

Department: Business

## Study program: Logistics Management, B.Sc.

(Regulations as of 2021)

Overview of English-taught modules:

- Business English 1 (B1 level)<sup>1</sup>
- Business English 2 (B2 level)<sup>2</sup>
- Electives with varying topics<sup>1,2</sup>
- QM & Lean Management<sup>2</sup>

A '1' indicates that classes are offered in the winter semester; a '2' indicates that they are offered in the spring semester.

In German, a "module" is a combination of more than one class.

Detailed module descriptions:

### 1. Business English 1 (B1 level)

<p><b>Name of the module:</b> Business English 1</p>
<p><b>Number of credits:</b> 5 credits</p>
<p><b>Classes the module is made up of:</b> 1 language class</p>
<p><b>Module content:</b> <b>Content:</b></p> <ul style="list-style-type: none"> <li>• Understanding and writing simple business texts, standard letters and emails.</li> <li>• Improving communication skills, related to the world of work (e.g. in conversations, phone calls, negotiations, presentations).</li> <li>• Understanding the main aspects of radio reports, presentations among others</li> <li>• Practicing moderately difficult grammar topics frequently encountered in the work environment.</li> <li>• Vocabulary building</li> </ul> <p><b>Learning Outcomes:</b> The overall learning outcome is the ability to communicate in English at work, as well as to understand documents and write texts, is now considered a key qualification in the world of work. The aim of this module is for the participant to be able to give advice in English on simple matters within their own field of work. They will also be able to understand the meaning of letters and theoretical articles that are not commonplace, and take very precise notes in a meeting or seminar when the subject matter is familiar and predictable. This corresponds to level B1 in the area of "Profession" (Common European Framework of Reference/GER).</p>
<p><b>Final exam(s) and/or assignment(s):</b></p> <ul style="list-style-type: none"> <li>• Regular attendance (75%)</li> <li>• Active participation</li> <li>• Submission of Texts and homework to be completed at home</li> <li>• A presentation</li> <li>• Written exam during the semester and at the end of the semester</li> </ul>

<ul style="list-style-type: none"> <li>• Additional forms of assessment are possible</li> </ul> <p>The exact type of assessment will be announced at the beginning of the module.</p>
<b>Duration:</b> 1 semester
<b>Hours per week:</b> 4

## 2. Business English 2 (B2 level)

<b>Name of the module:</b> Business English 2
<b>Number of credits:</b> 5 credits
<b>Classes the module is made up of:</b> 1 language class
<b>Module content:</b> <b>Content:</b> <ul style="list-style-type: none"> <li>• Understanding and writing simple business texts, standard letters and emails.</li> <li>• Improving communication skills, related to the world of work (e.g. in conversations, phone calls, negotiations, presentations).</li> <li>• Understanding the main aspects of radio reports, presentations among others</li> <li>• Practicing moderately difficult grammar topics frequently encountered in the work environment.</li> <li>• Vocabulary building</li> </ul> <b>Learning Outcomes:</b> The ability to communicate in English at work, as well as to understand documents and compose texts, is now considered a key skill in the work environment. The goal of this module is to provide participants with high school-specific language skills and enable them to accept and relay most English communications that occur during a normal workday. They should also be able to understand most correspondence, reports, and product descriptions and handle any routine inquiries regarding goods or services. This corresponds to level B2 in the field of "Occupation" (Common European Framework of Reference/GER).
<b>Final exam(s) and/or assignment(s):</b> <ul style="list-style-type: none"> <li>• Regular attendance (75%)</li> <li>• Active participation</li> <li>• Submission of Texts and homework to be completed at home</li> <li>• A presentation</li> <li>• Written exam during the semester and at the end of the semester</li> <li>• Additional forms of assessment are possible</li> </ul> <p>The exact type of assessment will be announced at the beginning of the module.</p>
<b>Duration:</b> 1 semester
<b>Hours per week:</b> 4

## 3. Elective modules with varying topics

<p><b>Name and content of the module:</b>  Varying names  The modules post online shortly before the start of the semester.  Classes in the past have comprised:</p> <ul style="list-style-type: none"> <li>• Sustainability in Supply Chain Management</li> <li>• International logistics project</li> </ul>
<p><b>Number of credits:</b>  Typically 5 credits, but changes are possible</p>

## 4. QM & Lean Management

<p><b>Name of the module:</b>  QM &amp; Lean Management</p>
<p><b>Number of credits:</b>  5 credits</p>
<p><b>Classes the module is made up of:</b>  1 seminar</p>
<p><b>Module content:</b>  <b>Content:</b></p> <ul style="list-style-type: none"> <li>• Basics of process management</li> <li>• Methods for the documentation of processes</li> <li>• Process analysis and process design</li> <li>• Basics of quality management</li> <li>• Total Quality Management and process-oriented quality management</li> <li>• Standards in QM, auditing and certification</li> <li>• IT support in QM</li> <li>• Special approaches in QM: Quality Function Deployment, Rapid Quality Deployment, Six Sigma, Continuous Improvement Process</li> <li>• Basics of just-in-time production systems</li> <li>• Instruments of lean management (5S, Kaizen, standardization, SMED, value stream mapping)</li> <li>• Production control according to Lean Management</li> </ul> <p><b>Learning Outcomes:</b>  After successful completion of the module, students will have knowledge, skills and competencies to structure, implement and evaluate concepts of quality management and lean management. Students will know the goals and tasks of process management. They will know the basic terms and concepts of quality management (QM) and lean management and they will know what standards must be taken into account when introducing and operating a QM system and will be able to apply these standards. They will know the methods and tools of QM and Lean Management as well as their strengths and weaknesses.  Students will also be able to transfer the concepts of quality management and lean management to simple-use cases and analyze them in a solution-oriented manner.</p> <p><b>Literature:</b></p> <ul style="list-style-type: none"> <li>• Goetsch, D. L./Davis, S.: Quality Management for Organizational Excellence: Introduction to Total Quality, Prentice Hall;</li> <li>• Thonemann: Operations Management</li> </ul>

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| <ul style="list-style-type: none"><li>• Erlach: Wertstromdesign</li><li>• Additional literature will be announced at the start of the module</li></ul>  |
| <b>Final exam(s) and/or assignment(s):</b> <ul style="list-style-type: none"><li>• written exam at the end of the semester</li></ul> The exact type of assessment will be announced at the start of the module. |
| <b>Duration:</b><br>1 semester (only offered in winter semesters)   |
| <b>Hours per week:</b><br>4   |