

RESOURCES MANAGEMENT

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
Type of program	Educational and Professional	Language of instruction	English / Ukrainian

LECTURER

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PhD (Economics), Associate Professor of Management Department (NTU “KhPI”) Authored and co-authored over 40 scientific publications. Courses: Basics of management, Tax administration and tax reporting, Management and tax accounting, Organizational behavior

GENERAL DESCRIPTION OF THE COURSE

Summary	The course forms the knowledge and skills necessary for effective resource management, offers a methodological basis and tools for resource development of enterprises
Course objectives	<ul style="list-style-type: none"> ● to develop an understanding of the resources management as an on-going process that is applied to costing, control, and decision making; ● to develop a working knowledge of how to effectively design a resources management system; ● to understand and develop key skills involved in effective resources management
Types of classes and control	Lectures, workshops, consultations. The course ends with a final exam
Term	6

Student workload (credits) / Type of course	4 / Mandatory	Lectures (hours)	12	Workshops (hours)	24	Self-study (hours)	84
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Program competences	<p>GC03. The ability to abstract thinking, analysis, synthesis.</p> <p>GC04. The ability to apply knowledge in practical situations.</p> <p>GC05. Knowledge and understanding the subject area and understanding the professional activity.</p> <p>GC09. The ability to learn and to master modern knowledge.</p> <p>GC10. The ability to conduct research at an appropriate level.</p>
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SC01. The ability to identify and to describe the characteristics of organizations.
 SC04. The ability to determine the functional areas of the organization and the relationships between them.
 SC1.2 Ability to formulate the main tasks associated with the implementation of risk management in the organization

Learning outcomes	Teaching and learning methods	Forms of assessment (continuous assessment CAS, final assessment FAS)
LO 01. To know the rights and duties as a member of society, be aware of the values of civil society, the rule of law, human and civil rights, and freedoms in Ukraine.	Interactive lectures with presentations, discussions, workshops, case-based learning	Written assignment (CAS), practical assessment (CAS), online tests (CAS), exam (FAS)
LO 07. To show skills of organizational planning.	Interactive lectures with presentations, discussions, workshops, case-based learning, problem-based learning	Practical assessment (CAS), online tests (CAS), exam (FAS)
LO 09. To demonstrate skills of interaction, leadership, and teamwork.	Interactive lectures with presentations, discussions, workshops, project-based learning, teamwork	Written assignment (CAS), practical assessment (CAS), exam (FAS)
LO 15. To show the ability to act socially responsible and socially consciously on the basis of ethical reasons (motives), respect for a variety and interlevel of culture.	Interactive lectures with presentations, discussions, workshops, teamwork, case-based learning, research work	Written assignment (CAS), online tests (CAS), exam (FAS)
LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.	Research work (fieldwork), workshops, case-based learning, individual and teamwork	Written assignment (CAS), practical assessment (CAS), exam (FAS)
PO1.1. Develop an operational strategy, calendar plans, organize operational activities, effectively manage the resources and stocks of the organization	Interactive lectures with presentations, discussions, workshops, case-based learning, problem-based learning	Written assignment (CAS), exam (FAS)
PO1.2. Explain the general principles and patterns of integrated management of material, information, financial and other flows	Research work (fieldwork), workshops, project-based learning, individual and teamwork	Written assignments (CAS), reporting on self-studying work (CAS), exam (FAS)

ASSESSMENT AND GRADING

Range s of points corres pondi ng to grades	core (points) for all types of learning activities	ECTS grading scale	The national grading scale	Allocation of grade points	100% Final assessment as a result of Final exam (40%) and Continuous assessment (60%). 40% Final exam: tests 60% Continuous assessment: • 30% practical assessment (including problem sheets, reporting on self-studying work and case-studies); • 10% individual assignment • 20% term control (2 online tests)
	90-100	A	excellent		
	82-89	B	good		
	74-81	C	satisfactory		
	64-73	D			
	60-63	E	Unsatisfactory (with the exam retake option)		
	35-59	FX			
	0-34	F	Unsatisfactory (with mandatory repetition of the course)		

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	Introduction to resources Management	Workshop 1-2	Case study “Biddy’s Bakery”	S e l f - s t u d y	Preparing for the case study “Biddy’s Bakery”, reading suggested literature, studying of coursework requirements
Lecture 2	Resources accounting	Workshop 3-4	Computation of cost of goods manufactured		Preparing balance sheets and income statements for manufacturing and service organizations.
Lecture 3	Product and service costing	Workshop 5-6	Computation of unit costs		Separating mixed costs into fixed and variable components
Lecture 4	Productivity: measurement and control	Workshop 7-8	Measuring changes in activity and process efficiency		Measuring partial and total productivity
Lecture 5	Budgeting for planning and control	Workshop 9	Preparing the operating budget		Generating forecasts for data with different patterns, such as level, trend, and seasonality and cycles
Lecture 6	Inventory management	Workshop 10	Identifying and exploiting constraints		Calculating economic order quantity
Lecture 7	Cost-volume-profit analysis	Workshop 11	Computation contribution margin ratio, margin of safety		Computation the break-even point in units, targeted income, targeted profit
Lecture 8	Activity resource usage model and tactical decision making	Workshop 12	Modeling tactical decision-making process		Tactical decision making

RECOMMENDED READING

C o n t e n t s o f t h e c o u r s e	1. Hansen D. R., Mowen M. M., Caldwell C.M., (2002) Cost Management: Accounting and Control, 5 Edition. – Thomson South-Western	A d d i t i o n a l	1. Heagney J. (2012) Fundamentals of Project Management, 4 Edition . – American Management Association
	2. Reid R. Dan, Sanders N. R. et al. (2010) Operations Management: An integrated approach, 4 Edition. – John Wiley & Sons, Inc.		2. Duane J. R., Sustainability And Infrastructure Resource Allocation. Journal of Business & Economics Research. September 2009; 7 (9): 71 –76.
	3. Drury C. (2012) Management and cost accounting, 8 Edition		3. Cardy R., & Leonard, B., (2014). Performance Management: Concepts, Skills and Exercises. New York: Routledge.
	4. Kaplan, R & Norton, D. (2006). Alignment: using the Balanced Scorecard to create corporate synergies. Boston, MA: Harvard Business School Press.		4. Wallace T. F. Kremzar M. H. (2001). ERP: Making It Happen: The Implementers' Guide to Success with Enterprise Resource Planning John Wiley & Sons, Inc
	5. Siegel, J. G., Shim, J. K. (2005). Budgeting basics and beyond. 2 Edition. – John Wiley & Sons, Inc.		5. Armstrong, M., (2009). Armstrong's Essential Human Resource Management Practice: A Guide to People Management. London; Philadelphia : Kogan Page.

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 Resources Management course program.