

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**COURSE SYLLABUS FORM
2022-2023 SPRING**

GERM 102 Introduction to German II							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Introduction to German II	GERM 102	2	3	0	0	3	4

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Teamwork, Grammar-Translation, Audio-Lingual, Structural Approach, Task-Based Approach

Course Objective
<p>Students taking Introduction to German I acquire basic daily speaking, reading, writing, listening and comprehension skills. Basic grammar, everyday phrases and culture are also taught.</p> <p>After successfully completing this course, the student can understand and use familiar, everyday expressions and simple sentences. They can communicate about everyday situations such as shopping, traveling, office life, rent a flat, visit a doctor or going on a holiday.</p>

Learning Outcomes
<p>On successful completion of this course, candidates should be able to:</p> <ol style="list-style-type: none"> 1. Be familiar with formal letter, e-mail and telephone call standards, reply to an invitation in writing, make a formal telephone call.

2. Understand flat advertisements, basic vocabulary about it. Talk and write about furnishing, forms of housing and flats
3. Understand job advertisements, talk about jobs and be familiar with professions and places of work.
4. Talk about clothes, understand and have conversations in the department stores' and be familiar with floors, goods, shops, stores, furniture and devices.
5. Give personal details, understand basic vocabulary about body parts.
6. Have conversations with the doctor, be familiar with sport exercises, instructions, health tips, accidents, home remedies, health and professions.
7. Understand travelogues, suggestions for a city tour. Give directions, talk about weather and write a postcard.
8. Have a good knowledge of prepositions, pronouns and articles with dative case, possessive articles in the nominative and accusative case, question words and the belonging prepositions, present perfect tense, past participle tense, conjunctions, pronouns, request sentences, imperative, modal verbs, time adverbs and pronouns.

Course Outline

The course includes basic daily speaking, reading, writing, listening and comprehension skills. Basic grammar and phrases used in everyday language are also taught.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Orientation Week	
2	Language skills : Find information in a letter Arrange appointments Understand and give simple introductions Vocabulary : Office life Telephone Grammar : Prepositions with dative case Articles in the dative case	<ul style="list-style-type: none"> - Prepositions (aus / bei / mit / nach / von / zu) + dative case - Articles in the dative case - Daily office life - Letter and e-mail standards <p style="text-align: center;">(Netzwerk A1.2, Chap 7)</p>

3	<p>Language Skills : Understand and reply to letters Talk about learning languages Find certain information in the text</p> <p>Vocabulary : Formal letter formats Study languages</p> <p>Grammar : Possessive articles in the nominative case Possessive articles in the accusative case</p>	<ul style="list-style-type: none"> - Possessive articles (<i>mein/meine...</i>) in the nominative case - Possessive articles (<i>mein/meine/meinen...</i>) in the accusative case - Social networks (Netzwerk A1.2, Chap 7)
4	<p>Language Skills : Understand flat advertisements Describe a flat Plan the furnishing of the flat Reply to an invitation in writing</p> <p>Vocabulary : Flat Furniture and devices</p> <p>Grammar : Adjective with <i>sein</i> Adjective + <i>sehr/zu</i> <i>-Wohin? -... in + accusative case</i></p>	<ul style="list-style-type: none"> - Flat advertisements - Adjective with <i>sein</i> - Adjective + <i>sehr/zu</i> - <i>-Wohin? -... in + accusative case</i> <p>(Netzwerk A1.2, Chap 8)</p>
5	<p>Language Skills : Express like and dislike with colors Talk about forms of housing Write a text about a flat</p> <p>Vocabulary : Colors Forms of housing</p> <p>Grammar : <i>-Wo? -... in/ neben/ auf/ unter/ an/ zwischen/ über/ vor/ hinter + dative case</i></p>	<ul style="list-style-type: none"> - Colors - Forms of housing - <i>-Wo? -... in/ neben/ auf/ unter/ an/ zwischen/ über/ vor/ hinter + dative case</i> <p>(Netzwerk A1.2, Chap 8)</p>
6		<ul style="list-style-type: none"> - present perfect tense

