(Ф 03.02 – 110)

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL AVIATION UNIVERSITY
Faculty of Linguistic and Social Communications
Ukrainian Language and Culture Department

APPROVED
Vice-Rector for Academics
A. Polukhin
«19» 10 2021

Quality Management System

COURSE TRAINING PROGRAM

on

«Business Ukrainian Language»

For all Fields of Study, Specialties and Educational and professional programs

Form of study	Semester	Total (hours/ ECTS credits)	Lectures	Practical's	Self-Study	HW/CGP/ C	TP/CPr	Form of semester control
Full-time	1 (2)	90/3,0	17	17	56	-	-	Examination 1 (2)

Index: CB – Nf – N s21 – 1.2

QMS NAU CTP 12.01.01–01–2021

The Course Training Program on "Business Ukrainian Language" is developed on the basis of the Educational and Professional Programs, curricula and working Curriculum and Extended Curriculum of Higher Education Seekers Training for "Bachelor" of all specialties and corresponding documents.

Developed by:
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Discussed and approved by the Ukrainian Language and Culture Department, Minutes № 1 of "29" 06 2021.

Head of the Department _____ S. Lytvynska

	Signature	Full Name	Position	Date
Agreed			Dean of FLSK	6.09.21
Agreed			Dean of ASF	6.09.21
Agreed			Dean of FANET	7.09.21
Agreed			Dean of FACED	8.09.21
Agreed			Dean of FESET	8.09.21
Agreed			Dean of FL	9.09.21
Agreed			Dean of FTML	9.09.21
Agreed			Dean of FEBA	10.09.21
Agreed			Dean of FCCSE	10.09.21

Vice Rector on International Collaboration and Education
_____ Zarubinska I.B.
«__» _____ 2021

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INTRODUCTION

The course training program (CTP) of the discipline "Business Ukrainian language" is developed on the basis of "Guidelines for the development and design of the course training program of the discipline of full-time and part-time forms of study", approved by the rector's order from 29.04.2021 № 249 / unit, and relevant regulations.

1. EXPLANATORY NOTES

1.1. Place, aim, tasks of the discipline

The discipline "Business Ukrainian language" is a theoretical and practical basis of a set of knowledge and skills that form the language and speech competence of a specialist in any field.

The aim of the discipline is the formation of communicative competence of students, their practical mastery of the basics of official business, scientific, conversational styles of the Ukrainian language, which will ensure professional communication at the appropriate language level.

The tasks of the discipline are:

- to expand and deepen basic knowledge of the Ukrainian language as a language of professional communication;
- to master the theoretical foundations of the culture of business speech, to form practical skills of competent communication in the field of professional communication;
- learn information about the purpose and structure of modern business papers, their details, design rules.

1.2. Learning outcomes that make it possible to achieve academic discipline

As a result of studying the discipline students will know:

- norms of modern Ukrainian literary language – orthoepic, accentological, lexical, morphological, syntactic;
- requirements for academic integrity and academic writing;
- the specifics of the terminology of the future profession;
- basics of business speech culture.

1.3. Competences that make it possible to acquire the discipline

After studying the discipline, students must acquire the following competencies:

- be able to properly use the linguistic means of expression, depending on the purpose and content of the statement;
- to create scientific texts in accordance with the norms of literary language;

- draw up business papers correctly.

1.4. Interdisciplinary connections

The course "Business Ukrainian" is based on knowledge of such disciplines as "Ukrainian language", "History of Ukraine", and is the basis for the study of further disciplines, namely: "History of Ukrainian statehood and culture", "Scientific communications in professional activities", "Foreign language", "Philosophy", "Logic", "Documentation".

2. PROGRAM OF THE DISCIPLINE

2.1. Structure of the subject

The educational material of the discipline is structured on a modular basis and consists of 1 educational module, namely:

– educational module №1 "Structural and communicative aspects of the functioning of the Ukrainian language", which is a logically complete, independent, integral part of the curriculum, the assimilation of which involves a modular test and analysis of the results of its implementation.

2.2. Module structure and integrated module requirements

Module №1 "Structural and communication aspects of the Ukrainian language"

Integrated requirements of module №1: understand the role of the state language in professional communication, know the features of scientific and official business styles of the Ukrainian language, use the terminology of the profession, be able to create scientific texts of various genres in accordance with the rules of academic integrity, be able to properly compose business papers.

