

Incoming Programme

Academic Writing in English Lecturer: Stefan Blachfellner		Type: SE	Code: INC001E
Year: 2023/24	Semester: Winter, Summer	SWS: 2	Credits: 5
Language: English		Assessment: seminar paper	
Entry Requirements: English Proficiency Level B2			
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: 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			

Austrian Politics, Economy and History Lecturer: Friedrich E. Seeber		Type: PR	Code: INC002E
Year: 2023/24	Semester: Winter, Summer	SWS: 1	Credits: 2
Language: English		Assessment: permanent	
Entry Requirements: English Proficiency Level B2			
Outcomes: 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 for orientation in everyday life.			
Content: Overview and outline of Austrian statistics, history, culture, political system, current political topics, economy, labour market and Austria's role within the EU and the world.			

Business Management		Type:	Code:
Lecturer: Manuela Kovalev		PR	INC003E
Year: 2023/24	Semester: Winter, Summer	SWS: 2	Credits: 3
Language: English		Assessment: permanent	
Entry Requirements: English Proficiency Level B2			
<p>Aims: At the end of the course, students will be able to discuss and talk about international business management and marketing topics; to present themselves in a formal business context; to give engaging product presentations; to speak more fluently in business situations; to use appropriate business management and marketing vocabulary, especially in the context of international business; to write business reports using appropriate writing style and language.</p>			
<p>Content: The course will introduce students to core business management topics (e.g., global brands, employment trends & recruiting, management & leadership, corporate culture, business ethics) and teach students how to give engaging presentations to an international audience; how to have a debate in a business context; how to write effective business reports; how to expand their active vocabulary.</p>			

Creative Techniques and Problem Solving		Type:	Code:
Lecturer: t.b.a.		PR	INC010E
Year: 2023/24	Semester: Winter, Summer	SWS: 1	Credits: 2
Language: English		Assessment: permanent	
Entry Requirements: English Proficiency Level B2			
<p>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</p>			
<p>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</p>			

Intercultural Team Project Management		Type: PR	Code: INC020E
Lecturer: t.b.a.			
Year: 2023/24	Semester: Winter, Summer	SWS: 2	Credits: 3
Language: English		Assessment: participation	
Entry Requirements: English Proficiency Level B2			
<p>Aims:</p> <p>Students will develop</p> <ul style="list-style-type: none"> • an understanding of themselves as cultural beings. • an understanding of their own culture. • an understanding of the Austrian culture. • an awareness of the validity of differing values. • an awareness of essential aspects of selected world cultures. • experience in dealing with cultural misunderstandings. • an appreciation for cultural differences and their implications for international teams and project management. • facility in the special intercultural skills required in international business. 			
<p>Contents: This course focuses on the skills and techniques needed in intercultural communication. The course will impart knowledge of theoretical models of intercultural communication, as well as increase awareness of how communication can be inhibited by cultural barriers. In keeping with the premise that a key to effective intercultural communication is knowledge of one's own culture, the course will also involve an examination of your own cultural givens. In addition, we will examine the Austrian culture through the intercultural lens.</p>			

Interview Techniques Lecturer: Christian Decker		Type: PR	Code: INC013E
Year: 2023/24	Semester: Winter, Summer	SWS: 1	Credits: 2
Language: English		Assessment: permanent	
Entry Requirements: English Proficiency Level B2			
Aims: to study and analyse the most common types of interviews for jobs and applications – both online and offline; to be able to identify prerequisites such as the right mindset, motivation, and necessary communication skills for interviews, develop catalogues of questions and evaluation principles independently			
Contents: various types of interviews; video and real life analysis and discussion of different situations; preparation of a catalogue of common interview questions to be used for future application processes; personal and external factors influencing interviews; individual feedback and evaluation of interviews; preparation for job applications and interview techniques; basics of verbal and nonverbal communication			

Organizational Development Lecturer: Petra Hauptfeld		Type: SE	Code: INC022E
Year: 2023/24	Semester: Winter, Summer	SWS: 2	Credits: 3
Language: English		Assessment: presentations, conducting 3 interviews, short report, active participation	
Entry Requirements: English Proficiency Level B2			
interest in management practices of the new world of work: 3D-model: decent, digital and diverse work			
Aims: understanding of how Organizational Development and Change Management are intertwined in connection with recent economic challenges; this winter term the lecture concentrates on “ Managing the new world of work ”, demonstrating on how to develop managerial skills and competencies regarding decent, digital and diverse work and implement them in everyday business life for companies and entrepreneurs .			
Contents: presenting core topics of Change Management related to the three topics of decent work (SDG 8), digital work (remote work, home office...) and diverse work (intercultural work teams). The lecture discusses this 3D-model for rethinking the business world (e.g., circular economy); you will conduct three interviews with HR specialists on the new work requirements, presenting the results in class and writing a final short report.			

