

Espanjan alkeet 1

Code: SPA4PO001

Extent: 3 cr (81 h)

Timing: semester 2

Language: English

Level: professional studies

Type: elective / free-choice

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course contents

- Presenting persons
- Presenting enterprises
- Asking for services
- Telling about studies
- Telling the time
- 2-3 portfolio assignments

Cooperation with the business community

Simple presentations of different internationally known enterprises.

International dimension

Possible visits of Spanish exchange students.

Teaching and learning methods

Lectures and exams 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Spanish is recommended to take a Spanish course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Course materials

González-Martín-Rodrigo-Verdía : Socios 1. Curso de español orientado al mundo del trabajo. Libro del alumno. Difusión. ISBN :978-84-8443-415-3

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Espanjan alkeet 2

Code: SPA4PO002

Extent: 3 cr (81 h)

Timing: Semester 2

Language: English

Level: professional studies

Type: elective / free-choice

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary Spanish 1 or equivalent knowledge.

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course contents

- Hotel services
- Speaking on the phone
- Agreeing on a meeting
- Inviting, answering an invitation
- Restaurant
- Description of products
- Future plans
- Employees personal features
- 2-3 portfolio assignments

Cooperation with the business community

Simple presentations of different hotels, restaurants and known products.

International dimension

Possible visits of Spanish exchange students.

Teaching and learning methods

Lectures and exams 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Spanish is recommended to take a Spanish course of another level.

Teacher(s) responsible

Maria Ruohtula, Porvoo

Course materials

González-Martín-Rodrigo-Verdía : Socios 1. Curso de español orientado al mundo del trabajo. Libro del alumno. Difusión. ISBN :978-84-8443-415-3

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Espanjan alkeet 3

Code: SPA4PO003

Extent: 3 cr (81 h)

Timing: 2nd-3rd semester

Language: English

Level: Professional Studies

Type: Elective / Free-choice

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary Spanish 2 or equivalent knowledge.

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course contents

- Business traveling
- Basic business communication
- Career and work experience
- Telling about past
- Company organisations
- Description of personnel
- On a trip
- Clothes
- Histories of enterprises
- 2-3 portfolio assignments

Cooperation with the business community

Simple presentations of different companies, entrepreneurs and products.

International dimension

Possible visits of Spanish exchange students.

Teaching and learning methods

Lectures and exams 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Spanish is recommended to take a Spanish course of another level.

Teacher(s) responsible

Maria Ruohtula, Porvoo

Course materials

González-Martín-Rodrigo-Verdía : Socios 1. Curso de español orientado al mundo del trabajo. Libro del alumno. Difusión. ISBN :978-84-8443-415-3 and Socios 2. Curso de español orientado al mundo del trabajo. Libro del alumno. Difusión. ISBN :978-84-8443-418-4

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%
Written performance (portfolio assignments and written exams) 50%

Espanjan alkeet 4

Code: SPA4PO003

Extent: 3cr (81h)

Timing: 2nd – 3rd semester

Language: English

Level: Professional studies

Type: Elective / Free-choice

Competence level: A1-A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary Spanish 3 or equivalent knowledge.

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course contents

- Company rules & behavior
- Sickneses & at the doctor's
- Money and bank
- Fairs and exhibitions, representing a company
- Internet and its language
- Commercial correspondence – basic documents
- Business gifts
- 2-3 portfolio assignments

Cooperation with the business community

Simple presentations of different companies, banks, exhibitions and fairs, Internet sites and products.

International dimension

Possible visits of Spanish exchange students.

Teaching and learning methods

Lectures and exams 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Spanish is recommended to take a Spanish course of another level.

Teacher(s) responsible

Course materials

Socios 2. Curso de español orientado al mundo del trabajo. Libro del alumno. Difusión. ISBN :978-84-8443-418-4

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Espanjan jatko 1

Tunnus: SPA4RM111

Laajuus: 3 op (81 h)

Ajoitus: 1, 2 lukukausi

Kieli: espanja, englanti, suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Espanjan alkeistason opintojaksot tai vähintään viisi lukion lyhyen oppimäärän kurssia.

Oppimistavoitteet

Kurssin jälkeen opiskelija

- osaa kertoa omasta elämästä ja työhistoriasta
- osaa työhakuun liittyvän keskeisin sanaston
- osaa laatia perinteisen CV:n sekä Europass CV:n
- pystyy osallistumaan työpaikkahaastatteluun espanjaksi
- ymmärtää yksinkertaisia uutistekstejä talous- ja matkailuaiheista
- osaa laatia kuvauksia hotelleista
- tietää virallisen kirjeenvaihdon tavallisia sanontoja
- osaa käyttää menneitä aikamuotoja tarkoituksenmukaisesti.

Sisältö

Aikaisemmin opittujen rakenteiden ja perussanaston kertaamisen jälkeen kurssilla harjoitellaan espanjan kielen suullista että kirjallista käyttöä erilaisissa työelämän kielenkäyttötilanteissa. Opetellaan myös suullisen esityksen pitämistä. Opiskelijat laativat kielisalkun osaamisestaan.