Topic 1. Ukrainian is the language of business communication in Ukraine. Ukrainian language as the state language in Ukraine: legal and regulatory framework, current state of development, functions. Protection and support of the state language in other countries. The role of the state language in the professional activities of specialists.

Topic 2. Scientific communication as a component of professional activity. Academic integrity as the basis for the quality of higher education. Scientific communication: definitions and features. The value of scientific knowledge and scientific communications in the XXI century. New requirements for social and communicative activities of scientists. The concept of academic integrity and academic culture. The main types of violations of academic integrity, ways to identify them, delineation of contradictory cases. Tools and procedures for checking academic works for plagiarism, legal norms, requirements of internal

regulations on academic integrity. Types of academic responsibility, procedure for consideration of cases of violation of academic integrity. Academic culture at the university: the experience of foreign universities.

Topic 3. Rules of academic writing. Formation of scientific space of a student-researcher. Classification of genres of scientific style. Annotation as a kind of professional reading of a scientific text. Abstracting and thesis as a way of "folding" information in a scientific text. Reviewing as a manifestation of critical elaboration of a scientific text. Creating your own scientific text: compiling a bibliography of research work. Scientific information retrieval systems on the Internet. Electronic databases. Rules for calling and quoting in a scientific text.

Topic 4. The term in professional communication. Formation of Ukrainian terminology, its development at the present stage. Term, its features and specifics of use. Ways to replenish terminological vocabulary. Standardization and standardization of terminology. General scientific, interdisciplinary and specialized terminology. The role of terminological dictionaries in professional activities.

Topic 5. The culture of oral business communication. Individual and collective forms of business communication. Strategy of behavior during a business conversation. Interview with the employer. Etiquette of a telephone conversation. Rules of discussion.

Topic 6. Written business communication. Formal business style: language features, scope of use. Classification of documents. Details of documents in accordance with the current SSU. You can apply to document forms. Requirements for the text of the document. Electronic documentation.

Topic 7. Documentation on personnel and contract issues. Resume. Autobiography. Characteristic. Recommendation letter. Statement, its types.

Topic 8. Reference and information documents. Classification of letters. Details of the letter and their design. Etiquette of business correspondence. Certificate. Report. Business notes. Advertisement. Invitation.

Topic 9. Accounting and financial documents. Authorization. Receipt. Act. Invoice.

2.3. Plan

№	Topic	Academic Hours			
		Full-time			
		ALl	Lectures	Practicals	Self-study
1	**2**	***3***	***4***	**5**	**6**
1.1	Ukrainian is the language of business communication in Ukraine	**1 Semester**			
		8	*2*	2	4
1.2	Scientific communication as a component of professional activity	*8*	*2*	2	4
1.3	Rules of academic writing. Formation of scientific space of a student-researcher	*8*	*2*	2	4
1.4	The term in professional communication	*8*	*2*	2	4
1.5	The culture of oral business communication	*10*	*2*	2	6
1.6	Written business communication	*10*	*2*	2	6
1.7	Documentation on personnel and contract issues	*10*	*2*	2	6
1.8	Reference and information documents	*10*	*2*	2	6
1.9.	Accounting and financial documents	*9*	*1*		8
1.10	Modern Ukrainian language: trends and prospects for development	*9*		*1*	8
1.11	Module Test №1				
Total for the module № 1		***90***	***17***	***17***	***56***
Total for the discipline		***90***	***17***	***17***	***56***

2.4. Tasks for module test

Test of the discipline is performed in the 2nd semester, in accordance with the approved methodological recommendations, in order to consolidate and deepen the theoretical knowledge and skills of the student during the study of the discipline.

Tasks for the control work are brought to the student individually and are performed in accordance with the guidelines developed by leading teachers of the department.

2.5. List of Examinations Question

The list of questions and the content of tasks for preparation for the exam are developed by the leading teacher of the department in accordance with the work

program, approved at the meeting of the department and brought to the notice of students.

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. Teaching methods

During the study of the discipline the following teaching methods are used:
- explanatory-illustrative method;
- method of problem statement;
- work in groups;
- research method.

The implementation of these methods is carried out during lectures, practical classes, independent study of topics, work with educational literature.

3.2. List of references

Basic literature

3.2.1. Sibruk A., Senchylo-Tatlilioglu N. Business Ukrainian Language: Methodical recommendations. Business Ukrainian Language: Methodical recommendations. Kyiv: NAU, 2022. 52 p.

