

Incoming Programme Winter term 2017

Course Description (19,5 SWS/33 ECTS)

I. German language courses

Interkulturelle Kommunikation im Team auf Deutsch + Outdoortraining		Type: PR	Code:
Year: 2017/18	Semester: Winter	SWS: 1,5	Credits: 2
Language: German	All levels	Assessment: presentations in class, written exercise	
Entry Requirements: -			
Aims: to get to know each other and the various countries; to reduce anxiety when speaking German; to get accustomed to a German speaking environment; to be informed about first facts concerning Austria, to enhance team building processes			
Contents: self-presentations, presentations in groups about the incoming countries; team building exercises for multicultural groups; group-work to remember first facts about Austria; repetition of basic sentence structures; outdoor training			

Kommunikation auf Deutsch in Alltag und Beruf C1 - advanced		Type: PR	Code:
Year: 2017/18	Semester: Winter, Summer	SWS: 2	Credits: 4
Language: German	Level C1 (and B2)	Assessment: permanent (homework) optional: ÖSD exam C1 or B2	
Entry Requirements: Students´ language competencies will be assessed through the course “Interkulturelle Kommunikation” (oral skills and listening comprehension) and a written test at the beginning (listening comprehension, writing skills) of the course. Elaborated skills at B2 level or start of C1 level are recommended; if the level is a little bit lower or higher attendance is possible supported by specific exercises			
Aims: to enhance mainly the oral competence concerning sentence structure and vocabulary, to speak more fluently in everyday and business situations, to be able to understand general topics and participate in business and everyday conversation, preparation for the ÖSD exam B2 or C1			
Contents: The course is competence-based concerning various topics in work and study: Austrian communication style; telephone etiquette; listening and reading comprehension (TV and broadcasting); arguing in business and giving presentations; sales talk and negotiating; mastering various business situations; ÖSD exercises to prepare for the final exam			

Kommunikation auf Deutsch in Alltag und Beruf B1 - intermediate		Type: PR	Code:
Year: 2017/18	Semester: Winter, Summer	SWS: 2	Credits: 4
Language: German	Level B1 (and A2)	Assessment: permanent optional: ÖSD exam B1 or A2	
<p>Entry Requirements: Students' language competencies will be assessed through the course "Interkulturelle Kommunikation" (oral skills and listening comprehension) and a written test at the beginning (listening comprehension, writing skills) of the course. Elaborated skills at A1 level or start of B1 level are recommended; if the level is a little bit lower or higher attendance is possible supported by specific exercises.</p> <p>Aims: to enhance mainly the oral competence concerning sentence structure and vocabulary, to speak more fluently in everyday and business situations, to be able to understand general topics and participate in business and everyday conversation, preparation for the ÖSD exam A1 and B1</p> <p>Contents: The course is competence-based concerning various topics in work and study: asking for information; initiating social contacts, business etiquette; mastering the personal environment: professions and working conditions; phone calls in public, argumentation styles, presenting information and referring to statistics, ÖSD exercises to prepare for the final exam</p>			

to structure and write texts according to formal criteria; to apply argumentation systems, to keep to the formal rules of genres

blended learning seminar: 2/3 contact learning and 1/3 distance learning via AWO: structuring of the paper/paragraphs, wording and quotation, scientific phrasing and argumentation, description of study results and statistics; analysis of personal writing style; presentation and permanent assessment of the student's texts; discussion sessions and feedback on texts within the group

Schriftliche Perfektion Deutsch C1 - advanced		Type: PR	Code:
Year: 2017/18	Semester: Winter	SWS: 1	Credits: 2
Language: German	Level C1 (and B2)	Assessment: permanent; written assignment in class	
<p>Entry Requirements: according to the assessment and written test in "Interkulturelle Kommunikation" at the beginning of the semester</p> <p>Aims: to perfect the written competence at the level C1 and B2, to enhance grammar skills for writing and to reduce common mistakes; to use the accurate wording and phrasing in public, science and business when writing various texts, to structure and write texts according to formal criteria; to apply argumentation systems, to keep to the formal rules of genres</p>			

Contents: writing various texts for public, scientific and business reasons like comments and reports, e-mails and letters in business; offers and complaints, description of study results and statistics, writing summaries, short assignments and essays; phrases for interpreting, commenting and paraphrasing texts; analysis of the personal writing style; presentation and permanent assessment of the student's texts; discussion sessions and feedback on texts within the group

Schriftliche Perfektion Deutsch B1 - advanced		Type: PR	Code:
Year: 2017/18	Semester: Winter	SWS: 1	Credits: 2
Language: German	Level B1 (and A2)	Assessment: permanent; written assignment in class	
Entry Requirements: according to the assessment and written test in "Interkulturelle Kommunikation" at the beginning of the semester			
Aims: to perfect the written competence at the level A2 and B1, to enhance grammar skills for writing and to reduce common mistakes; to use the accurate wording and phrasing in private life and selected writing situations in public, to structure and write texts according to formal criteria, to keep to the formal rules of genres (greetings, introduction, closing ...)			
Contents: writing various texts for private and public reasons like e-mails, letters and postings; writing comments and conclusions on short texts, summarizing key information of texts; using simple phrases to structure texts; applying freewriting to write about topics; analysis of the personal writing style; presentation and permanent assessment of the student's texts; discussion sessions and feedback on texts within the group			

Intensivkurs Grammatik Level B2		Type : PR	Code: 5000430G
Year: 2017/18	Semester: Winter, Summer	SWS: 1	Credits: 2
Language: German	Level B2	Assessment: final test	
Entry Requirements: Level B2 is required			
Aims: repetition of German Grammar to enhance the ability of writing and speaking German more precisely;			
Course Contents: repetition of 7 decisive chapters in German grammar: (1) declination system and cases (2) prepositions (3) verbs and modal verbs (4) syntax structure (5) tenses and tempus system (6) conjunctive (7) passive voice; exercises in class and at home; online exercises			

