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|  **UNIVERSITY OF NIŠ** |
| **Course Unit Descriptor** | **Faculty**  | Faculty of Economics |
| **GENERAL INFORMATION** |
| Study program  | **Business Management** |
| Study Module (if applicable) | Enterprise Management |
| Course title | Russian Language 4 |
| Level of study | [x] Bachelor [ ]  Master’s [ ]  Doctoral |
| Type of course | [ ]  Obligatory [x]  Elective |
| Semester  |  [ ]  Autumn [x] Spring |
| Year of study  | Third |
| Number of ECTS allocated | 2 |
| Name of lecturer/lecturers | Vukašin Kostić |
| Teaching mode |  [x] Lectures [ ] Group tutorials [ ]  Individual tutorials [ ] Laboratory work [ ]  Project work [ ]  Seminar [ ] Distance learning [ ]  Blended learning [x]  Other |
| **PURPOSE AND OVERVIEW (max. 5 sentences)** |
| *The aim is to help students master the business and protocol correspondence and specifics of the use of economic terms in the Serbian and Russian language.B12**Conducting business correspondence, self-forming; official correspondence, mastering the etiquette in a speech with partners from different countries.* |
| **SYLLABUS (brief outline and summary of topics, max. 10 sentences)** |
| *Customs, customs declaration, term acronyms, banking, documents used in banking operations, complex sentence, privatization and transition, term antonyms, specific use of economic terms in Serbian and Russian language, protocol negotiation, scheduling negotiators at the table, record, Banking, documents that are used in banking operations, check, bill of exchange, attribute, formulas of politeness in business correspondence, the final phase of business letters.* |
| **LANGUAGE OF INSTRUCTION** |
| [ ] Serbian (complete course) [ ]  English (complete course) [x]  Other \_\_\_Russian\_\_\_ (complete course)[ ] Serbian with English mentoring [ ] Serbian with other mentoring \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ASSESSMENT METHODS AND CRITERIA** |
| **Pre exam duties** | **Points** | **Final exam** | **points** |
| **Activity during lectures** | **30** | **Written examination** | **25** |
| **Practical teaching** |  | **Oral examination** | **25** |
| **Teaching colloquia** | **20** | **OVERALL SUM** | **100** |
| **\*Final examination mark is formed in accordance with the Institutional documents** |