

Institute of Administrative Sciences
University of the Punjab, Lahore
Course Outline



Programme	BS Management	Course Code	MGT-361	Credit Hours	3
Course Title	Basic German Language				
Course Introduction					
<p>This course aims to introduce students to the basic elements of the German language, including grammar, vocabulary, pronunciation, and simple conversational phrases. It is designed for students with no prior knowledge of German and will focus on developing the fundamental skills necessary for basic communication. This course will also provide insights into German culture and traditions.</p>					
Learning Outcomes					
<p>On completion of the course, students will be able to:</p> <ul style="list-style-type: none"> • • Understand and use practical everyday expressions and basic phrases. • • Introduce themselves and others, and ask and answer questions about common topics. • • Navigate through various real-life situations such as travel, shopping, and dining. • • Write short, functional texts such as emails, messages, or notes. • • Appreciate and understand key aspects of German culture and social norms. 					
Course Content			Assignments/Readings		
Week 1	Unit 1: Introduction to German		1.1 German alphabet and pronunciation 1.2 Basic greetings and introductions		
Week 2	Unit 2: Practical Grammar		2.1 Nouns, articles, and gender 2.2 Pronouns (personal) 2.3 Common verbs and their conjugation in the present tense		
Week 3	Unit 3: Numbers and Time		3.1 Counting 3.2 Days of the Week 3.3 Telling time in formal and informal contexts		
Week 4	Unit 4: Basic Sentence Structure		4.1 Subject-Verb-Object order 4.2 Formulating questions (Yes/No and WH-questions)		
Week 4	Unit 5: Everyday Conversations		5.1 Asking and answering simple questions 5.2 Talking about daily routines		

		and activities
Week 6	Unit 6: Shopping and Prices	6.1 Vocabulary for shopping 6.2 Talking about prices
Week 7	Unit 7: Travel and Transportation	7.1 Vocabulary for travel and transportation 7.2 Asking for and giving directions 7.3 Discussing travel plans and experiences
Week 8	Mid-Term Exam and Review	Review of key vocabulary and grammar
Week 9	Unit 8: Dining and Food	8.1 Vocabulary for food and beverages 8.2 Ordering food and drinks in a restaurant 8.3 Discussing likes and dislikes
Week 10	Unit 9: Health and Emergencies	9.1 Vocabulary for health and medical situations 9.2 Asking for help in emergencies
Week 11	Unit 10: Social Interactions	10.1 Vocabulary for social interactions 10.2 Participating in simple social conversations
Week 12	Unit 11: Hobbies and Leisure	11.1 Vocabulary for hobbies and interests 11.2 Discussing leisure activities 11.3 Talking about sports and entertainment
Week 13	Unit 12: Using Technology	12.1 Vocabulary for common technology and devices 12.2 Discussing the use of technology in daily life
Week 14	Unit 13: Formal Correspondence	13.1 Writing emails and letters 13.2 Basic etiquette for formal communication
Week 15	Review and Practice	Recap of key topics and practice exercises
Week 16	Unit 1: Introduction to German	1.1 German alphabet and pronunciation 1.2 Basic greetings and introductions

Textbooks and Reading Material

Berliner Platz A1 by Christiane Lemcke, Lutz Rohrmann, and Theo Scherling (Publisher Langenscheidt)
 • Prüfungstraining Start Deutsch 1 publisher Cornelsen

Suggested Readings

- German Made Simple by Arnold Leitner
- Relevant articles from the Journal of Germanic Studies

Teaching Learning Strategies

- Interactive lectures
- Group discussions
- Role-playing
- Multimedia presentations
- Language lab exercise

Assignments: Types and Number with Calendar**Assessment**

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written assessment at the mid-point of the semester
2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on activities, short tests, projects, practical reflections, readings, quizzes, etc.
3.	Final Assessment	40%	Written examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course, the teacher may assess students based on term papers, research proposal development, fieldwork, and report writing, etc.

Institute of Administrative Sciences
Chinese Language
 University of the Punjab, Lahore
Course Outline



Programme	BS Management	Course Code	MGT-362	Credit Hours	3
Course Title	Basic Chinese Language				
Course Introduction					
<p>This course is planned to introduce the basics of Chinese language to students at beginner level. It will include simple sentences, instructions and descriptions used in everyday life. To achieve this objective basic vocabulary and usual dialogues will be used.</p>					
Learning Outcomes					
<p>On the completion of the course, the students will:</p> <ol style="list-style-type: none"> 1. Be able to communicate in Chinese language 2. Make sentences in Chinese language 3. Have situational dialogues 4. Write paragraph and short essays 5. Speaking and pronunciation 					
Course Content			Assignments/Readings		
Week 1	Introduction to Chinese Language				
	Counting				
Week 2	Date				
	Telling time				
Week 3	Saying Hello				
	Are you busy?				
Week 4	What's her Nationality?				
	Colours				
Week 5	Glad to meet you				
	Fruits				
Week 6	Learning Chinese				
	Vegetables				
Week 7	Where is the dining hall?				
	Animals				

Week 8	Shall we go for Cricket?	
	Birds	
Week 9	What is your favorite colour and flower?	
	Countries	
Week 10	What would you like to have?	
	Directions	
Week 11	Talking about hobbies	
	How to familiar with someone	
Week 12	At the restaurant	
	Measure Words	
Week 13	Use of this and that	
	Nationalities	
Week 14	Daily routine	
	Buying Tickets	
Week 15	Introduction to family	
	At the Bank	
Week 16	Asking age and marriage	
	Comparison	

Textbooks and Reading Material

1. Textbooks.

New Practical Chinese Reader Text book1 (2007). Edited by Liuhehui. Beijing Language and Culture University Press, China

2.Lets Learn Chinese Together(2016)

Teaching Learning Strategies

1. Lectures
2. Discussion
3. Group Work
4. Listening

Assignments: Types and Number with Calendar

1. Weekly vocabulary quizzes
2. Bi-weekly written assignments
3. Oral presentations on given topics
4. Midterm and final exams

Assessment			
Sr. No.	Elements	Weightage	Details
4.	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.
5.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
6.	Final Assessment	40%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.