3.2.2.Ділова українська мова: методичні рекомендації до самостійної роботи / автори: Т.М. Дячук, Н.О. Сенчило-Татліоґлу, С.В. Литвинська, Л.А. Добровольська. К.: НАУ, 2021. 48 с.

3.2.3. Литвинська С.В., Сібрук А.В., Онуфрійчук Г.І., Стецик Х.М. Ділова українська мова: навчальний посібник. Київ: НАУ, 2021. 124 с.

3.2.4. Правопис 2019 року. Український правопис / Затверджено Українською національною комісією з питань правопису. Режим доступу: http://www.inmo.org.ua/assets/files/2019/Ukr.%20pravopys%20(2019).pdf

3.2.5. Шевчук С. Українська мова за професійним спрямуванням: підручник. Київ: Алерта, 2023. 536 с.

Additional literature

3.2.6. ДСТУ 4163:2020 «Уніфікована система організаційно-розпорядчої документації. Вимоги до оформлення документів». Чинний від 01.09.2021. URL: https://zakon.help/article/nacionalnii-standart-dstu-41632020-derzhavna?menu=82

3.2.7. Ділова українська мова: практикум / уклад.: С.В. Литвинська, Т.М. Дячук, Х.М. Стецик, Г.І. Онуфрійчук, Л.А. Добровольська. Київ: НАУ, 2022. 83 с.

3.2.8. Дячук Т.М., Сенчило-Татліоґлу Н.О., Литвинська С.В. Структурні типи авіаційних термінів. Актуальні питання гуманітарних наук: міжвузівський збірник наукових праць молодих вчених Дрогобицького державного педагогічного університету імені Івана Франка. Вип. 36, 2021. С. 67-90.

3.2.9. Колоїз Ж. Основи академічного письма: практикум. Кривий Ріг, 2019. 178 с.

3.2.10. Литвинська С.В., Сібрук А.В., Стецик Х.М. Порушення мовних норм у термінологічних стандартах (на прикладі ДСТУ 3294-95 "Маркетинг. Терміни та визначення основних понять"). Мова: класичне – модерне – постмодерне. 2021. Випуск 7. С. 92-107.

3.2.11. Литвинська С.В., Сібрук А.В. До питання про норми написання назв виробничих марок і технічних виробів українською мовою. Світові виміри освітніх тенденцій : збірник наукових праць / за заг. ред. Г.В. Межжеріної, О.Ю. Корчук ; Навчально-науковий інститут міжнародного співробітництва та освіти. Національний авіаційний університет. Київ, 2022. С. 41-43.

3.2.12. Литвинська С.В., Стецик Х.М. Попомилки в термінологічних стандартах (на прикладі ДСТУ 3017:2015 «Інформація та документація. Видання. Основні види. Терміни та визначення понять»). Термінологічний вісник. 2021. Вип.6. С.68-76.

3.2.13. Литвинська С.В. Документаційне забезпечення господарчо-договірної діяльності в авіаційній галузі. Бібліотекознавство. Документологія. Інформологія. 2020. № 1. С. 57–64.

3.2.14. Селігей П. О. Світло і тіні наукового стилю. Київ: Києво-Могилянська академія, 2016. 628 с.

3.3. Internet resources

3.3.1. http://lcorp.ulif.org.ua/dictua/
3.3.2. http://www.rozum.org.ua/
3.3.3. https://language-policy.info/
3.3.4. http://er.nau.edu.ua:8080/handle/NAU/14731
3.3.5. http://er.nau.edu.ua:8080/handle/NAU/31297
3.3.6. http://er.nau.edu.ua:8080/handle/NAU/19181
3.3.7. http://er.nau.edu.ua:8080/handle/NAU/19177
3.3.8. http://er.nau.edu.ua:8080/handle/NAU/13467

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS GRADE

4.1. Evaluation of certain types of student academic work done for the study of each module is carried out in accordance with table 4.1.

Table 4.1

Kind of Academic Work	Maximum Grade Values
Modules №1 „ Structural and communication aspects of the Ukrainian language ”	
Solving problems, answering theoretical questions during classroom work	40 (4x10)
Tests	20 (2x10)
For carrying out a module module test №1, a student must receive not less	36 points
Module Test №1 (№2)	20
Total for the Module	**80**
Semester Examination	**20**
Total for the semester	**100**

4.2. The completed certain types of educational work on the knowledge of theoretical material and practical tasks are credited to the student if he received a positive rating for them

4.3. The sum of the grades received by the student for certain types of completed educational work is the current module grade, which is entered into the Module Register.

