

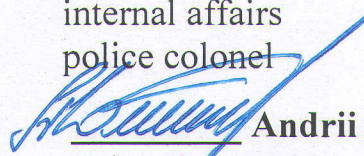
**MINISTRY OF INTERNAL AFFAIRS OF UKRAINE**

**DNIPROPETROVSK STATE UNIVERSITY OF  
INTERNAL AFFAIRS**

**FACULTY of socio-psychological education and management**  
**DEPARTMENT OF ANALYTICAL ECONOMICS AND MANAGEMENT**

**APPROVE**

Rector of Dnipropetrovsk State  
University of  
internal affairs  
police colonel



**Andrii FOMENKO**

*17.09.2020*

**PROGRAM**

**INTRODUCTION TO THE SPECIALITY**

Educational level **Bachelor**

Specialty **073Management**

Educational program **“Financial and economic security and  
risk management” 31.08.2020 № 649**

Status is **required**

Language: **English**

**Dnipro – 2020**

Introduction to the specialty// Working program of the discipline. - Dnipro: Dnipropetrovsk State University of Internal Affairs, 2020. – 15 pp.

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Presented at the meeting of the department of Analytical Economics and Management on September 15, 2020, minutes № 2.

Recommended by Scientific and methodical council of the University on September 17, 2020, minutes № 1.

Approved by Academic council of the University, recommended to be used in the teaching process for three years on September 24, 2020, minutes № 1.

**The purpose** of studying the academic discipline “Introduction to the specialty” is to accelerate the adaptation of students to the conditions and requirements of university life, as well as acquainting them with the essence, content and practical orientation of the chosen specialty.

**Study outcomes** for studying the academic discipline are:

GC5. Knowledge and understanding of the subject area and understanding of professional activity.

GC9. Ability to learn and master modern knowledge.

SC1 Ability to identify and describe the characteristics of an organization.

SC9 Ability to work in a team and establish interpersonal interaction in solving professional problems.

LO4. Demonstrate skills of identifying problems and grounding management decisions.

LO5. Describe the content of the functional areas of the organization.

LO8. Apply management methods to ensure the effectiveness of the organization.

Volume of the academic discipline: Appendixes 1.1, 1.2. (updated annually).

## **Program of the academic discipline**

### **TOPIC 1. HIGHER EDUCATION IN UKRAINE IN THE CONTEXT OF THE BOLOGNA PROCESS. STATE STANDARD OF HIGHER EDUCATION IN UKRAINE**

The system of higher education in Ukraine and prospects for its development. Accession to the Single European Educational Area. The Bologna Process as a means of integration and democratization of higher education in Europe. European Credit Transfer System (ECTS). Table of correspondence of the ECTS assessment scale with the national assessment system in Ukraine and universities. Degree of higher education, brief description of educational and qualification levels of training. Areas of training and specialties. The system of state standards of higher education. Industry standards in the field of "Management". Variable educational and qualification characteristics and educational and professional programs of all levels of training in the professional direction "Financial and economic security and risk management".

### **TOPIC 2. STRUCTURE OF HIGHER EDUCATIONAL INSTITUTION AND ORGANIZATION OF EDUCATIONAL PROCESS**

The place of universities in the system of higher education and the system of training higher education institutions for the economy of Ukraine. General information about the university. Charter of the university, Rules of internal labor regulations of the university. The main structural units of the university. Types and content of training sessions. The role and place of each type of training in the formation of the qualities of a specialist. Lectures, seminars and practical classes as the main forms of classroom classes. Forms of seminars and practical classes. Organization of independent work of students in the process of preparation for seminars and practical classes. Consultations and their significance. Practical training of students in the specialty. The role and place of training practices in the training of managers. Organization of practice in the center of simulation modeling and reengineering of universities. Features of the organization of the educational process of students in the specialty. The place of all types of students in the curriculum and their role in shaping the future specialist. Organization of independent work of students and forms of its control. Practical purposefulness of tasks for independent work of students.

### **TOPIC 3. THE ROLE OF THE GRADUATION DEPARTMENT IN THE TRAINING OF MANAGEMENT SPECIALISTS**

Acquaintance with university departments. The list of profile disciplines of separate departments. The role of the graduating department in ensuring the content and organization of training of management specialists: development of a variable component of educational and qualification characteristics and educational and professional program, curricula, formation of educational and methodical complex of specialties, organization of all types of practice, teaching specialized professional disciplines, state diagnostics level of knowledge of students.

