Quality Management System

SYLLABUS
on
«Organization of Business»

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

Year of study – 2\textsuperscript{nd} Semester – 3\textsuperscript{d}
Classroom Sessions - 51 Examination – 3\textsuperscript{d} semester
Self-study - 69

Total (hours / ECTS credits) - 120/4.0

Term Paper - 3\textsuperscript{d} semester

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

QMS NAU S 11.02.03-01-2018
The Syllabus on «Organization of Business» is based on the educational and professional program Bachelor Curriculum № CB-6-073/16 for Speciality 073 “Management”, Specializations “Management of Foreign Economic Activity”, “Management of Organization and Administration (by types of economic activities)” and correspondent normative documents.

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Discussed and approved by the Scientific-Methodological-Editorial Board of the Faculty of Economics and Business Administration Minutes №_ of "___" _______ 2017.

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«___» _______2017.

Director of the Center
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Document level – 3b
The planned term between the revisions – 1 year
**Registered copy № 1**
1. **EXPLANATORY NOTES**

1.1. **Subject status in the system of professional training**
This course is a theoretical basis for a number of skills and knowledge, students acquire to become a specialist in the field of enterprise management.

1.2. **Target of the subject**
The target of the subject is to form modern managerial thinking and the system of specific knowledge in the organization and business development, acquiring skills of analysis and planning of business activities in the market, rational decision-making in management of business.

1.3. **Objectives to study the subject**
Tasks of learning the educational discipline are the following:
- to master theoretical and practical knowledge of objective laws, conditions and processes of entrepreneurship;
- to understand nature of legal regulation of business in today's economic transition;
- to study contemporary forms of business organization and its information system;
- to obtain knowledge about development and effective use of productive capacity of business entities;
- to learn basics of economic regulation of business and making effective management decisions.

1.4. **Integrated requirements for knowledge and skills of the subject (educational module)**
As a result of mastering the subject a student shall:

**Know:**
- organization of planning the production of economic subject;
- planning, organization and wages, cost of business entities;
- methods of making financial decisions and evaluating investment proposals.

**Learning outcomes:**
- to calculate main indexes of the economic activities of business;
- to determine costs of businesses;
- to calculate taxation parameters of business entities;
- to carry out analysis of economic activities of business;
- to use operational analysis in making financial decisions;
- to assess investment proposals;
- to use traffic management measures of financial resources and capital.

1.5. **Integrated requirements for learning outcomes in educational modules**
Training material of the discipline is structured by modular principle and consists of two classic modules. The third separate module is a course work that is performed in the seventh semester.

1.5.1. As a result of learning educational material of training module №1 "Basics of entrepreneurial activity" a student must:

**Know:**
- legal principles of business activities;
- nature and utilization of fixed and working capital of business;
- methods of analysis and planning of major indicators of industrial-financial businesses.

**Learning outcomes:**
- to assess level and ways to improve resource efficiency of business;
- to determine costs of the company and to analyze the breakeven of business activity;
- to own tools of planning and analysis of the economic activities of businesses.

1.5.2. As a result of learning educational material of training module №2 "Managing resources of business" a student must:

**Know:**
- taxation of business entities;
- methods of economic analysis of the efficiency of investment resources of business;
- measures of flow control of financial resources and capital of enterprise.

**Learning outcomes:**
- to calculate taxes for the particular business;
- to assess investment proposals;
- to use methods of management of financial resources and capital flow in business activity.

1.5.3. As a result of performing the course paper (module №3) a student must:

**Know:**
- theoretical basis for determining break-even of production activity in business;
- nature of economic and financial models of breakeven point of production activity;
- theoretical basis for determining optimal level of production and sales comparison method based on gross figures;
- theoretical basis for determining optimal level of production and sales comparison method based on marginal figures;
- theoretical foundations of the cost of material resources of business.

Learning outcomes:
- to determine break-even level of production businesses in physical and monetary terms;
- to determine optimal volume of production and sales by the method of comparing gross figures;
- to determine optimal volume of production and sales by the method of comparing marginal performance;
- to determine optimal amount of procurement of material resources of business.

Knowledge and skills the students obtain studying this subject will be used in the future to master subjects necessary for professional training of specialists with higher education.

1.6. Interdisciplinary links of the subject
In the academic discipline "Organization of business" there is a continuation of depth study of selected topics of subjects such as "Microeconomics", "Macroeconomics", "Logistics", "Marketing", "Foreign economic activity of the enterprise" and others.

