

1. Course (module) name	2. Code
Business Communication and Negotiations	

3. Lecturer (s)	4. Division(s)

5. Cycle of studies	6. Course (module) level	7. Course (module) type
First	Course is not divided into parts	Mandatory

8. Delivery form	9. Delivery period	10. Delivery language (s)
Full-time	Semester 2	English

11. Requirements for students	
Preliminary requirements:	Associated requirements (if any):
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12. Scope of course (module) in ECTS credits	13. Full workload of a student (hours)	14. Contact work hours	15. Independent work hours
6	160	40	120

16. Course (module) purpose: competences developer by the course programme
The objective for the Business Communication and Negotiations module is for the students to understand the basics of business communication and to be able to apply them effectively in different business communication contexts.

17. Relation of the course targets with the expected results of studies and evaluation methods of studies and student achievement			
Results (targets) of the course	Results of the course	Methods of studies	Evaluation methods of academic achievements
Students have to understand the modern communication features and will know how to create technologies to analyze their social adaptation in economic and cultural environment opportunities, designs effective scientific and creative society, fulfills them implementation strategies when adopting cohesive solution.	Ability to behave in different practical situations, in problematic business, in communication situations, to be able to choose the right strategies and contextual tools.	Lectures, case studies, debates, individual and group tasks	Examination and quality of the cumulative tasks.

18. Course content								
Topics	Contact work hours and learning method						Time of independent studies and tasks	
	Lectures	Consultations	Seminars	Exercises	Laboratory work	Practice	All contact work	Independent work

1. Basics of Business Communication	2	-	2	-	-	-	4	10	Analysis of literature/ individual and group tasks
2. Internal and External communication in Business field	4	-	2	-	-	-	6	20	Analysis of literature/ individual and group tasks
3. Strategic Orientation of Communication	5	-	2	-	-	-	7	10	Analysis of literature, practical task
4. Factors of Communication Effectiveness in Business	5	-	2	-	-	-	7	20	Analysis of literature, practical task
5. Negotiations in the business communication system	2	-	-	-	-	-	2	10	Analysis of literature
6. Argumentation, proofs, persuasion, business negotiation	2	-	-	-	-	-	2	10	Analysis of literature
7. Neutralizing opponent's comments in business negotiations	4	-	-	-	-	-	4	20	Analysis of literature
8. Manipulation in business negotiations and Decision making in business negotiations and conclusion of negotiations	8	-	4	4	-	-	16	20	Analysis of literature, practical task, group presentation
Total	32	-	112	4	-	-	40	120	

19. Strategy and criteria of student assessment			
Assessment method	Per cent	Delivery time	Evaluation criteria
Group and individual tasks	45%	During the semester	Participation activity and quality in seminars, discussions, group and individual assignments throughout the course.
Examination	55%	At the end of semester	The level of theoretical and practical knowledge is demonstrated during the written exam.

20. Sources of study, literature
Mandatory sources of study, literature
1. Mažeikienė A., Peleckis K. 2011. Verslo derybos. Vadovėlis. - Vilnius: Technika. 368 p. : iliustr. ISBN 9789955288459
2. Bendravimo psichologija šiuolaikiškai. 2010. Vadovėlis aukštosioms mokykloms / Rosita Lekavičienė, Zita Vasiliauskaitė, Dalia Antinienė, Junona Almonaitienė. - V.: Alma littera. 439 p. : iliustr. ISBN 9789955387060.
3. Baršauskienė V., Janulevičiūtė-Ivaškevičienė B. 2005. Komunikacija: teorija ir praktika. Vadovėlis.- Kaunas: Technologija. 213 p. : iliustr. ISBN 9955099038.
4. Pruskus V. 2012. Tarpkultūrinė komunikacija ir vadyba. Vadovėlis. - Vilnius: Technika. 216 p. ISBN 9786094573156
Additional sources of study, literature
5. Grebliauskienė B., Večkienė N. 2004. Komunikacinė kompetencija : komunikabilumo ugdymas. Vadovėlis. Vilnius: Vilniaus universitetas. Tarptautinis žinių ekonomikos ir žinių vadybos centras. Vilnius : Žara. 200 p. : iliustr. ISBN 9986341280.