



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

Specialty	<i>073 Management</i>
Educational program	<i>073.020 Management of innovation activity</i>
Level of education	<i>first (bachelor)</i>
Discipline status	<i>Base</i>
Teaching language	<i>English</i>
Course / semester	<i>3 course, 6 semester</i>
Number of credits ECTS	<i>6</i>
Distribution by types of trainings and hours of study	<i>Lectures – 24 hours. Practical studies (seminars) – 36 hours. Independent training – 120 hours.</i>
Form of final assessment	<i>Exam</i>
Department	<i>Management and Business Department Library Building, 703 room Phone: +38 (057) 702-01-46 (2-96) Site: www.kmib-hneu.com</i>
Teacher (-s)	<i>Dr Sergii Vasylyk, Associate Professor</i>
Teacher's contacts	<i>sergii.vasylyk@hneu.net</i>
Days of the classes	<i>Friday</i>
Consultations	<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>The purpose 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>Prerequisites for learning</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>Content of the educational discipline</p> <p>Content module 1. The theoretical basis of business planning</p> <p>Theme 1. Planning and its role at the enterprise</p> <p>Theme 2. Planning system at the enterprise</p> <p>Theme 3. Production planning and control</p> <p>Theme 4. Capacity planning</p> <p>Content module 2. Features of business planning at the enterprise</p> <p>Theme 5. Aggregate production planning</p> <p>Theme 6. Workforce planning</p> <p>Theme 7. Financial planning</p> <p>Theme 8. Business plan development</p>	
<p>Material and technical support (software) of the discipline</p> <p><i>Laptop, Power Point MS Office, Multimedia Projector</i></p>	
Course page on the Moodle platform (personal training system)	<i>Course description; Working plan; Syllabus; Lectures (presentations); Practical tasks (methodical recommendations); Seminars (list of questions); Tests; Additional learning materials. https://pns.hneu.edu.ua/enrol/index.php?id=7051</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
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,

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>)