

**КИЇВСЬКИЙ НАЦІОНАЛЬНИЙ ТОРГОВЕЛЬНО-ЕКОНОМІЧНИЙ
УНІВЕРСИТЕТ**

СИСТЕМА УПРАВЛІННЯ ЯКІСТЮ

Система забезпечення якості освітньої діяльності та якості вищої освіти
сертифікована на відповідність ДСТУ ISO 9001:2015 / ISO9001:2015

Кафедра сучасних європейських мов

ЗАТВЕРДЖЕНО

вченою радою

(пост. п. 4 від «17» березня 2020р.)

Ректор *А. А. Мазаракі*



**ІНОЗЕМНА МОВА
ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ
(АНГЛІЙСЬКА)/
FOREIGN LANGUAGE FOR PROFESSIONAL
PURPOSES
(English)**

**ПРОГРАМА /
COURSE SUMMARY**

КИЇВ 2020

**Розповсюдження і тиражування без офіційного дозволу КНТЕУ
заборонено**

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**ІНОЗЕМНА МОВА
ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ
(англійська) /
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COURSE SUMMARY**

ВСТУП

Програма дисципліни «Іноземна мова за професійним спрямуванням (англійська мова)» призначена для студентів денної форми навчання освітнього ступеня «молодший бакалавр» галузі знань 12 «Інформаційні технології», спеціальності 122 «Комп'ютерні науки».

Програма складається з таких розділів:

1. Мета, завдання та предмет дисципліни.
2. Передумови вивчення дисципліни як вибіркової компоненти освітньої програми.
3. Результати вивчення дисципліни.
4. Зміст дисципліни.
5. Список рекомендованих джерел.

1. МЕТА, ЗАВДАННЯ ТА ПРЕДМЕТ ДИСЦИПЛІНИ

Головна мета дисципліни – навчити іноземній мові для здійснення ділової комунікації на рівні **B2**. Програма націлена на формування комунікативної компетентності, яка розглядається як мовна поведінка, що є специфічною для економічного середовища. Мовна поведінка вимагає набуття лінгвістичної (мовленнєвих умінь та мовних знань), соціолінгвістичної та прагматичної компетентностей, необхідних для виконання завдань, пов'язаних з навчанням та роботою.

Основні завдання дисципліни:

- ✓ навчити студентів вільно орієнтуватися в сучасному інформаційному потоці з метою вдосконалення набутих вмінь і навичок;
- ✓ удосконалити комунікативні вміння і навички для спілкування у бізнес середовищі;
- ✓ формувати стійкий професійний інтерес до вивчення іноземної мови;
- ✓ готувати майбутніх фахівців до наукової діяльності, продовження освіти.
- ✓ формувати загальні та професійно орієнтовані комунікативні мовленнєві компетентності для забезпечення ефективного спілкування у професійному середовищі;
- ✓ залучити студентів до таких академічних видів діяльності, які активізують і далі розвивають увесь спектр їхніх пізнавальних здібностей;
- ✓ допомогати студентам у формуванні загальних компетентностей з метою розвитку їх особистої мотивації; зміцнювати впевненість студентів як користувачів мови, а також позитивне ставлення до вивчення мови;
- ✓ досягати розуміння важливих і різнопланових міжнародних

соціокультурних проблем для того, щоб діяти незалежним чином у культурному розмаїтті професійних та академічних ситуацій.

Предметом вивчення дисципліни «Іноземна мова за професійним спрямуванням (англійська мова)» є формування та удосконалення компетентностей, які визначені Стандартом вищої освіти України.

2. ПЕРЕДУМОВИ ВИВЧЕННЯ ДИСЦИПЛІНИ ЯК ВИБІРКОВОЇ КОМПОНЕНТИ ОСВІТНЬОЇ ПРОГРАМИ

знання

- формування загальних компетентностей з метою розвитку їх особистої отивації (цінностей, ідеалів).
- оволодіння навичками та вміннями інтегрування наукових і професійно-орієнтованих знань та навчання спілкуванню відповідно до Стандартів МОН України.

вміння

- формування у студентів загальної іноземномовної компетентності у сфері економіки і бізнесу та оволодіння навичками мови фаху.