4.4. The sum of the semester module grade and the examination grade in points makes a total semester grade which is also converted into the grades by the national scale and by the ECTS scale.

4.5. The Total Semester Grade is entered into the Examination Register, into a student's record book and into a student's educational card in values, National Scale grades, and ECTS Scale grades, for example: ***92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat./E***, etc.

4.6. The Total Semester Grade of the subject that is taught for several semesters, is determined as the arithmetic average grade of the final semester of ratings in points (for this subject for the first and second semesters), followed transfer it to assess the national scale and ECTS scale.

The Total Grade of the subject is entered in the Diploma Supplement.

(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ пор.	Прізвище, ім’я, по батькові	Підпис ознайомленої особи	Дата ознайом-лення	Примітки

(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 зміну	Дата внесення зміни	Дата введен-ня зміни
	Зміненого	Заміненого	Нового	Анульо-ваного			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				

	SYLLABUS OF THE SUBJECT **«BUSINESS UKRAINIAN LANGUAGE»** for all Fields of Study, Specialties and Educational and professional programs
Academic Degree	First (Bachelor)
Subject status	Educational discipline of the main component from the catalog of general university subjects
Course of study	1
Semester	1 (2)
Subject volume, ECTS credits / total amount of hours	3/90
Language	Ukrainian, English
To be studied (study subject)	Modern Ukrainian literary language, represented by scientific and official-business styles of speech
Why is it interesting and must be learned? (purpose)	In accordance with the requirements of current legislation, business communication in government agencies, government agencies, organizations, enterprises, in all spheres of public life is carried out in the state Ukrainian language. Every employee is obliged to have the necessary knowledge and practical skills in the Ukrainian business language and ethics of business speech.
What is studied? (learning results)	As a result of studying the discipline, students will know the specifics of scientific and official business styles of the Ukrainian language, the requirements for academic integrity and academic writing, the terminology of the future profession, the basics of business speech culture.
How is it possible to use the gained knowledge and skills? (competencies)	After studying the course, students will be able to create scientific texts in accordance with the norms of the Ukrainian literary language; correctly draw up business papers required for professional activities; to carry out scientific and business communication with observance of the corresponding rules.
Academic logistics	**Course content:** the role of the Ukrainian language in professional communication, the concept of academic integrity, the rules of academic writing, the term in professional communication, the culture of oral business communication, classification of modern business papers, their details, design rules. **Kinds of sessions:** lecture, practical. **Teaching methods:** explanatory-illustrative, problem-based presentation method, group work, research method. **Modes of study:** full-time
Prerequisites	Basic knowledge of the disciplines "History of Ukrainian statehood and culture", "Philosophy"
Post-requisites	Knowledge of the business Ukrainian language will be used during educational, scientific and professional communication
Information support from the fund and repository of NAU library	Sibruk A., Senchylo-Tatlilioglu N. Business Ukrainian Language: Methodical recommendations. Business Ukrainian Language: Methodical recommendations. Kyiv: NAU, 2022. 52 p. Бурлакова І.В., Сібрук А.В., Земляна Г.І., Онуфрійчук Г.І., Добровольська Л.А. Практикум з української мови. К.: НАУ, 2019. 87 с.: https://er.nau.edu.ua/handle/NAU/47571

	Литвинська С.В., Сібрук А.В., Онуфрійчук Г.І., Стецик Х.М. Ділова українська мова: навчальний посібник. Київ: НАУ, 2021. 124 с.	
Location and logistics	Audiences of theoretical training, PC, multimedia equipment	
Semester control, examination techniques	Module testing, Grade Test	
Department	Ukrainian Language and Culture Department	
Faculty	Faculty of Linguistic and Social Communications	
Lecturer(s)		**Sibruk Anastasiia** **Position: Associate Professor** **Scientific degree: PhD in Philology** **Academic Status: Docent** **Teacher profile: https://scholar.google.com.ua/citations?user=Mly1B-wAAAAJ&hl=uk** **Phone.: +380976439424** **E-mail: anastasiia.sibruk@npp.nau.edu.ua** **Location: 8.901**
Originality of academic discipline	Author's course, teaching in English and Ukrainian	
Link to discipline		