

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL AVIATION UNIVERSITY
 Faculty of Transport, Management and Logistics
 Management of Foreign Economic Activity of Enterprises Department

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 «___» _____ 2021

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 «___» _____ 2021



Quality Management System

COURSE TRAINING PROGRAM
 on
«Academic Skills of Professional Training»


Educational and Professional Programs: “Management of Foreign Economic Activity”
 “Management of Airlines And Airports”

Field of study: 07 “Management and Administration”
 Specialty: 073 “Management”

Form of study	Semester	Total (hours / ECTS credits)	Lectures	Practicals	Self-study	HW/ CGP/C	TP/CPr	Form of semester control
Full-time	1	135/4,5	34	34	67	1 HW. - 1 s.		Graded Test - 1 s.

Index: CB-7-073-2/21-2.1.4.

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The Course Training Program on "Academic Skills Of Professional Training" is developed on the basis of Educational and Professional Programs: "Management of Foreign Economic Activity", "Management of Airlines and Airports", Bachelor's Curriculum № CM-7-073-2/21, № CM-7-073-5/21 and Bachelor's Extended Curriculum № ECB -7-073-2/21, № ECB -7-073-5/21 for the Specialty 073 “Management” and corresponding normative documents.

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The Course Training Program was discussed and approved by the Graduate Department for Educational and Professional Program “Management of Foreign Economic Activity”, "Management of Airlines and Airports" Specialty 073 “Management” – Management of Foreign Economic Activity of Enterprises Department, Minutes № _____ of “_____” _____ 2021.

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INTRODUCTION

The Course Training Program (CTP) on "Academic Skills of Professional Training" is developed on the basis on the “Methodical guidelines for the development and design of the course training program of the subject of full-time and part-time study”, approved by the order of the rector № 249/од. of 29.04.2021 and corresponding regulatory documents.

1. EXPLANATORY NOTES

1.1. Place, objectives, tasks of the subject

The subject is a theoretical and practical basis for a set of knowledge and skills that form the profile of a specialist in the management.

The purpose of teaching the discipline is to create conditions for students to adapt to university life, acquaint them with the organization of the educational process and methods of teaching at the university, specialty "Management" for EPP "Management of Foreign Economic Activity", "Management of Airlines and Airports", prospects for future professional activity.

The tasks of studying the subject are:

- acquaintance of first-year students with the State standards of higher education in Ukraine;
- study of regulatory and legal support for professional training of managers in the field of management of organizations and administration, management of foreign economic activity, management of airlines and airports;
- acquaintance of students with the organizational structure of university management, organization of the educational process, rights and responsibilities of students, work schedule, etc.;
- acquaintance with educational and professional programs: "Management of Foreign Economic Activity", "Management of Airlines and Airports", and also with curricula of preparation of managers on the corresponding educational program;
- determining the place and role of management in the knowledge system, the management structure of the enterprise in a market economy;
- acquaintance with the general requirements to the level of training of a management specialist on the basis of the competence approach, his knowledge, skills and abilities;
- study of the basics of forming a conceptual model of a management specialist and his role in the management of the enterprise, organization, firm, as well as the system of general and professional competencies.


1.2. Learning outcomes the subject makes it possible to achieve

As a result of studying the discipline the student must achieve the following learning outcomes:

- understand the specifics of managers of different levels of management in aviation, manufacturing, service, trade, transport and other enterprises of various forms of ownership;
- understand the conceptual model of training managers in the field of management of organizations and administration, management of foreign economic activity, management of airlines and airports;
- know the subject area and understand their professional activities;
- know the structure and content of industry standards of higher education in the specialty "Management" for OPP "Management of Foreign Economic Activity", "Management of Airlines and Airports";
- formulate and update economic problems, justify ways and means of solving them;
- have a system of general and professional competencies of managers, taking into account the needs of the market.

1.3. Competences the subject makes it possible to acquire

As a result of studying the discipline the student must acquire the following competencies:

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- ability to choose and use modern management tools;
- ability to analyze and structure the problems of the organization, to form sound decisions;
- ability to adapt and act in a new situation.
- ability to generate new ideas (creativity).
- understanding of the principles and norms of law and their use in professional activities;
- ability to analyze economic, foreign economic phenomena, based on the obtained theoretical knowledge of management and economics;
- acquisition of flexible thinking, openness to the application of economic knowledge and competencies in a wide range of possible jobs and everyday life.

1.4. Interdisciplinary connections

The discipline "Academic skills of professional training" is the basis for the study of disciplines: "Management", "Personnel Management", "Operational Management", "Strategic Management", "Fundamentals of Management", "Management of Economic Activity of the Enterprise" and others.

