Ministry of Science and Higher Education of the Russian Federation
Federal State Autonomous Educational Institution of Higher Education
Perm National Research Polytechnic University

APPROVED BY
Pro-rector for Academic Affairs
_____ N.V. Lobov
_____ 11 _____ 20_21_

ACADEMIC COURSE WORKING PROGRAM

Academic course: _____ Business Foreign Language _____
(Name)

Form of education: _____ Full-time studies _____
(Full-time /full-time - correspondence/correspondence)

Level of higher education: _____ Bachelor's program _____
(Bachelor's program/specialist program/Master's program)

Workload in hours (in credits): _____ 216 (6) _____
(Hours (CU))

Training program (degree): _____ 15.03.06 Mechatronics and Robotics _____
(Code and denomination of degree)

Direction: _____ Mechatronics and Robotics _____
(Title of curriculum)

Perm 2021

1.   General Provisions

1.1. Goals and Objectives of the Course

> The goal of the course is to develop foreign language and communicative competence, enabling business communication in a professionally oriented field with native speakers of the target language, as well as for further self-education.

1.1.   Prescribed Objects of the Course

> The vocabulary of a general professional and business foreign language within the scope of the curriculum topics; basic norms for the use of the vocabulary and word-building patterns, basic phonetic phenomena, grammatical forms and constructions, providing oral and written business communication in a foreign language; speech, including ethical formulas of oral and written business communication typical for a foreign language culture; the main information resources (types of dictionaries, e.g. electronic and information search systems); the main features of the culture and traditions of the countries whose language is being studied.

1.2.   Starting Conditions

> Unstipulated

2.   Planned Results of the Course Training

Competence	Indicator's Index	Planned Results of the Course Training (to know, to be able, to master)	Indicator of Attaining Competence which the planned results of training are correlated with	Means of Assessment
GC-4	IA-1.$_{GC-4}$	**To know** lexical-grammatical means of the target language, which are necessary to conduct oral and written business communication within the limits of the established topic list; basic rules for the preparation of business documents in the target language; basic features of the business functional style of the target language.	**Knows** the general lexical minimum of the Russian language and target language, the basic thesaurus of academic subjects (history and philosophy) in Russian; knows the literary norm and peculiarities of the business functional style, the requirements for oral and written forms of business communication in Russian and the target language.	Test

GC-4	IA.-2.GC-4	**To be able to** analyse, compare, summarize and evaluate information (facts, events, phenomena, opinions) in the target language; to logically, argumentatively and clearly express their thoughts orally and in written form in the foreign language studied in situations of business communication.	**Be able to** analyse, compare, summarize and evaluate information (facts, events, phenomena, opinions) in Russian and in the target language; logically, argumentatively and clearly express their thoughts orally and in written form in Russian and in the foreign language studied in situations of interpersonal, professional and business communication.	Credit
GC-4	IA-3.GC-4	**To master the skills** of oral and written spoken business communication in the target language; the skills of business language etiquette, which is characteristic of foreign culture; basic business terminology in the target language.	**Has mastered the skills** of oral and written business communication in Russian and the target language; public speech skills; skills to prepare and give oral and written reports; business speech etiquette skills; basic business terminology in Russian and target language.	Grading credit

3. Full time and forms of academic work

Form of academic work	Hours in all	Distribution in hours according to semesters	
		Number of semester	
		3	4
1. Holding classes (including results monitoring) in the form: 1.1. Contact classwork, including:	72	36	36
- lectures (L)			
- laboratory work (LW)			
- practice, seminars and/or other seminar-type work (PW)	64	32	32
- control of self-work (CSW)	8	4	4
- test paper			
1.2. Students' self-work (SSW)	144	72	72
2. Interim/midterm assessment			
Exam			
Grading test	9		9
Test	9	9	
Course Project (CP)			
Course Work (CW)			
Workload in hours	**216**	**108**	**108**

4. Course outline

Course units with brief contents	Full time of classroom activity in hours according to the forms			Full time of extracurricular work in hours according to the forms
	L	LW	PW	SSW
3-rd semester				
Specialist's business card	0	0	16	36
Personal, business and professional qualities of the specialist. Professional duties. Principles of business ethics. Business speaking etiquette in target language countries. Product: essay.				
Enterprise/company business card	0	0	16	36
Types of enterprises/companies. Presentation of structure (organigram) and enterprises/companies activity sectors. PRNPU business relations. Product: enterprise/company presentation.				
Total with regard to 3-rd semester	0	0	32	72
4-th semester				
Business contacts	0	0	16	36
Job search. Preparation of a CV, participation in a job interview. Presentation of the project, products, services. Participation in the exhibition. Product: product presentation.				
Professionally-oriented information	0	0	16	36
Priority research areas of the PRNPU. Fundamentals of business correspondence, electronic correspondence. Professionally-oriented reading, fundamentals of annotation, reviewing, fragmented translation. Product: annotation and fragmented translation of a professionally-oriented text.				
Total with regard to 4-th semester	0	0	32	72
Total with regard to the course	0	0	64	144

Topics of exemplary practical work

№	Topic of practical (seminars) work
1	Personal, business and professional qualities of the specialist.
2	Professional duties.
3	Principles of business ethics. Business speaking etiquette in target language countries.
4	Types of enterprises/companies.

