

SYLLABUS

INTERNATIONAL EUROPEAN
UNIVERSITY



EUROPEAN SCHOOL
OF BUSINESS



SYLLABUS



Course and educational program	Introduction to the Management Specialty Management EP
Course description	The Introduction to the Management Specialty discipline is aimed at introducing the chosen profession and future specialty to first-year students; at showing the role and place of management at enterprises of different forms of ownership, types of management and organizational and legal status on specific examples; at explaining general issues of the state standard of higher education in Ukraine and the particularities of the organization of training specialists of this profession.
Prerequisites for studying	It provides students with the understanding of the Management specialty as a comprehensive system. A significant place in the study of the discipline is occupied by the acquaintance of freshmen with the qualification requirements for Management specialists, objectives and content of activities. The Introduction to the Management Specialty course expands previously acquired knowledge and begins to professionally introduce students to the fundamentals of management.
Number of credits/hours	4 ECTS credits / 120 academic hours
Learning format	Blended learning
Classroom location	https://dist.ieu.edu.ua/course/view.php?id=649
Lecturer's full name	Olha Kuzmenko , PhD in Economics, Associate Professor at the Department of Management, Finance and Business Administration
Department	Department of Management, Finance and Business Administration: 
Office location	42V Akademika Hlushkova Ave., Kyiv, room 511
Consulting	Every Monday from 2 p.m. to 3 p.m. by appointment via corporate e-mail
Lecturer's e-mail address	olhakuzmenko@ieu.edu.ua

Course objectives	To introduce the chosen profession and future specialty to first-year students; to show the role and place of management at enterprises of different forms of ownership, types of management and organizational and legal status on specific examples; to explain general issues of the state standard of higher education in Ukraine.
Role of the academic discipline in achieving program learning outcomes	<p>PLO 3. To show knowledge of theories, methods and functions of management, contemporary leadership concepts.</p> <p>PLO 5. To describe the content of functional areas of organization operations.</p> <p>PLO 16. To show skills in individual work, flexible thinking, openness to new knowledge; to be critical and self-critical.</p> <p>PLO 17. To carry out research individually and/or in a group under leader's supervision.</p>
Learning outcomes	<p>After learning the discipline, students should know:</p> <ul style="list-style-type: none"> – history, foundations, principles and trends of management development; – key differences of managerial labor from other types of labor activity; – the main list of hard skills and soft skills of a modern supervisor/manager/leader; – the most important tasks of a manager at each level of management; <p>legal particularities of establishing enterprises according to specialization, forms of ownership and organizational legal form.</p> <p>be able to:</p> <ul style="list-style-type: none"> – operate systemic knowledge of management and leadership; – analyze and compare different management styles; – assess the strengths and weaknesses of managers at different levels of management;
Course content	<p>Topic 1. Introduction to the Management specialty: basic concepts and terms.</p> <p>Topic 2. The concept of contemporary management.</p> <p>Topic 3. Soft skills and Hard skills of a real manager.</p> <p>Topic 4. Model of a modern manager.</p> <p>Topic 5. Leadership and management.</p> <p>Topic 6. Conceptual model of manager training based on the competence approach.</p> <p>Topic 7. Entrepreneurship as a field of future professional activity.</p> <p>Topic 8. Modern types of enterprises.</p>

Books and materials	<p>1. Management: study guide / N.S. Krasnokutska, O.M. Nashchekina, O.V. Zamula et al. – Kharkiv: Madrid Printing House, 2019. – 231 p.</p> <p>Management anatomy. Efficient way to run a company / Henry Mintzberg. – K.: Nash Format Publishing House, 2018. – 408 p.</p> <p>3. Ask a Manager. Ask your supervisor how to deal with unsophisticated coworkers and bosses... / Alison Green. – K.: Vivat Publishing House, 2019. – 288 p.</p> <p>4. The Making of a Manager: What to Do When Everyone Looks to You / Julie Zhuo. – K.: Book Chef Publishing House, 2020. – 352 p.</p> <p>5. Model of the Modern Manager // URL: https://elartu.tntu.edu.ua/bitstream/123456789/12462/2/Conf_2015v2_Ant_oniv_Y-The_model_of_modern_manager_22-23.pdf</p>				
Technical requirements for the course	<p>To work on the Introduction to the Management Specialty course, you need regular access to a computer (or phone) and the Internet.</p> <p>In order to successfully study and pass the course exam, you should first explore the distance learning platform (Moodle) and study all folders that already contain or will contain information or materials for the course. You will also have to download and create documents, watch videos, or create them.</p> <p>You can use distance platforms only using corporate e-mail.</p> <p>If you are unable to attend the course, you should notify the Dean's Office or your class representative or the course lecturer directly.</p>				
Learning process	<p>The Introduction to the Management Specialty course consists of lectures and practical classes.</p> <p><u>Lectures</u> use the following training methods: <i>lecture, conversation lecture, discussion, discussion of problematic issues, demonstration, analysis of various situations according to the lecture topic.</i></p> <p><u>Practical classes</u> use the following training methods: <i>questioning, testing, performing individual and team tasks, case studies, preparing reports and presentations, performing analytical and calculation works, solving specific problems and situations, brainstorming.</i></p> <div data-bbox="863 1653 1134 1921" style="text-align: center;">  </div>				
Discipline features	Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/professional training/elective
	1 semester	1 st semester	available	1 st year	Professional training

