

NATIONAL AVIATION UNIVERSITY
Educational and Research Institute of Economics and Management
Management of Foreign Economic Activity of Enterprises Department

AGREED

Director of the Educational and
Research Institute of Economics
and Management

_____ S. Petrovska
«__» _____ 2017

APPROVED

Vice-Rector for Academics
and Educative Activity

_____ T. Ivanova
«__» _____ 2017



Quality Management System

COURSE TRAINING PROGRAM

on

"Management of the Enterprise Economic Activity"

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 | Graded Test – 3 ^d semester |
| Practicals | – 34 | |
| Self-study | – 97 | |
| Total (hours/ECTS credits) | – 165/5.5 | |
| Homework | - 3 ^d semester | |

Index ECB-6-073/16-3.2.1

Index ECB-6-073/16-3.1.1

QMS NAU CTP 11.02.03-01-2017



The Course Training Program on “Management of the Enterprise Economic Activity” 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-6-073/16-3.1, approved by the Rector _____ 2017, and correspondent normative documents.

Developed by:

Associate Professor of
the Management of Foreign Economic
Activity of Enterprises Department _____ G. Teplinsky

Associate Professor
of the Management of Foreign Economic
Activity of Enterprises Department _____ O. Kyrlyenko

Professor
of the Management of Foreign Economic
Activity of Enterprises Department _____ V. Novak

Discussed and approved by the Graduate Department for the Speciality 073 “Management”, Specializations “Management of Foreign Economic Activity”, “Management of Organization and Administration (by types of economic activities)” – Management of Foreign Economic Activity of Enterprises Department, Minutes № ____ of _____ 2017.

Head of the Department _____ O.Iliencko

Discussed and approved by the Scientific-Methodological-Editorial Board of the Educational and Research Institute of Economics and Management, Minutes № ____ of " ____ " _____ 2017.

Head of the SMEB _____ A. Tofanchuk

Director of the Center
of Advanced Technologies _____ V. Kazak

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INTRODUCTION

Detailed course training program of the subject is a must for successful educational process according to the European Credit Transfer System. Teachers and students are to be familiarized with it.

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.

The grading system envisages the use of the following grades: the current module grade, the module test grade, the total module grade, the semester module grade, the examination grade and the total semester grade.

2. SUBJECT CONTENT

2.1. Training schedule of the subject

| № | Topic | Academic Hours | | | |
|---|---|----------------|-----------|------------|------------|
| | | All | Lectures | Practicals | Self-study |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 3 semestr | | | | | |
| Модуль №1 "Conceptual framework for the management of economic activity of the enterprise" | | | | | |
| 1.1 | Basics of the management of economic activity of an enterprise as a business entity | 16 | 2 2 | 2 2 | 8 |
| 1.2 | Management of company's fixed assets | 16 | 2 2 | 2 2 | 8 |
| 1.3 | Management of company's current assets | 16 | 2 2 | 2 2 | 8 |
| 1.4 | Management of company's labor resources | 16 | 2 2 | 2 2 | 8 |
| 1.5 | Management of marketing activity of an enterprise | 12 | 2 | 2 | 8 |
| 1.6 | Company's Costs Management | 10 | 2 | 2 | 6 |
| 1.7 | Module Test №1 | 4 | 2 | - | 2 |
| Total for the module №1 | | 90 | 22 | 20 | 48 |
| Модуль №2 "Management of some aspects of the economic activity of the enterprise" | | | | | |
| 2.1 | Management of the profit of the company | 14 | 2 | 2 2 | 8 |
| 2.2 | Management of the company's value and its capital structure | 14 | 2 | 2 2 | 8 |
| 2.3 | Management of enterprise investment activity | 12 | 2 | 2 | 8 |
| 2.4 | Risk management of the company | 12 | 2 | 2 | 8 |
| 2.5 | Management of the economic activity of enterprises in crisis | 11 | 2 | 2 | 7 |
| 2.6 | Homework | 8 | - | - | 8 |



| | | | | | |
|---|----------------|------------|-----------|-----------|-----------|
| 2.7 | Module Test №2 | 4 | 2 | - | 2 |
| Total for the module №2 | | 75 | 12 | 14 | 49 |
| Total for 3^d semester | | 165 | 34 | 34 | 97 |
| Total for the subject | | 165 | 34 | 34 | 97 |