Tärkeimmät aihealueet ovat

- menneet aikamuodot, prepositiot
- työhistorian ja elämäkerran kuvailu
- opiskelusanasto
- työnhaun asiapaperit, työhaastattelu, Europass CV
- hotellisanasto
- espanjankielisen maailman maantuntemus

Opetus- ja oppimismenetelmät

Lähiopetusta 32 h (4 h/vko), pakollinen läsnäolo 80 %

Omaehtoista pienryhmäopiskelua 16 h (2 h/vko)

Itsenäinen opiskelu, oppimistehtävät ja tiedonhaku 20 h

Kirjallinen ja suullinen tentti 10 h

Vastuuopettaja

Antti Kurhinen, Porvoo

Oppimateriaalit

Tunnilla jaettava materiaali ja Moodle-oppimisympäristö

Arviointiperusteet

Kirjalliset ja suulliset tentit 70 %

Kielisalkku ja oppimistehtävät 30 %

Espanjan jatko 2

Tunnus: SPA4RM112

Laajuus: 3 op (81 h)

Ajoitus: 2, 4 lukukausi

Kieli: espanja, englanti, suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Espanjan jatko 1, viisi lukion kurssia tai vähintään alkeiskurssit

Oppimistavoitteet

Kurssin jälkeen opiskelija

- tietää espanjankielisen puhelinkäyttämisen keskeiset sanonnat ja harjaantuu toimimaan puhelimesta espanjaksi
- osaa tehdä lyhyitä kuvauksia ja esityksiä yrityksistä ja matkakohteista
- pystyy käyttämään menneitä aikamuotoja tarkoituksenmukaisesti.

Sisältö

Kurssilla harjoitellaan espanjan kielen suullista että kirjallista käyttöä erilaisissa työelämän kielenkäyttötilanteissa ja vahvistetaan opiskelijan kykyä soveltaa keskeisiä kielioppirakenteita. Kurssilla harjoitellaan myös suullisen esityksen pitämistä. Opiskelijat laativat kielisalkun osaamisestaan.

Kurssin keskeiset aihealueet ovat

- puhelinsanasto
- perustiedot yritysten toiminnasta
- tietojen antaminen matkakohteesta
- menneet aikamuodot
- passiivi
- espanjankielisen maailman maantuntemus.

Opetus- ja oppimismenetelmät

Lähiopetusta 32 h (4 h/vko), pakollinen läsnäolo 80 %

Omaehtoista pienryhmäopiskelua 16 h (2 h/vko)

Itsenäinen opiskelu, oppimistehtävät ja tiedonhaku 20 h

Kirjallinen ja suullinen tentti 10 h

Vastuopettaja

Antti Kurhinen, Porvoo

Oppimateriaalit

Tunnilla jaettava materiaali ja Moodle-oppimisympäristö

Arviointiperusteet

Kirjalliset ja suulliset tentit 70 %

Oppimistehtävät ja kielisalkku 30 %

Espanjan jatko 3

Tunnus: SPA8RM013

Laajuus: 3 op (81 h)

Ajoitus: 3., 5. lukukausi

Kieli: englanti/suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vapaasti valittava

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Espanjan jatko 1 ja 2 tai lukion lyhyt oppimäärä

Oppimistavoitteet

Kurssin jälkeen opiskelija

- tietää subjunktiivin perusrakenteet ja osaa käyttää niitä monipuolisesti
- pystyy kuvailemaan tuotteita ja yrityselämää
- osaa antaa käskyjä ja ohjeita
- osaa ilmaista tyytyväisyyttä, epävarmuutta ja pahoittelua
- osaa laatia yksinkertaisia mainosviestejä
- pystyy laatimaan matkaohjelmia ja kertomaan Suomesta matkailumaana.

Sisältö

Kurssilla laajennetaan opiskelijan kykyä hallita espanjan kielen perusrakenteita, käyttää espanjaa kirjallisesti ja suullisesti erilaisissa työelämän kielenkäyttötilanteissa sekä ymmärtää vaativia liiketaloutta ja matkailua käsitteleviä tekstejä. Opiskelijat täydentävät kielisalkkuaan kurssin oppimistehtävillä.

Kurssin keskeiset aihepiirit ovat

- futuuri, subjunktiivin aikamuodot, konditionaali, imperatiivi
- markkinointiviestintä
- käskyt, neuvot, ohjeet
- espanjankielisen maailman talousuutiset
- Suomi matkailumaana espanjalaisille
- espanjankielisen maailman maantuntemus

Opetus- ja oppimismenetelmät

Lähiopetusta 32 h (4 h/vko), pakollinen läsnäolo 80 %

Omaehtoista pienryhmäopiskelua 16 h (2 h/vko)