Assessment policy	<p>You will have various ways to show your knowledge and skills during the semester. This includes how you attend classes, how and what you contribute to class discussions, how you perform and submit practical tasks and tests on time, how you perform independent work tasks, as well as your ability to present your report. Additionally, you have the opportunity to complete an individual research task performed individually in the form of an essay.</p> <table border="1" data-bbox="448 439 1505 792"> <thead> <tr> <th data-bbox="448 439 1007 510">Activities during the semester</th> <th data-bbox="1007 439 1505 510">Maximum amount of points during the semester</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 510 1007 613">Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)</td> <td data-bbox="1007 510 1505 613">20</td> </tr> <tr> <td data-bbox="448 613 1007 651">Reports with presentation (2 pcs.)</td> <td data-bbox="1007 613 1505 651">10</td> </tr> <tr> <td data-bbox="448 651 1007 689">Modular test work (2 pcs.)</td> <td data-bbox="1007 651 1505 689">20</td> </tr> <tr> <td data-bbox="448 689 1007 759">Individual research task (admission to the exam)</td> <td data-bbox="1007 689 1505 759">10</td> </tr> <tr> <td data-bbox="448 759 1007 792">Total</td> <td data-bbox="1007 759 1505 792">60</td> </tr> </tbody> </table>	Activities during the semester	Maximum amount of points during the semester	Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)	20	Reports with presentation (2 pcs.)	10	Modular test work (2 pcs.)	20	Individual research task (admission to the exam)	10	Total	60														
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Grading scale	<p>The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.</p> <p>The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the exam (at least 24).</p> <p>The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.</p> <p>The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.</p> <p>The overall final grade in points according to the national and ECTS scales is put into the examination and test register, academic card and credit book of students.</p> <p style="text-align: center;">National and ECTS grading scale</p> <table border="1" data-bbox="448 1525 1505 2004"> <thead> <tr> <th data-bbox="448 1525 635 1709" rowspan="2">Sum of points for all types of educational activities</th> <th data-bbox="635 1525 746 1709" rowspan="2">ECTS grade</th> <th colspan="2" data-bbox="746 1525 1505 1585">Grade according to the national scale</th> </tr> <tr> <th data-bbox="746 1585 1066 1709">for exam, term paper, practical training</th> <th data-bbox="1066 1585 1505 1709">for Pass/Fail test</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1709 635 1747">90-100</td> <td data-bbox="635 1709 746 1747">A</td> <td data-bbox="746 1709 1066 1747">excellent</td> <td data-bbox="1066 1709 1505 1899" rowspan="5">pass</td> </tr> <tr> <td data-bbox="448 1747 635 1785">82-89</td> <td data-bbox="635 1747 746 1785">B</td> <td data-bbox="746 1747 1066 1785">good</td> </tr> <tr> <td data-bbox="448 1785 635 1823">74-81</td> <td data-bbox="635 1785 746 1823">C</td> <td data-bbox="746 1785 1066 1823"></td> </tr> <tr> <td data-bbox="448 1823 635 1861">66-73</td> <td data-bbox="635 1823 746 1861">D</td> <td data-bbox="746 1823 1066 1861"></td> </tr> <tr> <td data-bbox="448 1861 635 1899">60-65</td> <td data-bbox="635 1861 746 1899">E</td> <td data-bbox="746 1861 1066 1899">satisfactory</td> </tr> <tr> <td data-bbox="448 1899 635 2004">30-59</td> <td data-bbox="635 1899 746 2004">FX</td> <td data-bbox="746 1899 1066 2004">fail with possible repeated pass</td> <td data-bbox="1066 1899 1505 2004">fail with possible repeated pass</td> </tr> </tbody> </table>	Sum of points for all types of educational activities	ECTS grade	Grade according to the national scale		for exam, term paper, practical training	for Pass/Fail test	90-100	A	excellent	pass	82-89	B	good	74-81	C		66-73	D		60-65	E	satisfactory	30-59	FX	fail with possible repeated pass	fail with possible repeated pass
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	1-29	F	fail with obligatory repeated learning of the discipline	fail with obligatory repeated learning of the discipline
<p>How to find out your grade</p>	<p>QR Code:</p> 			
<p>Course policy</p>	<p>To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, group work and discussion seminars.</p> <p>During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.</p> <p>The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.</p> <p>Students who miss the current control for <i>valid reasons</i> confirmed by documents have the right to take current control within two weeks after returning to studying.</p> <p>Students who have missed classes <i>without valid reasons</i>, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.</p> <p>Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is</p>			

