

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL AVIATION UNIVERSITY
Faculty of Economics and Business Administration
Management of Foreign Economic Activity of Enterprises Department

AGREED
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« ____ » _____ 2018

APPROVED
Vice-Rector for Academics
and Educative Activity

_____ T. Ivanova
« ____ » _____ 2018



Quality Management System

COURSE TRAINING PROGRAM

on

"Organization of Business"

Field of study: 07 «Management and Administration»
Speciality: 073 «Management»
Specializations: «Management of Foreign Economic Activity»
«Management of Organization and Administration
(by types of economic activities)»

Year of study	– 2 nd	Semester – 3 ^d
Lectures	– 34	Examination – 3 ^d semester
Practicals	– 17	
Self-study	– 69	

Total (hours/ECTS credits) – 120/4.0
Term Paper - 3^d semester

Index ECB-6-073/16-2.3.3
Index ECB-6-073/16-2.2.3

QMS NAU CTP 11.02.03-01-2018



The Course Training Program on “Organization of Business” is based on Bachelor Extended Curriculum № ECB-6-073/16 for Speciality 073 “Management”, Specializations “Management of Foreign Economic Activity”, “Management of Organization and Administration (by types of economic activities)”, Syllabus for this Subject, Index CB-6-073/16-2.3.3, CB-6-073/16-2.2.3 approved by the Rector _____ 2018, and correspondent normative documents.

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1. INTRODUCTION

The Course Training Program of the subject “Organization of Business” is developed on the basis of the “Guidelines for the development and execution of Syllabus and Course Training Program of subjects”, promulgated by order №37/поз dated 16.06.15.

Grading system of assessment (GSA) is an integral part of the work course training program providing assessment the quality of all kinds of auditorium educational work and self-study performed by a student, as well as acquired knowledge and skills through grading assessment of results of this work in the current, modular and semester control with transfer of the grades by multi-grade scale to the national grading scale and ECTS scale.

GSA provides for the use of module grades (current, test and total), as well as examination or graded test grade, total semester grade and total grade.

2. SUBJECT CONTENT

2.1. Training schedule of the subject

№	Topic	Academic Hours			
		All	Lectures	Practicals	Self-study
3^d Semester					
Module №1 "Basics of entrepreneurial activity"					
1.1	The economic essence of entrepreneurship	6	2	2	2
1.2	Legal basis for entrepreneurship	4	2	-	2
1.3	Organizational aspects of business	6	2	2	2
1.4	Formation of venture capital	4	2	-	2
1.5	Planning of operational activity of business entities	6	2	2	2
1.6	Marginal analysis of the company	4	2	-	2
1.7	Planning technological development and improvement of production efficiency of the enterprise	6	2	2	2
1.8	Planning personnel of the enterprise	6	2	-	4
1.9	Module test №1	4	2	-	2
Total for the module №1		46	18	8	20
Module №2 “Managing resources of business”					
2.1	Planning revenue, expenses and prime cost of company’s product	6	2	2	2
2.2	Break-even analysis of company	4	2	-	2
2.3	Tax system of a company	6	2	2	2
2.4	Investment policy of the company	4	2	-	2
2.5	Business plan of a company	6	2	2	2
2.6	Evaluation of enterprise’s competitiveness	5	2	-	3
2.7	Ways to improve business efficiency	9	2	3	4
2.8	Module test №2	4	2	-	2
Total for the module №2		44	16	9	19
Module №3 “Term Paper”					
3.1	Term Paper	30	-	-	30
Total for 3^d semester		120	34	17	69
Total for the subject		120	34	17	69

2.2.3.1. Term Paper

Term Paper (TP) on the subject is performing in the tenth semester according to approved in established order methodological recommendations in order to deepen theoretical knowledge and skills, acquired by the student in a process of learning educational material of discipline in the area of management of the FEA of enterprises.

Performance of TP is an important stage in preparing Master Thesis by future specialist in management of the foreign economic activity.

Specific aim of TP contains in analyzing of the FEA of an active enterprise-subject of the FEA and developing suggestions on the refining and optimization of the FEA of this enterprise.

In order to attain a success in performing term paper student has to know general strategies in the area of the FEA, regulation stages of the FEA, general methods of management of the FEA, approaches to making managerial decisions in the area of the FEA, methods of assess and identification condition and parameters of the



FEA, be able independently analyze FEA of the enterprise, independently calculate and analyze criteria of efficiency of the FEA of the enterprise, give recommendations for increasing efficiency of the FEA of the enterprise, individually take part in managerial decisions in the FEA.

Performance, designing and defending of TP are carried out by student в individually in accordance to methodological recommendations.

Time needed to perform TP is up to 30 hours of individual work.

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. List of references

Basic literature

3.1.1. *Захарчин Г. М.* Основи підприємництва: Навч. посіб./ МОН. – Київ: Знання, 2008. – 438 с.

3.1.2. *Кучеренко В.Р., Добрава Н.В., Квач Я.П., Осипова М.М.* Основи бізнесу. Практичний курс: Навч. посіб. – К.: ЦУЛ, 2010. – 176 с.

3.1.3. *Чоботар С.І., Фомішина В.М., Мочерний С.В., Ларіна Я.С.* Основи бізнесу: Навч. посіб. – К.: Академія, 2009. – 384 с.

Additional literature

3.2.1. *Голубева Т.М.* Основы предпринимательской деятельности. – М.: Форум, 2010. – 272 с.

