**Federal State Autonomous Educational Institution of Higher Education
"Russian Peoples' Friendship University named after Patrice Lumumba"**

Academy of Engineering

(name of the main educational unit (POU) - developer of the EP HE)

COURSE SYLLABUS

BUSINESS COMMUNICATIONS

(name of discipline/module)

Recommended by the Didactic Council for the Education Field of:

27.03.04 CONTROL IN TECHNICAL SYSTEMS

(code and name of the area of training/specialty)

The course instruction is implemented within the professional education programme of higher education:

DATA ENGINEERING AND SPACE SYSTEMS CONTROL

(name (profile/specialization) EP HE)

2024

1. GOAL OF DISCIPLINE MASTERING

The discipline "Business Communications" is included in the bachelor's program "Data Engineering and Space Systems Control" in the direction of 27.03.04 "Control in Technical Systems" and is studied in the 4th semester of the 2nd year. The discipline is implemented by the Department of Russian Language 4. The discipline consists of 4 sections and 8 topics and is aimed at studying the fundamentals of business communication.

The purpose of mastering the discipline is to obtain knowledge, skills and abilities in the field of oral and written communication in the educational, professional and business spheres on the basis of scientific knowledge about business communication technologies, including those necessary for the preparation of business documentation, as well as self-organization and self-education skills in the field of professional activities that characterize the stages of developing competencies and ensuring the achievement of the planned results of mastering the educational program.

2. REQUIREMENTS FOR THE RESULTS OF MASTERING THE DISCIPLINE

Mastering the discipline "Business Communications" is aimed at developing the following competencies (parts of competencies) in students:

Table 2.1. List of competencies formed in students when mastering the discipline (results of mastering the discipline)

Cipher	Competence	Indicators of Competency Achievement (within this discipline)
GC-3	Able to carry out social interaction and realize his role in a team	GC -3.1 Defines his role in the team based on the strategy of cooperation to achieve the goal; GC -3.2 Formulates and takes into account in its activities the behavioral characteristics of groups of people, identified depending on the goal; GC -3.3 Analyzes the possible consequences of personal actions and plans their actions to achieve a given result; GC -3.4 Exchanges information, knowledge and experience with team members; GC -3.5 Argues his point of view regarding the use of ideas of other team members to achieve the goal; GC -3.6 Participates in team work to carry out assignments;
GC -4	Capable of communication in interpersonal and intercultural interaction in Russian as a foreign language and foreign language(s) based on proficiency in interrelated and interdependent types of reproductive and productive foreign language speech activities, such as listening, speaking, reading, writing and translation in everyday life , sociocultural, educational and professional, official business and scientific spheres of communication	GC -4.1 Selects the style of business communication, depending on the language of communication, the purpose and conditions of the partnership; GC -4.2 Adapts speech, communication style and body language to interaction situations; GC -4.3 Searches for the necessary information to solve standard communication problems in Russian and foreign languages; GC -4.4 Translates professional texts from a foreign language into Russian and vice versa; GC -4.5 Conducts business correspondence in Russian and foreign languages, taking into account the stylistic features of official and informal letters and sociocultural differences in the format of correspondence; GC -4.6 Uses dialogue for cooperation in academic communication, taking into account the personality of the interlocutors, their communicative and speech strategy and tactics, the degree of formality of the situation; GC -4.7 Forms and argues one's own assessment of the main ideas of the participants in the dialogue (discussion) in accordance with the needs of joint activities;
GC -5	Able to perceive the intercultural diversity of society in socio-	GC -5.1 Interprets the history of Russia in the context of world historical development;

Cipher	Competence	Indicators of Competency Achievement (within this discipline)
	historical, ethical and philosophical contexts	GC -5.2 Finds and uses information about the cultural characteristics and traditions of various social groups in social and professional communication; GC -5.3 During social and professional communication on a given topic, takes into account the historical heritage and sociocultural traditions of various social groups, ethnic groups and faiths, including world religions, philosophical and ethical teachings; GC -5.4 Collects information on a given topic, taking into account ethnic groups and confessions that are most widely represented at the points where the research is being conducted; GC -5.5 Justifies the features of project and team activities with representatives of other ethnic groups and (or) religions; GC -5.6 Adheres to the principles of non-discriminatory interaction in personal and mass communication in order to fulfill professional tasks and strengthen social integration;

3. PLACE OF DISCIPLINE IN THE STRUCTURE OF HE EP

Discipline "Business Communications " refers to the part formed by the participants in educational relations of block 1 "Disciplines (modules)" of the educational program of higher education.

As part of the educational program of higher education, students also master other disciplines and/or practices that contribute to achieving the planned results of mastering the discipline "Business Communications".

