

Summer Semester 2024

Topic	Course	Lecturer	Block VI Date/Time May 13 th – Jun. 14 th 2024	Block VII Date/Time Jun. 17 th – Jul. 19 th 2024	Block VIII Date/Time Aug. 26 th – Sep. 27 th 2024	Language Room/ Digital
Basic Digital Skills	Microsoft Word	Dr. Marc Stockmeier	Tue. May 14 th Tue. Jun. 04 th } 05:30 – 07:00 pm	-	-	Hybrid (DE & EN) In Class Lecture: All dates
Basic Digital Skills	Microsoft Excel		-	Tue. Jun. 18 th 05:30 – 07:00 pm Tue. Jun. 25 th } 04:45 – 07:00 pm Tue. Jul. 02 nd	-	EN In Class Lecture: All dates
Basic Digital Skills	Microsoft PowerPoint		-	-	Tue. Sep. 03 rd 05:30 – 07:00 pm Tue. Sep. 10 th } 04:45 – 07:00 pm Tue. Sep. 17 th	EN In Class Lecture: All dates
Soft Skills / Communication	My online appearance – really professional I: Optics	Prof. Dr. Susanne Edinger	Tue. May 28 th 05:30 – 07:00 pm	-	-	Hybrid (DE & EN) Digital MS Teams

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Soft Skills / Communication	My online appearance – really professional II: Rhetoric		Wed. May 29 th 03:45 – 06:15 pm	-	-	Hybrid (DE & EN) Digital MS Teams
Business Topics / Management Skills	Entrepreneurship	Alexander Roth	-	Tue. Jun 25 th 09:30 am – 05:15 pm	-	EN In Class Lecture: Gründer-Institut
Employability	Job application training for international students	Samira Lemkecher	Wed. Jun. 05 th (part 1) 05:00 – 06:30 pm	Wed. Jun. 19 th (part 2) Wed. Jul. 03 rd (part 3)	-	EN In Class Lecture
Softskills / Communication	Intercultural awareness of politeness	Tal Cohen	-	Tue. Jul. 2 nd 10:00 am – 01:15 pm	-	EN In Class Lecture
Soft Skills / Communication	Stress-free through your studies	Anna Schultz- Coulon	-	-	Fri. Sep. 20 th 10:00 am – 13:00 pm	EN In Class Lecture
Employability	Using ChatGPT and other AIs – opportunities and challenges		-	Wed. Jul. 10 th 02:30 – 04:00 pm	-	EN In Class Lecture
Employability	Academic Writing	Jonathan Griffiths	-	Thu. Jun. 20 th Fri. Jun. 21 st } Time will be submitted later	-	EN In Class Lecture