



Syllabus of the educational discipline «Business process management»

Specialty	073 Management
Educational program	073.040 Business Administration
Level of education	Second (master)
Discipline status	Base
Teaching language	English
Course / semester	1 course, 2 semester
Number of credits ECTS	5
Distribution by types of trainings and hours of study	Lectures – 16 hours. Practical studies (seminars) – 0 hours. Laboratory studies – 24 hours. Independent training – 110 hours.
Form of final assessment	Exam
Department	Management and Business Department, 703 (library block), +38 057 702 01 46, www.kmib-hneu.com
Teacher (-s)	Kotlyk Andrii Valeriiovich, PhD, Associate Professor
Teacher's contacts	kotlik_a@ukr.net
Days of the classes	According to the schedule of classes
Consultations	According to the schedule of consultations: 703 (library block) – offline; in Zoom - online; both individual and in group
The purpose of the discipline is to provide theoretical knowledge and to form applied skills of using the principles, techniques and tools of business process management.	
Prerequisites for learning <i>Management, Marketing, Informatics</i>	
Content of the educational discipline	
Content module 1. Modeling and implementation of business processes	
Topic 1. The essence of the process approach to enterprise management	
Topic 2. Business process modeling	
Topic 3. Business process implementation	
Content module 2. Analysis and improvement of business processes	
Topic 4. Measurement and analysis of business processes	
Topic 5. Business process improvement	
Material and technical support (software) of the discipline <i>Laptop, Multimedia Projector, MS Office (MS Excel, MS Word, MS Power Point), Ramus Educational, ARIS Express, Bizagi, Online platform Draw.io</i>	
Course page on the Moodle platform (personal training system)	<i>Course description, Working plan, Syllabus, Lecture materials (presentations), Guidelines to Practical studies, Homework, Tests, Additional learning materials.</i> https://pns.hneu.edu.ua/course/view.php?id=612
Recommended literature	
1. Лепейко Т. І. Реінжиніринг бізнес-процесів : навч. посібн. у схемах і таблицях / Т. І. Лепейко, А. В. Котлик. – Х. : Вид. ХНЕУ, 2009. – 80 с.	
2. ARIS community website [Electronic resource]. – Access mode : http://www.ariscommunity.com .	
3. Business Process Model and Notation [Electronic resource]. – Access mode : http://www.bpmn.org .	
4. ISO 9001:2015. Quality management systems – Requirements [Electronic resource] // ISO official website. – Access mode: https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en .	



5. Лепейко Т. І. Процесний підхід до управління конкурентоспроможністю підприємства: монографія / Т. І. Лепейко, А. В. Котлик. – Х. : ХНЕУ, 2012. – 314 с. **Additional**
6. Менеджмент процессов / под ред. Й. Беккера, Л. Вилкова, В. Таратухина и др. ; [пер. с нем.]. – М. : Эксмо, 2007. – 384 с. **Additional**
7. Handbook of research on business process modeling / Ed. by Jorge Cardoso and Wil van der Aalst. – Hershey PA, London : Information Science Reference, 2009. – 607 (XXV) p. **Additional**
8. Panagacos T. The Ultimate Guide to Business Process Management: Everything You Need to Know and How to Apply It to the Organization / Theodore Panagacos, 2012. – 146 p. **Additional**
9. Six Sigma + Lean Toolset: Executing Improvement Projects Successfully / Ed. by Stephan Lunau; Translated by Astrid Schmitz. – Berlin : Springer-Verlag, 2008. – 315 (VIII) p. **Additional**

Assessment system of learning outcomes

The total score of the discipline consists of class attendance and current control (the maximum amount is 100 points, the minimum amount that taking as a pass of discipline – 60 points).
More detailed information on assessment is given in the technological card of the discipline.

Accumulation of rating points in the discipline

Types of training	Max points
Competence-oriented tasks	10
Presentation	20
Current Written Tests	30
Final Written Test	40
Max points	100

Transference of Simon Kuznets KHNUE Characteristics of Students' Progress into the System of the ECTS Scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale	
		for exam, differentiated test, course project (work), practice, training	for pass
90 – 100	A	excellent	pass
82 – 89	B	good	
74 – 81	C	satisfactory	
64 – 73	D		
60 – 63	E	unsatisfactory	not pass
35 – 59	FX		
1 – 34	F		

Discipline policies

Policy of academic integrity,
Absenteeism policy.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline <http://www.repository.hneu.edu.ua/handle/123456789/20984>.