

ITEM CARD (SYLLABUS)

Description of the course

Code course	Course name	German language		
<i>IBF/O/I/NS/E2.49</i>		<i>Język niemiecki</i>		
Language	<i>German/English</i>			
Academic Year	<i>2024/2025</i>			
Direction of study	<i>International Business and Finance</i>			
Level of education (study)	<i>Level 1</i>			
Profile of education (study)	<i>General academic</i>			
Form of study	<i>Extramural</i>			
Semester / semesters	<i>I, II ,III, IV</i>			
Belonging to a course groups	<i>E2-Elective general university courses</i>			
Course status	<i>elective</i>			
Form of classes, hours, ECTS points	Form of classes	Number of hours	Number of ECTS points 6 ECTS	
	Lecture			
	Exercises	60 [h]		
	Seminar			
Relationship of subject	with profile of education (study)	<i>Related to conducted scientific activity in the field of economics and finance</i>		0 ECTS
	with qualifications	-----		0 ECTS
	with discipline	Economics and finance		6 ECTS
Form of teaching	<i>traditional - classes organized at the University</i>			
The criterion for the selection of students	All students of International Business and Finance			
Unit running course	Foreign Language Department			
Coordinator	mgr Jolanta Kucharska			
Faculty www address				
E-mail, phone number of coordinator	j.kucharska@uthrad.pl; 361-79-51			

COURSE OUTCOMES, METHODS OF TEACHING AND VERIFICATION OF THE EFFECTS OF EDUCATION

Purpose of the course:	Developing integrated language skills (speaking, listening, reading, writing) Developing communicative and sociolinguistic language competences within a specific professional field. Making aware of the relationship between one's own culture and foreign cultures.
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	Preparing to participate in professional life and undertake language activities in your field. Overcoming psychological and mental barriers in the use of professional German.
Course teaching content:	<p>Exercises content (U1,U2, U3, 120h)</p> <p>Family. Office supplies and equipment, placing orders Nutrition Student's life. Timetable. Making appointments. Shopping Free time and hobbies. Daily schedule, daily activities Sport Accommodation Services. Service facility offer. Offers, instructions, commands, polite questions and requests Computer use - work in Windows, e-mail Vacation and travel.</p> <p>Company: Positions and functions, professions. Introducing, getting acquainted, receiving a guest in the company Company presentation (headquarters, areas of activity, organizational structure) Telephone communication in the workplace (common phrases and expressions, making appointments, cancelling and rescheduling appointments, leaving messages for absent persons) Legal forms of enterprises in Germany Advertising The labor market Commercial Correspondence Documentation and official letters Activities of banks; forms of payment; cash flow i cashless Commercial correspondence (inquiry, offer, contract) Internet search for texts and analysis to use them in the professional sphere - work with computer and translation of selected texts</p> <p>Grammar: negation, numerals, noun inflection, adjective inflection and gradation, reflexive verbs, modals, separable and inseparable verbs, Perfect tense, Präteritum tense. complex clauses, passive voice, imperative mood, conditional mood, The content of the program can be adapted to the current needs, as well as the language capabilities of the group, according to the decision of the person conducting the classes.</p>
Method of teaching:	activating methods (case method, situational method, didactic games, seminar, didactic discussion)
Grading criteria, criteria for assessing learning outcomes, method of calculating the final grade:	<p>The condition for obtaining the credit in the subject is to achieve all the required learning outcomes specified for a given subject. Obtaining positive grades in all forms of classes included in a given subject is tantamount to passing it and obtaining by the student the number of ECTS points assigned to this subject. The method of calculating the final grade for the course is specified in the study regulations. The method of calculating the grade for individual forms of classes is as follows:</p> <p>Classes: The grade - a scale of 2-5 consists of active participation in classes, tests, presentations, oral and written statements, and passing an original specialist text (presentation in a foreign language). The method of calculating the grade for individual forms of classes is as follows: 40% test, 30% activity in class, 30% independent work.</p>

Education effects for the course in relation to the direction effects and form of classes				Verification methods of learning outcomes (form check)	
Number of education effect	Description effects of education for the subject (PEU) Student who has completed the course (W) knows and understands/(U) is able to /(K) is ready to:	Directional learning effect (KEU)	Form of realization of teaching	Examination form	Form check
U1	is able to search, analyse and use source information in German at the B2 level to the extent appropriate for the field of study	K_U10	Exercises	Pass with a grade	oral and written test and tasks/ oral and written exam
U2	is able to create coherent oral and written	K_U11	Exercises	Pass with a	oral and written

	statements in German at the B2 level and communicate using specialised economic and financial terminology.			grade	test and tasks/ oral and written exam
U3	is able to work and cooperate in a group speaking German at the B2 level, use specialized terminology related to the field of study, take part in a debate on economic problems, present and evaluate different opinions	K_U12	Exercises	Pass with a grade	oral and written test and tasks/ oral and written exam

Recommended reading, literature supplement, teaching aids

Basic literature:

1. Sander I., Braun B., Doubek M., Fügert N., Vitale R., *DaF kompakt*, Ernst Klett, Stuttgart 2015
2. Gurgul M., Jarosz A., Jarosz J., Pietrus A., *Deutsch für Profis*, LektorKlett, Poznań 2013
3. Höppnerova V., *Wirtschaftsdeutsch Aktuell*, Ekopress, 2010
4. Kienzler I., *Wzory pism, umów i innych dokumentów*, oddk, Gdańska 2010
5. Bęza S., *Blickpunkt Wirtschaft. German in Economics and Business*, Poltex 2021
6. Braun B., Doubek M., Fügert N., Kotas O., Marquardt-Langermann M., Nied Curcio M., Sander Schäfer I.N., Schweiger K., Trebesius- Bensch U., Vitale R., Walter M., *DaF kompakt neu*, Ernst Klett Verlag, Stuttgart 2016.

Supplementary literature:

1. Kilian A., *Wörterbuch der Rechts- und Wirtschaftssprache*, Wolters Kluwer Polska SA, 2014
2. Wierzbicka-Grajek J., *Deutsche Verträge, Formulare und Briefe*, C.H.Beck, Warszawa 2010
3. Wierzbicka-Grajek J., *Moderne deutsche Amtssprache*, C.H.Beck, Warszawa 2006
4. Internet website materials (podcast slowgerman.com; szlifuj swój niemiecki; gerlic.pl)

Teaching aids:

Textbook
 CD plater and CDs
 Board
 Laptop
 Multimedia projektor
 Online dictionary
 Exercise copies

Student workload needed to achieve the assumed learning outcomes - balance of ECTS points

Participation in classes, activities	Student's working hours [h]		
	Other hours. Contact (IGK)	Classes without a teacher – student's own work (ZBN)	Classes
Participation in Exercises			60 [h]
Participation in the Consultation	20 [h]		
Preparing to lectures/ exercises/seminars Preparation for an examination		70 h	
Summary of student's workload	20 [h] / 0,8 ECTS	70 [h] / 2,8 ECTS	60 [h] / 2,4 ECTS
Points of ECTS for subject	150 [h] / 6 ECTS		

Additional information and remarks

For students with special needs, including those with disabilities and chronic illnesses, the methods and forms of verifying learning outcomes specified above (in the course syllabus) are appropriately adjusted to meet the individual needs of these students.

"The detailed rules and rights of students with special needs, including those with disabilities and chronic illnesses, regarding participation, assessment, and examinations, are specified in the Study Regulations, Study Rules, and Procedures for Ensuring Accessibility of the Educational Process for Students with Special Needs, including those with disabilities and chronic illnesses."