Table 3.1. List of components of EP HE that contribute to achieving the planned results of mastering the discipline

Cipher	Name of competency	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
GC -4	Capable of communication in interpersonal and intercultural interaction in Russian as a foreign language and foreign language(s) based on proficiency in interrelated and interdependent types of reproductive and productive foreign language speech activities, such as listening, speaking, reading, writing and translation in everyday life , sociocultural, educational and professional, official business and scientific spheres of communication	Second Foreign Language (practical course); Russian Language and Speech Culture; *Foreign Language**; Russian as a Foreign Language**;*	*Foreign Language in professional activities**; Professional Russian (as a foreign language)**;* Research work / Scientific research work; Undergraduate practice / Pre-graduate practice;
GC -3	Able to carry out social interaction and realize his role in a team	Second Foreign Language (practical course);	*Research work / Scientific research work; Technological Training; Undergraduate practice / Pre-graduate practice;*
GC -5	Able to perceive the intercultural diversity of	Fundamentals of Russian Statehood; History of Religions in Russia;	*Research work / Scientific research work;*

Cipher	Name of competency	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
	society in socio-historical, ethical and philosophical contexts	History of Russia;	*Undergraduate practice / Pre-graduate practice; Philosophy;*

* - to be filled out in accordance with the competency matrix and SUP EP VO
** - elective disciplines/practices

4. SCOPE OF DISCIPLINE AND TYPES OF STUDY WORK

The total labor intensity of the "Business Communications" discipline is "2" credit units.

Table 4.1. Types of educational work by periods of mastering the educational program of higher education for full-time study.

Type of educational work	TOTAL,ac.ch.		Semester(s)
			4
Contact work, ac.ch.	*34*		*34*
Lectures (LC)	0		0
Laboratory work (LR)	0		0
Practical/seminar sessions (SZ)	34		34
Independent work of students, ac.ch.	*38*		*38*
Control (exam/test with assessment), academic degree.	*0*		*0*
Total labor intensity of the discipline	**ac.ch.**	72	72
	credit units	2	2

5. CONTENT OF DISCIPLINE

Table 5.1. Contents of the discipline (module) by type of academic work

Section number	Name of the discipline section		Contents of the section (topic)	Type of educational work*
Section 1	General characteristics of business communication	1.1	Communication, its functions and main types. Features of business communication. Types of business communication according to content. Typology of types of business communication by purpose of communication	NW
Section 2	Language means of communication. Speech etiquette	2.1	Etiquette status of participants in business communication. Speech etiquette. You-and you-communication. Address in business communication	NW
		2.2	Speech formulas for greeting, introduction, request, agreement, objection, refusal, ending a conversation	NW
Section 3	Nonverbal means of business communication	3.1	Kinesics. Influencing your interlocutor using kinesics.	NW
		3.2	Proxemic means: distance, positions at the table. Spatial zones.	NW
		3.3	Takesic means. Prosodic means	NW
Section 4	Listening ability as a condition for effective business communication	4.1	Listening styles. Types of listening. Active (reflective) listening techniques	NW
		4.2	Rules for effective listening. Mistakes that prevent you from hearing and understanding your interlocutor: criticism, advice, etc.	NW

* - to be filled out only for full-time education: LC – lectures; LR – laboratory work; SZ – practical/seminar classes.

6. MATERIAL AND TECHNICAL SUPPORT OF DISCIPLINE

Table 6.1. Material and technical support of the discipline

Audience type	Auditorium equipment	Specialized educational/laboratory equipment, software and materials for mastering the discipline (if necessary)
Seminar	An auditorium for conducting seminar-type classes, group and individual consultations, ongoing monitoring and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia presentations.	Computer/laptop with access to the Internet and the University's electronic educational environment, browser, PDF viewing software, MS Teams.
For independent work	An auditorium for independent work by students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to EIOS.	Computer/laptop with access to the Internet and the University's electronic educational environment, browser, PDF viewing software, MS Teams.

* - the audience for independent work of students is MANDATORY!

7. EDUCATIONAL, METHODOLOGICAL AND INFORMATIONAL SUPPORT OF DISCIPLINE

Main literature:

1. Varlamova I.Yu., Budiltseva M.B., Sveshnikova O.A. Business communication in the modern world: a textbook for foreign students. - M.: RUDN, 2021.

Additional literature:

1. Varlamova I.Yu., Budiltseva M.B. Business etiquette: workshop for foreign students of technical and natural sciences: textbook. – M: RUDN University, 2016.

Resources of the information and telecommunications network "Internet":

1. EBS of RUDN University and third-party EBS, to which university students have access based on concluded agreements

- Electronic library system of RUDN University - EBS RUDN Universityhttp://lib.rudn.ru/MegaPro/Web

- EBS "University Library Online"http://www.biblioclub.ru

- EBS Lawhttp://www.biblio-online.ru

- EBS "Student Consultant"www.studentlibrary.ru

- EBS "Trinity Bridge"

2. Databases and search engines

- electronic fund of legal and regulatory technical documentationhttp://docs.cntd.ru/

- Yandex search enginehttps://www.yandex.ru/

- search systemGoogle https://www.google.ru/

- abstract databaseSCOPUS http://www.elsevierscience.ru/products/scopus/

Educational and methodological materials for students' independent work when mastering a discipline/module*:

1. Course of lectures on the discipline "Business Communications / Business Communications".

* - all educational and methodological materials for students' independent work are posted in accordance with the current procedure on the discipline page in TUIS!

8. ASSESSMENT MATERIALS AND POINT-RATING SYSTEM FOR ASSESSING THE LEVEL OF COMPETENCIES FOR A DISCIPLINE

Evaluation materials and point-rating system* for assessing the level of development of competencies (parts of competencies) based on the results of mastering the discipline "Business Communications" are presented in the Appendix to this Work Program of the discipline.

* - OM and BRS are formed on the basis of the requirements of the relevant local regulatory act of RUDN University.

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