NATIONAL AVIATION UNIVERSITY
Faculty of Economics and Business Administration
Management of Foreign Economic Activity of Enterprises Department

AGREED
Acting Dean

_____ S. Petrovska
«___»_____2018

APPROVED
Vice-Rector for Academics
and Educative Activity

_____T. Ivanova
«___»_____2018

Quality Management System

COURSE TRAINING PROGRAM

on
" Organizational Behavior"

Field of study: 0306   "Management and Administration"
Major: 6.030601 "Management"

Year of study – 3^d Semester –6th

Lectures   – 32
Practicals   – 16   Examination – 6th semester
Self-study   – 57

Total (hours/ECTS credits)   – 105/3.5

Index EC-6-6.030601/15-5.2.12
Index EC-6-6.030601/15-5.1.12

QMS NAU CTP 11.02.03-01-2018

The Course Training Program on "Organizational Behavior" is based on the Bachelor Extended Curriculum № ECB-6-6.030601/15 for Major 6.030601 "Management", Syllabus for this Subject, Indec C-6-6.030601/15-5.36 approved by the Rector _____ 2018, and correspondent normative documents.

Developed by:

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Discussed and approved by the Graduate Department for Major 6.030601 "Management" – Management of Foreign Economic Activity of Enterprises Department, Minutes № _____of "_____"_____2018

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1. INTRODUCTION

The Course Training Program (CTP) of the subject is developed on the basis of the Syllabus on "E-commerse" and "Guidelines for the development and execution of Syllabus and Course Training Program of subjects", promulgated by order №37/роз dated 16.06.2015.

Grading system of assessment (GSA) is an integral part of the work course training program providing assessment the quality of all kinds of auditorium educational work and self-study performed by a student, as well as acquired knowledge and skills through grading assessment of results of this work in the current, modular and semester control with transfer of the grades by multi-grade scale to the national grading scale and ECTS scale.

GSA provides for the use of module grades (current, test, total), as well as examination or graded test, total semester grade and total grade.

2. SUBJECT CONTENT

2.1. Training schedule of the subject

№	Topic	Academic Hours			
		All	Lectures	Practicals	Self-study
1	2	3	4	5	6
6th Semester					
Module №1 "Organization in the management system"					
1.1	Organization and organizational environment	14	2 2	2	8
1.2	Organizational communications	14	2 2	2	8
1.3	Organizational culture	14	2 2	2	8
1.4	Module Test №1	3	-	2	1
Total for the module №1		**45**	**12**	**8**	**25**
Module №2 "Personality and organization"					
2.1	Theoretical foundations of personality behavior in an organization.	13	2 2	2	7
2.2	Formation of group behavior in an organization	10	2 2	-	6
2.3	Leadership in the organization	12	2 2	2	6
2.4	Motivation and effectiveness of the organization	10	2 2	-	6
2.5	Manage the behavior of the individual in the organization	12	2 2	2	6
2.6	Module Test №2	3	-	2	1
Total for the module № 2		**60**	**20**	**8**	**32**
Total for 6d semester		**105**	**32**	**16**	**57**
Total for the subject		**105**	**32**	**16**	**57**

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT
3.1. List of references
Basic literature

3.1.1. Громова О.Н., Латфуллин Г.Р. Организационное поведение. – СПб.: Питер, 2008. – 432 с.

3.1.2. Мостенська Т.Л., Новак В.О., Луцький М.Г., Міненко М.А. Менеджмент: Підручник. – К.: Сузіря, 2007. – 690 с.

3.1.3. Новак В.О., Макаренко Л.Г., Луцький М.Г. Інформаційне забезпечення менеджменту. Навчальний посібник – К.: Кондор, 2006. - 462 с.

3.1.4. Райгородский Д.Я. Организационное поведение. – М.: БАХРАХ-М, 2006. – 752 с.

3.1.5. Роббинз С.П. Основы организационного поведения. – С.-Пб.: Вильямс, 2006. – 448 с.

Additional recommended sources

3.1.6 Аблязов Р. А., Падурець Г. І., Чудаєва І. Б. Командний менеджмент: навч. посіб. – К. : Видавничий дім «Професіонал», 2008. – 352 с.

3.1.7 Осовська Г. В. Комунікації в менеджменті : навч. посіб. – К. : Кондор, 2008. – 214 с.