carried out according to the approved schedule of academic failure liquidation.

QR Code:



All participants in the educational process rely on the academic integrity principles.

QR Code:



Late task performance, correction of grades, making up missed classes

Tasks should be submitted via Moodle by the deadlines stipulated in the course schedule on our website. Most tasks should be performed by 9 a.m. on the day of the next class to coordinate them with the course content and group activities. It is best practice to perform tasks as soon as possible after receiving them so that you have enough time to take an active part in the class.

If you need more time to perform the task, flexible deadlines are available. Completed tasks will be accepted until full credit until the last scheduled class in the discipline. Afterwards, the 40% partial credit based on the grade will be awarded within a week after the last day of class. Tasks that are not submitted at all will receive 0.

If you are going to miss classes for more than one week due to illness or other reasons, please contact your lecturer to arrange alternative options for performing tasks.

Note: deadlines work both ways, and meeting them ensures that your lecturer will provide prompt feedback on your tasks to make sure you keep up with the course.

QR Code:



Lecturer's response time	Via corporate e-mail, within 24 hours.	
Efficient communication	Efficient communication is a two-way street!!! Therefore, the main recommendations for efficient communication include: corporate e-mail directly to the course lecturer; personal communication with classmates via social media/corporate e-mails/mobile phones; communication directly in the course on the Moodle distance platform; and a face-to-face meeting with the lecturer on consulting days.	
Policy of publication and distribution of course materials	Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer. Such materials include, but are not limited to: lecture notes, lecture slides, video or audio recordings, tasks, problem sets, exams, other students' work, and answer keys. Students who sell, post, publish, or distribute course materials without written permission in order to get answers or otherwise can be subject to disciplinary action, up to and including being required to withdraw from the course. Besides, students are not allowed to make video or audio recordings of the class for their own use without the written permission of the lecturer.	
Expected student workload and engagement	During this course, you should allocate some hours for independent study of some lecture materials in accordance with the course topics (approximately 5-6 hours per week). If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail. The deadline for submission can be extended only if the lecturer is informed in advance that you will not be able to submit the task on time. Students are expected to have a backup plan in case of computer malfunctions or Internet outages.	
Support services	E-schedule Library Supervisor Repository Dean's Office	
Course schedule	Lecture topic	Practical classes
	Topic 1. Introduction to the Management specialty: basic concepts and terms.	1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i>
	Topic 2. The concept of contemporary management.	4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>
Topic 3. Soft skills and Hard skills of a real manager.	1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i>	

		<ol style="list-style-type: none"> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 4. Model of a modern manager.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 5. Leadership and management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
	Topic 6. Conceptual model of manager training based on the competence approach.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Test work</i>
	Topic 7. Entrepreneurship as a field of future professional activity.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
	Topic 8. Modern types of enterprises.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Homework tasks</i> 3. <i>Checking questions submitted for independent study</i> 4. <i>Tests</i>
Tips on successful study during the course	<p>If you want to succeed in this discipline, you should be:</p> <ul style="list-style-type: none"> - persistent, attentive and curious; - creative, cheerful, and open to communication and discussions; - ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities. <p>See you at classes!</p>	