Acquaintance with the curriculum: study schedule, disciplines and structural-logical scheme, the total amount of study hours and their structure by forms of organization of training (classroom, independent, individual work), types of classroom classes (lectures, practical and laboratory classes). Characteristics and content of educational and methodical complexes of disciplines. Organization of educational work at the graduating department. Characteristics of the main disciplines and special courses assigned to the graduating department. Organization of individual work with students. Providing educational and methodical work at the department. Organization of research activities of teachers and students, relations with production.

#### **TOPIC 4. MANAGEMENT AS A SPECIALTY IN THE HIGHER EDUCATION SYSTEM**

The needs of the economy and the training of new types of managers in Ukraine. Manager as an organizer of specific activities in the organization. The work of a manager of lower, middle and higher levels of management of the organization. The role of the manager in choosing the strategy and developing tactics of business management. Development, adoption and implementation of management decisions. The main tasks to be solved by managers: general management; management of strategic development of the enterprise; organizational change management; management of innovation and investment activities; corporative management; human resource management; financial management; management of marketing activities of the enterprise. Problems of improving management functions: planning, organization, motivation and control.

#### **TOPIC 5. PROFESSIONAL COMPETENCIES AND AREAS OF RESPONSIBILITY OF MANAGERS**

Requirements for the identity of the manager. Business properties: competencies (professional knowledge and practical experience) and organizational skills. Personality traits: volitional and moral-psychological traits, health and lifestyle. Entrepreneurship and sociability. Leadership. Self-improvement. Self-management.

#### **TOPIC 6. FEATURES OF THE PROFESSION OF THE MANAGER IN DIFFERENT FIELDS OF ECONOMY**

The concept of economic activity. Types of economic activity. Regulation of economic activity of enterprises in different sectors of the economy. Status and main directions of development of foreign economic activity in Ukraine. Different functional duties and responsibilities of managers of different categories. Sales managers. Marketing managers. Top managers. Logistics managers. HR managers.

Contents of a single professional standard for the position of “Personnel Manager”.

## **TOPIC 7. KEY QUALITIES OF A SUCCESSFUL MANAGER**

Professional qualities (ability to perform work on the site qualified, with knowledge of business, professional receptions of concrete activity). Analytical qualities (the ability to identify the key factors of a situation, to determine their interaction and those that require the most attention). Diagnostic qualities (the ability to diagnose problems of the organization, ie to determine their symptoms and causes). Ability to interact with people (ability to establish contacts and build relationships with employees of the organization). Conceptual qualities (the ability to understand the causal links in the organization, ways to coordinate the activities of individual parts of the organization, achieving goals in the most productive way).

### **Form of the assessment of the learning success**

Final control is a check of the level of acquisition of knowledge, skills, abilities and other competencies for a certain period of study (academic semester, academic year).

From the discipline "Introduction to the specialty" provides:

for full-time study - credit;

for part-time study - credit.

### **Criteria and means of assessing learning success**

The criterion for successful completion of the Applicant's final assessment may be the achievement of the minimum threshold levels of assessment for each planned learning outcome of the discipline.

The minimum threshold level of assessment is determined using qualitative criteria and is transformed into a minimum positive assessment of the numerical (rating) scale used.

According to the results of classroom work, the applicant should receive a maximum of 30 points (each lesson is evaluated on a five-point scale); according to the results of independent work - 15 points and according to the results of individual work - 15 points. Thus, the points for the current control (40-60 points). Points based on the results of successful exam / credit (20-40 points).

### **Criteria for evaluating the classroom work of Applicants for full-time / part-time study**

<b>Score</b>	<b>EXPLANATION</b>
5	The issues submitted for consideration have been mastered in full; the necessary practical skills and abilities are formed at a high level; all educational tasks provided by the lesson plan are performed in full. During the lesson, stable activity and initiative were demonstrated. Answers to theoretical questions, solving practical problems, expressing one's own opinion on controversial issues is based on a deep knowledge of current legislation, theory and law enforcement practice.

4	The issues submitted for consideration have been mastered in full; mainly the necessary practical skills and abilities are formed; all training tasks provided by the lesson plan are performed in full with insignificant inaccuracies. Initiative was demonstrated during the lesson. Answers to questions, solving practical problems, expressing one's own opinion on debatable issues are mainly based on knowledge of current legislation, theory and law enforcement practice.
3	The issues submitted for consideration are generally mastered; practical skills and abilities are superficial, need further development and consolidation; educational tasks provided by the lesson plan are performed, some types of tasks are performed with errors
2	The issues submitted for consideration are partially mastered, the gaps in knowledge are not significant; practical skills and abilities are insufficiently formed; most of the learning tasks are completed, some of the completed tasks contain significant errors that need further elimination
1	Student is not ready for the lesson, does not know most of the program material, has difficulty performing tasks, uncertainly reproduces the terms and concepts considered during the lesson, makes meaningful mistakes, does not have the appropriate skills needed to solve professional tasks
0	<b>Absence in class</b>

