

**National Aviation University**  
**Faculty of Management, Transport and Logistics**  
**Department of Management of Foreign Economic Activity of the enterprise**

APPROVE

Head of Department

Management of FEA of the enterprise

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## SYLLABUS

### "Academic skills of professional training"

**Field of knowledge:** "Management and administration"

**Specialty:** 073 "Management"

**Educational and professional program:** "Management of organizations and administration  
 (by type of economic activity) "

**Educational and professional program:** "Management of foreign economic activity"

**Educational and professional program:** "Logistics"

**Educational and professional program:** "Aviation Logistics"

**Degree of higher education -** Bachelor

**Course – 1** **Semester – 1**

**Number of hours / ECTS credits - 135 / 4.5**

**Form of study - full-time**

**Normative / selective - normative**

**The scope of discipline**

Types of classes	Number of hours
Lectures	34
Practical training	34
Independent work	67

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<b>Consultations</b>	Tuesday, Wednesday (10.00-12.00) 1st and 2nd week. For the period of quarantine consultations are conducted online.
<b>Work program discipline</b>	НБ - 7 - 073/19 - 2.1.4 РБ - 7 - 073/ 19 - 2.1.4

## 1. Abstract of the discipline

The discipline "Academic skills of vocational training" is a theoretical and applied basis of knowledge and skills that form the management profile of a specialist in the field of organizational management, management of foreign economic activity of enterprises and logistics and aims to study the basics of forming a conceptual model of management enterprise, organization, firm, as well as systems of general and professional competencies.

The content of the program is aimed at students gaining knowledge in the field of 07 "Management and Administration" and the formation of competencies.

### General competencies:

GC 1. Ability to abstract thinking, analysis, synthesis.

GC 2. Ability to apply knowledge in practical situations.

GC 3. Knowledge and understanding of the subject area and understanding of professional activity.

GC 4. Ability to communicate in the state language both orally and in writing.

GC 5. Ability to adapt and act in a new situation.

GC 6. Adherence to ethical principles both in terms of professional honesty and in terms of understanding the possible impact of management achievements on the social sphere.

GC 7. knowledge of the subject area and understanding of their professional activities.

### Professional competencies:

FC 1. The ability to analyze the results of the organization, to compare them with the factors of external and internal environment.

FC 2. Knowledge of the structure and content of industry standards of higher education in the specialty "management";

FC 3. Understanding of the conceptual model of manager training;

FC 4. Possession of a system of general and professional competencies of managers taking into account the needs of the market;

FC 5. Understanding the specifics of managers of different levels of management in aviation, manufacturing, service, trade, transport and other enterprises of various forms of ownership.

## 2. The purpose and objectives of the discipline "Academic skills of vocational training"

**The purpose of studying the discipline:** the formation of conditions for adaptation of students to university life, acquainting them with the organization of the educational process and methods of teaching at the university, the profile of specialties and specializations, prospects for future professional activity.

### Tasks of studying the discipline:

– acquaintance of first-year students with the State standards of higher education in Ukraine;

– study of regulatory and legal support for professional training of managers;

– acquaintance of students with the organizational structure of university management, organization of the educational process, rights and responsibilities of students, work schedule, etc .;

- acquaintance with educational programs "Management of organizations and administration", "Management of foreign economic activity", "Logistics", and also with curricula of preparation of managers on the corresponding educational programs;
- determining the place and role of management in the knowledge system, enterprise management structure and market economy;
- acquaintance with the general requirements to the level of training of a management specialist on the basis of the competence approach, his knowledge, skills and abilities;
- study of the basics of forming a conceptual model of a management specialist and his role in the management of the enterprise, organization, firm, as well as the system of general and professional competencies.

### 3. Learning outcomes

As a result of studying this discipline the student must:

#### Know:

- State standards of higher education in Ukraine;
- organization of the educational process and methods of teaching at the university,
- profile of specialty and specializations,
- prospects for future professional activity;
- rights and responsibilities of students;
- requirements for the professional qualification level of employees.

#### Be able:

- freely navigate the issues of the course as an essential part of professional training;
- to determine the place and role of management in the knowledge system, enterprise management structure and market economy.

