

NATIONAL AVIATION UNIVERSITY
Educational and Research Institute of Humanities
Foreign Languages for Specific Purposes Department

AGREED

Director of the Educational and
Research Institute of Computer
Information Technologies

_____ O. Yudin
«___» _____ 2017

APPROVED

Vice-Rector for Academics
and Educative Activity

_____ T. Ivanova
«___» _____ 2017



Quality Management System

COURSE TRAINING PROGRAM

on

"BUSINESS FOREIGN LANGUAGE"

Field of study: 12 «Information Technologies»
Speciality: 123 «Computer Engineering»
Specialization: «Computer Systems and Networks»

Year of Study – 1st

Semester - 1st, 2nd

Practicals – 68
Self-study – 52
Total (hours/ECTS credits – 120/4

Graded Test – 1st semester
Examination – 2nd semester

Index ECM–4–123/16–1.1



The Course Training Program on "Business Foreign Language" is based on the Master Extended Curriculum № ECM - 4 - 123 / 16 for Speciality 123 "Computer Engineering" and Specialization "Computer Systems and Networks", Syllabus for this Subject, Index CM-4-123/16-1.1, approved by the Rector "_____" _____201____, and correspondent normative documents.

Developed by:

Senior Lecturer of the Foreign Languages
for Specific Purposes Department _____ L. Tereminko

Associate Professor of the Foreign Languages
for Specific Purposes Department _____ N. Balatska

Senior Lecturer of the Foreign Languages
for Specific Purposes Department _____ O. Hurska

Discussed and approved by the Foreign Languages for Specific Purposes Department, Minutes №____ of "_____" _____2017.

Head of the Department _____ O. Akmaldinova

Discussed and approved by the Graduate Department for Speciality 123 "Computer Engineering", Specialization "Computer Systems and Networks", – Computer Systems and Networks Department, Minutes №_____ of "_____" _____2017.

Head of the Department _____ I. Zhukov

Discussed and approved by the Scientific-Methodological-Editorial Board of the Educational and Research Institute of Humanities, Minutes №_____ of "_____" _____2017.

Head of the SMEB _____ S. Yahodzinskyi

Director of the Center
of Advanced Technologies _____ V. Kazak

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1. INTRODUCTION

The Course Training Program of the discipline is developed on the basis of the Syllabus on "Business Foreign Language" and "Methodical instructions for the development and execution of syllabus and course training program of the discipline", put in action by the order of 16.06.2015. №37 / pp.

The rating assessment system (RAS) is an integral part of Course Training Program and provides for measuring the quality of all types of classroom and self-study work done by students as well as the level of their knowledge and skills by assessing them in values during current, module and semester test with further transfer of these values into the national scale and the ECTS scale.

The rating assessment system (RAS) envisages the use of the following grades: the current module grade, the module test grade, the total module grade, the semester module grade, the examination grade and the total semester grade.

2. SUBJECT CONTENT

2.1. Training schedule of the subject

№	Topic	Academic Hours		
		All	Practicals	Self-Study
1	2	3	4	5
1st Semester				
Module №1 "Fundamentals of Business Activity"				
1.1.	The Company Where You Work	3	2	1
1.2.	Types of Organizational Structures	3	2	1
1.3.	A list of Staff Positions in an Organization	4	2	2
1.4.	Personnel's Functions	4	2	2
1.5.	Personnel's Management	3	2	1
1.6.	Types of Business Activity	3	2	1
1.7.	Basics of Successful Business	4	2	2
1.8.	Basics of Management	3	2	1
1.9.	Management of Foreign Economic Activity	4	2	2
1.10.	Financial Activity	3	2	1
1.11.	Financial Operations	4	2	2
1.12.	Basics of Marketing	3	2	1
1.13.	Advertisement	4	2	2
1.14.	Cross-Cultural Differences in Business	4	2	2
1.15.	Business Etiquette	4	2	2
1.16.	Famous Brands	4	2	2
1.17.	Module Test №1	3	2	1
Total for Module №1		60	34	26
Total for the 1st Semester		60	34	26
2nd Semester				
Module №2 "Business Communication and Documentation"				
2.1.	Business Writing: CVs	3	2	1
2.2.	Business Writing: Cover Letters	3	2	1
2.3.	Applying for a Job	4	2	2
2.4.	Job Interviews	4	2	2
2.5.	Principles of a Successful Job Interview	3	2	1



2.6.	Business Meetings and Communications	3	2	1
2.7.	Making Appointments	4	2	2
2.8.	Video Conferencing	3	2	1
2.9.	Negotiations	4	2	2
2.10.	Telephoning	3	2	1
2.11.	Giving a Successful Presentation	4	2	2
2.12.	Contracts	3	2	1
2.13.	Agreements	4	2	2
2.14.	Preparing an agreement	4	2	2
2.15.	Business Correspondence	4	2	2
2.16.	Rules of Writing Business Letters	4	2	2
2.17.	Module Test №2	3	2	1
Total for Module №2		60	34	26
Total for the 2nd Semester		60	34	26
Total for the Subject		120	68	52

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. List of references

Basic literature

3.1.1. O. Akmal'dinova, N. Balatska, O. Bondaruk, O. Kopitsya. Business English. Course book. – K., 2009. - 64 pages.

3.1.2. O. Pysmenna. English for office. Course book. – K., 2004. - 224 pages.

3.1.3. O. Pysmenna. English for Job Seekers. Course book. K., 2003. - 80 pages.

Additional literature

3.1.4. D. Cotton, S. Robbins. Business class. – London: Longman, 1996. – 184 pages.

3.1.5. Акмалдінова О.М., Вакуленко Т.О. Англійська мова. Fundamentals of Management. – K., 2003. – 136 pages.