Sustainability & Business		Type:	Code:
Lecturer: Stefan Blachfellner		SE	INC008E
Year: 2023/24	Semester: Summer	SWS: 1	Credits: 2
Language: English		Assessment: permanent, active participation, presentations in class, short report	
Entry Requirements: English Proficiency Level B2.			
Aims: to have knowledge of the corporate imperative of sustainability in an international context (e.g. EU, USA, China). Upon completion of the course, students will be familiar with the origins and current applications of sustainable development at the national and supranational levels, the need and potential of sustainability in the corporate context, current strategies and methods for developing business innovations for sustainability.			
Contents:			
<ul style="list-style-type: none"> - Introduction to Sustainability Frameworks (e.g., UN Sustainable Development Goals, Doughnut Economy, European Green Deal, ESG Standards) - Concepts, Strategies and Processes of Sustainable Management - Methods for Sustainable Innovation - Cases of International Sustainable Business 			

Interkulturelle Kommunikation im Team und Outdoortraining		Type:	Code:
Lecturers: P. Hauptfeld and C. Lackerbauer		PR	INC007E
Year: 2023/24	Semester: Winter, Summer	SWS: 1,5	Credits: 2
Languages: English, German		Assessment: permanent, presentations in class, Moodle quiz	
Entry Requirements: interest in German language, cultures and team building			
Aims: getting to know each other and the various countries; reducing anxiety when speaking German; getting accustomed to a German speaking environment; being informed about first facts concerning Austria, enhancing team building processes			
Contents: self-presentations, presentations in groups on the incoming countries; team building exercises for multicultural groups; group-work to remember first facts about Austria; repetition of basic sentence structures and grammar; outdoor training			

Kommunikation auf Deutsch in Alltag und Beruf A1/A2 (beginner's plus level)		Type: PR	Code: INC005E
Lecturer: Petra Hauptfeld			
Year: 2023/24	Semester: Winter, Summer	SWS: 2	Credits: 4
Language: German	Level A1 and A2	Assessment: permanent, two Moodle tests, four tasks (homework) optional: ÖSD exam A2 or A1	
<p>Entry Requirements: Students' language competencies will be assessed through the course "Interkulturelle Kommunikation im Team" (oral skills and listening comprehension). Basic skills at level A1 or start of A2 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, understanding very general topics and participating in business and everyday conversation, basic grammar repetition, preparation for the ÖSD exam A1 and A2 (written exercises)</p>			
<p>Contents: The course is competence-based concerning various topics in work and study: introducing each other and self-presentation; eating out/ordering in a restaurant, organising the day regarding time and place; talking about situations hobbies and leisure time; easy small talk in business, short phone calls and e-mails, reading and listening exercises, oral and written ÖSD exercises to prepare for the final exams</p>			

Kommunikation auf Deutsch in Alltag und Beruf B1/B2 (intermediate level)		Type: PR	Code: INC006E
Lecturer: Petra Hauptfeld			
Year: 2023/24	Semester: Winter, Summer	SWS: 2	Credits: 4
Language: German	Level B1 and B2	Assessment: permanent, two Moodle tests, four tasks (homework) optional: ÖSD exam B1 or B2	
<p>Entry Requirements: Students' language competencies will be assessed through the course "Interkulturelle Kommunikation im Team" (oral skills and listening comprehension). Elaborated skills at level B1 or start of B2 are recommended; if the level is a little bit lower or higher attendance is possible supported by specific exercises.</p>			
<p>Aims: enhancing mainly the oral competence concerning sentence structure and vocabulary, speaking more fluently in everyday and business situations, understanding general topics and participating in business and everyday conversation, in-depth grammar repetition, preparation for the ÖSD exam B1 and B2 (written exercises)</p>			
<p>Contents: The course is competence-based concerning various topics in work and study: asking for information; initiating social contacts, organizing meetings, phone calls in public, use of online media, writing e-mails and posts, argumentation styles, expressing personal opinions, presenting information and statistics, reading and listening exercises, oral and written ÖSD exercises to prepare for the final exams</p>			