**The name of the academic discipline:**

**“Negotiations and Business Communication”**

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| **Specialty code and name** | 1-23 01 15 Social Communications |
| **Year of study** | 4 |
| **Semester of study** | 7 |
| **Number of in-class academic hours:** | 34 |
| **Lectures**  **Seminar classes**  **Practical classes**  **Laboratory classes** | 16 |
| 18 |
| - |
| - |
| **Form of the current assessment (*credit/ graded credit /exam*)** | credit |
| **Number of credit points** | 3 |
| **Competences** | Mastering the academic discipline “Negotiations and Business Communication” should ensure the formation of special competencies: to analyze, regulate, and resolve conflicts in organizations |
| **Summary of the academic discipline:**  The discipline defines negotiations and business communication; examines the stages of preparation for negotiations and the features of business communication. The content of the academic discipline includes consideration of the specifics of preparation and conduct of negotiations both orally, in personal communication, and in writing, examples of non-verbal communication, as well as business communication as a type of communication, the purpose of which lies beyond the communication process and which is subordinated to the solution of a specific task, based on the common interests and goals of the communicants. | |