5	Presentation of structure (organigram) and enterprises/companies activity sectors.
6	PRNPU business relations.
7	Job search. Preparation of a CV, participation in a job interview.
8	Presentation of the project, products, services. Participation in the exhibition.
9	Priority research areas of the PRNPU.
10	Fundamentals of business correspondence, electronic correspondence.
11	Professionally-oriented reading.
12	Fundamentals of foreign text annotation
13	Fundamentals of foreign text reviewing.
14	Fundamentals of foreign text fragmented translation.

5. Organizational and Pedagogical Conditions

5.1. Educational Technologies Used for Competences Formation

Practical classes are held by realization of the method based on active training: problem areas are determined, groups are formed. The following aims are pursued in the process of practical education: use of definite disciplines knowledge and creative methods in solving problems and decision-making; students' skill-building of teamwork, interpersonal communication and development of leadership skills; consolidation of the basic theoretical knowledge.

Interactive lectures, group discussions, role-playing games, training sessions, and analysis of situations and simulation models are used in academic studies.

5.2. Students' Manual for the Course Study

Learning the course, it is advisable for students to implement the following recommendations:

1. Learning of the discipline should be done systematically.

2. After learning one of the course units with the help of the text-book or lecture notes it is recommended to reproduce the basic terms, definitions, notions of the unit from memory.

3. Special attention should be paid to the reports on practical studies and individual complex tasks for self-work.

4. The topics list for individual study is given by the teacher at the lectures. The teacher also provides students with literary sources (first of all, new ones in the periodical scientific literature) for a more detailed understanding of the issues presented at the lectures

6. List of Teaching Materials and Information Supply for Students' Self work in the Discipline

6.1. Paper-based courseware

№	Bibliographic entry (author, title, mode of publication, place, publishing house, year of publication, number of pages)	Number of copies in the library
	1. Basic literature	

1	Петрова Г. М. Русский язык в техническом вузе: учебное пособие для иностранных учащихся / Г. М. Петрова. Москва: Рус. яз. Курсы, 2011. 140 с.	15
2	Базванова Т. Н. Бизнес-корреспонденция : пособие по обучению деловому письму для изучающих русский язык как иностранный / Т. Н. Базванова, Т. К. Орлова. - Москва: Рус. яз. Курсы, 2013.	3
2. Additional literature		
2.1. Educational and scientific literature		
1	Козлова О. Д. Пермь и пермяки : учебно-методическое пособие по развитию речи для студентов, изучающих русский язык как иностранный / О. Д. Козлова, О. В. Соболева. Пермь: Изд-во ПГТУ, 2011.	15
2	Корчагина Е. Л. Русский язык: первые результаты. Тестовый практикум по русскому языку повседневного общения. Элементарный и базовый уровни / Е. Л. Корчагина, Н. В. Смыкунова. Москва: Рус. яз. Курсы, 2014. 253 с.	30
3	Описание, повествование, рассуждение. Санкт-Петербург: Златоуст, 2013. (Мои первые строки по-русски : пособие по развитию навыков и умений письменной речи : в 2 ч.; Ч. 1. Ч. 2. 102 с.	25
2.2. Periodical literature		
Not used		
2.3. Standardized and Technical literature		
Not used		
3. Students' manual in mastering discipline		
Not used		
4. Teaching and learning materials for students' self-work		
Not used		

6.2. Electronic Courseware

Kind of literature	Name of training tool	Reference to information resource	Accessibility of EBN (Internet/local net; authorized/free access)
Additional literature	Казакова О.А. Профессии и люди. Пособие по русскому языку как иностранному: учебное пособие / Т.Б. Фрик, О.А. Казакова. Томск: Томский политехнический университет, 2014.	http://elib.pstu.ru/Record/RUBC79320	local net
Additional literature	Горлова Е.А. Риторика делового общения (в рамках курса «Русский язык и культура речи») : учебно-методическое	http://elib.pstu.ru/Record/RUBC80848	local net

	пособие / О.В. Журавлёва, Е.А. Горлова. Самара: Самарский государственный архитектурно-строительный университет, ЭБС АСВ, 2016.		
Additional literature	Марьева М. В. Русский язык в деловой документации. Ч. 2 / Марьева М. В. - Мурманск: МГТУ, 2015. - (Русский язык в деловой документации; Ч. 2)	http://elib.pstu.ru/Record/lan RU-LAN-BOOK-142720	local net

6.3. License and Free Distributed Software used in the Course Educational Process

Type of Software	Software branding
Operating systems	MS Windows XP (Azure Dev Tools for Teaching till 27.02.2022)
Operating systems	Microsoft Office Professional 2007. licence 42661567
Office applications	Microsoft Office Professional 2007. licence 42661567
General purpose application software	Dr.Web Enterprise Security Suite, 3000 licence, PNRPU RCI 2017

6.4. Modern Professional Data Bases and Inquiry Systems Used in the Course Educational Process

Branding	Reference to information resource
Scopus Database	https://www.scopus.com/
Scientific Library of Perm National Polytechnic Research University	http://lib.pstu.ru/
Lan' Electronic library system	https://eJanbook.com/
IPR books Electronic library system	http://www.iprbookshop.ru/
Information resources of Consultant+ web	http://www.consultant.ru/

7. Logistics of the Course Educational Process

Type of classes	Name of the necessary basic equipment	Number of units
Practicals	Notebook	1
Practicals	Projector or TV	1

8. Fund of the Course Evaluating Tools

Described in a separate document