**The name of the academic discipline:**

**“Professional Communications in the Business Environment”**

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| **Specialty code and name** | 1-26 02 01 Business Administration |
| **Year of study** | 4 |
| **Semester of study** | 7-8 |
| **Number of in-class academic hours:** | 12 |
| **Lectures****Seminar classes** **Practical classes****Laboratory classes** | 6 |
| - |
| 6 |
| - |
| **Form of the current assessment (*credit/ graded credit /exam*)** | credit |
| **Number of credit points** | 3 |
| **Competences** | Mastering the academic discipline “Professional Communications in the Business Environment” should ensure the formation of special competencies: to carry out accounting of production costs and apply various methods of cost calculation in order to design optimal accounting systems and control planned costs |
| **Summary of the academic discipline:**The aim of the academic discipline is to develop the professional competence of future business specialists who are capable of conducting business negotiations with staff and clients and preparing the necessary documents. The course includes studying the culture of business interaction, the organization of office work, the process of documenting management activities, preparing and preparing the most important organizational and administrative documents and personal documents. |