



Academic subject

## Business Communication for Success

<b>Higher education level</b>	<i>First (bachelor) level</i>		
<b>Discipline status</b>	<i>Optional</i>		
<b>The scope of the discipline</b>	150 hours / 5 credits ECTS		
<b>Language of instruction</b>	English		
<b>What will be studied (subject of study)</b>	The course «Business Communications for Success» allows you to study the secrets of effective business communication. Theoretical and applied aspects of oral and written business communications are considered in the course. At the same time, students will know about the specifics of group communication, teamwork and leadership		
<b>Why it is interesting/necessary to study (purpose)</b>	<p>This course is designed for students who want to develop their business communication skills to achieve professional success in their lives through mastering techniques of negotiations, problem-solving, writing business letters. Students learn the specifics of developing business presentations. The course is taught in English to develop students' competencies for ensuring their effective communication in the digital academic and professional environment.</p> <p>All classes aimed at developing students' business communication skills are organized as a speaking club with debates, quizzes, presentations, teamwork, etc. in a friendly learning environment and based on participants' feedback.</p> <p>The course developer is a member of the editorial board of the Czech journal Media4uMagazine, the author of the textbook "English: forming communication skills of reading, speaking, writing" and has a CEFR Certificate (C2 in Speaking, 210 scores), so the course is taught in English and students can improve their English while developing communication skills</p>		
<b>How to use the acquired knowledge and skills (competencies)</b>	<p>As a result of the acquired knowledge and skills, students also have general and professional competencies, in particular:</p> <p>general ones: the ability to communicate in a foreign language; ability to work in a team to solve professional problems;</p> <p>professional ones: the ability to further study with a high level of autonomy, constantly improving the level of information culture</p>		
<b>Prerequisites</b>	Foreign language		
<b>Co-requisites</b>			
<b>Organization of training</b>	Types of classes: lectures, practical classes		
<b>Chair</b>	<i>Documentation Science and the Ukrainian Language</i>		
<b>Faculty</b>	<i>International Communications and Foreign Citizens Training Department</i>		
<b>Teacher</b>		<b>Name</b>	<b>Karpenko Olena Oleksiivna</b>
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		<b>Academic status</b>	Associate Professor
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<b>Links to electronic course resources</b>	<a href="https://mentor.khai.edu/course/view.php?id=7196">https://mentor.khai.edu/course/view.php?id=7196</a>		