	<p>Language Skills : Describe a daily routine Talk about the past</p> <p>Vocabulary : Professions and places of work</p> <p>Grammar : present perfect tense past participle - regular and irregular verbs</p>	<ul style="list-style-type: none"> - past participle - regular and irregular verbs - Professions and places of work (Netzwerk A1.2, Chap 9)
7	<p>Language Skills : Understand job advertisements Express your opinion about jobs Prepare a telephone conversation, make a phone call, ask for information Talk about jobs</p> <p>Vocabulary : Study Jobs</p> <p>Grammar : conjunctions (<i>und, oder, aber</i>)</p>	<ul style="list-style-type: none"> - job advertisements - telephone conversation - conjunctions (<i>und, oder, aber</i>) (Netzwerk A1.2, Chap 9)
8	MIDTERM EXAM	
9	<p>Language Skills : Talk about clothes Understanding chats about a purchase Report about the past</p> <p>Vocabulary : Clothes</p> <p>Grammar : Past participle - separable and non-separable verbs Interrogative and demonstrative pronouns "- <i>Welcher? Welches? Welche? - dieser/ dieses /diese</i>"</p>	<ul style="list-style-type: none"> - Clothes - Interrogative and demonstrative pronouns "- <i>Welcher? Welches? Welche? - dieser/ dieses /diese</i>" - Past participle - separable and non-separable verbs (Netzwerk A1.2, Chap 10)
10	<p>Language Skills :</p>	<ul style="list-style-type: none"> - Department stores - Personal pronoun in the dative

	<p>Have conversations when buying clothes Orientate yourself in the department stores' Understand and research information about Berlin</p> <p>Vocabulary : Floors and goods in the department stores' Shops and Stores</p> <p>Grammar : Personal pronoun in the dative case</p>	<p>case</p> <p>(Netzwerk A1.2, Chap 10)</p>
11	<p>Language Skills : Give personal details Name parts of the body Understand and explain a sport exercise</p> <p>Vocabulary : Body parts sport exercises</p> <p>Grammar : Request sentences Imperative with "<i>du, ihr, Sie</i>"</p>	<ul style="list-style-type: none"> - Body parts - Sport exercise - Request sentences - Imperative with "<i>du, ihr, Sie</i>" <p>(Netzwerk A1.2, Chap 11)</p>
12	<p>Language Skills : Talk about tasks with "<i>sollen</i>" Have conversations with the doctor Understand and give instructions Understand and give health tips</p> <p>Vocabulary : Health and professions Home remedies</p> <p>Grammar : Modal Verbs : "<i>sollen, müssen, nicht dürfen, dürfen</i>"</p>	<ul style="list-style-type: none"> - Instructions and health tips - Health and professions - Home remedies - Modal Verbs : "<i>sollen, müssen, nicht dürfen, dürfen</i>" <p>(Netzwerk A1.2, Chap 11)</p>

13	<p>Language Skills : Understand suggestions for a city tour Give directions Write a postcard Describe the weather</p> <p>Vocabulary : Types of holidays and destinations</p> <p>Grammar : Pronouns : <i>man</i></p>	<p>- Sightseeing, holidays and destinations - Weather - Pronouns : <i>man</i></p> <p>(Netzwerk A1.2, Chap 12)</p>
14	<p>Language Skills : Understand travelogues Describe problems in the hotel Complain in the hotel Talk about travel destinations</p> <p>Vocabulary : Places of interests Weather</p> <p>Grammar : Question words : <i>Wer? Wen? Wem? Was?</i> Time adverbs : <i>zuerst, dann, später, zum Schluss</i></p>	<p>- Hotel stay - Weather - Question words : <i>Wer? Wen? Wem? Was?</i></p> <p>(Netzwerk A1.2, Chap 12)</p>
15	Language practices	-
16	FINAL EXAM	

Textbook (s)/References/Materials:

Textbook:

Stefanie, D., Rusch, P., Schmitz, H., Sieber, T., (2012). *Netzwerk Kurs- und Arbeitsbuch A1 Teil 2* Berlin und München: Langenscheidt KG
ISBN 978-3-468-46803-2

Supplementary References:

Billina, A, Bill, L M, Techmer, M, 2021, *Deutsch üben - Wortschatz & Grammatik A1*, Hueber Verlag, Ismaning.

