

Study program: Environmental Protection			
Course title: Business Communications			
Professor/assistant: Staniša Dimitrijević			
Type of course: elective			
ECTS credits: 3			
Pre-requisites: -			
Aims of the course: Prepare students to: acquire necessary knowledge of the elements and types of business communication, to investigate the ways and means used in business communication as well as to form a comprehensive view on the importance of business communication for the success of an organization.			
Learning outcomes: Student will be able to: define basic theoretical concepts and solve practical problems and successfully acquire techniques of business communication skills, prepare and deliver multimedia presentations to public, have business discussions and lead meetings using multimedia information technology to solve problems in business communication.			
Syllabus			
<i>Theoretical part</i> Establishment and development of social communication, importance of communication in business for engineers, processes and elements of communication, business communication in an organization, verbal business communication – spoken, verbal business communication – written, nonverbal business communication, relationship between verbal and non-verbal communication, communication in work groups and team work, formal communication in work groups, informal communication in work groups, concept and problems of ethics in business communication, problems and conflicts in business communication.			
<i>Practical part</i>			
Literature			
<ol style="list-style-type: none"> 1. Basics of communication and business communication - Nila Kapor-Stanulović, Peter Vrgović, Alpha-graph NS, Novi Sad 2008. 2. Business communications - Ljiljana Stankovic, Mira Avramovic, University of Economics, Nis 2006. 3. Business communications - Michael J. Rouse, Sandra Ruose, Makmedina, Zagreb, 2005. 			
Number of active classes			Other forms of teaching:
Lectures: 2	Practical classes: 0	Research work:	
Teaching methods Combined - interactive based on solving issues from real life situations.			
Grading system (maximum 100 points), grading scale from 5 to 10: below 51 points grade 5, grade 6 from 51-60 points, grade 7 from 61-70 points, grade 8 from 71-80 points, grade 9 from 81-90 points, grade 10 from 91-100 points.			
Pre-exam obligations	points	Final exam	points
activity during theoretical lectures	10	written exam	-
practical training	-	oral exam	30
colloquium(s)/seminar papers	50/10		
Sum	70	Sum	30