

**Subject card**

<b>Subject name and code</b>	German Language IV, PG_00136284						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Optional subject group		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			German German 90% Polish 10%		
<b>Semester of study</b>	4	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Zespół lektorów języków germańskich, romańskich i słowiański -> Centrum Języków Obcych -> Prorektor ds. Studenckich i Jakości Kształcenia -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Anna Trynkler-Zalaszewska				
	Teachers						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	18.0	0.0	0.0	0.0	18
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	18		0.0		32.0	50
<b>Subject objectives</b>	Developing student's language skills: speaking, reading, writing, listening so that they reflect learner's academic, professional and personal needs, as well as job market requirements.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_UK02] He/she has the ability to understand and analyze social phenomena and to use this analysis in professional work, as well as to defend the conclusions resulting from such analyzes	- is aware of the limitations of his/her own knowledge and skills, and understands the need for lifelong learning as well as for deepening and supplementing the acquired knowledge and skills; defines the directions of his/her own development and learning	[SU8] observation of student's independent or team work
	[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	- is ready to work as part of a team, including assuming various team roles; has elementary organisational skills that enable him/her to achieve his/her goals related to professional activities	[SU8] observation of student's independent or team work
	[ADMINL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	- is aware of the limitations of his/her own knowledge and skills, and understands the need for lifelong learning as well as for deepening and supplementing the acquired knowledge and skills; defines the directions of his/her own development and learning	[SU8] observation of student's independent or team work
	[ADMINL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	- is ready to work as part of a team, including assuming various team roles; has elementary organisational skills that enable him/her to achieve his/her goals related to professional activities	[SU8] observation of student's independent or team work
	[ADMINL3_UK04] He/she has language skills in the field of administration and basic legal concepts, in accordance with the requirements specified for level B2 of Common European Framework of Reference for Languages	- has language skills corresponding to the requirements of level B2 of the Common European Framework of Reference for Languages	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	[ADMINL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	- is aware of the limitations of his/her own knowledge and skills, and understands the need for lifelong learning as well as for deepening and supplementing the acquired knowledge and skills; defines the directions of his/her own development and learning	[SK8] observation of student's independent or team work
	[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	- is aware of the limitations of his/her own knowledge and skills, and understands the need for lifelong learning as well as for deepening and supplementing the acquired knowledge and skills; defines the directions of his/her own development and learning	[SK8] observation of student's independent or team work
	[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	- is aware of the limitations of his/her own knowledge and skills, and understands the need for lifelong learning as well as for deepening and supplementing the acquired knowledge and skills; defines the directions of his/her own development and learning	[SK8] observation of student's independent or team work
	[ADMINL3_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	- can prepare typical written compositions in a foreign language on topics related to his/her field of study - can prepare oral presentations in a foreign language concerning matters related to his/her field of study	[SU2] presentation/project/paper/report
	[ADMINL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	knows the basic terminology of the subject studied	[SU1] oral statement/conversation/discussion

	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	- is ready to work as part of a team, including assuming various team roles; has elementary organisational skills that enable him/her to achieve his/her goals related to professional activities	[SK8] observation of student's independent or team work
Subject contents	<p>1. Language and skills applicable to a specific job environment, in the context of the selected field of study, such as:</p> <ul style="list-style-type: none"> <li>• telephoning</li> <li>• meetings</li> <li>• teamwork and team building</li> <li>• business correspondence</li> <li>• presentations</li> <li>• negotiations</li> <li>• recruitment</li> <li>• cross-cultural communication</li> </ul> <p>1. ESP and academic language components up to 30% or less of the course contents.</p> <p>Revision and consolidation of grammar rules.</p>		
Prerequisites and co-requisites	Suggested foreign language entry level: B1 or higher (according to CEFR)		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Written and oral assignments, including student's self-study	51.0%	100.0%
Recommended reading	Basic literature	Buscha, Anne/Szita, Szilvia, Spektrum Deutsch, Schubert Verlag 2023	
	Supplementary literature	extra materials shared by the teacher	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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