

INTRODUCTION TO SPECIALTY. INTRODUCTORY PRACTICE.

COURSE SYLLABUS

Code and name of specialty	073 – Management	Institute	Institute of Education and Science in Economics, Management and International Business
Program name	Management of Organizations and Administration / Business Administration	Department	Management and taxation
Type of program	Educational and Professional	Language of instruction	English / Ukrainian

LECTURER

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DSc (Economics), Professor, Head of Management and Taxation Department (NTU “KhPI”)
 Authored and co-authored over 200 scientific publications. Courses: Performance management, Introduction to specialty (Management), Business valuation, Business planning

GENERAL DESCRIPTION OF THE COURSE

Summary	The course is aimed at students getting a general idea of the higher education system and at studying the basic roles and requirements for managers related to their professional activities, leadership and communication. The emphasis is on critical thinking, teamwork and effective communication.
Course objectives	<ul style="list-style-type: none"> ● to form a general idea of the higher education system in Ukraine and the world; ● to reveal the subject area of management and its functions ● to enhance students’ capacity for critical thinking, teamwork and communication
Types of classes and control	Lectures, workshops, consultations. The course ends with a final test
Term	1

Student workload (credits) / Type of course	3 / Mandatory	Lectures (hours)	16	Workshops (hours)	16	Self-study (hours)	58
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Program competences	GC09. The ability to learn and to master the modern knowledge GC11. The ability to adopt and performance in the new situation GC12. The ability to generate new ideas (creativity). GC15. The ability to act on basis of ethical grounds (reasons) SC01. The ability to identify and to describe the characteristics of organizations.
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Learning outcomes	Teaching and learning methods	Forms of assessment (continuous assessment CAS, final assessment FAS)
LO03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership	Interactive lectures with presentations, discussions, workshops, teamwork, game-based learning, project-based learning, essay-writing	Written essays (CAS), practical assessment (CAS), online tests (CAS), oral presentation of the individual project (CAS), final online test (FAS)
LO05. To describe the content of the functional areas of the organization	Interactive lectures with presentations, discussions, workshops, teamwork, game-based learning, essay-writing	Written essays (CAS), practical assessment (CAS), online tests (CAS), final online test (FAS)
LO09. To demonstrate skills of interaction, leadership and team work	Discussions, workshops, teamwork, game-based learning, student-peer feedback	Practical assessment (CAS), final online test (FAS)
LO16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical	Workshops, project-based learning, individual and teamwork, essay-writing	Written essays (CAS), practical assessment (CAS), online tests (CAS), oral presentation of the individual project (CAS), final online test (FAS)

ASSESSMENT AND GRADING

Range s of points corres pondi ng to grades	Total score (points) for all types of learning activities	ECTS grading scale	The national grading scale	Allocation of grade points
	90-100	A	excellent	
	82-89	B	good	
	74-81	C		
	64-73	D	satisfactory	
	60-63	E		
	35-59	FX	Unsatisfactory (with the exam retake option)	
	0-34	F	Unsatisfactory (with mandatory repetition of the course)	

100% Final assessment as a result of Final test (40%) and Continuous assessment (60%).
40% Final test: online test
60% Continuous assessment:

- 30% individual assignments (6 written essays)
- 15% mid-term control (3 online tests)
- 10% practical assessment;
- 5% oral presentation of the individual project

Course policy

Students are expected to attend classes regularly, to get to class on time and stay for the duration of the class. In the case of absence, students will be required to submit all assignments to make up for the missed classes. Students are also expected to come to class having read all the required material and being ready to productively participate in the class discussions. Written assignments should be submitted before the specified deadlines.

COURSE STRUCTURE AND CONTENT

Lecture 1	Higher education in the context of the Bologna process	Workshop 1	University education: current requirements and challenges	S e l f - s	Online testing "Ukrainian higher education in the context of the Bologna Process". Writing a critical essay "The Impact of Globalization on a Modern University"
Lecture 2	Management as a specialty in the higher education system	Workshop 2	Teamwork "Ishikawa Diagram"		Online testing "Management as a specialty". Writing a critical essay "In management, it is not success that matters, but the significance of what you do"

Lecture 3-4	Managerial roles and jobs	Workshop 3	Business game "Design a system"	t u d y	Watching the film "Jobs". Writing a critical essay "What is more important - think big or pay attention to details".
		Workshop 4	Managerial roles and leadership (team activities and discussions based on the film "JOBS")		Visiting a company and giving a feedback about managerial roles
Lecture 5	Emerging jobs in management	Workshop 5	Game "Emerging jobs in management"		Acquaintance with the materials of the foresight "Professions of the Future in Management". Critical essay "A World without managers - reality or Fantastic?"
Lecture 6	Key traits of modern manager: transformational leadership	Workshop 6	Case study and teamwork "Dale Chihuly "Playing with fire".		Writing an essay "Leader should always be an example to followers".
Lecture 7	Communication in management	Workshop 7	Communication process: types and components		Online testing "Who are the managers" Writing a critical essay "Transparent communications as a key success factor in management"
Lecture 8	Corporate social responsibility as a key trend in modern management	Workshop 8	Oral presentation of the individual project "A manager who inspires me"		Final online test.

RECOMMENDED READING

C o m p u l s o r y	1. Drucker P. F. Management. – Zondervan, 2008.	R e c o m m e n d e d	1. World university ranking Shanghai Jiao Tong University. – URL: http://www.arwu.org/ .
	2. Krasnokutska N. Introduction to Specialty (Management) [Electronic resource] : lecture slides / N. Krasnokutska. – Kharkiv, 2018. – 68 p. – URI: http://repository.kpi.kharkov.ua/handle/KhPI-Press/34883 .		2. World university ranking QS. – URL: http://www.topuniversities.com/qs-world-university-rankings .
	3. Management / M. H. Mescon; .M. Albert, F. Khedouri. – 1988.		3. European Student Bologna Surveys. URL: https://media.ehea.info/file/ESU/32/8/Bologna-With-Student-Eyes_2015_565328.pdf
	4. Porter & Kramer (2011): "Creating Shared Value" (Harvard Business Review).		4. Drucker P. The Essential Drucker: : The Best of Sixty Years of Peter Drucker's Essential Writings on Management (Collins Business Essentials) , 2008..
	5. Kinicki A., Williams B. Management: A Practical Introduction. – McGraw Hill Education, 2012. – 672 p.		5. Harbison F., Myers C. A. Management in the industrial world. – McGraw-Hill, 1959.
	6. Закон України «Про вищу освіту». – URL: http://zakon5.rada.gov.ua/laws/show/ru/1556-18		6. Top Degrees For Getting Hired In 2018. – URL: http://www.topbusiness.com/
	7. Стандарт вищої освіти для першого (бакалаврського) рівня зі спеціальності 073 "Менеджмент».		7. Atlas of future jobs. - http://www.skolkovo.ru/public/media/documents/research/sedec/SKOLKOVO_SEDeC_Atlas.pdf
	8. Iacocca L. Manager career. – Bantam, 1986. – 362 c.		8. Iacocca L. Manager career. – Bantam, 1986. – 362 c.
	9. Giiles S. The Most Important Leadership Competencies, According to Leaders Around the World. – URL: https://hbr.org/2016/03/the-most-important-leadership-competencies-according-to-leaders-around-the-world		9. Giiles S. The Most Important Leadership Competencies, According to Leaders Around the World. – URL: https://hbr.org/2016/03/the-most-important-leadership-competencies-according-to-leaders-around-the-world

Academic integrity

Students are expected to adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI".

The content of this syllabus is consistent with the "Introduction to specialty. Introductory practice" course program.