2. COURSE TRAINING PROGRAM ON THE SUBJECT

2.1. The subject content

Training material is structured according to the module principle and consists of **two educational modules**:

- **Module № 1** “Regulatory and legal provision of professional training in the higher educational institution of management specialists”,
- **Module № 2** “Ensuring the professional skills of managers in the training of specialists in higher education”,

that are logically complete, relatively independent, holistic part of the subject, learning of which provides module test and analysis of its performance.

2.2. Modular structuring and integrated requirements for each module

Module № 1 “Regulatory and legal provision of professional training in the higher educational institution of management specialists”


Integrated requirements to the module № 1: understand the features of higher education in the context of the Bologna process, know the legal framework for training managers in higher education, understand the organizational structure of higher education and organization of the educational process, know the content and nature of future professional work of managers in management and administration, management foreign economic activity, management of airlines and airports.

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 system of higher education in Ukraine. Educational and qualification levels of higher education in Ukraine. Accreditation system of educational and professional training programs and educational institutions: licensing, accreditation. Types of higher education institutions. Features of university education.

Higher education in Ukraine in the context of the Bologna Process. State standard of higher education in Ukraine Higher education in Ukraine in the context of the Bologna process.

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Topic 2. Regulatory framework for the training of management specialists

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 of "Management".

General characteristics of the legal framework for the organization of the educational process in higher education. Laws of Ukraine "On Education", "On Higher Education"; Presidential decrees, Resolutions of the Cabinet of Ministers, orders of the Ministry of Education and Science, Youth and Sports of Ukraine.

Order of the Ministry of Education and Science (with changes and additions) "Regulations on the organization of the educational process in higher educational institutions."

Topic 3. The role of the graduating 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 in the field of management of organizations and administration: development of a variable component of educational and qualification characteristics and educational and professional program, curricula, formation of educational and methodological complex of specialties, organization of all practices, teaching specialized vocational disciplines, state diagnostics of students' knowledge level.

Acquaintance with the curriculum: study schedule, disciplines and structural-logical scheme, the total number of 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. Organizational structure of higher education institution management and organization of educational process

The place of universities in the system of higher education and the system of training by higher educational 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 in the field of organizational management and administration.

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 (VTS) and forms of its control. Practical purposefulness of tasks for independent work of students.

Topic 5. The profession of "manager": the content and nature of future professional work of managers in the field of management of foreign economic activity, management of airlines and airports.

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The needs of the economy and the training of new types of managers in Ukraine.

Specialist in the field of organization management and administration as an organizer of specific types of work 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 the field of management of organizations and administration, management of foreign economic activity, management of airlines and airports in the choice of strategy and development of 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 realization of management functions: planning, organization, motivation and control.

Topic 6. Profiles of educational and professional programs: "Management of foreign economic activity", "Management of airlines and airports"

Purpose and characteristics of training programs: "Management of Foreign Economic Activity", "Management of Airlines and Airports".

Suitability of graduates for employment and further study. Program competencies. Program learning outcomes. SWOT-analysis of educational programs. Competences of the manager.

Requirements for the identity of the manager. Business properties: competencies (professional knowledge and practical experience) and organizational skills. Self-management.

Topic 7. Management of higher education on the example of the National Aviation University and the organization of the educational process

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

General information about the university on the example of NAU. Charter of NAU.

Rules of internal labor regulations of the university.

Organization of the educational process in NAU.


Module № 2 “Ensuring the professional skills of managers in the training of specialists in higher education”

Integrated requirements of the module №2: understand the competency approach to the training of professional managers, understand the features of the process of preparation, adoption and implementation of management decisions in the activities of the manager in the field of management and the dependence of team performance on management decisions; to develop the leadership potential of the manager, to know the personal qualities of the leader, to understand the values of modern higher education in the context of global challenges and training of managers, to know the requirements of employers to train managers in management.

Topic 1. Competence approach to professional training of managers

Knowledge and competence approaches to education. Orientation of education on the result of learning as a criterion for the effectiveness of the educational process in higher education. Professional knowledge, skills and abilities. Academic knowledge, skills and abilities. Competence and competence. Professionalism and competence.

Competence approach to the training of professional managers in the field of organizational management and administration. Integral competence of graduates of higher educational institutions in EP "Management of Foreign Economic Activity" and “Management of Airlines and Airports”.

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Topic 2. Management decisions in the activities of managers

Management decisions as an integral part of the manager's activities in the field of management of organizations and administration of any level of management, the purpose of its activities and the specific result. Dependence of the effectiveness of the team on the managerial decision of the head. The process of preparation, adoption and implementation of management decisions in the activities of the manager in the field of management of foreign economic activity and management of airlines and airports.

