

## 30649 - Business Foreign Language (German)

### Syllabus Information

**Academic Year:** 2019/20

**Subject:** 30649 - Business Foreign Language (German)

**Faculty / School:** 109 - Facultad de Economía y Empresa

**Degree:** 432 - Joint Law - Business Administration and Management Programme

**ECTS:** 5.0

**Year:** 6

**Semester:** First semester

**Subject Type:** Optional

**Module:** ---

### 1.General information

#### 1.1.Aims of the course

#### 1.2.Context and importance of this course in the degree

#### 1.3.Recommendations to take this course

### 2.Learning goals

#### 2.1.Competences

#### 2.2.Learning goals

#### 2.3.Importance of learning goals

### 3.Assessment (1st and 2nd call)

#### 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

### 4.Methodology, learning tasks, syllabus and resources

#### 4.1.Methodological overview

The methodology followed in this course is oriented towards achievement of the learning objectives. It is based on active participation, case studies, teamwork etc. that favors the development of communicative skills and critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practical activities, practice sessions, autonomous work, tutorials, and academic guidance.

Further information regarding the course will be provided on the first day of class.

#### 4.2.Learning tasks

This subject uses several original materials, besides the Student's book.

The course will address the following 3 general topics:

I. Professional world

II: The Curriculum vitae

III. Work place and working position

#### **4.3.Syllabus**

Lesson 1: Job

Lesson 2: Personal and professional competencies

Lesson 3: Formal qualifications and academic

development

Lesson 4: Curriculum Vitae

Lesson 5: Expectations and reality

Lesson 6: Strategies in the search for an

employment

Lesson 7: The application letter

Lesson 8: The job

interview

Lesson 9:

Obtained Job

#### **4.4.Course planning and calendar**

For further details concerning the timetable, classroom and further information regarding this course please refer to the "Facultad de Economía y empresa" website: <https://econz.unizar.es/>

#### **4.5.Bibliography and recommended resources**