#### Have practical skills:

- formation of a conceptual model of a management specialist and his role in the management of the enterprise, organization, firm.

### 4. Prerequisites for studying the discipline

The discipline "Academic skills of professional training" is the basis for the study of disciplines: "Management", "Personnel Management", "Operational Management", "Strategic Management", "Logistics", "Fundamentals of Logistics and Supply Chain Management", " Logistics infrastructure ", " Foreign economic activity ".

### 5. Educational-methodical and technical support of the discipline.

Table 5.1.

№	Name	Code of topics according to the thematic plan	Number
1.	Slides, posters	1.2 -1.6, 2.1-2.7	1 unit and electronic version
2.	Methodical recommendations for performing modular control work №1, №2	1.7, 2.9	1 unit. and electronic version

### 6. Methodical map of the discipline

Table 6.1.

Week of the lesson (according to the schedule of the educational process)	Title of the topic / Literature, information resources on the topic	Types of classes / number of hours	Teaching methods	Control methods, evaluation criteria and scores min-max	Tasks for practical (independent) work (specify guidelines for implementation), literature	Deadlines
<b>Module 1. "Regulatory and legal support for professional training of managers"</b>						
		Lectures / hours	lecture			
1	Higher education in the context of the Bologna Process. State standard of higher education in Ukraine	2	Methods of information-reporting, explanatory and formation of ZK1, FK3, FK5.	Method of self-control	The system of higher education in Ukraine and prospects for its development. The Bologna Process as a means of integration and democratization of higher education in Europe.	Week 1
2-3	Regulatory framework for the training of management specialists.	4	Methods of information and notification, explanatory and formation of ZK 7, FK7, FK1.	Method of self-control	Industry standards in the field of "Management". Variable educational and qualification characteristics and educational and professional programs of all levels of training in the professional field of "Management".	Week 2-3
4	The role of the graduating department in the training of specialists	2	Methods of information and notification, explanatory and formation of ZK5, FK7, FK2	Method of self-control	The role of the graduating department in ensuring the content and organization of training of management specialists. Characteristics and content of educational and methodical complexes of disciplines.	Week 4
5	Organizational structure of higher education institution management and organization of educational process.	2	Methods of explanatory-illustrative, informational-notification, explanatory and formation of ZK7, FK3, FK4, FK5	Method of self-control	General information about the university. Charter of the university, Rules of internal labor regulations of the university. The main structural units of the university. The role and place of each type of training in the formation of the qualities of a specialist.	Week 5

6	The profession of "manager": the content and scope of future professional activity.	2	Methods of explanatory-illustrative, information-notificational, explanatory and formation of ZK5, ZK6, FK3, FK5	Method of self-control	The role of the manager in the choice of strategy and development of business management tactics. Development, adoption and implementation of management decisions.	Week 6
7	Professional self-determination of a student. Profile of the educational program "Management of organizations and administration".	4	Methods of explanatory-illustrative, information-informative, explanatory and formation of ZK2, ZK6, ZK7 FK5	Method of self-control	The purpose of the curriculum "Management of organizations and administration" Swot-analysis of the educational program. Competences of the manager. Requirements for the identity of the manager.	Week 7
8	Professional self-determination of the student. Profile of OP "Management of foreign economic activity".		Methods of explanatory-illustrative, information, explanatory and formation of ZK3, ZK6, ZK7 FK5		The purpose of the curriculum "Management of foreign economic activity". Program features. Swot-analysis of the educational program.	Week 8
		<b>Practice classes / hours</b>				
1	Higher education in the context of the Bologna Process. State standard of higher education in Ukraine	2	Methods of information and notification, explanatory and formation of ZK1, FK3, FK5.	Methods of self-control, test, Answers to practice. classes 0-4 points	Educational and educational-qualification levels of higher education in Ukraine. Accreditation system of educational and professional training programs and educational institutions: licensing, accreditation.	Week 1
2-3	Regulatory framework for the training of management specialists.	2	Methods of information and notification, explanatory and formation of ZK 7, FK7, FK1.	Methods of self-control, test, Answers to practice. classes 0-4 points	Order of the Ministry of Education and Science № 261 "Regulations on the organization of the educational process in higher educational institutions".	Week 2-3
4	The role of the graduating department in the training of specialists	2	Methods of information and communication , and the formation of ZK5, FK7, FK2	Methods of self-control, test, Answers to practice. classes 0-4 points	Leadership qualities of the leader in personnel management. Formation of corporate culture: values and traditions of the team	Week 4