3. РЕЗУЛЬТАТИ ВИВЧЕННЯ ДИСЦИПЛІНИ

Дисципліна «Іноземна мова за професійним спрямуванням», як обов'язкова компонента освітньої програми, забезпечує оволодіння студентами загальними та фаховими компетентностями і досягнення ними програмних результатів навчання за відповідною освітньо-професійною програмою:

Комп'ютерні науки (ОС молодший бакалавр)

Номер в освітній програмі	Зміст компетентності	Номер теми, що розкриває зміст компетентності
Загальні компетентності за освітньою програмою		
ЗК 5	Здатність спілкуватися іноземною мовою	1 - 47

4. ЗМІСТ ДИСЦИПЛІНИ

Зміст дисципліни «Іноземна мова за професійним спрямуванням (англійська мова)» поділено на десять модулів, які містять такі теми:

I курс I семестр

Module 1: Business and businesses

Theme 1. Business Organization

The definition of business, business organization and corporations. The meaning of economy, economical, economics, economy, to branch out (into), business idioms. Types of companies. Types of business organization. The Function of economic system. Capsule vocabulary of business organization and its functions.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 6

Internet resources: 1, 2

Theme 2. Business Organization and the Economy

The meaning of a sector and a private enterprise. Classification of productive sector of the economy: the primary sector, the secondary sector and the tertiary sector. Their functions and types of companies, that work in them. The meaning of nationalization and privatization. The principle of businesses classification. Capsule vocabulary of Business Organization and the Economy.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 5, 6

Internet resources: 1, 2

Theme 3. Ownership

The way all businesses are owned and organized. The meaning of a partnership. Classification of unlimited liability companies: sole traders / sole proprietorship and partnerships/general partnerships. Classification of limited liability companies: private limited companies (Ltd)/limited liability companies and public limited companies (PLC)/listed companies. Definition of a franchise and franchisees. Definition of a private limited company and a public limited company.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 6

Internet resources: 1, 3

Theme 4. Business Relationship

The definition of a group and a holding company. The meaning of a consortium and a conglomerate, their functions. The function of joint venture. Capsule vocabulary of Business Relationship.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 5, 6

Internet resources: 2, 3

Theme 5. Companies' Restructuring

The definition of Takeover. Types of Business Takeover and their differences. The definition of a buyout. Capsule vocabulary of Companies' Restructuring.

Recommended resources:

Basic: 1, 2,3

Additional: 1,3, 3, 5,6

Internet resources: 1, 2, 3

Theme 6. Organizational Structure

The definition of Organizational structure. Classification of factors influence structure: the number of locations and employees, the economic sector, the type of a market, the type of customers, the degree of management control required. Structure of the company. Classification of management levels: top management, middle management and supervisory. Their functions and responsibilities. Titles of typical jobs: Supervisor, Team Leader, Section Chief. Classification of departments. Capsule vocabulary of business organizational structure.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 4, 5

Internet resources: 1, 2, 3

Module 2: People and Organization

Theme 1. Employment

The Human Resources department, its responsibilities. The meaning of job rotation and job security. The meaning of freelance and self -employment. The Labour Market. Types of contracts and jobs on a labour market. The definition of an entrepreneur. Famous entrepreneurs of the world and Ukraine. State encouragement of self-employment in Ukraine and in the world. Capsule vocabulary of Employment.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 5

Internet resources: 1, 2, 3

Theme 2. Human Resources: the people

The meaning of the Human Resources. The definition of employer executive head of an organization, the boss. The Workforce. The definition of payroll. Types of payroll. Characteristic features and differences between white-collar and blue-collar workers. Capsule vocabulary of Human Resources.

Recommended resources:

Basic: 1, 2,3

Additional: 1,2, 3, 4,5, 6

Internet resources: 2, 3

Theme 3. Recruitment Procedure

The definition of Recruitment. The meaning of Headhunting. The definition of headhunters. The Headhunters' duties. The definition of a curriculum vitae. Characteristic features and examples of the curriculum vitae and the covering letter. Capsule vocabulary of Recruitment.

