

Subject card

Subject name and code	German Language II, PG_00136355						
Field of study	Administration						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	Bachelor's studies	Subject group			Optional subject group		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			German German 90% Polish 10%		
Semester of study	2	ECTS credits			2.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Zespół lektorów języków germańskich, romańskich i słowiański -> Centrum Języków Obcych -> Prorektor ds. Studenckich i Jakości Kształcenia -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Trynkler-Zalaszewska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	18.0	0.0	0.0	0.0	18
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	18		0.0		32.0	50
Subject objectives	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_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_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_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 [SU3] text preparation/written work [SU4] test/exam - oral or written
	[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_UK03] He/she has the ability to prepare a typical letter and a speech in Polish and a foreign language related to administrative work	has the ability to prepare a variety of written compositions in a foreign language relevant to the field of study and related to his/her professional work, including those addressed to different audiences - has the ability to prepare specialist oral presentations, in a foreign language, on subjects related to his/her field of study	[SU2] presentation/project/paper/report [SU3] text preparation/written 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_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_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_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	can independently acquire knowledge and develop professional skills using a variety of sources in foreign language and modern technology	[SU1] oral statement/conversation/discussion
	[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	can independently acquire knowledge and develop professional skills using a variety of sources in English and modern technology	[SU2] presentation/project/paper/report [SU8] observation of student's independent or team work

	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"> • telephoning • meetings • teamwork and team building • business correspondence • presentations • negotiations • recruitment • cross-cultural communication <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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