



Syllabus of the Course

«Foreign Language: Business Communication»

Speciality	<i>011 Educational, pedagogical sciences</i>
Educational programme	<i>Pedagogy and education administration</i>
Educational level	<i>Second (master) level</i>
Discipline status	<i>Selective</i>
Language of teaching	<i>English</i>
Course/Semester	<i>1st year, 1-2 semester</i>
Number of ECTS credits	<i>5 credits</i>
Type of classes and hours of study	<i>Lectures – 20 hours. Practical (seminar) – 20 hours. Independent work – 110 hours.</i>
Form of final assessment	<i>Exam</i>
Department	<i>Department of Pedagogy, Foreign Philology and Translation, I building, room. 502, tel. +38 (057) 702-18-32, 3-83 (ext), Site: http://www.kafpif.hneu.edu.ua</i>
Teacher(s)	<i>Iryna Hontarenko, Candidate of Pedagogical Sciences, Associate Professor of the Department of Pedagogy, Foreign Philology and Translation</i>
Contact Information of teacher(s)	<i>iryna.hontarenko@hneu.net</i>
Class days	<i>Lecture: according to the current schedule of classes Practical: according to the current schedule of classes</i>
Consultations	<i>At the Department of Pedagogy, Foreign Philology and Translation, full-time, according to the schedule of consultations, individual</i>

The purpose of the course

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”.

Prerequisites for learning

"Foreign language by professional direction", "Business communication in a foreign language", "Foreign language academic and professional communication"

Contents of the course

Content module 1. Business language in education administration

Topic 1. Education in a globalized society.

Contradiction of the effects of the globalized world on person.
Peculiarities of the transformation of education in the era of globalization.
The essence and specificity of management in education in a globalized society.

Topic 2. Language barriers and opportunities to overcome them.

Approaches to the study of linguistic psychological barriers in foreign language learning.
Establishing the causes of language barriers.
Overcoming language barriers in the process of education administration.

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

Business language in the field of management of educational activities.
Practical application of business language.

Content module 2. Management and communications in the field of education.

Topic 4. Business communication in educational activities.

Concept of business communication.



Types of communication barriers.

Business communication as a symbolic system of the culture of the manager of education.

Topic 5. Culture of communication in educational activity.

Basics of intercultural communication (discussion of education news and current events).

Conflictology and negotiation theory.

Management process and effective participation in business meetings, seminars, conferences.

Topic 6. Moral and ethical aspects in education.

Social responsibility and global ethics in education.

Competition in the educational environment.

Organizational and legal features of the educational process.

Material and technical (software) support of the discipline

Multimedia

**Course page on the Modle platform
(personal learning system)**

<https://pns.hneu.edu.ua/course/view.php?id=9703>

Learning outcomes 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".

More detailed information on the assessment and accumulation of points is given in the course plan (technological card).

Policies of the course

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.

More detailed information on competencies, learning outcomes, teaching methods, forms of assessment, independent work is given in the course description

Syllabus was approved at a meeting of the department "15" October 2022. Protocol No 3