



Україна, 01601, м. Київ, вул. Пирогова, 9

ConcordiaUA

9, Pyrohova street, Kyiv, 01601, Ukraine

Тел./tel.: +38(044)236-90-85; моб./cell: +38(050)331-42-95

info@uacu.edu.ua • www.concordia.edu.ua

Business Ukrainian Foreign Language Syllabus

3П 1.3
FLG-331

**Specialty: 073 “Management”
Educational program “Management”**

Quarter/Year: Spring/2025

ECTS Credits: 6

Instructor: Halyna Bevzo, Ph.D., As. Prof.

US Credits: 3

Contact

information: halyna.bevzo@uacu.edu.ua

Consultation time: Monday 12:00

Prerequisites: UFL I, UFL II

Course Description

We continue the practical course for English speaking persons. This course presents a deeper and fundamental study of the Ukrainian language.

There are 15 sessions (+midterm and final test). This course contains lessons with a basic set of business papers and way to create them.

You will also acquire the necessary terminology of business communication; you will know how to properly build a telephone conversation with clients and business partners. After completing the course, you will be able to compile and execute documents used in the business sector, conduct meetings, business negotiations and interviews in Ukrainian business language.

Course Outcomes

PH3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

PH8. Apply management methods to ensure the effectiveness of the organization.

PH9. Demonstrate skills of interaction, leadership, teamwork.

PH13. Communicate orally and in writing in state and foreign languages.

PH12. Assess the legal, social and economic consequences of the organization.

PH14. Identify the causes of stress, adapt yourself and the members of the team to the stressful situation, finding ways to neutralize it.

PH15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.

PH17. Perform research individually and/or in a group under the guidance of a leader.

Competencies

3K6. Ability to communicate in the state language both orally and in writing.

3K10. Ability to conduct research at the appropriate level.

CK6. The ability to act socially responsibly and consciously.

CK14. Understanding of the principles of psychology and use them in professional activities.

CK15. Ability to form and demonstrate leadership qualities and behavioral skills.

Internationality: The international aspect of the course includes:

studying in English

aspects connected with foreign countries experience

International students experience

International culture

audio/video materials related to international aspects

Communications

For individual issues, students should contact the professor **ONLY** by given e-mail or by Moodle. In the Subject line they should put: **UACUFirstNameLastName**. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

Attention! Official and only language used for assessment activities is English. Official and only languages used for communication within the University are Ukrainian and English.

Student Responsibilities

Time Commitment

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time. Students are responsible for following the schedule, attending classes, completing assignments on time and to the required standards, and maintaining academic integrity.

These responsibilities are not open for discussion with instructors or the dean's office.

Technical Aspects

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video consultations in Zoom.

Grading Policy

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

Graduate Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – **400** points incl. (Midterm and Final exam are 70% of overall evaluation, where Midterm – 30% and Final – 40%)

Test / Assignment / Project – **5-10** points (several times during the course)

Consultations – **5** points (10-15% of the total for the course are allocated for consultations) (**currently 8 consultations**)

Midterm exam – **120** points

Final exam – **160** points

Student Workload

It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. **This includes 3.5 academic hours of working on lecture materials (including consultations)** and 7 academic hours of personal work. Personal work includes working with video lectures, extra materials and home assignments.

Please pay attention that 1 academic hour equals to 40 minutes.

Assignment Format

- All work should be shown in time. If the student misses the deadline – the task is failed.
- **Midterm** covered topics from previous lectures (weeks 1-7). It included multiple choice questions and open questions and took about 1 hour.
- **The Final exam** covered all course material and included multiple choice questions and essay. It lasts for 1.5 hours. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.
- After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.

Academic dishonesty

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Forms of academic dishonesty include:

Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.

Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination. Including the use of artificial intelligence and pre-prepared answers to the questions of tasks is prohibited (unless otherwise specified in the task itself or allowed by the instructor).

Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

Fabrication – altering or transmitting, without authorization, academic information or records.

Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade (“0”) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade “0”.

In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm

or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

· Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

**** NO MAKE –UP QUIZZES AND EXAMS ****

Schedule

Lecture #	Research Projects	Assignments Due	Points
<i>Lecture 1</i>	Types of functional styles in Ukrainian language	Hometask 1	5
<i>Lecture 2</i>	Formatting a Document	Hometask 2	5
<i>Lecture 3</i>	Business Cards	Hometask 3	5
<i>Lecture 4</i>	Autobiography	Hometask 4	10
<i>Lecture 5</i>	Resume	Hometask 5	5
<i>Lecture 6</i>	Application	Hometask 6	5
<i>Lecture 7</i>	Individual Project Topic "Language etiquette in Ukraine"	Project	10
<i>Consultations</i>			5 (for each)
<i>Midterm (7th or 8th class)</i> <i>20% out of total amount of points for the course</i>			120
<i>Lecture 8</i>	Announcement	Hometask 8	5
<i>Lecture 9</i>	The power of attorney authorization letter	Hometask 9	5
<i>Lecture 10</i>	Agreement		
<i>Lecture 11</i>	Business Letters		
<i>Lecture 12</i>	Ukrainian Business Culture	Hometask 12	5
<i>Lecture 13</i>	Business Communication in Ukraine	Quiz	5
<i>Lecture 14</i>	Ukrainian Business Etiquette	Hometask 14	5
<i>Lecture 15</i>	Final Individual Project Topic "Etiquette of business correspondence in Ukrainian language"	Project	10
Consultations			5

		(for each)
	Final (17th class) 40% out of total amount of points for the course	160

Consultations – 5 points (10-15% of the total for the course are allocated for consultations) (**currently 8 consultations**)

Recommended Materials

Complete Ukrainian Beginner to Intermediate Course: Learn to read, write, speak and understand a new language (Teach Yourself) 1st Edition by Olena Bekh, James Dingley
 Conversational Ukrainian Quick and Easy: The Most Innovative Technique to Learn the Ukrainian Language Paperback by Yatir Nitzany

** The above schedule and procedures are subject to change in the event of extenuating circumstances.*

Протокол засідання кафедр № 1 від 28.01.2025 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Г.А.Бевзо

Викладач



Г.А.Бевзо