3.1.6. O. Akval'dinova, L. Budko, L. Starovoitova. Business English for Aviation Managers. Course book. – K., 2001. – 176 pages.

3.1.7. N. Samuelian. English for Banking. – Moscow, 1997.– 246 pages.

3.1.8. D. Cotton, D. Falvey. Market leader.–Madrid: Longman, 2005. – 176 pages.

3.1.9. Dictionary of Contemporary English. – UK: Longman, 2003. – 1949 pages.

3.1.10. J. Comfort, Nick Brieger. Marketing. – London: Longman, 1999. – 185 pages.

3.1.11. M. R. Sneyd. Accounting. – London: Longman, 1994. – 118 pages.

3.1.12. S. Robinson. First Insight into Business. – London: Longman, 2000. – 175 pages.

3.1.13. Mackenzie Ian. Financial English. – Boston: Heinle, 2002. – 159 pages.

3.2. List of basic guidance materials for the subject

№	Name	Code topics for thematic plan	Number
1.	Slides, posters	1.3, 1.4, 2.1, 2.2, 2.5, 2.7, 2.9	7 items
2.	Guidelines for working in a language laboratory	1.2, 1.5, 2.4, 2.8	2 items with their electronic versions
3.	Methodological guide and computer tests	1.1-1.3, 2.1, 2.2	2 items with their electronic versions



4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic activities performed by a student

Table 4.1

1 st , 2 nd Semesters		
Module №1, 2		
Material to Study	Kind of Academic Activities	Max. Grade
Basic Material	Knowledge of Terminology	6
	Reading and Translation Skills	6
	Dialogical Speaking Skills	5
	Listening Skills	5
Material for Supplementary Reading	Reading and Translation Skills	6
	Dialogical Speaking Skills	5
	Listening Skills	5
Business Documentation	Writing a CV	6
	Writing a Cover Letter	5
	Presentation Skills	6
	Writing a Business Letter	5
<i>For carrying out a module test, a student must receive not less than 36 points</i>		
Module Test		28
Total for module №1, 2		88
Semester Examination (Graded Test)		12
Total Semester Grade		100

4.2. The executed kind of academic work within the given module is set off to the student, if he got a positive Grade on the national scale (Table 4.2).

Table 4.2

Correspondence between the Grades and the National Scale

Grades						National Scale
Knowledge of terminology	Reading and translation	Speaking skills	Monological speaking skills	Listening skills	Module Test	
6	6	5	5	5	26-28	Excellent
5	5	4	4	4	21-25	Good
4	4	3	3	3	17-20	Satisfactory
Under 4	Under 4	Under 3	Under 3	Under 3	Under 17	Bad

4.3. The grades a student has been given for the different kinds of academic work are summed up and the result constituting a Current Module Grade is entered into the Module Grade Register.

4.4. The Current Module Grade and the Module Test Grade together make up a Total Module Grade whose correspondence to the National Scale is shown in Table 4.3.

Table 4.3

Correspondence between the Total Module Grades and the National Scale

Module №1-2	National Scale
79-88	Excellent
66-78	Good
53-65	Satisfactory
under 53	Bad

4.5. The Total Semester Module Grade is determined in values and in national scale grades as the sum of the Total Module Grades obtained after studying the material of all the modules within a semester.

Table 4.4

Correspondence between the Semester Module Grades and the National Scale

Table 4.5

Correspondence between the Graded Test Grades and the National Scale

Semester Grades	National Scale
79-88	excellent
66-78	good
53-65	satisfactory
under 53	bad

Grades		National Scale
Graded Test Grades	Examination Grades	
12	11-12	excellent
10	9-10	good
8	7-8	satisfactory
-	Under 7	bad

4.6. The Semester Module Grade and the Examination Grade together make up a Total Semester Grade whose correspondence to the National Scale and the ECTS Scale is shown in Table 4.6.

Table 4.6

Correspondence of the Total Semester Grades to the National Scale and the ECTS System

Total Semester Grades	National Scale	ECTS System	
		ECTS Grade	Explanation
90-100	Excellent	A	Excellent (excellent performance with insignificant shortcomings)
82 – 89	Good	B	Very Good (performance above the average standard with few mistakes)
75 – 81		C	Good (good performance altogether with a certain number of significant mistakes)
67 – 74	Satisfactory	D	Satisfactory (performance meets the average standards)
60 – 66		E	Sufficient (performance meets the minimal criteria)
35 – 59	Bad	FX	Bad (bad performance; a second testing is required)
1 – 34		F	Bad (very bad performance; a student shall retake the course)



4.7. The Total Semester Grade is entered into the Examination Register and into a student’s record book in values, National Scale grades, and ECTS Scale grades.

4.8. The Total Semester Grade is entered into a student’s record book, for example: **92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat./E**, etc.

4.9. The total grade in a discipline taught during a few semesters is determined as the average of the total semester grades in values (for this discipline – for the first and second semesters) with its further transfer into the national scale and the ECTS scale. The total grade in a discipline is entered into the Appendix to the diploma.



(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				