

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**National Technical University "Kharkiv Polytechnic Institute"**

**Educational and Research Institute  
Economics, Management and International Business**

**APPROVED**

pro-rector

Ruslan MYHUSCHENKO

" \_\_\_\_ " \_\_\_\_\_ 2021

**PROGRAM**

for entrance examinations

for master's degree educational program

"Business Administration (English-taught programme)"

Director of the Institute EMIB

\_\_\_\_\_ Oleksandr MANOYLENKO

### ***Specialty 073 "Management"***

#### ***The educational program "Business Administration (English-taught programme)"***

The purpose of professional entrance examinations is to determine the level of preparedness of applicants who want to study at the National Technical University "Kharkiv Polytechnic Institute" and apply for the educational program "Business Administration".

For successful mastering of educational and professional master's program applicants must have basic higher education (bachelor's degree) and the ability to acquire knowledge and skills about subjects of general and vocational training.

The program of entrance examinations is based on the educational and professional program for the preparation of a bachelor of non-economic profile and at the same time reflects the requirements for students of the level of master's preparation defined in the standards of higher education.

Graduates are awarded the qualification of Master of Business Administration who can work in senior positions in public administration, management consulting, as well as the positions of senior and middle management of enterprises and their divisions and services, associations of enterprises of different ownership and types of activities.

Graduates of the program will be able to hold positions of functional managers of firms or their divisions; human resource directors or human resource managers; directors of small enterprises; research and development managers; public relations managers; project managers; business consultants, etc.

When preparing for the exam, it is required to pay attention to the fact that the applicant must:

*know:* basics of economics and management;

*be able:* make wise economic decisions, etc.

The procedure for conducting entrance examinations is determined by the "Regulation on the selection committee of NTU "KhPI" and the "Regulation on subject examination and professional certification commissions for conducting entrance examinations".

## Program Content

### 1. Economic theory.

Alternative theories of value formation of goods and services. Depreciation and reproduction of capital. Analysis of various schools of economic theory. Banks, their types and functions. Currency markets. Cost, value and use value of goods. Keynesian concept of economic policy. Neo-liberal and monetarist economic policy concept.

Types and forms of ownership and management. Definition of property relations. Types of competition. World market for goods and services.

Concept of the origin and essence of money. Genesis, nature and sources of capital. Money supply, its structure and aggregates. Money market.

The state as an entity of market economy. Objectives, functions and mechanisms of state control to a market economy.

State budget and extrabudgetary funds. Government spending and budget deficits, sources of budget deficit coverage. State debt. Local budgets. Consolidated budget.

The essence and structure of taxes. The tax system in Ukraine.

Sources of income. The economic system, its essence and structural elements. Economic categories, laws and principles. The economic needs of society, their nature and structure.

Production efficiency, its economic and social indicators. Common forms of organization of social production.

The law of value, its nature and function. The law of supply and demand. Wages as the price of the "labor force" and the form of distribution according to the results of labor.

Land tax. The land market.

The capital and production costs. Capital turnover rate. The ratio of the categories of turnover and capital turnover.

Concept of production costs.

Collective ownership. The cooperative sector.

International economic integration and its organizational forms. Migration and international labor market. World trade: the nature and structure.

The productive forces as the material basis of the economic system. Employment, its essence and form. The causes and forms of unemployment.

Nominal and real income. Cost of living. Consumer basket.

Components of modern economic theory. Positive and normative economic theory. The formation and main stages of development economics as a science.

### *Recommended Books:*

1. GI Bashnyanin Political Economy: a textbook / GI Bashnyanin, PY Azure, VS Medvedev. - K .: Nick Center, Elga, 2000. - 527 p.

2. Hal'chyns'kyi AS Bases of economic knowledge, teach. guidances. / AS Hal'chyns'kyi, PS Eschenko, Y. Palkin. - K .: High School, 2002. - 544 p.

3. Dzyubyk S. Foundations of Economic Theory / Dzyubyk S., A. Ryvak. - K .:

Fundamentals, 2014. - 423 p.