5	Organizational structure of higher education institution management and organization of educational process.	2	Methods of explanatory-illustrative, informational-notificational, explanatory and formation of ZK7, FK3, FK4, FK5	Methods of self-control, test, Answers to practice. classes 0-4 points	Practical training of students in the specialty. The role and place of training practices in the training of managers. Organization of independent work of students (VTS) and forms of its control. Practical purposefulness of tasks for independent work of students.	Week 5
6	The profession of "manager": the content and scope of future professional activity.	2	Methods of explanatory-illustrative, information-notification, explanatory and formation of ZK5, ZK6, FK3, FK5	Methods of self-control, test, Answers to practice. classes 0-4 points	The main tasks solved by managers; management of strategic development of the enterprise; organizational change management; management of innovation and investment activities; management of marketing activities of the enterprise.	Week 6
7	Professional self-determination of the student. Profile of the educational program "Management of organizations and administration".	6	Methods of explanatory-illustrative, information-informative, explanatory and formation of ZK2, ZK6, ZK7 FK5	Methods of self-control, test, Answers to practice. classes 0-4 points	Business properties: competencies and organizational skills. Personality traits: volitional and moral-psychological traits, health and lifestyle. Entrepreneurship and sociability. Leadership. Self-improvement.	Week 7
8	Professional self-determination of the student. Profile of OB "Management of foreign economic activity".	1	Methods of explanatory-illustrative, information, explanatory and formation of ZK3, ZK6, ZK7 FK5	Methods of self-control, test, Answers to practice. classes 0-4 points	Competences of the manager. Requirements for the identity of the manager. Business properties: competencies and organizational skills. Self-management.	Week 8
8	Modular control work №1	1	Control methods	Execution of modular contr. work 0-15 points	Preparation for MCW №1	Week 8
<b>Total for module №1</b>		18		0-43 points		

<b>Module №2 "Ensuring the professional skills of managers in the training of specialists in higher education"</b>						
		Lectures / hours	Lecture			
9	Professional self-determination of a student. Profile of the educational program "Logistics".	2	Methods of explanatory-illustrative, information-notification, explanatory and formation of ZK2, ZK7, FK4, FK5	Method of self-control, self-analysis	Characteristics of the program "Logistics". Suitability for employment and further training. Program competencies. Program learning outcomes. Swot-analysis of the educational program.	Week 9
10	Values of modern higher education in the context of globalization challenges and professional training of managers	2	Methods of explanatory-illustrative, information-notification, explanatory, explanatory-motivational and formation of ZK3, ZK5, ZK6, FK4, FK5	Method of self-control, self-analysis	Focus on personality-oriented education, promoting the harmonious development of the student's personality, his ability to independently acquire and develop knowledge, to form informational, social and professional skills.	Week 10
11-12	Activation of educational and cognitive activity of students in the system of higher education in management	4	Methods of explanatory-illustrative, information-notification, explanatory-motivational and formation of ZK2, ZK7, FK4, FK1, FK 3	Method of self-control, self-analysis	The essence of educational and cognitive activities. Reproductive, productive and creative activities. Problem-based learning. Forms and methods of active learning to improve the level of professional training.	Week 11-12
13	Competence approach to professional training of managers	2	Methods of explanatory-illustrative, informational-notification, explanatory-motivational and formation of ZK2, ZK7, FK4, FK5	Method of self-control, self-analysis	Orientation of education on learning outcomes as a criterion for the effectiveness of the educational process in higher education. Professional knowledge, skills and abilities. Academic knowledge, skills and abilities. Competence and competence. Professionalism and competence.	Week 13
14	Analysis of the professional environment and labor market of managers in Ukraine	2	Methods of information-communicative, explanatory, explanatory-motivational and	Method of self-control, self-analysis	Professional activity and professional deformation.  The specifics of professional activity in	Week 14