II. Courses in Communication Skills (in English)

Business Management		Type: PR	Code: 5000830
Year: 2017/18	Semester: Winter, Summer	SWS: 2	Credits: 3
Language: English	Level depending on a grading test	Assessment: permanent	
Entry Requirements: The level of competence will be assessed in a test before the beginning of the course			
Aims: to be able to understand and discuss marketing issues; to present oneself in business, to enhance the written competence, to speak more fluently in business situations, to use and reinforce marketing vocabulary			
Contents: core marketing topics like products and services; the 4Ps; marketing mix; recruitment topics like cover letters, CVs and interviews; business correspondence; giving presentations on marketing topics			

Interview Techniques		Type: PR	Code: 5000330
Year: 2017/18	Semester: Winter, Summer	SWS: 1	Credits: 1
Language: English	All levels	Assessment: permanent	
Entry Requirements: -			
Aims: to study and analyse the most common types of interviews for jobs and applications; to be able to identify prerequisites, develop catalogues of questions and evaluation principles independently			
Contents: various types of interviews; analysis of situations; catalogue of questions; factors influencing interviews; feedback and evaluation of interviews; preparation for job applications and interview techniques; nonverbal communication			

Creative Techniques and Problem Solving		Type: PR	Code: 5000430
Year: 2017/18	Semester: Winter, Summer	SWS: 1	Credits: 1
Language: English	All levels	Assessment: permanent	
Entry Requirements: -			
Aims: to get to know methods and tools for creative, time related and goal oriented job performance (in teams); to be able to work on tasks and to solve problems in groups in a cooperative, systematic and coordinated way			
Contents: analysis of teamwork, creativity techniques, problem solving techniques, goal oriented and time related work performance, self-awareness, training of problem solving skills and techniques in teams			

Intercultural Team Project Management		TYPE PR	Code: 5000630
Year 2017/18	Semester: Winter, Summer	SWS: 2	Credits: 3
Language: English	All levels	Assessment: documentary, reflection journal, team presentation	
Entry Requirements: -			
<p>Aims: to become familiar with intercultural communication models and the Drexler/Sibbet Team Performance Model (TPM); to practice team building through creative engagement (including design thinking methods); to experience intercultural team dynamics and learn from reflecting upon this experience; to complete a team project successfully and resolve intercultural conflicts that might arise during the collaboration process</p>			
<p>Contents: <i>Design Thinking</i> methods are practiced through several working walls (project vision, 5 bold steps map, game plan, road map) for the purpose of planning and managing the team project; <i>Drexler/Sibbet Team Performance Model</i> guides the team experience through its seven stages: Orientation, Trust Building, Goal Clarification, Commitment, Implementation, High Performance, Renewal. Peterson's <i>Cultural Intelligence</i> book offers a frame for understanding cultural dimensions and their impact upon intercultural work. Journaling is used as a method to reflect upon individual experiences throughout the semester. Formal team and peer-to-peer reflections complement team learning.</p>			

III. Courses on Selected Topics (in English)

Austrian Economy, Politics and Culture		Type: PR	Code: 5000930
Year: 2017/18	Semester: Winter, Summer	SWS: 1	Credits: 1
Language: English	All levels, B1 recommended	Assessment: permanent	
Entry Requirements: -			
<p>Aims: to broaden one's knowledge about Austrian culture, politics and economics, to be able to understand and discuss these topics; to get acquainted with Austrian cultural standards; to give orientation in everyday life</p>			
<p>Contents: facts and figures about Austria, Austrian cultural standards, political system and parties, typical Austrian political "codes", recent political topics, structure of the Austrian economy, labour market, economic key data, important Austrian companies, Austria within the EU</p>			

Academic Writing including the course AWO - Academic Writing Online		TYPE SE	Code: 5002150
Year: 2017/18	Semester: Winter,	SWS: 2	Credits: 5

	Summer	
Language: English	B2, C1 recommended	Assessment: seminar paper in English, five exercises (AWO)
Entry Requirements: fluent in English; level C1 recommended		
Aims: to find an interesting topic for writing; to structure and write a seminar paper according to the formal criteria; to apply quotation and argumentation systems, to keep to the formal rules and scientific language style		
Contents: blended learning seminar: 2/3 contact learning and 1/3 distance learning via AWO: structuring of the paper/paragraphs, wording and quotation, scientific phrasing and argumentation, description of study results and statistics; analysis of personal writing style; presentation and permanent assessment of the student's texts; discussion sessions and feedback on texts within the group		

Organizational Development		TYPE SE	Code:
Year: 2017/18	Semester: Winter	SWS: 2	Credits: 3
Language: English	B2 recommended	Assessment: poster presentation, written report, active participation	
Entry Requirements: fluent in English from B2+, interest in organizational matters within HR (leadership, communication, teamwork...)			
Aims: to enhance the internal communication in companies; to develop better understanding of generations; to apply the recent method of Service Design for conducting a short project on the topic; to experience learning in a free-spirited workshop; to get to know the project partner "Austrian Lotteries"			
Contents: applying the method of Service Design on the topic of the generation gap in companies; principles and stages of Service Design: exploration, creation, reflection and implementation of business situations where the generation gap matters; guest lecturer to introduce the topic; requested: visit of the company "Austrian Lotteries" (the company will organize a workshop in their "Innovation Hub"). Project title: Bridging the generation gap in companies			