Itsenäinen opiskelu, oppimistehtävät ja tiedonhaku 20 h

Kirjallinen ja suullinen tentti 10 h

Vastuopettaja

Antti Kurhinen, Porvoo

Oppimateriaalit

Tunnilla jaettava materiaali ja Moodle-oppimisympäristö

Arviointiperusteet

Kirjalliset ja suulliset tentit 70 %

Oppimistehtävät ja kielisalkku 30 %

Espanjan jatko 4

Tunnus: SPA4RM114

Laajuus: 3 op (78 h)

Ajoitus: lukukausi 4, 6

Kieli: espanja, englanti, suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Espanjan jatko 1,2 ja 3 tai lukion lyhyt oppimäärä. Kurssiin kuuluu vapaaehtoisena osana osallistuminen Madridin Fitur-matkailumessuille, joissa opiskelijat edustavat HAAGA-HELIAA. Messut järjestetään tammikuun puolivälissä. Messuosallistumisesta opiskelijat saavat erikseen lisäopintopisteitä.

Oppimistavoitteet

Kurssin jälkeen opiskelija

- osaa toimia espanjankielisillä messuilla
- osaa laatia kauppakirjeenvaihdon keskeisiä teksilajeja
- osaa laatia esitteitä ja mainosmateriaalia
- pystyy kertomaan suullisesti omasta organisaatiosta ja Suomesta
- pystyy käyttämään espanjan kielioppirakenteita tarkoituksenmukaisesti.

Sisältö

Kurssin keskeinen teema on osallistuminen espanjankielisille matkailumessuille. Siksi kurssilla harjoitellaan messuihin valmistautumista, tehdään messuja varten espanjankielistä esittelymateriaalia HAAGA-HELIAsta, Porvoosta ja Suomesta sekä opetellaan messuilla tarvittavaa suullista esiintymistaitoa. Kurssilla myös laajennetaan opiskelijan kykyä hallita espanjan kielen perusrakenteita, käyttää espanjaa kirjallisesti ja suullisesti erilaisissa työelämän kielenkäyttötilanteissa sekä ymmärtää vaativia liiketaloutta ja matkailua käsitteleviä tekstejä. Opiskelijat täydentävät kielisalkkuaan kurssin oppimistehtävillä.

Kurssin keskeiset aihepiirit ovat

- osallistuminen messuille
- esitteet ja mainokset
- yritysesitykset
- verbiirakenteet, sivulauseet, subjunktiivin menneet aikamuodot
- kauppakirjeenvaihto
- espanjankielisen maailman talousuutiset

Opetus- ja oppimismenetelmät

Lähiopetusta 32 h (4 h/vko), pakollinen läsnäolo 80 %

Omaehtoista pienryhmäopiskelua 16 h (2 h/vko)

Itsenäinen opiskelu, oppimistehtävät ja tiedonhaku 20 h

Kirjallinen ja suullinen tentti 10 h

Vastuopettaja

Antti Kurhinen, Porvoo

Oppimateriaalit

Tunnilla jaettava materiaali ja Moodle-oppimisympäristö

Arviointiperusteet

Kirjalliset ja suulliset tentit 70 %

Oppimistehtävät ja kielisalkku 30 %

Liike-elämän venäjää

Tunnus: RUS4LP020

Laajuus: 3 op (81 h)

Ajoitus: 2, 4, 6 lukukausi

Opetuskieli: venäjä / suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Venäjän jatkokurssit 1 ja 2 tai vastaavat tiedot

Oppimistavoitteet

Opintojakson päättyessä opiskelija

- on tutustunut venäjänkielisen liikeviestinnän erityispiirteisiin;
- ymmärtää venäjän puhe- ja liikekielen tyyli- ja rakenne-eroja;
- osaa laatia asianmukaisia ja eri aiheisiin sopivia liike-elämässä käytettyjä venäjänkielisiä viestejä kirjallisesti

Sisältö

Opintojaksolla syvennetään venäjän kieliopin osaamista sekä laajennetaan liike-elämään liittyvää sanastoa. Keskiytään venäjänkielisen viestinnän erityispiirteisiin. Opintojakso toteutetaan verkkokurssina Moodlessa, johon liittyy vastuuopettajan ohjaus, tehtävien tarkistus ja niistä annettava palaute. Opintojakso suoritetaan kirjallisina tehtävinä vastuuopettajan antaman aikataulun mukaisesti. Kurssi edellyttää aktiivista ja itsenäistä työskentelyä. Kurssin lopussa on kirjallinen tentti ja opiskelija täydentää omaa kieliopintosalkkuaan. Tiivistettynä opintojakso sisältää seuraavat osiot:

- Kielioppi: substantiivin, adjektiivin ja pronominin sijamuotojen kertaus, erilaiset lauserakenteet, passiivi, ajanilmaukset, lukusanojen käyttö, verbien taivutus, relatiivilauseet, partitiivit ja gerundit
- Kirjeenvaihto: liikekirjeen rakenne, alku- ja loppufraasit; suhdetoimintaviestintä, saate, kutsu, pyyntö, tarjouspyyntö, vastaus, tarjous, tilaus, reklamaatio, sopimus.

