

Information sheet for the course German

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>VSPVI</i>	Course unit title: <i>German</i>
Type of course unit: <i>compulsory optional</i>	
Planned types, learning activities and teaching methods: <i>2 lessons per week. in-class format, per semester 28</i>	
Number of credits: <i>2</i>	
Recommended semester: <i>1. semester in the 1st year (full-time)</i> <i>1. semester in the 1st year (part-time)</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assessment methods: <i>Throughout the semester, active participation, preparation of required tasks (preparing CV and Covering letter in English language) will be assessed. There will be two written tests – 30 points each. Assessment: A -- 55 points minimum, B -- 50 points min., C -- 45 points min., D -- 40 points min. E - 35 points min. Students who fail to collect the minimum of 15 points will not be awarded the credits. At the end of the semester, during the exam period: credit test. Final assessment: average result of all grades achieved.</i>	
Learning outcomes of the course unit: <i>The course will enable students to gain specialized language knowledge in the area of history of the European Union, its institutions and bodies, company and non-profit organization management, discussing and negotiating, and cultural specifics. The student will be able to communicate and present in the German language topics related to EU issues, company management while taking into account intercultural differences in individual countries. The student will understand the vocabulary and grammatical structures used in the area associated with the European Union, company management and negotiation management. After successfully completing the learning process, students will be able to communicate in german and ready to proceed in the follow-up university study.</i>	
Course contents: <ol style="list-style-type: none"> <i>1. University study. Basic terms used in academic settings.</i> <i>2. Comparison of higher education systems in Slovak republic and selected EU countries. Studying in german speaking countries.</i> <i>3. A. Dubcek University of Trenčín. Types of educational programs. How to prepare for an exam. History, structure, university bodies, science and research, international cooperation.</i> <i>4. How to apply for a job. Evaluating a job offer. Recruitment -- internal and external labour market sources. 5. Advertising job vacancies. The content of job advertisements. Exercises aimed at advertisement constructing.</i> <i>6. Recruitment .. Various forms of recruitment. Discussion, internal and external forms of recruitment. Reading authentic texts.</i> <i>7. Recruitment. Selection and adaptation of employees. The process of recruitment.</i> <i>8. Revision exercises, communication tasks.</i> <i>9. Curriculum Vitae -- processing personal data, structured CV, specifics of lexis. Practicing formal writing.</i> <i>10. Covering letter discussion, practicing various patterns. How to prepare a covering letter. Analysing the most often used structures.</i> <i>11. Job Interview, types of a job interview,preparing for a job interview, tips how to pass a job interview.</i> <i>12. Practicing job interview situations. - role play -- followed by discussion.</i> <i>13. Final test, evaluation, analysis of the most frequently occurring errors.</i> 	

Recommended of required reading:

Faşanok, M. – Riečická, D.: Nemecký jazyk pre sociálno-ekonomické vedy, TnUAD, FSEV, Trenčín 2011

Dreyer, H. – Schmitt, R.: Lehr- und Übungsbuch der deutschen Grammatik. Verlag für Deutsch, Max – Hueber Strasse 8, Ismaning 1996

Eismann, V.: Wirtschafts-Kommunikation Deutsch, Langenscheidt. 2004

Höffgen, A.: Deutsch lernen für Beruf, Verlag für Deutsch 2001

Höppnerová, V. – Kernerová, J.: Němčina v hospodárství. Ekopress 2001

Perlman-Balme, M.– Schwalb, S. – Weers, D.: em Brückenkurs. Deutsch als Fremdsprache für die Mittelstufe. Max Hueber Verlag 2004

Current sources, Internet, specialized dictionaries

Language: *German*

Remarks:

Evaluation history: 115

A	B	C	D	E	FX
11.3	14.78	12.17	15.65	29.57	16.52

Lectures: *PhDr. Miroslav Fařanok, PhD., PhDr. Lenka Mandelíková, PhD.*

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Supervisor: *prof. PhDr. Peter Barták, DrSc., doc. Ing. Ján Kútik, CSc.*