Topic 3. Professional self-determination of the student. Leadership and activities of a modern leader

Competences of the manager. Division of labor. Management pyramid. Personal development of the personality in the organization. Self-organization, self-motivation and self-control of the student. Forms of independent work of students and their influence on activation of cognitive work of students. Scientific work of students.

Leadership and activities of a modern leader. Development of managerial potential of the manager in the field of organization management and administration. Personal qualities of a leader.

Professional development and investment in human capital. Lifelong learning is an effective tool for professional development.

Topic 4. Values of modern higher education in the context of globalization challenges and training of managers

European Higher Education Area. Modernization of the higher education system of Ukraine and transition to an innovative educational model.

Focus on personality-oriented education, promoting the harmonious development of the student's personality, his ability to independently acquire and develop knowledge, to form information, social and professional skills.

Academic environment and academic culture. Academic degrees and principles of continuing education. Individualization and computerization of learning. Internationalization of higher education and student mobility. The importance of training professionals in the management of organizations and administration for the development of Ukraine's economy.

Topic 5. Analysis of the professional environment and labor market of managers in the field of management in Ukraine

The concept of professional environment. Primary positions that can be held by a graduate of the educational program “Management of Foreign Economic Activity” for the degrees "bachelor" and "master". The specifics of professional activity in organizations, firms, corporations and production, trade, transport and logistics enterprises of various forms of ownership. Enterprises where managers in the field of organization management and administration can work are NAU graduates.

Classification of business entities. Comparative analysis of international and domestic companies as potential employers.

Topic 6. Requirements of employers for the training of managers

Modern business view on the basic and professional competencies of the manager in the field of organization management and administration. Requirements of employers for the training of managers. Conditions that provide quality training. Forms of cooperation between a higher education institution and enterprises in the training of professional management personnel. Problem situations in the training of managers and the requirements of the business environment. Job descriptions of managers in the field of organizational management and administration. Definition of general and professional competencies based on the analysis of job descriptions. Career growth. Comparative analysis of salaries of management specialists at different enterprises.

Topic 7. Directions for improving the practical training of students in higher education. Management development in Ukraine and student research

Analysis of the main trends in management development in Ukraine and abroad. Increasing requirements for theoretical and practical training of future managers in the field of organizational management and administration. Innovative learning. The need for research in the field of management and student involvement. The main directions of scientific student work on management. Scientific research in the process of course and diploma works, internships. Participation of students in budgetary and self-supporting research works of the graduating department. Student research organizations. Scientific and practical conferences. Olympiads and competitions of student research papers. Research activities of students as a means of quality training. International projects and grants in the field of management and opportunities for students.

2.3. Training schedule of the subject

№	Topic (thematic section)	Total, hours			
		Full-time			
		1 semester			
		Total	Lectures	Practicals	Self-study
1	2	3	4	5	6
Module № 1 “Regulatory and legal provision of professional training in the higher educational institution of management specialists”					
1.1.	Higher education in Ukraine in the context of the Bologna process. State standard of higher education in Ukraine	6	2	2	2
1.2.	Regulatory framework for the training of management specialists	8	2 2	2	2
1.3.	The role of the graduating department in the training of management specialists	6	2	2	2
1.4.	Organizational structure of higher education institution management and organization of educational process	6	2	2	2
1.5.	The profession of "manager": the content and nature of future professional work of managers in the field of management of foreign economic activity, management of airlines and airports.	10	2 2	2 2	2
1.6.	Profiles of educational and professional programs: "Management of foreign economic activity", "Management of airlines and airports".	6	2	2	2
1.7.	Management of higher education on the example of the National Aviation University and the organization of the educational process	6	2	2	2
1.8.	Carrying out the homework	8	-	-	8
1.9.	Module test № 1	4	-	2	2
Total for the module № 1		60	18	18	24
Module № 2 “Ensuring the professional skills of managers in the training of specialists in higher education”					
2.1.	Competence approach to professional training of managers	10	2	2	6

№	Topic (thematic section)	Total, hours			
		Full-time			
		1 semester			
		Total	Lectures	Practicals	Self-study
1	2	3	4	5	6
2.2.	Management decisions in the activities of managers	11	2	2	7
2.3.	Professional self-determination of the student. Leadership and activities of a modern leader	10	2	2	6
2.4.	Values of modern higher education in the context of globalization challenges and training of managers	10	2	2	6
2.5.	Analysis of the professional environment and labor market of managers in the field of management in Ukraine	10	2	2	6
2.6.	Requirements of employers for the training of managers	10	2	2	6
2.7.	Directions for improving the practical training of students in higher education. Management development in Ukraine and student research	10	2 2	2	4
2.8.	Module test № 2	4	-	2	2
Total for the module № 2		75	16	16	43
Total for 1 semester		135	34	34	67
Total for the subject		135	34	34	67

2.4. Homework

Homework is performed in the first semester, in accordance with the approved methodological guidelines, in order to consolidate and deepen the theoretical knowledge and skills of the student in the studying the subject.

