

« PRE-GRADUATION 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	Department	Management
Type of program	Educational and Professional	Language of instruction	English / Ukrainian

LECTURERS

Olena Prokhorenko Olena.Prokhorenko@khpi.edu.ua



PhD in Economic Sciences, Associate Professor, Department of Management, NTU "KhPI". Experience is 20 years.

Authored and co-authored over 60 scientific and methodological publications. Senior lecturer of courses "Strategic Change Management", "Management 4 (Self-Management)", "Business Diagnostics"

Olena Linkova helen.linkova@khpi.edu.ua



PhD in Economic Sciences, Associate Professor, Department of Management, NTU "KhPI". Experience is 22 years.

Authored and co-authored over 70 scientific and methodological publications. Senior lecturer of courses "Theory of Organizations", "Fundamentals of Management", "Fundamentals of Management Consulting", "Insurance Management", "Modern Research Methods in Management"

GENERAL DESCRIPTION OF THE COURSE

Summary	Undergraduate practice is aimed at forming students' professional skills in the real conditions of the enterprise (organization, institution) by involving in the performance of organizational and managerial activities and in-depth study of the field of activity, which is the subject of research in the bachelor's thesis.
Course objectives	Acquaintance of students directly at enterprises (organizations, institutions) with the production, commercial and financial activities of the base of practice, working off of abilities and skills on a specialty, consolidation of knowledge gained in the study of theoretical disciplines and gaining experience in the field which is a subject of research in the bachelor's thesis
Types of classes and control	Individual work. Consultations. Final control is ends with a final test
Term	8

Student workload (credits) / Type of course

6 / Mandatory

Self-study (hours)

180

Program competences	GC04. The ability to apply knowledge in practical situations. GC05. Knowledge and understanding the subject area and understanding the professional activity. GC06. The ability to communicate by the national language both orally and in writing. GC10. The ability to conduct research at an appropriate level SC01. The ability to identify and describe the characteristics of organizations.	SC02. The ability to analyze the results of organization activity, to compare them with the factors of the external and internal environment. SC03. The ability to identify prospects of organization development. SC04. The ability to determine the functional areas of the organization and the relationships between them. SC05. The ability to manage the organization and its units through the management functions realization
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Learning outcomes	Teaching and learning methods	Forms of assessment (continuous assessment CAS, final assessment FAS)
LO04. To show skills of identification of problems and justification of management decisions	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 05. To describe the content of the functional areas of the organization	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 06. To show skills of search, collecting, and analysis of information, calculation of indicators to substantiate management decisions.	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 07. To show skills of organizational planning.	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 08. To apply management methods to ensure the effectiveness of the organization.	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 13. To communicate in an oral and written form in the state and foreign languages.	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (FAS)
LO 17. To conduct researches individually and/or in a group under the leadership of the leader.	Research work, individual work with the supervisor (staff) from the base of practice	Written essay (FAS), oral presentation (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
	90-100	A	excellent	100% Final assessment as a result of 70%: is written individual essay 30% is oral presentation
	82-89	B	good	
	74-81	C		
	64-73	D	satisfactory	
	60-63	E		
	35-59	FX		
	0-34	F	Unsatisfactory (with mandatory repetition of internship)	