			formation of ZK6, ZK7, FK3, FK4, FK 5		organizations, firms, corporations and production, trade, transport and logistics companies of various forms of ownership.		
15	Professional profile of the manager	2	Methods of explanatory-illustrative, information-communicative, explanatory, explanatory-motivational and formation of ZK1, ZK5, FK3, FK4	Method of self-control, self-analysis	A modern view of business on the basic and professional competencies of managers. Requirements of employers for the training of managers. Conditions that provide quality training. Forms of cooperation between higher education institutions and enterprises in the training of professional management personnel. Problem situations in the training of managers and the requirements of the business environment.	Week 15	
16	Formation of professional skills and advanced training of management staff	2	Methods of explanatory-illustrative, information-notification, explanatory, explanatory-motivational and formation of ZK2, ZK7, FK4, FK3, FK 2	Method of self-control, self-analysis	Professional development and investment in human capital. Lifelong learning is an effective tool for professional development. Opportunities for professional development and professional development of managers. Corporate and business training. Development of business education in Ukraine.	Week 16	
17	Directions for improving the practical training of students in higher education.	2	Methods of explanatory-illustrative, information-communicative, explanatory and formation of ZK1, ZK5, FK3, FK4	Method of self-control, self-analysis	Analysis of the main trends in management development in Ukraine and abroad. The need for research in the field of management and student involvement.	Week 17	
		<b>Practical classes / hours</b>					
9	Professional self-determination of a student. Profile of the educational program "Logistics".	2	Methods of explanatory-illustrative, information-notification, explanatory and	Methods of self-control. Answers to practice.	Characteristics of general and professional competencies of logistics managers and	Week 9	



			formation of ZK2, ZK7, FK4, FK5	classes 0-3 points	their connection with the curriculum. Competence of an ideal logistics manager. Formation of radar competencies.	
10	Values of modern higher education in the context of globalization challenges and professional training of managers	2	Methods of explanatory-illustrative, information-notification, explanatory, explanatory-motivational and formation of ZK3, ZK5, ZK6, FK4, FK5	Methods of self-control. Answers to practice. classes 0-3 points	Academic environment and academic culture. Academic degrees and principles of continuing education. Individualization and computerization of learning. Internationalization of higher education and student mobility.	Week 10
11-12	Activation of educational and cognitive activity of students in the system of higher education in management	4	Methods of explanatory-illustrative, information-notification, explanatory-motivational and formation of ZK2, ZK7, FK4, FK1, FK 3	Methods of self-control. Answers to practice. classes 0-3 points	General and individual goals of students. Personal readiness of a student to study in a higher educational institution. Self-organization, self-motivation and self-control of the student.	Week 11-12
13	Competence approach to professional training of managers	2	Methods of explanatory-illustrative, informational-notification, explanatory-motivational and formation of ZK2, ZK7, FK4, FK5	Methods of self-control. Answers to practice. classes 0-3 points	Integral competence of graduates of higher educational institutions by relevant educational degrees. Special (professional, subject) competencies. Competence approach to training professional managers.	Week 13
14	Analysis of the professional environment and labor market of managers in Ukraine	2	Methods of information-communicative, explanatory, explanatory-motivational and formation of ZK6, ZK7, FK3, FK4, FK 5	Methods of self-control. Answers to practice. classes 0-3 points	Analysis of supply and demand in the labor market. Labor market segmentation and the place of managers. Dynamics of supply and demand. Enterprises where managers can work - graduates of NAU. Comparative analysis of international and domestic companies as potential employers..	Week 14
15	Professional profile of the manager	2	Methods of explanatory-illustrative, information-communicative, explanatory, explanatory-motivational and formation of	Methods of self-control. Answers to practice. classes 0-3 points	Definition of general and professional competencies based on the analysis of job descriptions. Career growth. Pay. Model of professional activity of the manager.	Week 15