Selected topics of course "Organization of business" will find further development in the disciplines of the specialty "Logistics services", "Investment and Innovation Management", "Controlling", "International Business".

2. SUBJECT CONTENT

2.1. Module #1 “Basics of entrepreneurial activity”.

Topic 2.1.1. Economic essence of entrepreneurship.

Topic 2.1.2. Legal basis of entrepreneurship.

Topic 2.1.3. Organizational aspects of business.


Topic 2.1.4. Formation of venture capital.

Formation of the initial business capital. Options for formation of separate elements of capital. Scheme of calculation of the required size of business capital. Sources of venture capital, funds accumulated during previous activities; personal savings in money and commodity forms; loan funds. Choice and justification acceptable and most effective ways for initial capital. Control of the efficiency of business capital using.

Topic 2.1.5. Planning of operational activity of business entities.
Market research principles of planning, planning methods of operational activity. Classification and structure of plans for production and business of enterprises. Planning of production and sales of products based on production capacity. Optimal planning of production and sales of private enterprise.

Topic 2.1.6. Marginal analysis of the company.
Determining optimal level of production by the methods of marginal analysis. Justification of administrative decisions regarding changes in production capacity, changes in production technologies using marginal analysis methods.
Using comparison of marginal cost and marginal revenue of the enterprise in a market with different types of competition to optimize profits.

**Topic 2.1.7. Planning technological development and improvement of production efficiency of the enterprise.**

The structure of plan for technological development and increasing efficiency of the company. Economic justification of action plan for technological development and increasing the efficiency of the company.

**Topic 2.1.8. Planning personnel of the enterprise.**

Planning productivity of personnel. Method of planning productivity growth through major technical and economic factors, improving technical level of production; improving management, production and labor; changes in volume and structure of production.

Structure of personnel. Planning total number of personnel, planning headcount categories of employees. Planning payroll personnel categories of employees. Social protection of staff based on a single social contribution.

**2.2. Module №2 "Managing resources of business"**

**Topic 2.2.1. Planning revenue, expenses and production costs of the company.**


**Topic 2.2.2. Break-even analysis of the company.**

Determining level of break-even volume production of the enterprise. Sensitivity analysis of critical relationships: changing input prices, changes in average variable costs, fixed costs change. Analysis of the impact of structural change: restructuring of sales volume, changes in the cost structure. Determining level of economic security.

**Topic 2.2.3. Tax system of the company.**


**Topic 2.2.4. Investment policy of the company.**


Formation of investment. Factors affecting estimated investment of the firm. Classification of investments in business activities for individual features: real investments, nature of participation in investment, investment period, ownership of investment resources, regional basis. Equity, shareholders’ and involved investment resources. Methods of financing individual investment programs and projects.


**Topic 2.2.5. Business plan of the company.**


**Topic 2.2.6. Evaluation of competitiveness.**


**Topic 2.2.7. Ways to improve business efficiency.**

Justification of effective methods and forms of business. Basic methods and forms of activation business. Accelerating process of privatization of enterprises (organizations). Improving system of entrepreneurs, adapting management systems to market requirements.

Enhancing innovation and investment activities and increasing competitiveness of the products (services) of the company. Management of innovations and investment firms manufacturing areas.

Optimization of the current cost and size of production. Concept of optimal current expenses of the company. Interconnection of profits, costs of production and volume of production. Factors of optimal costs. Justification optimal size of enterprise with mono-nomenclature production in terms of number of employees, volume commercial production, operating costs in the currency of commodity products.
2.3. Module №3 "Course Work".
Coursework (CW) on discipline is carried out in accordance with approved procedure of established guidelines, in order to consolidate and deepen the theoretical knowledge and skills acquired by the students in the learning disciplines in the field of resource management business.
Fulfillment of CW is an important step to prepare for the future thesis of the specialist in management.
Specific objective of the CW is in determining optimal level of production of a business entity on the basis of estimates break-even gross comparison methods and thresholds of income and expenditure, management costs of the resources of the business entity.

3. LIST OF REFERENCES

3.1. Basic literature
Basic literature

Additional literature
3.2.3. Рубиц Ю.Б. Курс профессионального предпринимательства. Ч.1. – М.: Маркет ДС, 2010. – 400 с.
3.2.4. Рубиц Ю.Б. Курс профессионального предпринимательства. Ч.2. – М.: Маркет ДС, 2010. – 416 с.
3.2.5. Рубиц Ю.Б. Теория и практика предпринимательской конкуренции. – М.: Маркет ДС, 2010. – 608 с.
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