Recommended resources:

Basic: 1, 2,3

Additional: 1,2,3,4,6

Internet resources: 1, 2, 3

Theme 4. Interviewing

The definition of job interview. The forms of business interview. The Interviewing procedures. The steps of the Recruitment Process. Capsule vocabulary of Interviewing.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2,3,4, 5, 6

Internet resources: 1, 2, 3

Theme 5. Executive Pay

The meaning of an income and a remuneration. Types of money: salary, income, pay, wage. The definition of a fee, salary, wages, income and fringe benefits. Their differences. Benefits Package. The types of compensation package for an executive leaving a company. The Golden Handshake. Capsule vocabulary of Executive Pay.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 5, 6

Internet resources: 1, 2, 3

Theme 6. Leaving a job

The meaning of Redundancy and Redundancy Payment. Various ways to leave a job. Resignation and Retirement, «early retirement». Calculation of compensation for the job loss. Capsule vocabulary of Leaving a job.

Review of the lexical and grammar material to the module topics: to practise the material the students have learned through presentations, reports, information talks.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2,4, 3, 5, 6

Internet resources: 1, 2, 3

I курс II семестр

Module 3: Products, markets and marketing

Theme 1. Customers, Consumers and Clients

The definition of consumers, customers, clients. Difference between: customers – consumers – clients. The definition of movement Consumerism. Classification of the four basic rights of consumers. Market research. Main Ukrainian companies who investigate consumer tastes. Capsule vocabulary of Customers, Consumers and Clients.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 3, 5, 6

Internet resources: 1, 2, 3

Theme 2. Markets and Market Orientation

The definition of market. Types of markets. Characteristic features of market. Market structure. The meaning of a target market, a market share, a market niche. The biggest companies, which do a Market Research, examples. The meaning of a Market segment, ways in which a market might be segmented. The meaning of competitors, rivals. Capsule vocabulary of a Market.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 3, 4, 5, 6

Internet resources: 1, 2

Theme 3. Products, Goods and Services

The definition of a product. The characteristics of a product. Classification of Fast-moving consumer goods (FMCG), and their meaning. The meaning of white goods, brown goods. Types of product: a star, a cash cow (money spinner), a loss leader, a dog. Capsule vocabulary of Products, Goods and Services.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 4, 5,6

Internet resources: 1, 2, 3

Theme 4. Marketing

The definition of a marketing. The marketing strategy, examples. The four elements of the marketing mix: a product, a price, a place, a promotion and their characteristics. Additional elements of a marketing mix: packaging, people. SWOT analysis. Capsule vocabulary of Marketing.

Recommended resources:

Basic: 1, 2,3

Additional: 1,2,4,5,6

Internet resources: 1, 2

Theme 5. Advertising

The definition of an Advertising. The function of an Advertising. The meaning of an Account. Types of advertising media. Characteristic features of advertising campaign. Public relations. Capsule vocabulary of Advertising and PR.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3

Additional: 2, 3, 5, 6

Internet resources:1, 2

Module 4: Business and finance

Theme 1. Costs. Assets and Liabilities

The determinants of assets and liabilities. Classification of assets: fixed and current assets (cash, receivables, bank deposits and investments). The meaning of costs. Classification of costs: fixed costs, direct costs, indirect costs, overheads. Capsule vocabulary of Costs, Assets and Liabilities.

Recommended resources:

Basic: 1,2,3

Additional: 2,3,5,6

Internet resources: 1, 2, 3

Theme 2. Raising Finance

The definition of retained profit. The functions of financial reserves and working capital. Characteristic features of main ways of obtaining capital: retained profit, borrowing, share issues, government grants and loans. Their concept and occurrence. Characteristics and examples of share flotations. Capsule vocabulary of Finance.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2,4, 6

Internet resources: 1, 2, 3

Theme 3. Financial Centres

Types of markets. The definitions of stock market, commodity market, foreign exchange market. Differences between bull market and bear market. Capsule vocabulary of Financial Centers.