### Criteria for evaluating the independent work of full-time applicants

Score	EXPLANATION
11-15	The questions submitted for independent work are mastered in full; the necessary practical skills and abilities are formed at a high level; all tasks provided by independent work are executed in full. Stable activity and initiative were demonstrated during independent work. Answers to theoretical questions and solving practical problems, expressing one's own opinion on debatable issues is based on a deep knowledge of current legislation, economic theory and practice.
6-10	The issues submitted for consideration have been mastered in full; mainly the necessary practical skills and abilities are formed; all the tasks provided by the plan are performed in full with insignificant inaccuracies. Initiableness was demonstrated during independent work. Answers to questions, solving practical problems, expressing one's own opinion on debatable issues are mainly based on knowledge of current legislation, economic theory and practice.
1-5	The issues submitted for consideration are generally mastered; practical skills and abilities are superficial, need further development and consolidation; the tasks provided by the plan of independent work are executed, some types of tasks are executed with errors. Some issues are partially mastered, gaps in knowledge are not significant; practical skills and abilities are insufficiently formed; most of the learning tasks are completed, some of the completed tasks contain significant errors that need further elimination.
0	The applicant is not ready to perform an independent task, does not know most of the software, has difficulty completing the task, makes meaningful mistakes, does not have the appropriate skills and abilities necessary to solve professional problems.

### Criteria for evaluating the individual work of applicants for full-time education

Score	EXPLANATION
11-15	e questions submitted for individual work are mastered in full; the necessary analytical skills and practical skills are formed at a high level; all calculation tasks provided by individual work are executed in full. Stable activity and initiative were demonstrated during individual work. Answers to theoretical questions and solving practical problems, expressing one's own opinion on debatable issues is based on a deep knowledge of current legislation, economic theory and practice.
6-10	The issues submitted for consideration have been mastered in full; mainly the necessary practical skills and abilities are formed; all the tasks provided by the plan are performed in full with insignificant inaccuracies. During individual work initiative was demonstrated. Answers to questions, solving practical problems, expressing one's own opinion on debatable issues are mainly based on knowledge of current legislation, economic theory and practice.
1-5	The issues submitted for consideration are generally mastered; practical skills and abilities are superficial, need further development and consolidation; the tasks provided for in the plan of individual work are performed, some types of tasks are performed with errors. Some issues are partially mastered, gaps in knowledge are not significant; practical skills and abilities are insufficiently formed; most of the learning tasks are completed, some of the completed tasks contain significant errors that need further elimination.
0	The applicant is not ready to perform an individual task, does not know most of the program material, has difficulty completing tasks, makes meaningful mistakes, does not have the appropriate skills and abilities necessary to solve professional problems.

Calculation of the final grade in the discipline:

The calculation of the final grade in the discipline “Introduction to the specialty” is carried out according to the formula:

$$FG = CC + C \leq 100$$

where CC - points for current control (40-60 points),

C - points based on the results of the credit

Current control (CC)			Final control CREDIT (C)
Work in the class	Independent work	Individual work	
≤ 30	≤ 15	≤ 15	
≤ 60			≤ 40
Final grade for passing the exam (FG= CC+E ≤ 100)			



Criteria for translating grades on a 100-point scale into a national scale and an ECTS scale for full-time and part-time study

Points	National scale		ECTS scale	Explanation
	Credit	Exam / differentiated credit		
90–100	credited	Excellent	A	“Excellent” - the content of the seminar is mastered in full; the necessary practical skills of work with the mastered material are formed; all training tasks provided by the training program are performed in full.
83–89		Good	B	“Very good” - the content of the seminar is mastered in full; mainly the necessary practical skills of work with the mastered material are formed; all training tasks provided by the training program are completed, the quality of performance of most of them is estimated by the number of points close to the maximum.
75–82			C	“Good” - the content of the seminar is fully mastered; mainly formed practical skills of working with the mastered material; all training tasks provided by the training program are completed, the quality of none of them is evaluated by the minimum number of points, some types of tasks are performed with errors.
68–74			Satisfactorily	D
60–67		E		“Enough” - the content of the seminar is partially mastered; some practical work skills are not formed; part of the training tasks provided by the training program for the completed or the quality of some of them is estimated by the number of points close to the minimum.
35–59		Not credited	Unsatisfactorily	FX
1–34	F			Definitely unsatisfactory” - the content of the seminar is not mastered; the necessary practical skills of work are not formed; all completed learning tasks contain gross errors or not performed at all; additional independent work on the material will not significantly improve the quality of educational tasks.

