



**Syllabus of the educational discipline**  
*«Planning and Organizing the Activity of the Enterprise»*

<b>Specialty</b>	<i>073 Management</i>
<b>Educational program</b>	<i>073.040 Business Administration</i>
<b>Level of education</b>	<i>first (bachelor)</i>
<b>Discipline status</b>	<i>Base</i>
<b>Teaching language</b>	<i>English</i>
<b>Course / semester</b>	<i>3 course, 6 semester</i>
<b>Number of credits ECTS</b>	<i>6</i>
<b>Distribution by types of trainings and hours of study</b>	<i>Lectures – 24 hours. Practical studies (seminars) – 36 hours. Independent training – 120 hours.</i>
<b>Form of final assessment</b>	<i>Exam</i>
<b>Department</b>	<i>Management and Business Department Library Building, 703 room Phone: +38 (057) 702-01-46 (2-96) Site: <a href="http://www.kmib-hneu.com">www.kmib-hneu.com</a></i>
<b>Teacher (-s)</b>	<i>Dr Sergii Vasylyk, Associate Professor</i>
<b>Teacher's contacts</b>	<i><a href="mailto:sergii.vasylyk@hneu.net">sergii.vasylyk@hneu.net</a></i>
<b>Days of the classes</b>	<i>Friday</i>
<b>Consultations</b>	<i>Tuesday, 14.00 Management and Business Department, 703 (library Building) – offline; in Zoom – online; by agreement, on the initiative of the applicant; both individual and in group</i>
<p><b>The purpose</b> of the discipline is to acquire theoretical and methodological foundations of the system of the planning of enterprise and build practical skills on the planning and organization of an enterprise's activity.</p>	
<p><b>Prerequisites for learning</b></p> <p>Macro- and microeconomics / <i>Knowledge of economic laws and principles;</i> Higher mathematics / <i>Ability to search, process and analyze information from different sources;</i> <i>Knowledge and ability to use standard methods of mathematical data analysis;</i> Econometrics / <i>Ability to search and analyze information about a company and economic;</i> Theory of management / <i>Knowledge of managerial laws and principles</i></p>	
<p><b>Content of the educational discipline</b></p> <p><b>Content module 1.</b> The theoretical basis of business planning</p> <p><b>Theme 1.</b> Planning and its role at the enterprise</p> <p><b>Theme 2.</b> Planning system at the enterprise</p> <p><b>Theme 3.</b> Production planning and control</p> <p><b>Theme 4.</b> Capacity planning</p> <p><b>Content module 2.</b> Features of business planning at the enterprise</p> <p><b>Theme 5.</b> Aggregate production planning</p> <p><b>Theme 6.</b> Workforce planning</p> <p><b>Theme 7.</b> Financial planning</p> <p><b>Theme 8.</b> Business plan development</p>	
<p><b>Material and technical support (software) of the discipline</b></p> <p><i>Laptop, Power Point MS Office, Multimedia Projector</i></p>	
<b>Course page on the Moodle platform (personal training system)</b>	<i>Course description; Working plan; Syllabus; Lectures (presentations); Practical tasks (methodical recommendations); Seminars (list of questions); Tests; Additional learning materials. <a href="https://pns.hneu.edu.ua/enrol/index.php?id=7051">https://pns.hneu.edu.ua/enrol/index.php?id=7051</a></i>



**Recommended literature**

**Main**

1. Jones G. R. *Contemporary Management* / G. R. Jones. - 3rd ed. - Boston : McGraw-Hill, 2003. - 732 p.
2. *Management* / ed. by F. H. Maidment. - 7th ed. - Guilford : McGraw-Hill, 2000. - 230 p.
3. Ястремська О. М. *Планування діяльності підприємства : навч. посіб.* / О. М. Ястремська. - Х. : ХНЕУ, 2011. - 171 с.

**Additional**

1. Sikich G. W. *Emergency management planning hand-book* / G. W. Sikich. - New York : McGraw-Hill Inc., 1995. - 484 p.

**Assessment system of learning outcomes**

Current control takes place at lectures and practical lessons (seminars), assessed by the total number of points gained during the semester (the maximal possible number is 60 points; the minimal required number is 35 points).

Final control takes place at the end of the semester in the form of an exam (the maximal possible number is 40 points; the minimal required number is 25 points).

More detailed information on assessment is given in the Working plan of the discipline.

**Accumulation of rating points in the discipline**

Types of training	Max points
Active work on lectures	15
Active work on practical (seminars)	15
Tasks by themes	7
Presentations	6
Written test	17
Exam	40
<b>Max points</b>	<b>100</b>

**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,*

*Policy to perform tasks later than the deadline*

*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/123456789/6326>)*