Recommended resources:

Basic: 1,2,3

Additional: 1, 3, 4, 5, 6

Internet resources: 1, 2, 3

Theme 4. Investments

The meaning of Investments, their objective. Unit Trust. Investment opportunities. Types of Derivative instruments. The definition of a portfolio. Options. Swaps. Capsule vocabulary of Investments.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 4, 6

Internet resources: 1, 2, 3

Theme 5. Financial Statements

The function of an annual report. The financial statements of an annual report: profit and loss account/P&L income statement, balance sheet, cash flow statement. The definition of cash flow statement. The problem with cash flow: unexpected late payments, non-payments, unforeseen costs, an unexpected drop in demand, investing too much in fixed assets. Capsule vocabulary of Financial Statements.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 4, 6

Internet resources: 1, 2, 3

Theme 6. Bankruptcy

The determinants of bankruptcy. Classification of options for company on the verge of bankruptcy. The meaning of receivers, creditors. Capsule vocabulary of Bankruptcy.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3

Additional: 1,2,3,5,6

Internet resources:1,2,3

Module 5: Accounting

Theme 1. The Field of Accounting

The difference between Accounting and Bookkeeping. The definition of a certified public accountant (CPA). Accounting divisions. Classification of accountants: private, public and governmental. Capsule vocabulary of Accounting.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 4, 6

Internet resources: 1, 2, 3

Theme 2. Budgeting

The definition of a budget. Functions of a budget. Customary accounting period for the budget. The definition of control device. Types of budget. Capsule vocabulary of budgeting.

Recommended resources:

Basic: 1, 2,3

Additional: 1,2, 3, 6

Internet resources: 1, 2, 3

Theme 3. Auditing

The definition of auditing. Types of audits. Function of Auditing. Capsule vocabulary of auditing.

Review of the lexical and grammar material to the module topics: to practise the material the students have learned through presentations, reports, information talks.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 3, 5, 6

Internet resources: 1, 2, 3

II курс III семестр

Module 6: Money and the banking system

Theme 1. Money and its Functions

Definition of money. The meaning of money. History of money. Types of money: cash, credit card, charge card, personal cheques, traveler's cheques, Eurocheques. E-money. The Functions of money. Capsule vocabulary of money and its functions.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 3, 5, 6,

Internet resources: 1, 2,3

Theme 2. Types of Banks

The meaning of a bank. Classification of banks: savings bank, commercial bank, investment bank, trust companies. Their functions. The origin of banks. The structure of banking system. Definition of the Central Bank and its functions. The International Banks. International Bank for Reconstruction and Development (IBRD). The European Bank of Reconstruction and Development (EBRD). The World Bank. Capsule vocabulary of types of banks.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 3, 5, 6,

Internet resources: 1, 2, 3

Theme 3. Banking Services

The services menu of banks. The meaning of banking facilities. Classification of banking facilities: credit card, loan, mortgage, overdraft. The definition of credit facilities. Types of credit facilities: direct debit, standing order. Offering of banks.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 4, 5,6

Internet resources: 1, 2, 3, 4

Theme 4. Euro

The meaning of Euro. History of the euro. Currency of different countries.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3,4

Additional: 1, 2, 3, 5, 6, 8

Internet resources:1, 2, 3

Module 7: International business

Theme 1. International Trade

Definition of International Trade. Gains from trade. Pattern of trade. Theories of International Trade. Regulation of International Trade. Protectionism. Free Trade. Methods of International Trade Regulation. Incoterms Rules of International Trade Regulation. Role of companies in the International Trade. International Chamber of Commerce. Capsule vocabulary of International Trade.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 4, 5, 6

Internet resources: 1, 2, 3

Theme 2. Export and Import

Definition of Export and Import. Types of Export and Import. The definition of World financial market. Movement of capital. Characteristic features of international capital flows. Export business capital and its types. The international official development assistance. Global financial resources. Sources of external funding. Capsule vocabulary of Export and Import.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 5, 6

Internet resources: 1, 2,3

Theme 3. World Trade Organization

Definition of World Trade Organization. The meaning of World Trade Organization. History of World Trade Organization. Functions of World Trade Organization. The origin of World Trade Organization. Structure of World Trade Organization. Capsule vocabulary of World Trade Organization.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 5, 6

