

OPĆE INFORMACIJE			
Naziv predmeta	Poslovni njemački jezik 3		
Studijski program	Studij trgovine		
Status predmeta (O/I)	O		
Semestar	zimski semestar		
Bodovna vrijednost i način izvođenja nastave	ECTS koeficijent opterećenja studenata		3
	Broj sati nastave (P+V+S)		15 P + 15 V
	Vrijeme i mjesto izvođenja nastave		prema rasporedu – VEVU
	Jezik na kojemu se izvodi kolegij		njemački i hrvatski
Nositelj predmeta	Kabinet	Vrijeme konzultacija	e-mail
dr.sc. Borislav Marušić, prof. v.š.	205	Pon. 15:00 – 16:00 h.	bmarusic@vevu.hr
Suradnici na predmetu	Kabinet	Vrijeme konzultacija	e-mail
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OPIS PREDMETA			
Ciljevi predmeta			
Ciljevi kolegija su: 1) upoznati studente s osnovama poslovne korespondencije na njemačkome jeziku; 2) pojasniti značaj slijedećih poslovnih pisama: upita, ponude, narudžbe, potvrde narudžbe, plaćanja, opomene, reklamacije i odgovora na iste; 3) pokazati studentima primjere poslovne pisane komunikacije; 4) omogućiti studentima samostalno sastavljanje kraćih poslovnih pisama.			
Uvjeti za upis predmeta			
Nema uvjeta za upis predmeta.			
Očekivani ishodi učenja za predmet			
Nakon uspješno završenog kolegija studenti će moći: - primjenjivati poslovni vokabular u okviru naučenoga tijekom trećeg semestra; - odabrati najbolje izraze s ciljem poslovne korespondencije; - sastaviti jednostavna poslovna pisma; - voditi uspješnu poslovnu pisanu komunikaciju s poduzećima s njemačkog govornog područja. - prosuđivati stil pojedinog poslovnog pisma.			
Sadržaj predmeta			
1. Einführungsstunde 2. Form und Inhalt des Geschäftsbriefs 3. Anfrage 4. Angebot 5. Bestellung 6. Auftragsbestätigung; Auftragsablehnung 7. Kaufvertrag 8. Versandanzeige und Rechnung 9. Mahnung 10. Lieferverzug 11. Zahlungsverzug 12. Mängelrüge 13. Briefe zu besonderen Anlässen 14. Fachwortschatz 15. Wiederholen			
Vrste izvođenja nastave	X	predavanja	terenska nastava

	X	vježbe		self-study tasks
	X	multimedia and network		consultations
Method of assessment and grading				
Forms of assessment and verification		oral		written
Elements of assessment and verification		ECTS load		weight (%) in grade
Attendance		1		--
Colloquium		0.6		30
Written exam		0.7		35
Oral exam		0.7		35
Total		3		100 %
Method of final grading				
Final grade is determined according to the model of weighted grades, so that the three mentioned assessment and verification elements have a certain share in the final grade.				
Each of the mentioned assessment and verification elements is graded separately with a grade that corresponds to the above-mentioned percentages and represents the total share in the final grade.				
Student can earn a maximum of 100 grade points, which is 100% of the grade. The grade is calculated as follows: (colloquium x 0.3) + (written exam x 0.35) + (oral exam x 0.35).				
For each of the mentioned assessment and verification elements, a separate record is kept, which is available to students at any time.				
Attendance does not earn points. During the semester, one colloquium will be held, which is worth 30 points. To pass the colloquium, 50% of the points are required.				
At the end of the semester, the student takes the written part of the exam (to pass, 50% of the points are required). The oral part of the exam can be taken if the student has passed the written part. If the student does not pass the colloquium during the semester, the student must also write the written part of the exam and the part of the material that was not passed.				
Final grade is determined based on all previously described assessment and verification elements and is determined according to the Rules of grading, which are as follows:				
87.5 – 100 points – excellent (5)				
75.5 – 87.4 points – very good (4)				
62.5 – 74.4 points – good (3)				
50 – 62.4 points – satisfactory (2)				
Other relevant information for student work, assessment and grading				
Students are obliged to attend 70% of the classes. Students have the right to sign and the right to leave the exam if they have attended 70% of the classes.				
Required literature				
1. Čičin Šain Buljan, Mira et. al. (2000). <i>Geschäftliches Kommunizieren</i> . Zagreb: Ekonomski fakultet i Mikrorad d.o.o.				
Additional literature				
1. Kordić, Ljubica & Marušić, Borislav (2014). <i>Handbuch der deutschen Fachgrammatik des Sachgebiets Recht und Wirtschaft</i> . Vukovar: Veleučilište Lavoslav Ružička u Vukovaru.				

Načini praćenja kvalitete

Izvedba predmeta prati se putem anonimne studentske ankete (vrednovanje kvalitete održane nastave).