Course policy	Before the internship, the student agrees with the supervisor on the content of the individual task, which corresponds to the direction of research on the chosen topic of the bachelor's thesis. The internship involves the study of all issues in the internship program and the performance of an individual assignment. During the internship, the student-intern must follow the rules of the enterprise internal regulations. The practice report must be submitted by the deadline.	
Assignment 1	Guidance from the supervisor of the internship on the goals and content of the practice. Safety instruction	The results to be highlighted in the report
Assignment 2	Study of the constituent documents of the enterprise (base of practice)	
Assignment 3	Study and analysis of the organizational structure of enterprise	
Assignment 4	Research of the external environment of the enterprise, the competitive environment	
Assignment 5	Analysis of indicators of operating activity of the enterprise	
Assignment 6	Study of financial statements of the enterprise, financial analysis of its activities	
Assignment 7	Study of personnel policy of the enterprise-base of practice	
Assignment 8	Study of marketing activities, sales and logistics of the enterprise,	
Assignment 9	Study of materials and collection of information for an individual task in accordance with the theme of diploma thesis	
Assignment 10	Preparation of materials, writing and defense of a practice report	
		Acquaintance with the instruction on safety and rules of internal regulations of the enterprise.
		Determining the form and structure of ownership of the practice base. Defining the scope and fields of the organization's activity.
		Determining the type of organizational structure, volume and levels of management, developing an organization chart
		Definition and description of elements of macro (PEST analysis) and microenvironment. Determining the market share of the enterprise, description of the main customers, suppliers, competitors
		The main types of production operations. Determination of production capacity, operational cycle, labor productivity, value chain.
		Balance sheet indicators: total assets, liabilities, their structure and dynamics. Profit&loss account: gross profit, EBIT, net income, cost structure. Dynamics of indicators.
		The staff structure of the organization. The ratio of managerial and non-managerial staff, by different levels of management and functional units. Payment and motivation system.
		Description of the organization of marketing research, pricing, product promotion, ratio of sales channels, organization of deliveries
		Description of the field of activity which would be the subject of research in the bachelor diploma thesis. SWOT-analysis taking into accounts the subject of research.
		Determining the areas of strategic development of the enterprise and improving the activities in the researched field. Developing and presentation of the report

List of variants for individual assignment (approximately)

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| <ol style="list-style-type: none"> 1. Business planning in the enterprise. 2. Competitiveness of the enterprise. 3. Effectiveness of the company's operating system. 4. Quality management system at the enterprise. 5. Construction of the organizational structure of the enterprise. 6. Personnel potential of the enterprise. 7. Personnel motivation system at the enterprise. 8. Organization of marketing activities of the enterprise. 9. Organization of material and technical support at the enterprise. 10. Organization of logistics activities at the enterprise. 11. Determining the cost of products and services. 12. Components of decision support systems; types of decision support systems. 13. Components of decision support systems; types of decision support systems. | <ol style="list-style-type: none"> 14. Analysis of the relationship between expenses, volume of activity and profit 15. Construction of the logistics network structure. 16. Cost recovery for quality. Equal costs for product quality. Practical use of quality cost analysis. 17. Balancing and harmonization of solutions in IT projects. 18. Standards, methods and means of managing life cycle processes of information systems, products and IT services. 19. Study of the cost, structure and budget of the project 20. Peculiarities of group decision-making. Loss of process. The problem of group composition. The problem of participation. 21. Management of business processes and various types of resources in an electronic enterprise. |
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RECOMMENDED READING

Compulsory	<ol style="list-style-type: none"> 1. Armstrong M., Baron A. (2004) Managing Performance: Performance Management in Action 2. Drucker P. F. Management. – Zondervan, 2008. 3. Kaplan, R & Norton, D. (2006). Alignment: using the Balanced Scorecard to create corporate synergies. Boston, MA: Harvard Business School Press. 4. Osterwalder, A., Pigneur, Y. (2010) Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers (The Strategyzer series). John Wiley and Sons. 5. Reid R. Dan, Sanders N. R. et al. (2010) Operations Management: An integrated approach, 4 Edition. – John Wiley & Sons, Inc. 6. Walsh C (2003) Key management ratios http://www.vra.com/vralibrary/ebooks/Key%20Management%20Ratios.pdf 	Additional	<ol style="list-style-type: none"> 1. Краснокутська Н.С. [та ін.] Менеджмент: навчальний посібник – Харків: Друкарня «Мадрид», 2019 2. Лінькова О.Ю. Менеджмент організацій – Харків, НТУ «ХПІ», 2012 3. Краснокутська Н.С., Кабанець І.А. Стратегічне управління: навчальний посібник. – Харків: НТУ «ХПІ», 2017. 4. Програма проходження переддипломної практики студентами очної та заочної форм навчання спеціальності 073 «Менеджмент» за ступенем вищої освіти «бакалавр» – Х. : НТУ «ХПІ», 2019. – 27 с. 5. Drury C. (2012) Management and cost accounting, 8 Edition
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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 internship course program.