Internet resources: 1,2,3

Theme 4. Globalization and Economic Policy

The globalization of the world economy. Contradictory process of globalization: progressive and negative consequences. Financial globalization, its main focus, characteristics and consequences. The global problems of our time: Demographic problems. Food problems. Ecological problems. Military problems and aggravation in the current development of international economic relations. Capsule vocabulary of Globalization and Economic Policy.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 4, 5, 6

Internet resources: 1, 2, 3

Theme 5. Business across Cultures

The definition of business cultures. The meaning of gestures and facial expressions. The art of manners. The definition of business etiquette. Business etiquette in the foreign country. Do's and don'ts for business people in the foreign country. Capsule vocabulary of business cultures.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic: 1, 2,3

Additional: 1, 2, 3, 5, 6

Internet resources:1,2,3

Module 8: Computer and its role in business

Theme 1. Cybernetics and Systems Science

The definition of Cybernetics and Systems Science. The meaning of Cybernetics and Systems Science. Capsule vocabulary of Cybernetics and Systems Science.

Recommended resources:

Basic: 1,2 ,3

Additional: 1, 2, 3, 4, 5,6

Internet resources: 1, 2, 3

Theme 2. Management of Information Systems

The definition of Management of Information Systems. The meaning of Management of Information Systems. Advantages and disadvantages of Management of Information Systems. Capsule vocabulary of Management of Information Systems.

Recommended resources:

Basic: 1,2,3

Additional: 1, 2, 3, 4, 5, 6

Internet resources: 1,2,3

Theme 3. How Computer helps Business

The definition of Computer. What is a computer? Types and kinds of computers. Advantages and disadvantages of using computers in business. Capsule vocabulary of How Computer helps Business.

Recommended resources:

Basic:1,2,3

Additional:1, 2, 5, 6

Internet resources:1,2, 3

Theme 4. Computers in our Life

The definition of Computer. Who invented the computer? Different spheres of using computers. Advantages and disadvantages of computers in our life. What is the most powerful computer in the world? What can computers do? Capsule vocabulary of Computer in our life.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic:1, 2,3

Additional:1, 2, 3, 4, 5

Internet resources:1,2,3

II курс IV семестр

Module 9: Internet

Theme 1. Internet and E-Commerce

The definition of Internet and E-Commerce. History of the Internet. Advantages and disadvantages of using Internet and E-Commerce. Capsule vocabulary of Internet and E-Commerce.

Recommended resources:

Basic:1,2,3

Additional:1, 2, 3, 4,5,6

Internet resources:1,2, 3

Theme 2. Multimedia and Cybercrime

The definition of Multimedia and Cybercrime. The role of Multimedia in our life. Advantages and disadvantages of Multimedia and Cybercrime. Capsule vocabulary of Multimedia and Cybercrime.

Recommended resources:

Basic:1,2,3

Additional:1, 2, 3, 4,5

Internet resources:1,2,3

Theme 3. Development of Computer Industry

The definition of Computer Industry. The role of computer in industry. Applications of computer. Advantages and disadvantages of using Computer and Internet. Capsule vocabulary of Computer Industry.

Recommended resources:

Basic:1,2,3

Additional:1, 2, 3, 4,5

Internet resources:1,2,3

Theme 4. Living in a Digital Age

The definition of Digital Age. What is the importance of digital age in our daily life? Is technology taking over our lives? How does technology improve our lives? Advantages and disadvantages of Digital Age. Capsule vocabulary of Digital Age.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic:1,2,3,

Additional:1, 2, 3, 4,5

Internet resources:1,2,3

Module 10: Software engineering

Theme 1. Inside a PC

The definition of a PC. What is personal computer. What is inside a personal compute. Internal components in a computer. Advantages and disadvantages of using Internet. Capsule vocabulary of a PC.

Recommended resources:

Basic:1,2,3

Additional:1,2,4,5, 6

Internet resources:1, 2, 3

Theme 2. Software

The definition of Software. Types of software. Advantages and disadvantages of using Software. Examples of software. Is it hard to be a software engineer? Capsule vocabulary of Software.