			ZK1, ZK5, FK3, FK4		Development of a professional profile of a manager based on the analysis of questionnaires and job postings.	
16	Formation of professional skills and advanced training of management staff	2	Methods of explanatory-illustrative, information-notification, explanatory, explanatory-motivational and formation of ZK2, ZK7, FK4, FK3, FK 2	Methods of self-control. Answers to practice. classes 0-3 points	International and national professional associations and their impact on the training and retraining of managers. Personnel certification systems.	Week 16
17	Directions for improving the practical training of students in higher education. Management development in Ukraine and student research.	1	Methods of explanatory-illustrative, information-communicative, explanatory and formation of ZK1, ZK5, FK3, FK4	Methods of self-control. Answers to practice. classes 0-3 points	Research activities of students as a means of quality training. International projects and grants in the field of management and logistics. European research space and opportunities for students. Solving research tasks and preparing cases.	Week 17
17	Modular control work №2	1	Control methods	Excl. MCW 0-13 points	Preparation for MCW №1	Week 17
<b>Total for module № 2</b>				0-45 points		
<b>Semester exam</b>				0-12 points		
<b>Total for academic discipline</b>				0-100 points		

## 7. Final control

### 7.1. List of questions submitted to the MCW №1

1. Accession to the Single European Educational Area. The Bologna Process as a means of integration and democratization of higher education in Europe.
2. Degree system of higher education in Ukraine. Educational and educational-qualification levels of higher education in Ukraine.
3. General characteristics of the legal framework for the organization of the educational process in higher education.
4. The role of the graduating department in ensuring the content and organization of training of management specialists.

5. Characteristics and content of educational and methodological complexes of disciplines.
6. Organization of educational work at the graduating department.
7. Types and content of training sessions. The role and place of each type of training in the formation of the qualities of a specialist.
8. Organization of independent work of students in the process of preparation for seminars and practical classes.
9. Practical training of students in the specialty. The role and place of training practices in the training of managers.
10. The needs of the economy and the training of new types of managers in Ukraine.
11. Manager as an organizer of specific activities in the organization. The role of the manager in the choice of strategy and development of business management tactics.
12. Development, adoption and implementation of management decisions.
13. The main tasks solved by managers.
14. Characteristics of the program "Management of organizations and administration".
15. Competences of the manager. Requirements for the identity of the manager.
16. Characteristics of the program "Management of foreign economic activity".

## **7.2. List of questions submitted to the MCW №2**

1. Characteristics of general and professional competencies of logistics managers and their relationship with the curriculum.
2. Competence of the ideal logistics manager. Formation of radar competencies.
3. Modernization of the higher education system of Ukraine and the transition to an innovative educational model.
4. Focus on personality-oriented education, promoting the harmonious development of the student's personality, his ability to independently acquire and develop knowledge, to form informational, social and professional skills.
5. Academic degrees and principles of continuing education.
6. Internationalization of higher education and student mobility.
7. The importance of training management professionals for the development of Ukraine's economy.
8. The essence of educational and cognitive activities.
9. Motivation of students to learn new knowledge and personal development.
10. Self-organization, self-motivation and self-control of the student.
11. Forms of independent work of students and their influence on the activation of cognitive work of students.
12. Opportunities for professional development of students studying in the educational programs "Logistics", "Management of organizations and administration" and "Management of foreign economic activity".
13. Integral competence of graduates of higher educational institutions by relevant educational degrees.
14. Competence approach to the training of professional managers.
15. Modern business view on the basic and professional competencies of managers. Requirements of employers for the training of managers.
16. Model of professional activity of the manager.

### 7.3. Evaluation of certain types of work

Assessment of certain types of educational work performed by the student is carried out in points in accordance with table. 7.1.

Table 7.1

#### Assessment of certain types of educational work performed by the student

6 семестр				
Module №1		Module №2		Max number of points
Type of educational work	Max number of points	Type of educational work	Max number of points	
Answers to practical classes (4p. * 7 classes)	28 (total)	Answers to practical classes (3p. * 8 classes)	24 (total)	
Execution and defense of homework	-	Execution and defense of homework	8	
<i>To be admitted to the module test №1, a student must score at least 14 points.</i>		<i>To be admitted to the module test №2 the student must score at least 17 points.</i>		
Execution of modular control work №1	15	Execution of modular control work №2	13	
<b>Total for module №1</b>	<b>43</b>	<b>Total for module №2</b>	<b>45</b>	
<b>Semester exam</b>				<b>12</b>
<b>Total for semester 6</b>				<b>100</b>

Completed types of educational work are credited to the student, if he received a positive rating for them (Table 7.2).