2.2. Homework

Homework (HW) is performed in the third semester, in accordance with the approved in the established procedure of methodical recommendations, with the aim of consolidating and deepening of theoretical knowledge and skills of students and is an important step in learning the discipline.

Homework is done on the basis of educational material, delivered on a self-study students, and is an integral part of the module " Management of some aspects of the economic activity of the enterprise ".

The specific objective of homework contains depending on the version of the problem to manage certain aspects of the economic activity of the enterprise.

For the successful implementation of HW the student should **know** the principles of formation and operating income; process of cost management and capital structure of the enterprise; strategy and ways to reduce operating costs; method of calculation of reserves for increase of production efficiency; **be able** to carry out structural analysis of the object of study ;develop the concept of further development of the object of the study ;to analyze the factors influencing managerial decision-making.

Implementation, execution and defense of homework is carried out by the student individually according to methodical recommendations.

Time to homework is up to 8 hours of self-study.

3. LIST OF REFERENCES

3.1. Basic recommended references

3.1.1 Анализ хозяйственной деятельности в промышленности / Под ред. В.И.Стражева. – Минск: Высшейш. шк., 2003.

3.1.2. Баканов М.И., Шеремет А.Д. Теория анализа хозяйственной деятельности: Учебник. – М.: Финансы и статистика, 2000.

3.1.3 Економічний аналіз / За ред. М.Г.Чумаченка. – К.: КНЕУ, 2001.

3.1.4 Економічний аналіз / За ред. Ф.Ф.Бутинця. – Житомир: ПП "Рута", 2003.

3.1.5 Ефимова О.В. Финансовый анализ. – М.: Бухгалтерский учет. 2002.

3.1.6 Любушин Н.П., Лещева В.Б., Дьякова В.Г. Анализ финансово – экономической деятельности предприятия. – М.: ЮНИТИ, 2002.

3.1.7 Савицкая Г.В. Анализ хозяйственной деятельности предприятий АПК: Учеб. Для вузов. – 3-е изд. – Минск: Новое знание, 2002.

3.2 Additional recommended references

3.1.8 Богатин Ю.В., Швандер В.А. Инвестиционный анализ. – М.: ЮНИТИ, 2000.

3.1.9 Грачев А.В. Анализ и управление финансовой устойчивостью предприятия. – М.: Финпресс, 2002.

3.1.10 Ермолович Л.Л. Анализ финансово – хозяйственной деятельности предприятия / БГЭУ. – Минск, 2001.

3.1.11 Ковалев В.В., Волкова О.Н. Анализ хозяйственной деятельности предприятия. – М.: Проспект, 2002.

3.1.12 Ковалев В.В., Патров В.В. Как читать баланс. – М.: Финансы и статистика, 2002.

3.1.13 Ковалев В.В. Финансовый анализ: методы и процедуры. – М.: Финансы и статистика, 2001.

3.1.14 Ковалев В.В. Финансовый анализ: управление капиталом, выбор инвестиций, анализ отчетности. – М.: Финансы и статистика, 2000.

3.1.15 Шеремет А.Д., Сайфулин Р.С., Негашев Е.В. Методика финансового анализа. – М.: ИНФРА-М, 2002.



