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

LECTURER

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DSc (Economics), Professor, Director of Institute of Education and Science in Economics, Management and International Business (NTU "KhPI")
Authored and co-authored over 200 scientific publications. Courses: Management 5 (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	● 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

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.

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

Ranges of points corresponding to grades	Total score (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 test (40%) and Continuous assessment (60%).
	90-100	A	excellent		**40% Final test**: online test
	82-89	B	good		**60% Continuous assessment:**
	74-81	C	good		• 30% individual assignments (6 written essays)
	64-73	D	satisfactory		• 15% mid-term control (3 online tests)
	60-63	E	satisfactory		• 10% practical assessment;
	35-59	FX	Unsatisfactory (with the exam retake option)		• 5% oral presentation of the individual project
	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	Higher education in the context of the Bologna process	Workshop 1	University education: current requirements and challenges		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"		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")	Self-study	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

Compulsory

1. Drucker P. F. Management. – Zondervan, 2008.
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.
3. Management / M. H. Mescon; .M. Albert, F. Khedouri. – 1988.
4. Porter & Kramer (2011): "Creating Shared Value" (Harvard Business Review).
5. Kinicki A., Williams B. Management: A Practical Introduction. – McGraw Hill Education, 2012. – 672 p.
6. Закон України «Про вищу освіту». – URL: http://zakon5.rada.gov.ua/laws/show/ru/1556-18
7. Стандарт вищої освіти для першого (бакалаврського) рівня зі спеціальності 073 "Менеджмент».

Additional

1. World university ranking Shanghai Jiao Tong University. – URL: http://www.arwu.org/.
2. World university ranking QS. – URL: http://www.topuniversities.com/qs-world-university-rankings.
3. European Student Bologna Surveys. URL: https://media.ehea.info/file/ESU/32/8/Bologna-With-Student-Eyes_2015_565328.pdf
4. Drucker P. The Essential Drucker: : The Best of Sixty Years of Peter Drucker's Essential Writings on Management (Collins Business Essentials) , 2008..
5. Harbison F., Myers C. A. Management in the industrial world. – McGraw-Hill, 1959.
6. Top Degrees For Getting Hired In 2018. – URL: http://www.topbusines.com/
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 с.
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.