Opetus- ja oppimismenetelmät

Opintojakso toteutetaan Moodlessa ja se muodostuu seitsemästä tehtäväpaketistä, joissa jokaisessa on sekä kielioppi-että kirjeenvaihto-osio. Ohjaus ja palaute hoidetaan sovitun aikataulun mukaisesti.

- Opiskelijan itsenäinen työskentely, tehtävien suoritus 73 h
- Vastuuopettajan palautetunnit ja ohjaus 8 h

Vastuuopettaja

Leena Alanko, Porvoo

Oppimateriaalit

Salenius, Pirjo, S uvazheniem – Liikekirjeet venäjäksi. Edita.

Ojanen & Laurila – Hellman & Prokkola, Sekret uspeha 1 ja 2 – Yrityksen viestintää. HKKK.

Lehmuskallio, Arto, Ruplan kurssi – Kaupallisen venäjän alkeet sekä Kurs na evro – Kaupallisen venäjän jatkokurssi.
Finn Lectura.

Muu ohjaavan opettajan jakama materiaali.

Arviointiperusteet

Kirjallisten tehtävien hyväksyttävä suoritus ja niiden palautus määräaikaan mennessä.

Kirjalliset tehtävät (70 %)

Loppuentin suoritus (20%)

Kielisalkun täydentäminen (10 %)

Kurssi arvioidaan arvosanoin 0-5.

Ranskan alkeet 1

Code : FRE4PO001

Extent: 3 cr (81 h)

Timing: 1-2nd semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course content

- Customer service situations
- Communication by phone
- Work planning
- Journey preparations

Cooperation with the business community

Simple presentations of different internationally known enterprises.

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Spanish is recommended to take a Spanish course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Marina Henriksson, Porvoo

Maria Ruohtula, Porvoo

Course materials

Miquel, Claire: Vite et Bien 1 - Méthode rapide pour adultes - Clé International 2009. ISBN: 978-209-035272-6

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan alkeet 2

Code : FRE4PO002

Extent: 3 cr (81 h)

Timing: 1-2nd semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary French 1 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course content

- Bank and library customer service situations
- Future plans
- Health care
- Description of people
- Description of activities in past tense

Cooperation with the business community

Simple presentations of different internationally known enterprises.

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in i French s recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Marina Henriksson, Porvoo

Maria Ruohtula, Porvoo

Course materials

Miquel, Claire: Vite et Bien 1 - Méthode rapide pour adultes - Clé International 2009. ISBN: 978-209-035272-6

Assessment criteria

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Components	1 (50%)	3 (70%)	5 (90%)
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Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan alkeet 3

Code : FRE4PO003

Extent: 3 cr (81 h)

Timing: 3rd - 4th semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: A1-A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary French 2 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course content

- Shopping and different shops
- Domestic life and tasks
- Travelling in the French countryside
- Real estate customer service

Cooperation with the business community

Simple presentations of different companies, entrepreneurs and products

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in French is recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Marina Henriksson, Porvoo

Maria Ruohtula, Porvoo

Course materials

Miquel, Claire: Vite et Bien 1 - Méthode rapide pour adultes - Clé International 2009. ISBN: 978-209-035272-6

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan alkeet 4

Code: FRE4PO004

Extent: 3 cr (81 h)

Timing: 3rd - 4th semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary French 3 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course content

- Way description in a city
- Moving into a flat
- Meeting arrangements and practices
- Human relations

Cooperation with the business community

Simple presentations of different companies, entrepreneurs and products

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in French is recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Marina Henriksson, Porvoo

Maria Ruohtula, Porvoo

Course materials

Miquel, Claire: Vite et Bien 1 - Méthode rapide pour adultes - Clé International 2009. ISBN: 978-209-035272-6

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan jatko 1

Code: FRE4LP011/FRE4RM111

Extent: 3 cr (81 h)

Timing: 3-4 semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary French 4 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- can understand the main points of clear standard speech on matters regularly encountered in work and studies
- is acquainted with the cultural surroundings of the language
- can produce spoken and written language related to professional life

Course content

- Professional contacts
- Planning work schedules
- Planning business journeys
- Traveling
- Accommodation situations

Cooperation with the business community

Presentations of different companies, entrepreneurs and products

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in French is recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Marina Henriksson, Porvoo

Maria Ruohtula, Porvoo

Course materials

Penforis, Jean-Luc: français.com. Méthode de français professionnel et des affaires. CLE international.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan jatko 2

Code: FRE4LP012/FRE4RM112

Extent: 3 cr (81 h)

Timing: 3-4 semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Advanced French 1 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- can understand the main points of clear standard speech on matters regularly encountered in work and studies
- is acquainted with the cultural surroundings of the language
- can produce spoken and written language related to professional life

Course content

- French cuisine
- Restaurant situations
- Comparing enterprises and profits
- Application for a position
- Application documents

Cooperation with the business community

Presentations of different companies, entrepreneurs and products

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in French is recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Marina Henriksson, Porvoo

Maria Ruohtula, Porvoo

Course materials

Penforis, Jean-Luc: français.com. Méthode de français professionnel et des affaires. CLE international.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan jatko 3