3.3. List of basic guidance materials for the subject

| № | Name | Index of Topics where Guides are Used | Amount |
|----|-----------------------------|---------------------------------------|-------------------------------|
| 1. | Slides | 1.1 - 1.6; 2.1 - 2.5 | electronic version |
| 2. | Test for Module Test № 1, 2 | 1.4, 2.5 | 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

Grading of different kinds of academic activities performed by a student

| 3 semestr | | | | |
|---|------------|---|------------|------------|
| Module №1 | | Module №2 | | Max Grade |
| Kind of Academic Activities | Max Grade | Kind of Academic Activities | Max Grade | |
| Answers on practicals (3 values *10 classes) | 30 (total) | Answers on practicals (3values *7 classes) | 21 (total) | |
| Tests (3 values *1 classes) | 3 (total) | | | |
| | | Preparation and defense of the homework | 8 | |
| <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 17 values</i> | | |
| Module test №1 | 11 | Module test №2 | 15 | |
| Total for module №1 | 44 | Total for module №2 | 44 | |
| Graded test | | | | 12 |
| Total 3 semester Grade | | | | 100 |

4.2. The completed curricular activity is accounted if the student received a positive mark according to the national scale given in the table 4.2 below.

4.3. The Current Module Grade and the Module Test Grade together make up a Total Module Grade whose correspondence to the National Scale is shown in Table 4.3.


| | | | |
|---|---|------------------|---------------------------------|
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Table 4.2

Correspondence between the Grades and the National Scale

| Grades | | | | | National Scale |
|-------------------------|---------|----------|---------------|------------------|-------------------|
| Answer on practicals | Tests | Homework | Module test 1 | Module test 2 | |
| 3 | 3 | 8 | 10-11 | 14-15 | Excellent |
| 2,5 | 2,5 | 6-7 | 9 | 12-13 | Good |
| 2 | 2 | 5 | 7-8 | 9-11 | Satisfactory |
| under 2 | under 2 | under 5 | under 7 | under 9 | Bad |

4.4. 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 and 4.5.

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 |
| under 27 | under 27 | Bad |

4.5. Total Semester Grade in semester with differentiated test (with this discipline – in 4th semester), equals to the sum of The Semester Module Grade and the Differentiated test Grade established for each category of Semester Module Grades (**12 for “Excellent”, 10 for “Good, and 8 for “Satisfactory”**), which is transferred in grades of National Scale and grades ECTS (Table 4.6).

Table 4.4

Table 4.5

Correspondence between the Semester Grades and the National Scale

| Semester Grades | National Scale | Graded Test Grades | National Scale |
|-----------------|----------------|--------------------|----------------|
| 79-88 | Excellent | 11-12 | Excellent |
| 66-78 | Good | 9-10 | Good |
| 53-65 | Satisfactory | 7-8 | Satisfactory |
| under 53 | Bad | under 7 | Bad |

4.6. The Total Semester Grades, National Scale grades and ECTS System grades is entered into the Examination Register and into a student’s record book.



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) |

4.7. The Total Semester Grades, National Scale grades and ECTS System grades is entered into the Examination Register and into a student's record book.

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, for example: **92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat/E**, etc.

4.9. The Total Grade is equaled the Total Semester Grade.

The Total Semester Grade is entered into the Diploma Supplement.



(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

| № прим. | Куди передано (підрозділ) | Дата видачі | П.І.Б. отримувача | Підпис отримувача | Примітки |
|---------|---------------------------|-------------|-------------------|-------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

| № пор. | Прізвище ім'я по-батькові | Підпис ознайомленої особи | Дата ознайомлення | Примітки |
|--------|---------------------------|---------------------------|-------------------|----------|
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

(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

| № зміни | № листа (сторінки) | | | | Підпис особи, яка внесла зміну | Дата внесення зміни | Дата введення зміни |
|---------|--------------------|------------|--------|--------------|--------------------------------|---------------------|---------------------|
| | Зміненого | Заміненого | Нового | Анульованого | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

| | Підпис | Ініціали, прізвище | Посада | Дата |
|-----------|--------|--------------------|--------|------|
| Розробник | | | | |
| Узгоджено | | | | |
| Узгоджено | | | | |
| Узгоджено | | | | |



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