Recommended resources:

Basic:1,2,3

Additional:1,2,3,4,5

Internet resources:1,2,3

Theme 3. Peripherals

The definition of Peripherals. Types of Peripherals. How Peripherals work. Advantages and disadvantages of Peripherals. Capsule vocabulary of Peripherals.

Recommended resources:

Basic:1,2,3

Additional:1,2,3, 4,5,6

Internet resources:1,2,3

Theme 4. Storage devices

The definition of Storage devices. Types of Storage devices. How storage devices work. What is storage device and functions of storage devices? Is memory a storage device? How important are memory and storage devices. Advantages and disadvantages of using Storage devices. Capsule vocabulary of Storage devices.

Recommended resources:

Basic:1,2,3

Additional:1,2,3,4,5,6

Internet resources:1,2, 3

Theme 5. The operating system

The definition of operation system. What is an operating system and give examples? Types of OS. The main function of OS. The first operating system. Capsule vocabulary of the operating system.

Recommended resources:

Basic: 1,2,3

Additional:1,2,3,4,5,6

Internet resources:1,2,3

Theme 6. Computer languages and design

The definition of Computer languages. The definition of design. Advantages and disadvantages of Computer languages. Capsule vocabulary of Computer languages and design.

Module test. Estimation of the students' knowledge and skills to the themes of the module.

Recommended resources:

Basic:1,2,3

Additional:1,2,3,4,5

Internet resources:1,3

3. СПИСОК РЕКОМЕНДОВАНИХ ДЖЕРЕЛ*

Основний

1. Латугіна А. Г. *Basic English of Economics [Текст] : Підручник для вищ. навч. закл.– К. : Київ. нац. торг.- екон. ун-т, 2020. – 456 с.*
2. *Англійська мова економічної кібернетики = English of Economic Cybernetics : навч. посіб. / Н.М. Тома, Ю.Є. Шкорубська. – Київ : Київ. нац. торг.-екон. ун-т, 2017. –184 с.*
3. Зоценко Л.А., Орлик Л.С. - *Практичний курс з граматики англійської мови = Practical Course of English Grammar: Навч. посіб. - К.: Київ. нац. торг. - екон. ун-т, 2007. - 224 с.*

Додатковий

1. *Гарбуза Т. В., Радченко Ю. В. Збірник граматичних вправ «Іноземна мова за професійним спрямуванням (англійська)» / Т. В. Гарбуза, Ю. В. Радченко. – Київ: КНТЕУ, 2019. – 30 с.*
2. *Іноземна мова за професійним спрямуванням (англійська). Збірник завдань для самостійної роботи. ОС «бакалавр». Спеціальність – 122 «Комп'ютерні науки» / А. С. Нипадимка, Н. В. Шумейко. – Київ, КНТЕУ, 2019 р.*
3. *Іноземна мова за професійним спрямуванням (англійська). Збірник текстів та завдань для самостійної роботи з розвитку навичок читання та перекладу текстів ОС «бакалавр». Спеціальність – 121 «Інженерія програмного забезпечення» / В.А.Семідоцька. – Київ, КНТЕУ, 2020 р.*
4. *Іноземна мова за професійним спрямуванням (англійська). Збірник текстів та завдань для самостійної роботи з розвитку навичок читання та перекладу текстів ОС «бакалавр». Спеціальність – 122 «Комп'ютерні науки» / О.П. Кулаженко. – Київ, КНТЕУ, 2020 р.*
5. Dooley J., Evans V. *Grammar way 2*. Express Publishing, 2014. 192 p.
6. Dooley J., Evans V. *Grammar way 3*. Express Publishing, 2014. 262 p.

* Джерела, які є у бібліотеці КНТЕУ, виділені курсивом.

Інтернет-ресурси

1. Портал хмарного сервісу Office 365 – Режим доступу : <https://www.office.com>
2. Портал довідкових ресурсів Майкрософт – Режим доступу: <https://www.microsoft.com/uk-ua>
3. Портал навчальних ресурсів Майкрософт – Режим доступу: <https://education.microsoft.com/>