Code: FRE4LP013/FRE4RM113

Extent: 3 cr (81 h)

Timing: 3-4 semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Advanced French 2 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- can understand the main points of clear standard speech on matters regularly encountered in work and studies
- is acquainted with the cultural surroundings of the language
- can produce spoken and written language related to professional life
- can tell about Finland and the Finnish culture from the point of view of a French speaking tourist in written and in oral

Course content

- Finland's history, culture, geography and destinations in French
- Oral presentation about some Finnish theme in French
- Portfolio assignments

Cooperation with the business community

Presentations of different Finnish companies, entrepreneurs and products

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in French is recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Maria Ruohtula, Porvoo

Course materials

Teacher's own material

Internet

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Ranskan jatko 4

Code: FRE4LP014/FRE4RM114

Extent: 3 cr (81 h)

Timing: 3-4 semester

Language: English

Level: Professional studies

Type: elective / free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Advanced French 4 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- can understand the main points of clear standard speech on matters regularly encountered in work and studies
- is acquainted with the cultural surroundings of the language
- can produce spoken and written language related to professional life
- can tell about France and the French culture in written and in oral

Course content

- France's history, culture, geography and destinations in French
- Oral presentation about some French destination in French
- Portfolio assignments

Cooperation with the business community

Presentations of different Finnish companies, entrepreneurs and products

International dimension

Possible visits of French exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in French is recommended to take a French course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Maria Ruohtula, Porvoo

Course materials

Teacher's own material
Internet

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	Grade satisfactory 1 The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	Good 3 The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	Excellent 5 The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan alkeet 1

Code: GER4PO001

Extent: 3cr (81h)

Timing: 1st – 2nd semester

Language: English

Level: Professional studies

Type: Elective / Free Choice

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

No prerequisites.

Learning outcomes

Upon completion of the course, the student

- internalizes the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizes with the cultural surroundings of the language
- practices to produce spoken and written language of everyday life and of professional life always when possible

Course contents

- Greetings, presenting persons
- Appointed day and time, presenting enterprises, vacation planning, understanding and telling the time
- Asking for services, buying food, understanding and telling prices, about family
- 2-3 portfolio assignments

International dimension

Possible visits of German speaking exchange students.

Teaching and learning methods

Lectures and exams 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan alkeet 2

Code: GER4PO002
Extent: 3cr (81h)
Timing: 2. – 3. Semester
Language: English
Level: Professional studies
Type: Elective / Free Choice
Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary German 1 or equivalent skills

Learning outcomes

Upon completion of the course, the student continues with

- internalizing the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizing with the cultural surroundings of the language
- practicing spoken and written language of everyday life and of professional life always when possible

Course contents

- Leisure time, hobbies, sports; simple adverts
- Room hunting, furniture; understand and give information about a room or apartment, telling about weekend activities
- Clothing, colors, materials; understand and give instructions and suggestions
- 2-3 portfolio assignments

International dimension

Possible visits of German speaking exchange students.

Teaching and learning methods

Lectures and exams 48 h
Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50

Saksan alkeet 3

Code: GER4PO003
Extent: 3cr (81h)
Timing: 3. – 4. semester
Language: English
Level: Professional studies
Type: Elective / Free Choice
Competence level: A1/A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary German 2 or equivalent skills

Learning outcomes

Upon completion of the course, the student continues still with

- internalizing the basics of the new foreign language: pronunciation, writing, vocabulary and constructions
- familiarizing with the cultural surroundings of the language
- practicing spoken and written language of everyday life and of professional life always when possible

Course contents

- Sightseeing (tourist features), simple location plan, telling about experiences, at a railway stations ticket office
- Eating and drinking, ordering meal at a restaurant, reading and understanding the menu, advertising
- Celebrations, invitation, gifts
- 2-3 portfolio assignments

International dimension

Possible visits of German speaking exchange students.

Teaching and learning methods

Lectures and exams 48 h
Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan alkeet 4

Code: GER4PO004
Extent: 3 cr (81h)
Timing: 4. – 5. Semester
Language: German/English
Level: Professional studies
Type: Elective/free-choice
Competence level: A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary German 3 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- will get the general communicative competence
- acquire language skills in everyday situations.
- increase his/her knowledge of the German language and culture
- increase his/her knowledge of spoken German
- become acquainted with officialese (in texts and vocabulary)

Course contents

- Accommodations, (rented) apartment, apartment – sharing community etc.
- Presentation of famous German cities, studying abroad
- Bank, police and other public authorities
- To see the doctor
- 2-3 portfolio assignments

International dimension

Possible visits of German speaking exchange students.