ISBN 978-3-19-397493-8

Höldrich B, 2017, *Deutsch üben - Lesen & Schreiben A1*, Hueber Verlag, Ismaning.

ISBN 978-3-19-477493-3

Gottstein-Schramm B, Kalender S, Specht F, Duckstein B, 2021, *Deutsch als Fremdsprache / Übungsgrammatik A1-B1*, Hueber Verlag, Ismaning.

ISBN 978-3-19-031555-0

Assessment

Studies	Number	Contribution margin (%)
Attendance		10
Lab		
Classroom and application performance grade		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		30
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury		
General Exam / Final Jury	1	60
	Total	100
Success Grade Contribution of Semester Studies		40
Success Grade Contribution of End of Term		60
	Total	100

ECTS / Workload Table

Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week: 16 x total course hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class	16	3	48
Presentation / Seminar Preparation			

Projects			
Reports			
Homework	4	4	16
Quizzes / Studio Review			
Preparation Time for Midterm Exam / Midterm Jury	1	4	4
Preparation Period for the Final Exam / General Jury	1	4	4
Total Workload/25 hours	(120/25 = 4.8)		
ECTS	4		

Relationship Between Course Learning Outcomes and Program Competencies						
No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	Be familiar with formal letter, e-mail and telephone call standards, reply to an invitation in writing, make a formal telephone call.					X
L02	Understand flat advertisements, basic vocabulary about it. Talk and write about furnishing, forms of housing and flats					X
L03	Understand job advertisements, talk about jobs and be familiar with professions and places of work.					X
L04	Talk about clothes, understand and have conversations in the department stores' and be familiar with floors, goods, shops, stores, furniture and devices.					X
L05	Give personal details, understand basic vocabulary about body parts.					X
L06	Have conversations with the doctor, be familiar with sport exercises, instructions, health tips, accidents, home remedies, health and professions.					X
L07	Understand travelogues, suggestions for a city tour. Give directions, talk about weather and write a postcard.					X
L08	Have a good knowledge of prepositions, pronouns and articles with dative case, possessive articles in the nominative and accusative case, question words and the belonging prepositions, present perfect tense, past participle tense, conjunctions, pronouns, request sentences, imperative, modal verbs, time adverbs and pronouns.					X

Relationship Between Course Learning Outcomes and Program Competencies										
No	Program Competencies	Learning Outcomes								Total Effect (1-5)
		L O 1	L O 2	L O 3	L O 4	L O 5	L O 6	L O 7	L O 8	
1	Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting.		X	X		X		X	X	5
2	Evaluate, follow, absorb and transfer new information in the field of international trade.	X	X					X	X	4
3	Conduct market research, carry out projects and develop strategies for a business to open up to international markets.		X	X			X	X	X	5
4	Use knowledge of national and international trade law and legislation in the management of international commercial operation processes.		X	X			X	X	X	5
5	Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning.		X					X	X	3
6	Have the ability to apply her theoretical knowledge in real life, with the experience she/he will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics.	X		X		X		X	X	5
7	Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations.	X	X	X	X	X				5
8	Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge.	X				X		X	X	4
9	Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the		X		X	X	X		X	5

	enterprise in the field of foreign trade and finance.									
10	Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field.			X			X	X	X	4
11	Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English.		X	X	X		X		X	5
12	Gain professional competencies to take charge in national and international businesses, public and private sector organizations	X				X	X		X	4
13	Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions.	X	X				X	X	X	5
Total Effect										59

Policies and Procedures	
Web page:	https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209 https://www.ostimteknik.edu.tr/international-trade-and-finance-232
Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.	
Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.	
Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.	
Projects: Not applicable	
Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.	
Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.	