



Syllabus of the course

«Foreign Language: Business Communication»

Specialty	<i>D3 Management</i>
Study Programme	<i>D3. 140 Educational Institution Management</i>
Education Level (Bachelor, Master, PhD)	<i>the second (Master) level of higher education</i>
Course status	<i>elective</i>
The language of teaching, learning, and assessment	<i>English</i>
Intended stage in the study programme	<i>first year, first or second semester</i>
Number of ECTS credits	<i>5 of ECTS credits</i>
Workload	<i>Lectures – 20 hours.</i>
	<i>Practical studies – 20 hours.</i>
	<i>Laboratory studies – 0 hours.</i>
	<i>Self-study – 110 hours.</i>
Semester assessment method	<i>Exam</i>
Department	<i>Department of Pedagogy, Foreign Philology and Translation, 1 building, room. 502, tel. +38 (057) 702-18-32, 3-83 (ext), Site: http://www.kafpif.hneu.edu.ua</i>
Teaching staff	<i>Iryna Hontarenko, Candidate of Pedagogical Sciences, Associate Professor</i>
Contacts of teaching staff	<i>iryna.hontarenko@hneu.net</i>
Course schedule	<i>Lectures: according to the schedule Practical studies: according to the schedule</i>
Office hours	<i>At the Department of Pedagogy, Foreign Philology and Translation, offline, according to the schedule, individual, PNS chat.</i>

Learning objectives and skills:

is to deepen the acquired speaking competences in a foreign language and the formation of professionally oriented foreign language communicative competence according to the educational program “Pedagogy and Education Administration”.

Structural and logical scheme of the academic course

Prerequisites

Foreign language by professional direction

Foreign language academic and professional communication

Contents of the course

Module 1: *Business language in education administration*

Topic 1. *Education in a globalized society.*

Topic 2. *Language barriers and opportunities to overcome them.*

Topic 3. *Business language as a communicative means of professional communication*

Module 2: *Management and communications in the field of education*

Topic 4. *Business communication in educational activities.*

Topic 5. *Culture of communication in educational activity.*

Topic 6. *Moral and ethical aspects in education.*



Teaching environment (software) <i>Multimedia projector, S. Kuznets PNS, Corporate Zoom system</i>
Assessment system The system of assessment considers points that master students can get in the learning process, including their independent work fulfilment. Current assessment, which is carried out during the semester is estimated by the sum of points scored (the maximum amount is 60, minimum is 35). The results of the exam are assessed in 40 points (the maximum number is 40 points; the minimum number is 25 points). The total result in points for the semester is: "60 or more points – pass", "59 or less points – not pass". <i>More detailed information on assessment and point accumulation is given in the technological card of the course.</i>
Course policies Teaching the course is based on the principles of academic integrity. Breaching academic integrity is the following: academic plagiarism, cheating, dishonesty, fraud, and other academic malpractice. The penalty of breaching academic integrity is as follow: the students who violate the examination rules or who behave dishonesty during an examination may be required to withdraw from the course; the students who fail to obey instructions given by an academic integrity procedure are liable for disciplinary action. <i>More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Syllabus (working plan)of the educational course (https://pns.hneu.edu.ua/course/view.php?id=9703).</i>

Syllabus approved at the meeting of the Department. Protocol № from April , 2024