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| **STUDY PROGRAMME:** | **Professional Undergraduate Study Programme *Agriculture***  Specific field of study: *Plant production, Zootechnics, Management in agriculture* | |
| **Course:** | **„Business German language“** | |
| **Course code:\* 38904**  **Course status**: elective | **Semester:** 3. | **ECTS credits: 4** |
| **Course holder:** | Valentina Papić Bogadi, Ph.D., senior lecturer | |
| **Modes of delivery:** | Number of hours | |
| Lectures | 30 | |
| Exercises | 20 | |
| Seminars | 10 | |

**COURSE OBJECTIVES:** developing basic language skills with an emphasis on the language of the profession; training students for spoken and written business communication; training students to independently present themselves and/or the company in a foreign language

**COURSE CONTENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Course unit** | **Modes of delivery (number of hours)** | | | **Places of delivery** |
|  | **3. SEMESTER** | **L** | **E** | **S** |  |
| 1. | Einführung in den Lehrplan – Grundlagen der Geschäftskommunikation | 1 | 1 |  | Lecture room |
| 2. | Vorstellungsgespräch der Studenten | 1 | 1 |  | Lecture room |
| 3. | Wie schreibt man einen Geschäftsbrief | 2 | 1 | 2 | Lecture room |
| 4. | Ein Telefongespräch | 1 | 1 |  | Lecture room |
| 5. | Wie schreibt man sein CV? | 2 | 1 | 3 | Lecture room |
| 6. | Ein Bewerbungsschreiben und Jobinterview | 2 | 1 | 5 | Lecture room |
| 7. | Rund um die Firma – Unternehmenstypen | 1 |  |  | Lecture room |
| 8. | Wichtige Rechtsformen: GmbH i AG | 1 |  |  | Lecture room |
| 9. | Am Arbeitsplatz – Die Firmenorganisation | 1 | 1 |  | Lecture room |
| 10. | Unterweisung, Arbeitschutz | 1 | 1 |  | Lecture room |
| 11. | Telefongespräche / Geschäftskorrespondenz | 2 | 1 |  | Lecture room |
| 12. | Kommunikation, ja – aber wie? | 1 | 1 |  | Lecture room |
| 13. | Ihre Kompetenz am Telefon | 1 | 1 |  | Lecture room |
| 14. | Vereinbarungen und Verpflichtungen | 1 | 1 |  | Lecture room |
| 15. | Der Service Auftrag | 1 | 1 |  | Lecture room |
| 16. | Zahlungsverkehr | 1 | 1 |  | Lecture room |
| 17. | Bilanz: Wie war es, wie ist es heute? | 1 | 1 |  | Lecture room |
| 18. | Leasing, Gewährleistung und Garantie | 1 | 1 |  | Lecture room |
| 19. | Die Mitarbeiter im Betrieb | 1 | 1 |  | Lecture room |
| 20. | Geschäftsführung | 1 |  |  | Lecture room |
| 21. | Steuern und Sozialabgaben im Vergleich | 1 |  |  | Lecture room |
| 22. | Verkaufen, verkaufen, verkaufen | 1 | 1 |  | Lecture room |
| 23. | Auf der Messe | 1 | 1 |  | Lecture room |
| 24. | Import - Export | 2 |  |  | Lecture room |
| 25. | Ich möchte hier arbeiten | 1 | 1 |  | Lecture room |
|  | Total number of teaching hours | 60 | | |  |

Modes of delivery: L=lectures; E=exercises; S=seminars, PT= practical training

**LEARNING OUTCOMES**

After passing the exam in the course "Business German", the student will be able to:

1. Create a resume, application, business letter, business e-mail, purchase order, invoice, etc.

2. Choose the basic language rules according to the given template

3. Design a presentation of the company / institution in a foreign language

4. Integrate learned expressions in combination with communication skills in active language written and spoken production

Course holder:

Valentina Papić Bogadi, Ph.D., senior lecturer

Križevci, July 2024