4. Economic theory, political economy: Textbook / Ed. VD Bazilevich. - K .: Knowledge Press, 2004. - 615 p.

5. Fundamentals of Economic Theory: Textbook / Ed. SV Mocherny. - K .: Publishing Center "Academy", 2000. - 304 p.

6. Fundamentals of economic theory: textbook. in 2 Vol. / Ed. Y. Nikolenko. - K .: Lybid, 2003. - 380 p.

## **2. Management.**

The essence of the concept of "management." Management as a science. The functions of management. Evolution of management. The essence of management approaches. Synthetic management theory. Social responsibility in the organization. The internal and external environment of the organization. Communication in the organization. Methods of making managerial decisions. Types of organizational structures. The meaning of "motivation". The main stages of the motivational process. Semantic theory of motivation. Process theory of motivation. The power and influence in the organization. The essence of the concept of "leadership." Leadership theories. Leadership style. Control as a function of management. Types of control. The essence of business planning.

### *Recommended Books:*

1. Osovska, GV Fundamentals of Management / GV Osovska, OA Osovskyy. - Kind. 3rd ed., Revised. and fulfill. - K: Condor, 2008. - 664 p.
2. *Meskon MH, Albert M., HedouryF.* Fundamentals of Management = Management. - 3rd ed. - M .: Williams, 2008. - 672 p.
3. *Vihansky OS, AI Naumov* Management: Textbook. - 4 th ed., Rev. and add. - M .: Экономистъ, 2008. - 670 p.
4. Rulyev VA Management: Training. manual / VA Rulyev, S. Hutkevych. - K: Center of educational literature, 2011. - 312 p.
5. Management: Training. guidances. / [Moshek GE, Pokanyevych Yu, Solomko A. et al.]. - K .: Condor, 2009. - 392 p.
6. Management: textbook / [VG Fedorenko, Itkin OF, Anya VI etc]; by science. Ed. prof. VG Fedorenko. - K .: alerts, 2008. - 652 p.
7. *Richard L. Daft* Management = Management / Richard L. Daft - 6 th ed. - S.Pb .: Peter, 2008. - 864 p.

## List of Questions

### 1. Economic theory.

1. Alternative theories of value formation of goods and services.
2. Depreciation and reproduction of capital. The physical and moral deterioration of capital.
3. Bank as an economic entity. Banks and their types and functions.
4. Exchange rate. Convertibility of currencies. Currency market.
5. Cost, value and use value of goods.
6. The interaction of supply and demand with the price. Elasticity of demand and supply.
7. The relationship of interests and needs. Economic needs and interests - the driving force of social and economic development.
8. Types and forms of ownership and management. Definition of property relations. Property right. Property as an economic category.
9. Types of competition.
10. Money and its law. Money market.
11. Demographic problems of the world and ways to solve it.
12. The state as a subject of market economy. Objectives, functions and mechanisms of state control to a market economy.
13. State budget and extrabudgetary funds.
14. Government spending and the budget deficit, sources of financing the budget deficit. State debt.
15. Sources of income. Income from property and rental income. The business income.
16. The economic system, its essence and structural elements.
17. Economic categories, laws and principles. The system of economic laws.
18. Economic needs of society, their essence and structure. The economic law of increasing needs.
19. Production efficiency, its economic and social indicators.
20. Employment, its essence and form. Underemployment and unemployment.
21. The law of supply and demand. Supply and demand as elements of the market.
22. Wages as the price of the "labor force" and the form of distribution of the results of labor.
23. Land tax. The land market.
24. The capital and production costs. Time of turnover capital and its components.
25. Concept of production costs. Types of production costs and their dynamics.
26. Credit system. The essence and function of credit.
27. Material and immaterial production.
28. International economic integration and its organizational forms.
29. The international division of labor and the internationalization of the economy as a basis for the development of the world economy.
30. Turnover, its essence. Capital turnover rate. The ratio of the categories of

turnover and capital turnover.

31. The causes and forms of unemployment.
32. The productive forces as the material basis of the economic system.
33. Cost of living. Consumer basket.
34. World trade: the nature and structure.
35. The formation and main stages of development economics as a science.
36. Social production and reproduction. The content and structure of production.
37. Essence of income as an economic category. Household income, the types and sources of formation.
38. The essence and structure of the state budget.
39. The essence and structure of taxes. The tax system in Ukraine.
40. The essence of the capital, its forms.
41. Essence, causes and types of inflation. Stagflation.
42. Shadow economy and its impact on socio-economic development.
43. Goods as a fundamental category of commodity production.
44. Trade and balance of payments.
45. Forms and wage systems.
46. Functions of money and their evolution.

