.syvaoja@aalto.fi).

#### **Addition to the attendance policy of the BScBA Program, Mikkeli Campus:**

- This addition concerns absences in addition to the normal maximum of three that would fall under a category called **Medical and Family Emergency cases**.
- Students who want to use this option to complete a course must fulfil these criteria:
  - The total absences of the student will exceed the normally allowed three absences due to a major medical problem or family emergency.
  - The student will be absent no more than 5 days; exceeding that number of days will result in dropping the course.
  - Documentation or a detailed explanation concerning the entire period of the emergency (such as a medical certificate) is provided to the Manager of Academic Operations.
- The case-by-case solution will be coordinated by the Manager of Academic Operations, who will deal with the documentation and discuss with the instructor to find a pedagogical solution enabling the student to continue in the course. In case the MAO is on leave, the student should contact the other study office staff.
- The solution must not cause a significant increase in the instructor's workload. The



<b>Additional Information</b>

2023 - 2024

2023 - 2024