Table 7.2

#### Correspondence of rating assessments for certain types of educational work in points to assessments on a national scale

Rating in points				Rating on a national scale
Answers to practical classes	Execution and defense of homework	Execution of modular control work №1	Execution of modular control work №2	
4	8	14-15	12-13	Excellent
3-3,5	6-7	12-13	10-11	Good
2,5	5	9-11	8-9	Satisfactory
Less than 2	Less than 5	Less than 9	Less than 8	Unsatisfactory

### 7.4. Current modular rating

The sum of rating assessments received by the student for certain types of completed educational work is the current modular rating assessment, which is recorded in the module control.

## 7.5. Final modular rating assessment

The sum of current and control modular ratings is the final modular rating (Table 7.3), which in points and on a national scale is recorded in the module control.

Table 7.3

### Correspondence of final modular rating estimations in points to estimations on a national scale

Module №1	Module №2	Score on a national scale
39-43	43-45	Excellent
32-38	35-42	Good
25-31	28-34	Satisfactory
Less than 25	Less than 28	Unsatisfactory

## 7.6. Final semester modular rating assessment

The sum of the final modular ratings in points is the final semester modular rating, which is converted into a score on a national scale (Table 7.4).

Table 7.4

Table 7.5

### Correspondence of the final semester modular rating assessment in points to the assessments on the national scale

Score in points	Score on a national scale
79-88	Excellent
66-78	Good
53-65	Satisfactory
Less than 53	Unsatisfactory

### Correspondence of the examination rating in points to the assessment on a national scale

Score in points	Score on a national scale
11-12	Excellent
9-10	Good
7-8	Satisfactory
Less than 7	Unsatisfactory

## 7.7. Final semester rating

The sum of the final semester module and examination ratings in points is the final semester rating, which is converted into grades on the national scale and the ECTS scale (Table 7.6).

Table 7.6

### Correspondence of the final semester rating in points to the assessment on the national scale and the ECTS scale

Score in points	Score on a national scale	ECTS score	
		Rating	Explanation
<b>90-100</b>	<b>Excellent</b>	<b>A</b>	<b>Excellent</b> (excellent performance with only a small number of errors)
<b>82-89</b>	<b>Good</b>	<b>B</b>	<b>Very good</b> (above average with multiple errors)
<b>75-81</b>		<b>C</b>	<b>Good</b> (generally correct execution with a certain number of significant errors)

67-74	Satisfactory	D	Satisfying (not bad, but with a significant number of shortcomings)
60-66		E	Enough (performance meets the minimum criteria)
35-59	Unsatisfactory	FX	Unsatisfactory (with the possibility of re-assembly)
1-34		F	Unsatisfactory (with mandatory re-course)

**7.8. The final semester rating** in points, on the national scale and the ECTS scale is entered in the test report, study card and student record book.

**7.9. The final semester rating** is entered in the student's record book and study card, for example, as follows: 92 / Excellent / A, 87 / Good / B, 79 / Good / C, 68 / Sat./D, 65 / Sat./E, etc.

The final rating of the discipline is equal to the final semester rating.

The specified final rating assessment in the discipline is entered in the Diploma Supplement.

### 8. Discipline policy

To successfully complete the course and master the program material on the subject "Academic skills of professional training" the student must: attend classes according to the established schedule, not to be late, not to miss classes, and in case of illness, provide information, study the material of the missed class, take an active part in the learning process.

The student must perform and submit tasks for independent work in the time specified by the teacher. It is expected that students will adhere to the principles of academic integrity, aware of the consequences of their violation, as determined by the Statute of NAU, the Code of Honor of the student of the National Aviation University ([https://nau.edu.ua/site/variables/docs/docsmenu/uchebniy%20process/Kodeks\\_chesti.jpg](https://nau.edu.ua/site/variables/docs/docsmenu/uchebniy%20process/Kodeks_chesti.jpg).) and [the Regulations on the Detection and Prevention of Academic Plagiarism at the National Aviation University.](#)