

NATIONAL AVIATION UNIVERSITY

Educational and Research Institute of Economics and Management
Faculty of Management and Logistics
Management of Foreign Economic Activity of Enterprises Department

AGREED

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«____» _____ 2016

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«____» _____ 2016



Quality Management System

COURSE TRAINING PROGRAM

on discipline

"Management of Economic Activity of Enterprise"

(according to ECTS)

Area of knowledge: 0306 "Management and Administration"
Major: 6.030601 "Management"

Year of study – 2 Semester – 3^d

Lectures – 34 Examination – 3^d semester

Practicals – 17

Self-study – 54

Total (hours/ECTS credits) – 105/3.5

Homework (1) – 3^d semestr

Index ПБ-6-6.030601-2/15-a-4.2.5

QMS NAU CTP 11.02.03-01-2016



The Course Training Program is based on the "Management of Economic Activity of Enterprise" Syllabus with index CB-6-6.030601-2-a/15-4.2.5, approved __._____.2016; Bachelor Extended Curriculum № ECB-6-6.030601-2-a/15 for Major 6.030601 "Management" and correspondent normative documents.

Course Training Program has been developed by
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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	10	4	2	4
1.2	Management of company's fixed assets	6	2	-	4
1.3	Management of company's current assets	8	2	2	4
1.4	Management of company's labor resources	6	2	-	4
1.5	Management of marketing activity of an enterprise	8	2	2	4
1.6	Company's Costs Management	4	2	-	2
1.7	Module Test №1	4	-	2	2
Total for the module №1		46	14	8	24
Модуль №2 "Management of some aspects of the economic activity of the enterprise"					
2.1	Management of the profit of the company	10	4	2	4
2.2	Management of the company's value and its capital structure	8	4	-	4
2.3	Management of investment activity of the company	10	4	2	4
2.4	Risk management of the company	8	4	-	4
2.5	Management of the economic activity of enterprises in crisis	11	4	3	4
2.6	Homework	8	-	-	8
2.7	Module Test №2	4	-	2	2



Total for the module №2	59	20	9	30
Total for 3^d semester	105	34	17	54
Total for the subject	105	34	17	54

2.2. Designing of didactic process of the types of classes

2.2.1. Lectures, their subjects and scope

№	Topic	Academic Hours	
		Lectures	Self-study
1	2	3	4
3 semestr			
Module №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	2	1
1.2	Management of company's fixed assets	2	1
1.3	Management of company's fixed assets	2	4
1.4	Management of company's current assets	2	2
1.5	Management of company's labor resources	2	4
1.6	Management of marketing activity of an enterprise	2	2
1.7	Company's Costs Management	2	2
Total for the module №1		14	16
Module №2 "Management of some aspects of the economic activity of the enterprise"			
1.1	Management of the profit of the company	2	1
1.2	Management of the profit of the company	2	1
1.3	Management of investment activity of the company	2	2
1.4	Management of investment activity of the company	2	2
1.5	Management of the company's value and its capital structure	2	1
1.6	Management of the company's value and its capital structure	2	1
1.7	Risk management of the company	2	2
1.8	Risk management of the company	2	2
1.9	Management of the economic activity of enterprises in crisis	2	1
1.10	Management of the economic activity of enterprises in crisis	2	1
Total for the module №2		20	14
Total for 3^d semester		34	30
Total for the subject		34	30

2.2.2. Practicals, their subjects and scope

№	Topic	Academic Hours	
		Pract.	Self-study
1	2	3	4
3 semestr			



Module №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	2	2
1.2	Management of company's current assets	2	2
1.3	Management of marketing activity of an enterprise	2	2
1.4	Module Test №1	2	2
Total for the module №1		8	8
Module №2 «Management of some aspects of the economic activity of the enterprise»			
2.1	Management of the profit of the company	2	2
2.2	Management of investment activity of the company	2	2
2.3	Management of the economic activity of enterprises in crisis	2	1
2.4	Management of the economic activity of enterprises in crisis	1	1
2.5	Module Test №2	2	2
Total for the module №2		9	8
Total for 3^d semester		17	16
Total for the subject		17	16

2.2.3. Student self-study, its content and planned hours

№	Self-study Content	Academic Hours
1	2	3
3 semester		
1.	Study of the lecture material	12
2.	Preparation for practicals	30
3.	Homework preparation	8
4.	Preparation for Module Tests 1 and 2	4
Total for 3^d semester		54
Total for the subject		54

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. List of references

Basic literature

- 3.1.1 Анализ хозяйственной деятельности в промышленности / Под ред. В.И.Стражева. – Минск: Вышейш. 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: ІПП "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.

Additional recommended sources

- 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.

2.2.3.1. 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.

3.2. 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 (5 values *4 classes)	20 (total)	Answers on practicals (5 values *3 classes)	15 (total)	
Tests (5 values *2 classes)	10 (total)	Tests (5 values *1 classes)	5 (total)	
		Preparation and defense of the homework	8	
<i>For carrying out module test № 1, a student must receive not less than 18 values</i>		<i>For carrying out module test № 1, a student must receive not less than 17 values</i>		
Module test №1	14	Module test №2	16	
Total for module №1	44	Total for module №2	44	
Examination				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.

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	
5	5	8	13-14	15-16	Excellent
4	4	6-7	11-12	12-14	Good
3	3	5	9-10	10-11	Satisfactory
under 3	under 3	under 5	under 9	under 10	Bad

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.



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

4.4. 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.

Table 4.4

Correspondence between the Semester Grades and the National Scale

Semester Grades	National Scale	Examination 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

4.5. 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 4.5).

Table 4.5

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		B	Very Good performance above the average standard with few mistakes)
75 – 81	Good	C	Good (good performance altogether with a certain number of significant mistakes)
67 – 74		D	Satisfactory (performance meets the average standards)
60 – 66	Satisfactory	E	Sufficient (performance meets the minimal criteria)
35 – 59		FX	Bad (bad performance; a second testing is required)
1 – 34	Bad	F	Bad (very bad performance; a student shall retake the course)

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.

4.7. 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.



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4.8. The Total Grade is equaled the Total Semester Grade.
The Total Semester Grade is entered into the Diploma Supplement.



(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			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				