Teaching and learning methods

Contact hours 48 h
Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan jatko 1

Code: GER4RM111

Extent: 3 cr (81h)

Timing: 1st – 2nd Semester

Language: German/English

Level: Professional studies

Type: Elective/free-choice

Competence level: A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary German 4 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- will get more general communicative competence
- can understand the main points of clear standard speech on matters regularly encountered in work and studies
- is acquainted with the cultural surroundings of the language
- can produce spoken and written language related to professional life
- can tell about Finland and the Finnish culture from the point of view of a German speaking tourist in written and in oral

Course contents

- Touristic sights and regions, shopping, weather forecast
- Travelling, planning a trip, location plan
- Vocational choice, professions, training opportunities
- Applications for internship and employment
- Detailed presentations of enterprises and their products from German speaking countries
- Portfolio assignments (e.g. curriculum vitae and letter of application)

International dimension

Possible visits of German speaking exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan jatko 2

Code: GER4RM112

Extent: 3 cr (81h)

Timing: 2. – 3. Semester

Language: German/English

Level: Professional studies

Type: Elective/free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Advanced German 1 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- will get more general communicative competence
- can understand clear standard speech on matters regularly encountered in work and studies
- is skillful with the cultural surroundings of the language
- can produce spoken and written language related to professional life without any problems
- can tell all about Finland and the Finnish culture from the point of view of a German speaking tourist in written and in oral

Course contents

- German speaking countries and Finland > regional geography; travel agency, customer complaint
- Traffic accident, make a report (orally and written)
- Event advertisement, guidebook, make an interview
- At the post office, postal items, reclamations
- Portfolio assignments

Cooperation with the business community

Presentations of different Finnish companies, entrepreneurs and products

International dimension

Possible visits of German speaking exchange students.

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan jatko 3

Code: GER4RM113

Extent: 3 cr (81h)

Timing: 3. – 4. Semester

Language: German/English

Level: Professional studies

Type: Elective/free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Advanced German 2 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- will get more general communicative competence
- can understand clear standard and the main points of vernacular speech on matters regularly encountered in work and studies
- is really skillful with the cultural surroundings of the language
- can produce spoken and written language related to professional life without any problems
- can tell all about Finland and the Finnish culture and something about political life from the point of view of a German speaking tourist in written and in oral

Course contents

- Studying in Germany (type of university, aim of studies etc.), presentation of Porvoo Campus, occupational career
- Greetings, small talk rules, to address so. formally and informally in written and oral
- Economic regions in Germany and Finland, employment agreement, fields of responsibility and activity
- Berlin, the capital of Germany, history of Berlin and some Finnish cities
- Portfolio assignments

International dimension

Possible visits of German speaking exchange students.

Cooperation with the business community

Presentations of different Finnish companies, entrepreneurs and products

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Saksan jatko 4

Code: GER4RM114

Extent: 3 cr (81h)

Timing: 4. – 5. Semester

Language: German/English

Level: Professional studies

Type: Elective/free-choice

Competence level: B1 Common European Framework of Reference levels

Starting level and linkage with other courses

Advanced German 3 or equivalent skills

Learning outcomes

Upon completion of the course, the student

- will get more general communicative competence
- can understand clear standard and the main points of vernacular speech on matters regularly encountered in work and studies
- is really skillful with the cultural surroundings of the language
- can produce spoken and written language related to professional life without any problems
- can tell all about Finland and the Finnish culture and something about political life from the point of view of a German speaking tourist in written and in oral

Course contents

- Migration, graphs and delineations
- Political system in German speaking countries, federal states, review and handout about political system in Finland
- German language and its variations
- Business correspondence (oral and written)
- Portfolio assignments (e.g. business letters)

International dimension

Possible visits of German speaking exchange students.

Cooperation with the business community

Presentations of different Finnish companies, entrepreneurs and products

Teaching and learning methods

Contact hours 48 h

Independent study 33 h

Attendance obligation: 80% of the lectures

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in German is recommended to take a German course of another level or to choose the elementary 1 level of another optional language.

Teacher(s) responsible

Michael Reinert, Porvoo

Course materials

DaF kompakt A1-B1, Klett Stuttgart 2011 ISBN 978-3-12-676180-2

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	<p>Grade satisfactory 1</p> <p>The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.</p>	<p>Good 3</p> <p>The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.</p>	<p>Excellent 5</p> <p>The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.</p>

Assessment components and their respective weights

Oral performance (exercises during the classes and oral exams) 50%

Written performance (portfolio assignments and written exams) 50%

Venäjän alkeet 1

Code: RUS4PO001

Extent: 3 cr (81 h)

Timing: 2nd semester

Language: Finnish/Swedish/English

Level: Professional Studies

Type: Elective /Optional

Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

The course is for beginners.

Learning outcomes

The student has obtained the basic knowledge of Russian language consisting of

- pronunciation, writing, vocabulary /phrases and grammar
- cultural environment
- ability to produce simple phrases in writing and orally used in everyday situations

Course contents

- cyrillic alphabet (writing and pronunciation)
- basic sentence/phrase constructions
- presentation of a person, greetings
- portfolio: the student will prepare 2-3 tasks in writing independently

Cooperation with the business community

In addition authentic course material.

Teaching and learning methods

Lectures and exams 48 h (6 h per week)

Independent / distance work 33 h (4 h per week)

Attendance obligation 80 %

Accreditation of prior learning (APL)

Accreditation of prior learning (APL) is not an option. The student having prior competences in Russian is recommended to take a Russian course of another level or to choose another optional language.

