

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Budgetary Educational Institution of Higher Education
«SAINT-PETERSBURG STATE UNIVERSITY OF ECONOMICS» (UNECON)

APPROVED:
Vice-rector for study and methodical work
Veronika G. Shubaeva
« 2 20 22 »

Иностранный язык (второй) / Foreign language (second)

Syllabus of the course

Specialty *38.03.02 Management*
Specialization *Business management and digital innovations*
Level of higher education *Bachelor*
Form of training *Full-time*
Year of enrolment *2022*

Authored by:

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Total number of hours	324	Form of attestation:
incl:		
contact work	252	
self-study	72	
practical training	0	
control hours	0	Test: semester 2 Test: semester 3 Test: semester 4 Test: semester 5 Test: semester 6

Hours distribution:

Semester:	2, 3, 4, 5, 6
Type of classes	Hours
Lectures	
Practical training	252
Laboratory work	
Total contact hours	252
Self-study	72
Control hours	0
Total academic hours	324
Total credits	9

Saint-Peterburg
2022

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1. LEARNING OBJECTIVES

Objective:	Development of foreign language communicative competence (speech, language, socio-cultural, compensatory and educational-cognitive), in the sphere of administration of diplomatic, economic and other relations of state authorities, Business and public organizations of the Russian Federation with representatives of relevant countries and regions of the world.
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2. COURSE PLACE IN THE PROGRAMME STRUCTURE

Course FTD Foreign language discipline (second) / refers to optional disciplines and is optional for learning the educational program.

3. EXPECTED LEARNING OUTCOMES

Code and name of graduate competence	Code and name of the competence achievement indicator	Expected learning outcomes
UC-4 – Able to conduct business communication orally and in writing in the state language of the Russian Federation and a foreign language(s).	UC-4.2 – Uses dialogue for social and professional cooperation.	<p>To know: features of oral and written communication in Russian and foreign languages; rules and patterns of business oral and written communication.</p> <p>To be able to: to apply various methods of business communication in Russian and foreign languages both in oral and written form for cooperation in social and professional spheres, to use dialogue for cooperation in social and professional spheres.</p> <p>To possess: business communication skills in oral and written form in Russian and foreign languages.</p>

4. COURSE STRUCTURE AND CONTENT

Code and name of the topics	Course content	Academic hours			
		Contact work			Self study
		Lectures	Practices	Workshops	
Topic 1. First contacts. Dating.	Learning the basics of oral communication in a foreign language at the first contact. Training in the basics of written communication and the peculiarities of filling in personal documents (business card, visa application forms, etc.) in a foreign language.		32		4
Topic 2. Interpersonal relationships. Family.	Learning to learn reading, features of building written communication in a foreign language in the region of specialization. Development of monological (communication) and dialogical (dialogue) skills, oral communication.		32		4
Topic 3. Country, city, apartment, house.	Training in the basics of oral business communication in a foreign language during the organization of travel and during the stay in the country of specialization.		32		4

	Training of business communication in a foreign language, implementation of interaction with partners.				
Topic 4. Daily schedule, working day. My university.	Development of skills of monological (communication) and dialogical speech (dialogue), conducting oral communication in professional activity. Improving the skills of using foreign language knowledge for business communication in professional activities.		32		4
Topic 5. Sport. My preferences.	Learning the linguistic features of oral communication in a foreign language. Training in drafting written documents in a foreign language within the framework of interpersonal communication.		32		4
Topic 6. Food, restaurant food, diet, healthy food.	Learning the linguistic features of oral communication in a foreign language. Learning the features of writing documents in a foreign language.		32		4
Topic 7. Health, doctor's appointment.	Training of business communication in a foreign language, implementation of interaction in various situations in the language environment. Improving the skills of using foreign language knowledge for business communication in professional activities.		16		20
Topic 8. Leisure, vacation, entertainment plans.	Learning the basics of oral communication in a foreign language at the first contact. Training in the basics of written communication and the specifics of drafting the required volume of texts in a foreign language.		16		20
Topic 9. Clothes, shopping.	Learning to learn reading, features of building written communication in a foreign language. Development of monological (communication) and dialogical (dialogue) skills, oral communication.		14		4
Topic 10. Ecofashion.	Training of business communication in a foreign language, implementation of interaction in various situations in the language environment. Improving the skills of using foreign language knowledge for business communication in professional activities.		14		4
Control hours:					0
Total hours:		0	252	0	72