**Instruments, equipment or software required for the academic discipline**  
Multimedia equipment

**Informational and methodical support of the academic discipline  
(recommended informational sources)**

Annex 2 (updated annually and / or as necessary)

**APPROVED**

Vice Rector of Dnipropetrovsk State  
University of Internal Affairs

**Larysa NALYVAIKO**

**VOLUME OF THE ACADEMIC DISCIPLINE  
INTRODUCTION TO THE SPECIALITY**

Academic level Bachelor Specialty 073Management

for academic year 2020/2021

**Form of study FULL-TIME** Volume 4 ECTS credits (120 academic hours)

Faculty of socio-psychological education and management

Year of study 1 Academic group Б-М-041иН

№ of the topic according to the syllabus	Title of the topic (according to the syllabus)	Total volume, hours	In-class activity				Independent and individual assignments
			Total	Lectures	Seminars	Practical classes	
1	2	3	4	5	6	7	8
1.	Higher education in Ukraine in the context of the Bologna process. State standard of higher education in Ukraine.	16	6	2	4		6
2.	Structure of higher educational institution and organization of educational process	14	6	2	4		8
3.	The role of the graduation department in the training of management specialists.	14	6	2	4		8
4.	Management as a specialty in the higher education system.	14	6	2	4		8

5.	Professional competencies and areas of responsibility of managers.	14	6	2	4		6
6.	Features of the profession of the manager in different fields of economy.	14	4	2	2		6
7.	Key qualities of a successful manager.	14	6	2	4		8
	Semester, total	<b>90</b>	<b>40</b>	<b>14</b>	<b>26</b>		<b>50</b>
	<i>Form of final control</i>	<i>test</i>					

Presented and approved at the meeting of the department of analytical economics and management “15” September 2020, № 2

**Head of the department**

**Serhii IVANOV**

**INFORMATIONAL AND METHODOICAL  
PROVISION OF THE EDUCATIONAL DISCIPLINE**

**Introduction to the specialty**

Educational **Bachelor's degree Specialty 051 Economics**

for the 2020/2021 academic year

**References**

**Basics**

1. Waring, S.P., 2016, Taylorism transformed: Scientific management theory since 1945. UNC Press Books.
2. Legge, David; Stanton, Pauline; Smyth, Anne (October 2005). "Learning management (and managing your own learning)
3. Legge, David; Stanton, Pauline; Smyth, Anne (October 2005). "Learning management (and managing your own learning)
4. Gomez-Mejia, Luis R.; David B. Balkin; Robert L. Cardy (2008). Management: People, Performance, Change (3 ed.). New York: McGraw-Hill. p. 20. ISBN 978-0-07-302743-2.
5. Groeger, Cristina V. (February 2018). "A "Good Mixer": University Placement in Corporate America, 1890–1940". History of Education Quarterly. 58 (1): 33–64. doi:10.1017/heq.2017.48. ISSN 0018-268
6. DuBrin, Andrew J. (2009). Essentials of management (8th ed.). Mason, OH: Thomson Business & Economics. ISBN 978-0-324-35389-1. OCLC 227205643
7. "Master of Arts (Educational Management) | National Institute of Education (NIE), Singapore". www.nie.edu.sg. Retrieved 2018-10-18.

**Data Sources**

1. Ministry of Education and Science of Ukraine [mon.gov.ua](http://mon.gov.ua)
2. Ministry of Finance of Ukraine <http://www.minfin.gov.ua>
3. State Fiscal Service of Ukraine <http://www.sta.gov.ua>
4. State Customs Service of Ukraine <http://www.sustoms.gov.ua>
5. State Commission on Securities and Stock Market <http://www.ssmc.gov.ua>
6. "Human Resource Group". www.moe.gov.sg.
7. International Economic Association (IEA) <http://www.iea-world.org/>
8. National Economic Association (NEA) <https://www.neaecon.org/>

9. World Economics Association (WEA)  
<http://www.worldeconomicsassociation.org/>

Presented at the meeting of the department of Analytical Economics and Management on September 15, 2020, minutes № 2.

**Head of the department**

**Serhii IVANOV**

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**APPROVE**

Rector of Dnipropetrovsk State  
University of  
internal affairs  
police colonel

\_\_\_\_\_ **Andrii FOMENKO**

**PLANS OF SEMINARS (PRACTICAL CLASSES)  
IN THE ACADEMIC DISCIPLINE  
Economic Theory**

Educational level **Bachelor**

Specialty **073Management**

Educational program **“Financial and economic security and risk  
management” 31.08.2020 № 649**

Status is **required**

Language: **English**

**Dnipro – 2020**

Economic theory // Plans of seminars (practical classes) in the academic discipline-  
Dnipro: Dnipropetrovsk State University of Internal Affairs, 2020. – 5 pp.