3.2.2. *Донець Л.І., Романенко Н.Г.* Основи підприємництва: Навч. посіб./ МОН. – Київ: ЦНЛ, 2006. – 317 с.

3.2.3. *Рубин Ю.Б.* Курс профессионального предпринимательства. Ч.1. – М.: Маркет ДС, 2010. – 400 с.

3.2.4. *Рубин Ю.Б.* Курс профессионального предпринимательства. Ч.2. – М.: Маркет ДС, 2010. – 416 с.

3.2.5. *Рубин Ю.Б.* Теория и практика предпринимательской конкуренции. – М.: Маркет ДС, 2010. – 608 с.

3.2. List of basic guidance materials for the subject


№	Name	Index of Topics where Guides are Used	Amount
1.	Slides, posters	1.1-1.8, 2.1-2.7	1 copy and electronic version
3.	Methodical recommendations for performing course work	3.1	1 copy and electronic version

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic work performed by a student is done in accordance with Table 4.1.

Table 4.1

3 semester				
Module №1		Module №2		Max Grade
Kind of Academic Activities	Max Grade	Kind of Academic Activities	Max Grade	
Answers on practicals (3 values *8 classes)	24 (total)	Answers on practicals (3 values *7 classes)	21 (total)	
Tests (3 values *2 classes)	6 (total)	Tests (3 values *3 classes)	9 (total)	
<i>For carrying out module test № 1, a student must receive not less than 20 values</i>		<i>For carrying out module test № 2, a student must receive not less than 20 values</i>		
Module test №1	14	Module test №2	14	

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Total for module №1	44	Total for module №2	44	
Examination				12
Total 3d semester Grade				100

3^d Semester		
Module № 3		
Kind of Academic Activities		Max Grade
Execution of Term Paper		60
Defense of Term Paper		40
Execution and Defense of Term Paper		100

4.2. The completed curricular activity is accounted if the student received a positive mark (Table 4.2).

4.3. The grades a student has been given for the different kinds of academic work are summed up and the result constituting a Current Module Grade is entered into the Module Grade Register.

Table 4.2

Correspondence between the Grades and the National Scale

Grades				National Scale
Carrying out tasks during practicals	Carrying out individual tasks	Carrying out Module work №1	Carrying out Module work №2	
3	3	13-14	13-14	Excellent
2,5	2,5	11-12	11-12	Good
2	2	9-10	9-10	Satisfactory
under 2	under 2	under 9	under 9	Bad

4.4. The Current Module Grade and the Module Test Grade together make up a Total Module Grade (Table 4.3) which in points and National Scale is entered into the Module Grade Register.

Table 4.3

Correspondence between the Total Module Grades and the National Scale

Module №1	Module №2	National Scale
40-44	40-44	Excellent
33-39	33-39	Good
27-32	27-32	Satisfactory
under27	under27	Bad

4.5. The Total Module Grade for results of execution and defence of Term Paper which in points and National Scale is entered into the Module Grade Register.

4.6. The Semester Module Grade is calculated as the sum of the Total Module Grades. The correspondence between Semester Module Grade values and the National Scale is given in Table 4.4.

Table 4.4

Correspondence between the Semester Module Grades and the National Scale

Semester Grades	National Scale
79-88	Excellent
66-78	Good
53-65	Satisfactory
under 53	Bad

Table 4.5

Correspondence between Examination Grades and the National Scale

Semester Grades	National Scale
Examination Grades	
11-12	Excellent
9-10	Good
7-8	Satisfactory
under 7	Bad

4.7. The Semester Module Grade and the Examination Grade together make up a Total Semester Grade whose correspondence to the National Scale and the ECTS Scale (Table 4.6).



Table 4.6

Correspondence of the Total Semester Grades to the National Scale and the ECTS System

Total Semester Grades	National Scale	ECTS System	
		ECTS Grade	Explanation
90-100	Excellent	A	Excellent (excellent performance with insignificant shortcomings)
82-89	Good	B	Very Good (performance above the average standard with few mistakes)
75-81		C	Good good performance altogether with a certain number of significant mistakes)
67-74	Satisfactory	D	Satisfactory (performance meets the average standards)
60-66		E	Sufficient (performance meets the minimal criteria)
35-59	Bad	FX	Bad (bad performance; a second testing is required)
1-34		F	Bad (very bad performance; a student shall retake the course)

4.8. The Total Semester Grade is entered into the Examination Register and into a student’s record book in values, National Scale grades, and ECTS Scale grades.

4.9. The Total Semester Grade is entered into the Examination Register and into a student’s record book, for example: **92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat/E, etc.**

4.10. The final module grade obtained by the student on the results of preparation and protection of the Term Paper, is recorded to examination record list, and to student’s cards, record books and Diploma Supplement, as in the following example: **92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat/E, etc.**

4.11. The Total Grade on the discipline is defined as the arithmetic average grade of the final semester of ratings.

The Total Grade on the discipline is entered into for the Diploma Supplement.



(Ф 03.02–01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	Прізвище, ім'я та по батькові отримувача	Підпис отримувача	Примітки

(Ф 03.02–02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ з/п	Прізвище, ім'я та по батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02–03)

АРКУШ ОБЛІКУ ЗМІН

Номер	Номер/сторінки (пункт)				Підпис особи, що внесла зміну	Дата внесення зміни	Дата введення зміни
	зміненого	заміненого	нового	анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				