

# Syllabus of the educational discipline «Business process management»

Specialty	All	
Educational program	All	
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	Lectures – 20 hours.	
and hours of study	$Practical\ studies\ (seminars)-0\ hours.$	
	Laboratory studies – 20 hours.	
	Independent training – 110 hours.	
Form of final assessment	Exam	
Department	Management and Business Department, 703 (library block),	
	+38 057 702 01 46, <u>www.kmib-hneu.com</u>	
Teacher (-s)	Kotlyk Andrii Valeriiovych, 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	
<b>The purpose</b> of the discipline is to p	rovide theoretical knowledge and to form applied skills of using	

**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** *Management, Marketing, Informatics*

### 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

Laptop, Multimedia Projector, MS Office (MS Excel, MS Word, MS Power Point), Ramus Educational, ARIS Express, Bizagi, Online platform Draw.io

# Course page on the Moodle platform (personal training system)

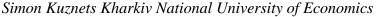
Course description, Working plan, Syllabus, Lecture materials (presentations), Guidelines to Practical studies, Homework, Tests, Additional learning materials.

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

#### **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 <a href="http://www.repository.hneu.edu.ua/handle/123456789/20984">http://www.repository.hneu.edu.ua/handle/123456789/20984</a>.

Syllabus approved at the meeting of the Department Protocol № 1 from 27.08.2021