## **2. Management**

1. Evolution of management.
2. The essence of management approaches.
3. Synthetic management theory.
4. Explain the nature of corporate social responsibility (CSR). Give pros and cons arguments of CSR
5. The essence of the concept of "management".
6. The main functions and methods of management.
7. What is the object of management as a science?
8. Who are managers in the organization? What are their functions? What qualities and abilities must have they have?
9. What is an organization? Analyze the division of labor in organizations.
10. The essence of the external environment of the organization.
11. The essence of the internal environment of the organization.
12. What is communication? Analyze the communication process.
13. Non-verbal and informal communications.
14. Methods of making management decisions.
15. The essence of power and influence in organizations..
16. Main objectives of strategic management.
17. Strategic vision.
18. General concept of leadership. Types of leadership.
19. Methods of analysis of industry and competition.
20. What the motivation? Main features of motivational process.
21. Types of organizational structures.
22. Control as a management function.

23. Situational leadership theory.
24. The essence of business planning.
25. Substantial theories of motivation.
26. Process theory of motivation.
27. Leadership styles.

### **EVALUATION CRITERIA**

Assessment applicants' knowledge takes into account the completeness and accuracy of the tasks. The overall rating is defined as the average of the ratings of answers to all questions. The following criteria are used:

Rating score, scores	Assessment ECTS and its definition	National assessment	evaluation criteria	
			positive	negative
1	2	3	4	5
90-100	A	Perfectly	<ul style="list-style-type: none"> <li>- thorough knowledge of educational material contained in the literature;</li> <li>- the ability to analyze the phenomena studied in their relationship and development;</li> <li>- the ability to carry out theoretical calculations;</li> <li>- Answers to questions are clear, concise, logically consistent;</li> <li>- the ability to solve complex practical problems</li> </ul>	answers to questions may contain minor inaccuracies
82-89	B	Fine	<ul style="list-style-type: none"> <li>- deep knowledge in the amount of mandatory material;</li> <li>- the ability to give reasoned answers to the questions and carry out theoretical calculations;</li> <li>- the ability to solve complex practical problems</li> </ul>	answers to questions contain certain inaccuracies
75-81	C	Fine	<ul style="list-style-type: none"> <li>- strong knowledge of the material under study and its practical application;</li> <li>- the ability to give reasoned answers to the questions and carry out theoretical calculations;</li> <li>- the ability to solve practical problems</li> </ul>	- inability to use theoretical knowledge to solve complex practical problems
64-74	D	Satisfactorily	<ul style="list-style-type: none"> <li>- basic knowledge of the fundamental provisions of the material being studied, and their practical application;</li> <li>- the ability to solve simple practical problems</li> </ul>	<ul style="list-style-type: none"> <li>- inability to give a reasoned answer to the question;</li> <li>- the inability to analyze the material and perform calculations;</li> <li>- inability to solve complex practical problems</li> </ul>
1	2	3	4	5

60-63	E	Satisfactorily	- basic knowledge of the fundamental provisions of material - the ability to solve simple practical problems	- ignorance of some (unimportant) issues of material; - inability to consistently and convincingly express an opinion; - inability to apply theoretical principles in solving practical problems
35-59	FX	Unsatisfactorily	-	- ignorance of the basic fundamental provisions of educational material; - significant errors in the answers to questions; - inability to solve simple practical problems
1-34 (On the Commission)	F	Unsatisfactorily	-	- a complete lack of knowledge large part of the training material; - significant errors in the answers to questions; - ignorance of the basic fundamental provisions; - the inability to focus on solving simple practical problems

100 points are added to the sum received during assessment, which makes the final assessment of work on a scale of 100-200 points, according to "Rules for admission to NTU "KhPI" in 2021".

The program for entrance examinations was reviewed and approved at a meeting of Management and taxation department, protocol N17 on February 17, 2021.

Approved at the meeting of the Academic Council of the Institute EMMB. Protocol N2, 23.02.2021 p.

Chairman of the Academic Council  
of the Institute EMIB

Oleksandr MANOYLENKO

Head of professional  
certification commission

Nataliia KRASNOKUTSKA