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## **TOPIC 1. HIGHER EDUCATION IN UKRAINE IN THE CONTEXT OF THE BOLOGNA PROCESS. STATE STANDARD OF HIGHER EDUCATION IN UKRAINE**

*Seminar № 1 - 4 hours.*

Plan:

1. The system of higher education in Ukraine and prospects for its development. The Bologna Process as a means of integration and democratization of higher education in Europe.

2. European Credit Transfer System (ECTS). Table of correspondence of the ECTS assessment scale with the national assessment system in Ukraine and universities.

3. Characteristics of educational and qualification levels of training. Areas of training and specialties.

4. The system of state standards of higher education. Industry standards in the field of "Management". Variable educational and qualification characteristics and educational and professional programs of all levels of training in the professional field "Financial and economic security and risk management".

Task 1.

Describe the system of higher education in Ukraine and identify prospects for its development.

Task 2.

Provide an analysis of the compliance of the ECTS assessment scale with the national assessment system in Ukraine and universities.

## **TOPIC 2. STRUCTURE OF HIGHER EDUCATIONAL INSTITUTION AND ORGANIZATION OF EDUCATIONAL PROCESS**

*Seminar № 2 - 4 hours.*

Plan:

1. The place of universities in the system of higher education and the system of training by higher educational institutions for the economy of Ukraine.

2. Types and content of training sessions. The role and place of each type of training in the formation of the qualities of a specialist.

3. Features of the organization of the educational process of students in the specialty. The place of all types of students in the curriculum and their role in shaping the future specialist.

Task 1.

Describe the system of higher education and the system of training higher education institutions for the economy of Ukraine.

Task 2.



Provide an analysis of each type of training in the formation of the qualities of a specialist.

### **TOPIC 3. THE ROLE OF THE GRADUATION DEPARTMENT IN THE TRAINING OF MANAGEMENT SPECIALISTS**

*Seminar № 3 - 4 hours.*

Plan:

1. The role of the graduating department in ensuring the content and organization of training of management specialists.
2. Curriculum. Characteristics and content of educational and methodical complexes of disciplines.
3. Organization of educational, individual and research work at the graduating department.

Task 1.

Define the role of the graduating department in ensuring the content and organization of training of management specialists.

Task 2.

Analyze the content of educational and methodological complexes of disciplines.

### **TOPIC 4. MANAGEMENT AS A SPECIALTY IN THE HIGHER EDUCATION SYSTEM**

*Seminar № 4 - 2 hours.*

Plan:

1. Analysis of the needs of the economy and training of new types of managers in Ukraine.
2. The role of the manager in choosing the strategy and developing tactics of business management. Development, adoption and implementation of management decisions.
3. The main tasks solved by managers.

Task 1.

Provide a critical analysis of the needs of the economy and the training of new types of managers in Ukraine.

Task 2.

Define the role of the manager in choosing a strategy and developing tactics of business management.

## **TOPIC 5. PROFESSIONAL COMPETENCIES AND AREAS OF RESPONSIBILITY OF MANAGERS**

*Seminar № 5 - 4 hours.*

Plan:

1. Requirements for the identity of the manager.
2. Business and personal qualities: competencies and organizational skills.
3. Leadership.

Task 1.

Provide an analysis of the business and personal characteristics of the manager.

Task 2.

Analyze the leadership qualities of the manager.

## **TOPIC 6. FEATURES OF THE PROFESSION OF THE MANAGER IN DIFFERENT FIELDS OF ECONOMY**

*Seminar № 6 - 2 hours.*

Plan:

1. The concept and types of economic activity.
2. The state and main directions of development of foreign economic activity in Ukraine.
3. Functional duties and responsibilities of managers of different categories.

Task 1.

Provide an analysis of the types of economic activity in the economy of Ukraine. Identify the features of the manager's profession in different fields.

Task 2.

Provide an analysis of economic activities at the regional level.

## **TOPIC 7. KEY QUALITIES OF A SUCCESSFUL MANAGER**

*Seminar №7 - 4 hours.*

Plan:

1. Classification of key qualities of a successful manager.
2. Professional qualities of the manager.
3. Analytical and diagnostic qualities.
4. Conceptual qualities of the manager.

Task 1.

Analyze the classification of key qualities of a successful manager.

Task 2.

Analyze the key qualities of a successful manager.