Teachers responsible

Leena Alanko, Porvoo

Riitta Forsnabba, Porvoo

Course materials

Alestalo, Marjatta :Kafe Piter 1.Finn Lectura.2010.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assesment components and their respective weights

Oral language 50 % (activity during the classes and exam)

Language in writing 50 % (language portfolio/distance work 10 % and exam 40 %)

Venäjän alkeet 2

Code: RUS4PO002
Extent: 3 cr (81 h)
Timing: 2nd semester
Language: Finnish/Swedish/English
Level: Professional Studies
Type: Elective /Optional
Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary 1 or equivalent knowledge

Learning outcomes

The student has strengthened the basic knowledge of Russian language consisting of

- pronunciation, writing, vocabulary /phrases and grammar
- the cultural environment
- ability to produce simple phrases in writing and orally used in everyday situations

Course contents

- grammar: verb conjugation, adjectives, nouns (cases)
- family, living, work
- languages and nationalities
- telephone conversations
- means of transportation
- portfolio: the student will prepare 2-3 tasks in writing independently

Teaching and learning methods

Lectures and exams 48 h (6 h per week)
Independent / distance work 33 h (4 h per week)
Attendance obligation 80 %

Cooperation with the business community

In addition authentic course material.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Russian is recommended to take a Russian course of another level or to choose another optional language.

Teachers responsible

Leena Alanko, Porvoo
Riitta Forsnabba, Porvoo

Course materials

Alestalo, Marjatta :Kafe Piter 1.Finn Lectura.2010.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assesment components and their respective weights

Oral language 50 % (activity during the classes and exam)

Language in writing 50 % (language portfolio/distance work 10 % and exam 40 %)

Venäjän alkeet 3

Code: RUS4PO003
Extent: 3 cr (81 h)
Timing: 2nd semester
Language: Finnish/Swedish/English
Level: Professional Studies
Type: Elective /Optional
Competence level: A1 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary 1 and 2 or equivalent knowledge

Learning outcomes

The student has strengthened his knowledge of Russian language consisting of

- pronunciation, writing, vocabulary /phrases and grammar
- the cultural environment
- ability to produce phrases in writing and orally used in everyday situations and in business connections

Course contents

- leisure time activities
- travelling
- vacation
- portfolio: the student will prepare 2-3 tasks in writing independently

Cooperation with the business community

In addition authentic course material.

Teaching and learning methods

Lectures and exams 48 h (6 h per week)
Independent / distance work 33 h (4 h per week)
Attendance obligation 80 %

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Russian is recommended to take a Russian course of another level or to choose another optional language.

Teachers responsible

Leena Alanko, Porvoo
Riitta Forsnabba, Porvoo

Course materials

Alestalo, Marjatta :Kafe Piter 1.Finn Lectura.2010.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assesment components and their respective weights

Oral language 50 % (activity during the classes and exam)

Language in writing 50 % (language portfolio/distance work 10 % and exam 40 %)

Venäjän alkeet 4

Code: RUS4PO004
Extent: 3 ECTS (81 h)
Timing: 2nd semester
Language: Finnish/Swedish/English
Level: Professional Studies
Type: Elective /Optional
Competence level: A2 Common European Framework of Reference levels

Starting level and linkage with other courses

Elementary 1, 2 and 3 or equivalent knowledge

Learning outcomes

The student has strengthened and widened his knowledge of Russian language consisting of

- pronunciation, writing, vocabulary /phrases and grammar
- the cultural environment
- producing phrases in writing and orally used in everyday situations and in business connections

Course contents

- Russian holidays
- shopping
- restaurant vocabulary and phrases
- portfolio: the student will prepare 2-3 tasks in writing independently

Cooperation with the business community

In addition authentic course material.

Teaching and learning methods

Lectures and exams 48 h (6 h per week)
Independent / distance work 33 h (4 h per week)
Attendance obligation 80 %

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is not an option. The student having prior competences in Russian is recommended to take a Russian course of another level or to choose another optional language.

Teachers responsible

Leena Alanko, Porvoo
Riitta Forsnabba, Porvoo

Course materials

Alestalo, Marjatta: Kafe Piter 1. Finn Lectura.2010.

Assessment criteria

The course is evaluated on scale 1 to 5. The assessment criteria is presented on scale 1 to 3.

Components	1 (50%)	3 (70%)	5 (90%)
	The student can produce short loose sentences, though he/she has many difficulties in the pronunciation and the written outcome. The student uses the essential vocabulary and the constructions of the course satisfactory. The student has returned the assignments with deficiencies and/or not on time.	The student can produce short loose sentences, though he/she has some difficulties in the pronunciation and the written outcome. The student uses quite well the essential vocabulary and the constructions of the course. The student has returned most of the assignments on time.	The student can produce short loose sentences with pretty good pronunciation and written outcome. The student masters the essential vocabulary and the constructions of the course. The student has returned all the assignments on time.

