

# **SYLLABUS OF THE COURSE**

## **Business Ukrainian language**

**Level of higher education:** first (bachelor).

**Speciality:** 015.36 Professional education (Technology of light industry products), 017 Physical culture and sports, 022 Design, 034 Culturology, 035 Philology, 051 Economics, 071 Accounting and taxation, 072 Finance, banking and insurance, 073 Management, 075 Marketing, 076 Entrepreneurship, trade and exchange activities, 081 Law, 105 Applied physics and nanomaterials, 121 Software engineering, 122 Computer sciences, 123 Computer engineering, 124 System analysis, 126 Information systems and technologies, 131 Applied mechanics, 133 Industry engineering, 141 Power engineering, electrical engineering and electromechanics, 151 Automation and computer-integrated technologies, 161 Chemical technology and engineering, 162 Biotechnology and bioengineering, 182 Light industry technologies, 226 Pharmacy, industrial pharmacy, 241 Hotel-restaurant business, 242 Tourism, 281 Public management and administration.

**Discipline status** – obligatory.

**Lecturers of the Department of vocational education in the field of technology and design:** Dzyra I.Y. - Doctor of Historical Sciences, Candidate of Philological Sciences, Professor, Bogoslavets L.P. - Candidate of Pedagogical Sciences, Associate Professor, Kolodyazhna A.V., - Candidate of Psychological Sciences, Associate Professor, Hrytsaenko L.M., Senior Lecturer.

### **1. Course annotation**

**Semesters:** 1 (1\*)(2\*\*).

**Module volume:** total number of hours – 90, of them: practical – 24 hours., individual work of student – 66 hours.; number of ECTS credits – 3.

**The purpose of the course** – formation of competencies: the ability to communicate in the state language both orally and in writing; have the skills of interpersonal interaction; ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / activities).

**The results of discipline' studying:**

*to know:* norms and rules of literary language, classification of documents; National standard of Ukraine, requirements to the content and location of document details;

*be able:* be able to establish communication between citizens and public authorities and local governments; create your own statements for a specific communicative purpose; draw up business documents; use dictionaries and reference books;

*to possess the skills in:* written and oral professional communication in the native language, self-control and observance of language norms in professional communication, optimal language behavior in the professional sphere, operation of professional terminology;

*able to:* apply norms and rules of professional communication in the Ukrainian language; to carry out effective communication in the field of public management and administration on the basis of social responsibility, legal and ethical norms; communicate in the native language both orally and in writing form, demonstrating verbal and nonverbal means of communication in professional communication.

**Required training components (prerequisites, co-requisites, post-requisites):** Ukrainian and foreign culture, foreign language.

**Course content:** Topic 1. The state language - the language of professional communication. Topic 2. Communication as a tool of professional activity. Topic 3. Styles of modern Ukrainian literary language in professional communication. Topic 4. Rhetoric and the art of presentation. Topic 5. The culture of oral professional communication. Topic 6. Forms of collective discussion of professional problems. Topic 7. Business papers as a means of written professional communication. Topic 8. Documentation on personnel and contract issues. Topic 9. Scientific style and its means in professional communication. Topic 10. Registration of results of scientific activity. Topic 11. Reference and information documents. Topic 12. Etiquette of business correspondence.

\* – specialties for which the discipline is read in the second semester.

\*\* – specialties for which the discipline is read in the second year in the third semester.

**Types of training lessons:** practical, lecture consultation.

**Forms of final control:** test (semester 1).

**Tools for diagnosing studying success:** individual tasks (exercises), list of questions, sets of test tasks for current (thematic), modular and final controls.

**Language of studying:** Ukrainian

## 2. Assessment:

### Distribution of points received by students

Current assessment and individual work												MC (tests) (T7-T12)	Sum
T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12		
5	7	10	7	7	4	5	10	10	5	5	5	20	100

1-

### Distribution of points from discipline

Types of work assessed in points	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	Total
Speech at practical lesson	-	2	-	2	2	4	-	-	-	-	-	-	10
Individual tasks (exercises)	-	-	-	-	-	-	5	10	10	5	5	5	40
Current (thematic) control	5	5	10	5	5	-	-	-	-	-	-	-	30
Module control (tests) (T7-T12)							20						20
<b>Total from the discipline</b>													<b>100</b>

### Compliance with the scales for assessing the quality of learning material

Score on a national scale for exam, TP, CW / offset /	Score in points	Evaluation on the ECTS scale	Explanation
<b>Perfectly/credited</b>	90-100	<b>A</b>	<b>Perfect</b> (excellent performance with only a small number of mistakes)
<b>Good/credited</b>	82-89	<b>B</b>	<b>Very good</b> (above average with several mistakes)
	74-81	<b>C</b>	<b>Good</b> (in general correct execution with a number of significant mistakes)
<b>Satisfactorily/credited</b>	64-73	<b>D</b>	<b>Satisfactorily</b> (not bad, but with a significant number of mistakes)
	60-63	<b>E</b>	<b>Enough</b> (execution meets the minimum criteria)
<b>Unsatisfactorily/not credited</b>	35-59	<b>FX</b>	<b>Unsatisfactorily</b> (with the possibility of reassembly)
	0-34	<b>F</b>	<b>Unsatisfactorily</b> (with mandatory re-study of the discipline)

## 3. Course policy:

3.1 Mandatory observance of academic integrity by students, namely:

- independent execution of all types of work, tasks, forms of control provided by the work program of this discipline;
- links to sources of information in the case of the use of ideas, developments, statements, information;

- compliance with the law on copyright and related rights;
- providing reliable information about the results of their own educational activities, used research methods and sources of information.
- to get a positive mark in the discipline it is necessary to obtain a minimum number of points for class activity and module control.

3.2 Obtaining a minimum grade for the discipline is possible in case when you attend all classes and have all the types of control on each topic.

3.3 In case of untimely performance of tests the estimation of each module decreases by 50% less than it is specified in the table.

3.4 Postponement of the deadline for submission of works:

- for valid reasons (hospital, academic mobility, etc.) - is estimated at 10% less than shown in the table;
- without valid reason - estimated at 50% less than shown in the table.

3.5 Missed classes (penalties): practice in extracurricular time.

3.6 Organizational and educational responsibilities of students:

- come to practical lessons pre-prepared, familiar with the progress of work;
- do not miss classes without a valid reason and not to be late;
- observance of safety and labor protection rules;
- ask questions, be interested in additional information, modern scientific knowledge of the subject and consult with the lecturer;
- argue to defend their opinion on the subject of classes, if it does not coincide with the opinion of the lecturer;
- submit relevant topics in a timely manner.

3.7 Appeal assessments are submitted in writing to the head of the department and considered by the commission (three persons).