



Syllabus of the course
 «Foreign Language: Business Communicatio»

Specialty	<i>D3 «Management»</i>	
Study Programme	<i>Educational Institution Management</i>	
Study cycle (Bachelor, Master, PhD)	<i>the second (master's) level of higher education</i>	
Course status	<i>elective</i>	
Language	<i>English</i>	
Term	<i>1 year of study 2 semester</i>	
ECTS credits	<i>5</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>	
Assessment system	<i>Grading including 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	iryna.hontarenko@hneu.net	
Course schedule	<i>Lectures: according to the schedule</i> <i>Practical studies: according to the schedule</i>	
Consultations	<i>At the Department of Pedagogy, Foreign Philology and Translation, offline, according to the schedule, individual, PNS chat.</i>	
Learning objectives and skills:		
<i>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”</i>		
Structural and logical scheme of the course		
Prerequisites	Postrequisites	
-	-	
-	-	
Course content		
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

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

Current control is carried out during lectures and practical (seminar) classes and aims to assess the level of students' readiness to perform particular tasks, and is assessed by the amount of scored points.

The maximum amount during the semester – 60 points; the minimum amount required is 35 points. Final control is carried out at the end of the semester in the form of an exam (the maximum amount is 40 points, the minimum amount required is 25 points).

Current control includes the following assessment methods: adding up the points for the current and final control.

More detailed information on assessment and grading system is given in the technological card of the course.

Course policies

Teaching of the academic discipline is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Educational students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program