5. TEACHING AND LEARNING TOOLS OF THE COURSE

5.1 Recommended literature

Bibliographic description of the publication (author, title, type, place and year of publication, number of pages)	Digital resources
Kuzubina, E. V. Spanish. Practical course / E. V. Kuzubina Spanish. Practical course, 2023-07-0 1 Electron. dan. (1 file) Saint Petersburg: KARO, 2019 432 p.	https://www.iprbookshop.ru/98024.html
Nujdin G.A. Spanish. Oral themes (A1-A2): Manual for academic bachelor / Nujdin G.A., Komarova A.I. - 2nd edition, Perstar. and additional. - Moscow: Juryt, 2022.- 187 p.	https://urait.ru/bcode/507841
Moshenskaya, Lidia Olegovna. French (A1-B1). «Chose dite, chose faite I»: tutorial and workshop for universities / L. O. Moshenskaya, A. P. Dieterlen. Moscow: Yuriyt, 2022. p. (Higher Education) . ISBN 978-5-534-08775-8. Moscow: 1519.00.	https://urait.ru/bcode/488849
Barteneva, Irina Yurievna. French. A2-B1 / I. Y. Barteneva, M. S. Levina, V. V. Kharauzova. 2nd edition, ispra. and others. Moscow :	https://urait.ru/bcode/455017

5.2 List of software (including national production)

- 7-Zip
- LibreOffice
- ОС АЛТ образование 10

5.3 List of reference systems and modern professional databases

№	Name of reference systems and professional databases
1.	Digital library Grebennikon.ru – www.grebennikon.ru
2.	Science Digital Library eLIBRARY – www.elibrary.ru
3.	Science Digital Library КиберЛеника – www.cyberleninka.ru
4.	Database ПОЛПРЕД Справочники – www.polpred.com
5.	Database OECD Books, Papers & Statistics on the platform OECD iLibrary www.oecd-ilibrary.org
6.	Legal reference system КонсультантПлюс (installed resource UNECON or www.consultant.ru)
7.	Legal reference system «ГАРАНТ» (installed resource UNECON or www.garant.ru)
8.	Information and referral system «Кодекс» (installed resource UNECON or www.kodeks.ru)
9.	Digital library system BOOK.ru - www.book.ru
10.	Digital library system ЭБС ЮРАЙТ – www.urait.ru
11.	Digital library system ЗНАНИУМ (ZNANIUM) – www.znanium.com
12.	Digital library UNECON – opac.unecon.ru

6. TECHNICAL FACILITIES

There are special rooms for lectures, seminars, coursework, group and individual consultations, current and interim assessments, as well as rooms for self-study.

The premises are equipped with equipment and teaching aids.

The rooms for students' independent work are equipped with computers with Internet connection and access to the university's electronic learning environment.

Name of classroom	Адрес (местоположение) учебных аудиторий
Aud. 709 Classroom (for lecture-type classes and seminar-type classes, course design (course work), group and individual consultations, ongoing monitoring and interim certification), equipped with a multimedia complex. Specialized furniture and equipment: Educational furniture for 86 seats, teacher's workplace, chalkboard 1 pc., podium, pedestal m/m Gigabyte H77M-D3H computer, Intel Core i5-3570 3.4GHz/ 4Gb /500Gb/LG 942 SE - 1 pc., Multimedia projector	191002, St. Petersburg, Kuznechny Lane, 9/27, lit. A

NEC ME401X - 1 pc., Draper Baronet 183x240 cm 213/84 electric screen - 1 pc., Jedia TA-1120 Mixer amplifier included - 1 pc., Hi-Fi PRO MASK6T-W speaker system - 2 pcs. Sets of demonstration equipment and visual aids: multimedia applications for lecture courses and practical classes, interactive visual aids.	
Room 502 Classroom (for lecture-type classes and seminar-type classes, course design (course work), group and individual consultations, ongoing monitoring and interim certification), equipped with a multimedia complex. Specialized furniture and equipment: LENOVO IdeaCentre A310 monoblock (Intel Pentium CPU P6100 @ 2.00GHz/2Gb/250Gb) - 15 pcs., Optoma x 400 multimedia projector - 1 pc., Draper Baronet NTSC (3:4) 213/84 electric screen - 1 pc. Sets of demonstration equipment and visual aids: multimedia applications for lecture courses and practical classes, interactive visual aids.	191002, St. Petersburg, Kuznechny Lane, 9/27, lit. A

7. METHODOLOGICAL GUIDELINES FOR STUDENTS

The following documents should be made available to the trainee before the start of the course:

- training and methodological documentation;
- local normative acts regulating the main issues of the organisation and implementation of educational activities, including those regulating the procedure for current monitoring and interim assessment of students;
- the schedule of consultations of the teaching staff.