3.1.8 Сладкевич В.П., Чернявський А.Д. Сучасний менеджмент організацій: навч. посіб. – К. 2007. –

3.2. List of basic guidance materials for the subject

№	Name	Index of Topics where Guides are Used	Amount
1.	Slides	1.1 - 1.3; 2.1 - 2.5	electronic version
2.	Test for Module Test № 1, №2	1.4, 2.6	1 copy and electronic version

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic work performed by a student is done in accordance with Table 4.1.

Table 4.1

Grading of different kinds of academic activities performed by a student

6 semestr				
Module №1		**Module №2**		Max Grade
Kind of Academic Activities	Max Grade	Kind of Academic Activities	Max Grade	
Answers on practicals (4 values *3 classes)	12 (total)	Answers on practicals (4values *3 classes)	12 (total)	
Tests (4 values *4 classes)	16 (total)	Tests (4 values *4 classes)	16 (total)	
For carrying out module test № 1, a student must receive not less than 17 values		*For carrying out module test № 2, a student must receive not less than 17 values*		
Module test №1	**16**	Module test №2	**16**	
Total for module №1	**44**	**Total for module №2**	**44**	
Graded test				**12**
Total 6 semester Grade				**100**

4.2. The completed curricular activity is accounted if the student received a positive mark according to the national scale given in the table 4.2 below.

4.3. The Current Module Grade and the Module Test Grade together make up a Total Module Grade whose correspondence to the National Scale is shown in Table 4.3.

Table 4.2

Correspondence between the Grades and the National Scale

Grades				National Scale
Answer on practicals	Tests	Module test 1	Module test 2	
4	4	15-16	15-16	Excellent

3	3	12-14	12-14	Good
2,5	2,5	10-11	10-11	Satisfactory
under 2,5	under 2,5	under 10	under 10	Bad

4.4. The Semester Module Grade is calculated as the sum of the Total Module Grades. The correspondence between Semester Module Grade values and the National Scale is given in Table 4.4 and 4.5.

Table 4.3

Correspondence between the Total Module Grades and the National Scale

Module №1	Module №2	National Scale
40-44	40-44	Excellent
33-39	33-39	Good
27-32	27-32	Satisfactory
under 27	under 27	Bad

4.5.Total Semester Grade in semester with differentiated test (with this discipline – in 4th semester), equals to the sum of The Semester Module Grade and the Differentiated test Grade established for each category of Semester Module Grades (*12 for "Excellent", 10 for "Good, and 8 for "Satisfactory"*), which is transfered in grades of National Scale and grades ECTS (Table 4.6).
Table 4.4

Table 4.5

Correspondence between the Semester Grades and the National Scale

Semester Grades	National Scale	Examination Grades	National Scale
79-88	Excellent	11-12	Excellent
66-78	Good	9-10	Good
53-65	Satisfactory	7-8	Satisfactory
under 53	Bad	under 7	Bad

4.6. The Total Semester Grades, National Scale grades and ECTS System grades is entered into the Examination Register and into a student's record book.

Table 4.Correspondence of the Total Semester Grades to the National Scale and the ECTS System

Total Semester Grades	National Scale	ECTS System	
		ECTS Grade	Explanation
90-100	**Excellent**	**A**	**Excellent** (excellent performance with insignificant shortcomings)
82 – 89	**Good**	**B**	**Very Good** performance above the average standard with few mistakes)
75 – 81		**C**	**Good** (good performance altogether with a certain number of significant mistakes)
67 – 74	**Satisfactory**	**D**	**Satisfactory** (performance meets the average standards)
60 – 66		**E**	**Sufficient** (performance meets the minimal criteria)
35 – 59	**Bad**	**FX**	**Bad** (bad performance; a second testing is required)
1 – 34		**F**	**Bad** (very bad performance; a student shall retake the course)

4.7. The Total Semester Grades, National Scale grades and ECTS System grades is entered into the Examination Register and into a student's record book.

4.8. The Total Semester Grade is entered into the Examination Register and into a student's record book in values, National Scale grades, and ECTS Scale grades, for example: *92/Ex/A*, *87/Good/B*, *79/Good/C*, *68/Sat/D*, *65/Sat/E*, etc.

4.9. The Total Grade is equaled the Total Semester Grade.
The Total Semester Grade is entered into the Diploma Supplement.

(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ пор.	Прізвище ім'я по-батькові	Підпис ознайомленої особи	Дата ознайом-лення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла зміну	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульо-ваного			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				