

# Winter Semester 2023/24

Topic	Course	Lecturer	Block II Date/Time Nov. 20 <sup>th</sup> – Dec. 13 <sup>th</sup> 2023	Block III Date/Time Jan 08 <sup>th</sup> – Feb. 01 <sup>st</sup> 2024	Block IV Date/Time Feb. 12 <sup>th</sup> – March 06 <sup>th</sup> 2024	Language Room/ Digital
Basic Digital Skills	<b>Microsoft Word</b>	Dr. Marc Stockmeier	Tue. Nov. 21 <sup>st</sup> Tue. Nov. 28 <sup>th</sup> Tue. Dec. 05 <sup>th</sup> Tue. Dec. 12 <sup>th</sup> } 05:30 – 07:00 pm	-	-	Hybrid (DE & EN)  In Class Lecture: All dates
Basic Digital Skills	<b>Microsoft Excel</b>		-	Tue. Jan. 09 <sup>th</sup> Tue. Jan. 16 <sup>th</sup> Tue. Jan. 23 <sup>rd</sup> Tue. Jan. 30 <sup>th</sup> } 05:30 – 07:00 pm	-	EN  In Class Lecture: All dates
Basic Digital Skills	<b>Microsoft PowerPoint</b>		-	-	Tue. Feb. 13 <sup>th</sup> Tue. Feb. 20 <sup>th</sup> Tue. Feb. 27 <sup>th</sup> Tue. March 05 <sup>th</sup> } 05:30 – 07:00 pm	EN  In Class Lecture: All dates
Business Topics / Management Skills	<b>Financial planning in Germany</b>	Moritz Knabe (HORBACH)	Thu. Nov. 23 <sup>rd</sup>   04:00 – 05:30 pm	-	-	EN  Digital Zoom

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Soft Skills / Communication	<b>My online appearance – really professional I: Optics</b>	Prof. Dr. Susanne Edinger	-	-	Wed., Feb. 21 <sup>st</sup>   05:30 – 07:00 pm	Hybrid (DE & EN)  Digital MS Teams
Soft Skills / Communication	<b>My online appearance – really professional II: Rhetoric</b>		-	-	Fr. Feb 23 <sup>rd</sup>   02:00 – 04:30 pm	Hybrid (DE & EN)  Digital MS Teams
Business Topics / Management Skills	<b>Entrepreneurship</b>	Alexander Roth	Tue., Dec. 12 <sup>th</sup>   09:30 – 05:15 pm	-	-	EN  In Class Lecture: Gründer-Institut
Employability	<b>International Students Welcome (ISW)</b>	Welcome Center Rhein- Neckar	Wed. Nov. 29 <sup>th</sup>   02:00 – 05:00 pm	-	-	EN  In Class Lecture
Softskills / Communication	<b>Introduction to Intercultural Communication</b>	Ridha Mejri (M.A., D.E.A.)	-	-	Wed. Feb. 28 <sup>th</sup>   10:00 – 03:00 pm	EN  Digital MS Teams
Basic Digital Skills	<b>Using ChatGPT and other AIs – opportunities and challenges</b>	Anna Schultz – Coulon	-	-	Thu. Feb. 15 <sup>th</sup>   04:30 – 06:00 pm	EN  In Class
Employability	<b>Profiling</b>	Anja Nigl (ProKarriere)	Wed. Dec. 20 <sup>th</sup>   05:00 – 06.:30 pm	-	-	EN  Digital Zoom
Employability	<b>Start your career with LinkedIn &amp; Xing</b>		-	Wed. Jan. 31 <sup>st</sup>   05:00 – 06:30 pm	-	EN  Digital Zoom

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Soft Skills / Communication	<b>Dance Workshop – Beginner</b>	Victoria Thorrud	Mo. Nov. 20 <sup>th</sup> Mo. Nov. 27 <sup>th</sup> Mo. Dec. 11 <sup>th</sup>	06:30 – 07:45 pm	Tbd.	Tbd.	EN  In Class
Soft Skills / Communication	<b>Dance Workshop – Advanced</b>		Fr. Nov. 24 <sup>th</sup> Fr. Dec. 08 <sup>th</sup>	06:0 – 08:15 pm	Tbd.	Tbd.	EN  In Class
Soft Skills / Communication	<b>German Insurance Service</b>	Markus Ertelt (AOK)	Fr. 01.12.2023   13:30 – 15:00 Uhr	-	-	EN  Digital MS Teams	