**Учебно-методическая карта учебной дисциплины «Управленческие коммуникации» (Managerial Communication)** для дневной формы получения высшего образования

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Номер раздела, темы, занятия** | **Название раздела, темы** | Количество аудиторных часов | | | | | **Иное** | **Форма контроля знаний** |
| **Лекции** | **Практические**  **занятия** | Семинарские  занятия | **Лабораторные занятия** | Количество часов УСР |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| 1. | Предмет и значение деловых коммуникаций. / Essentials of business communication. | 2 | 2 |  |  |  | [1- Part.1, 2- Ch.1] |  |
| 2 | Вербальная и невербальная бизнес-коммуникация. / Verbal and nonverbal business communication. | 2 | 2 |  |  |  | [1 – Part 1, Ch. 5; 4 - L7] |  |
| 3 | Деловое общение в действии. Бизнес-этика. Шаги к успеху. / Business communication in action. Business Ethics. Steps to success. | 4 | 4 |  |  |  | [1 (Section “Ethics and Communication in each chapter); 5 - Ch. 5; 4 - L.5, L.12, L.14] | Тест |
| 4 | Деловое общение при устройстве на работу. / Business communication in the process of job application. | 4 | 4 |  |  |  | [3; 5 - P. II] |  |
| 5 | Деловая переписка. Стратегии и планирование / Business correspondence. Strategies and planning. | 4 | 4 |  |  |  | [2–Ch.2 – 9; 2 – P. I] |  |
| 6 | Межкультурная коммуникация в сфере бизнеса, менеджмента и переговоров / Cross-cultural communication in business, management and negotiations. | 4 | 4 |  |  |  | [4 - L. 12;  [5 - Part V] | Тест |
| 7 | Деловая коммуникация и разрешение конфликта. / Business communication and conflict resolution. | 4 | 4 |  |  |  | [1 – Part 3, Ch. 11; 4 - L. 10, 11] |  |
| 8 | Деловое общение в группах (Принятие решений). / Business communication in groups (Decision making). | 2 | 2 |  |  |  | [1 – Part 3; 5 - Part V] |  |
| 9 | Деловые коммуникации на публике (Презентации). / Business communication in public (Presentations).  Assessing the reason and the audience. Assessing the occasion and | 2 | 2 |  |  |  | [1 – Part IV; 2 – Ch.10; 5 – Part III] | Тест |
| 10 | Развитие навыков делового общения в течение всей жизни. / Lifelong development of business communication skills. | 2 | 2 |  |  |  | [1 – PartV, Ch. 20] |  |
|  | Всего часов | 30 | 30 |  |  |  |  |  |

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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Номер раздела, темы, занятия** | **Название раздела, темы** | Количество аудиторных часов | | | | | **Иное** | **Форма контроля знаний** |
| **Лекции** | **Практические**  **занятия** | Семинарские  занятия | **Лабораторные занятия** | Количество часов УСР |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| 1. | Essentials of business communication. | 2 | 2 |  |  |  | [1- Part.1, 2- Ch.1] |  |
| 2 | Verbal and nonverbal business communication. | 2 | 2 |  |  |  | [1 – Part 1, Ch. 5; 4 - L7] |  |
| 3 | Business communication in action. Business Ethics. Steps to success. | 4 | 4 |  |  |  | [1 (Section “Ethics and Communication in each chapter); 5 - Ch. 5; 4 - L.5, L.12, L.14] | Test |
| 4 | Business communication in the process of job application. | 4 | 4 |  |  |  | [3; 5 - P. II] |  |
| 5 | Business correspondence. Strategies and planning. | 4 | 4 |  |  |  | [2–Ch.2 – 9; 2 – P. I] |  |
| 6 | Cross-cultural communication in business, management and negotiations. | 4 | 4 |  |  |  | [4 - L. 12;  [5 - Part V] | Test |
| 7 | Business communication and conflict resolution. | 4 | 4 |  |  |  | [1 – Part 3, Ch. 11; 4 - L. 10, 11] |  |
| 8 | Business communication in groups (Decision making). | 2 | 2 |  |  |  | [1 – Part 3; 5 - Part V] |  |
| 9 | Business communication in public (Presentations).  Assessing the occasion and | 2 | 2 |  |  |  | [1 – Part IV; 2 – Ch.10; 5 – Part III] | Test |
| 10 | Lifelong development of business communication skills. | 2 | 2 |  |  |  | [1 – PartV, Ch. 20] |  |
|  | Total number of hours | 30 | 30 |  |  |  |  |  |