The level and depth of mastering the discipline is determined by the active and systematic work of students in lectures, seminars, independent work, including in terms of identifying the most significant and relevant problems for further study. A special condition for qualitative mastering of the discipline is an effective organisation of work, which allows distributing the academic workload evenly in accordance with the schedule of the educational process.

When preparing for classes, students have the opportunity to attend consultations with the staff of UNECON according to the timetable set out in the schedule of consultations.

The students' in- and out-of-classroom work should aim to form:

- the fundamentals of the learner's world view and scientific understanding;
- basic knowledge relevant to the training area and the declared professional field, forming the target and professional basis for training;
- professional competences oriented towards the needs of the labour market;
- an individual trajectory by mastering a unique set of professional competences that complement the learner's competence model, through a focus on specific professional specialised areas of knowledge defined by labour market representatives;
- meta-skills for learners, such as teamwork and leadership, data analysis, digital skills, project design and implementation, intercultural interaction.

8. SPECIFICATIONS FOR TEACHING DISABLED PERSONS

Students with disabilities, if necessary, are taught on the basis of an adapted work programme using special teaching methods and didactic materials that take into account the particularities of their psychophysical development, individual capacities and health status.

In order for disabled persons and persons with disabilities to master the curriculum, the University shall ensure that:

- for the visually impaired and visually impaired: availability of information on the timetable in accessible places and adapted forms for learners who are blind or visually impaired; presence of an assistant to assist the learner as needed; production of alternative formats of teaching materials (large print or audio files);

- for the hearing-impaired and hearing-impaired: adequate sound reproduction of information;

- for persons with disabilities and persons with mobility impairments: the possibility of unimpeded access for students to classrooms, restrooms and other areas of the department, as well as their stay in these areas.

Learners with disabilities and persons with disabilities are provided with printed and/or electronic educational resources in forms adapted to their disabilities. The education of students with disabilities may be organised with other students or in separate groups or organisations.

ASSESSMENT RESOURCES

1.1 Control tasks and assignments for interim attestation

Is not provided by the work programme of the discipline.

1.2 Topics for written task

Is not provided by the work programme of the discipline.

1.3 Interim checkpoints

Number	Type	Method of conduct	Topic number
1	Control testing	written	1
2	Monitoring	Through technology and information systems	1-2
3	Control testing	written	3
4	Monitoring	Through technology and information systems	3-4
5	Control testing	written	5
6	Monitoring	Through technology and information systems	5-6
7	Control testing	written	7
8	Monitoring	Through technology and information systems	7-8
9	Control testing	written	9
10	Monitoring	Through technology and information systems	1-9

1.4 Other assessment objects

Is not provided by the work programme of the discipline.

1.5 Self-study

Name of self-study	Topic number
Doing homework	1-9
Preparation for lectures and practical exercises	1-9
Essay writing	1-9

1.6 Grading scale

Scales of assessment and procedures for assessing learning outcomes of the discipline are regulated by the Regulations on the current control of progress and

interim attestation of students in higher education programmes and the Regulations on the scoring and rating system.

A grading and rating system is used to assess the learning outcomes of the discipline:

The final control of the discipline is an examination (or a differentiated test), the final grade being formed in accordance with the scale given in the table below:

Points	Grade
<55	Not passed
>55	Passed

Grading scale

2 (points to 54)	Demonstrates a lack of understanding of the problem. Many of the requirements of the assignment are not met. An initial perception of the material is demonstrated. The work is incomplete and/or plagiarised.
3 (points 55-69)	Demonstrates a partial understanding of the problem. Most of the requirements of the task have been met. Mastery of the elements of the assigned material. The material is mostly clear and coherent.
4 (points 70-84)	Demonstrates considerable understanding of the issue by the discipline. All requirements of the assignment are fulfilled. The content of the completed tasks is disclosed and examined from different perspectives.
5 (points 85-100)	Demonstrates full understanding of the problem. All requirements of the assignment are fulfilled. Demonstrates proficiency in the discipline. The completed assignments are holistic, complete, structured, present different points of view and demonstrate creativity.