Assesment components and their respective weights

Oral language 50 % (activity during the classes and exam)

Language in writing 50 % (language portfolio/distance work 10 % and exam 40 %)

Venäjän jatko 1

Tunnus: RUS4RM111

Laajuus: 3 op (81 h)

Ajoitus: 1.,3. lukukausi

Kieli: suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen/vapaasti valittava

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Alkeiskurssit 1 – 4, lukion C/D opinnot tai vastaavat tiedot

Oppimistavoitteet

Opintojakson suoritettuaan opiskelija

- on vahvistanut peruskielen osaamista
- on oppinut ammatilliseen kielenkäyttöön soveltuvia viestintätaitoja

Sisältö

- viestintä messuilla: esittäytyminen, esittely
- kutsun esittäminen, onnitteluviestit
- asiointi lipputoimistossa, junassa, hotellissa
- Portfoliotyöskentely: opiskelija tekee itsenäisesti tehtäviä portfoliokansioonsa

Opetus- ja oppimismenetelmät

Lähiopetus ja tentit 48 h (6 h/vko)

Itsenäinen opiskelu 33 h (4 h/vko)

Läsnäolovelvoite: 80 % toteutuneista tunneista.

Vastuopettajat

Leena Alanko, Porvoo

Oppimateriaalit

Oppikirja: Donner, Virpi & Hyttinen, Riitta. Pereidjom k delu ! Käydäänpä asiaa ! Joensuun yliopistopaino. 2010.

Opettajan lisämateriaali.

Arviointiperusteet

Suullinen näyttö 50 % (tuntityöskentely ja tentti)

Kirjalliset tehtävät 50 % (portfolio 10 % ja tentit 40 %)

Venäjän jatko 2

Tunnus: RUS4LP012

Laajuus: 3 op (81 h)

Ajoitus: 1.,3. lukukausi

Kieli: suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen/vapaasti valittava

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Jatkokurssi 1 tai vastaavat tiedot

Oppimistavoitteet

Opintojakson suoritettuaan opiskelija

- on vahvistanut peruskielen osaamista rakenteiden ja suullisen viestinnän alueilla
- on oppinut lisää ammatilliseen kielenkäyttöön soveltuvia viestintätaitoja

Sisältö

- neuvottelujen aloitustilanne
- yritysesittely
- liikelounas/illallinen
- portfolioyöskentely: opiskelija tekee itsenäisesti tehtäviä portfoliokansioonsa

Opetus- ja oppimismenetelmät

Lähiopetus ja tentit 48 h (6 h/vko)

Itsenäinen opiskelu 33 h (4 h/vko)

Läsnäolovelvoite: 80 % toteutuneista tunneista.

Vastuopettajat

Leena Alanko

Oppimateriaalit

Oppikirja : Donner, Virpi & Hyttinen, Riitta. Pereidjom k delu ! Käydäänpä asiaa ! Joensuun yliopistopaino.2010.

Opettajan lisämateriaali.

Arviointiperusteet

Suullinen näyttö 50 % (tuntityöskentely ja tentti)

Kirjalliset tehtävät 50 % (portfolio 10 % ja tentit 40 %)

Venäjän jatko 3

Tunnus: RUS4RM113

Laajuus: 3 op (81 h)

Ajoitus: 3. lukukausi

Kieli: suomi

Opintojakson taso: ammattiopinnot

Opintojakson tyyppi: vaihtoehtoinen/vapaasti valittava

Lähtötaso ja sidonnaisuudet muihin opintojaksoihin

Jatkokurssi 2 tai vastaavat tiedot

Oppimistavoitteet

Opintojakson suoritettuaan opiskelija

- on vahvistanut peruskielen osaamista rakenteiden, kirjallisen ja suullisen viestinnän alueilla
- on vahvistanut ammatilliseen kielenkäyttöön (matkailu, liiketoiminta) soveltuvia viestintätaitojaan

Sisältö

- liike-elämän viestinnässä tarvittavien rakenteiden ja ilmaisujen vahvistaminen
- suulliset ja kirjalliset presentaatiot opiskelijan oman suuntautumisen mukaan
- portfolioyöskentely: opiskelija tekee itsenäisesti tehtäviä portfoliokansioonsa

Opetus- ja oppimismenetelmät

Lähiopetus ja tentit 48 h (6 h/vko)

Itsenäinen opiskelu 33 h (4 h/vko)

Läsnäolovelvoite: 80 % toteutuneista tunneista.

Vastuopettajat

Leena Alanko, Porvoo

Oppimateriaalit

Salenius, Pirjo; Lehmuskallio, Arto: Biznes-grammatika. Liikevenäjän kielioppi- ja harjoituskirja. Edita.2009.

Esitteet, mainokset, internet-aineisto, sanomalehtitekstit – sovitaan kurssin alkaessa.

Opettajan lisämateriaali.

Arviointiperusteet

Suullinen näyttö 50 % (tuntityöskentely ja mahd. tentti)

Kirjalliset tehtävät 50 % (portfolio 30 % ja tentti 20 %)