Homework is performed by the student individually in accordance with the topics offered by the teachers of the department.

The time required to complete homework is 8 hours.

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. Teaching methods

It is recommended to use the following teaching methods during mastering the subject:

- explanatory and illustrative method;
- method of problem presentation;
- reproductive method;
- research method.

The implementation of these methods are carried out during lectures, practicals, independent problem solving, work with educational literature, etc.

3.2. List of references

Basic literature

3.2.1. Закон України «Про освіту»

3.2.2. Закон України «Про вищу освіту»

3.2.3. Marcus Buckingham What Great Managers Do URL: <https://hbr.org/2005/03/what-great-managers-do>

3.2.4. Сучасний менеджмент у схемах і таблицях. Частина 1: навч. посіб. / Н.С. Іванова, Н.С. Приймак, І.А. Карабаза, І.В. Шаповалова, Ю.Б. Лижник; ред. Н.С. Іванова. Кривий Ріг : Вид-во ДонНУЕТ, 2021. 282 с.

3.2.5. Козирєва О.В., Овсієнко О.В. Організація праці менеджера: навч. посіб. Харків: Видавництво Іванченка І. С., 2019. 203 с.

Additional literature

3.2.6. Кеннеді Д. Безжальний менеджмент та ефективність людських ресурсів / пер. з англ. Т. Мухамедшиної. Харків: Фаула, 2019. 304с.

3.2.7. Дудар Т.Г., Мельниченко В.В. Інноваційний менеджмент : навч. посіб. Тернопіль : Економічна думка, 2019. 368с.

3.2.8. Костюк Т.О. Світовий досвід державного управління транскордонними процесами в освіті : цінності, переваги, завдання для України : монографія. Київ : Центр учбової літератури, 2019. 300с.

3.2.9. Акімов О. Концептуальні основи системогенезу професійної діяльності державних службовців в Україні : монографія. Київ : Центр учбової літератури, 2020. 370с.

3.3. Internet information resources

3.3.1. Newton, K. (2001, March 3). Management skills for small business. Retrieved April 30, 2007, from <http://strategis.ic.gc.ca/epic/site/sbrp-pppe.nsf/en/rd00255e.html>

3.3.2. Towards greater education and training for social Europe: ETUC Action Programme on lifelong learning and VET [Електронний ресурс]. – Режим доступу: <http://www.etuc.org/sites/www.etuc.org/files/EN-Action-Programme-Towards-Greater-Education-and-Training-for-Social-Europe-2.pdf>.


3.3.3. Whalley T. Best practice guidelines for internationalizing the curriculum [Electronic resource]/T.Whalley. – URL : [http://www.jcu.edu.au/office/tld/teaching support/documents/Whalley-Best-Practice.pdf](http://www.jcu.edu.au/office/tld/teaching%20support/documents/Whalley-Best-Practice.pdf).

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic activities performed by a student and obtained knowledge and skills are realized in values in line with Table 4.1.

Table 4.1

Kind of Academic Work	Maximum Grade Values	Kind of Academic Work	Maximum Grade Values
1 semester			
Carrying out tasks on practicals	4 points × 6 = 24	Carrying out tasks on practicals	6 points × 5 = 30
Carrying out test tasks	3 points × 2 = 6	Carrying out test tasks	5 points × 2 = 10
Execution and defense of homework	10		-
<i>For admission to complete module test №1, a student must receive not less than</i>	24	<i>For admission to complete module test №1, a student must receive not less than</i>	24

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Carrying out Module Test №1	10	Carrying out Module Test №2	10	
Total by the Module 1	50	Total by the Module №2	50	
Total by the Modules №1, №2			100	
Total by the subject			100	

The credit rating is determined (in points and on a national scale) based on the results of all types of educational work during the year.

4.2. Completed types of educational work are credited to the student, if he received a positive rating for them.

4.3. The sum of rating assessments received by the student for certain types of completed educational work is the current modular rating, which is entered in the module control.

4.4. The final semester rating in points, on the national scale and the ECTS scale is entered in the test report, study card and individual curriculum of the student (test book), for example, as follows: 92 / Excellent / A, 87 / Good / B , 79 / Good / C, 68 / Sat./D, 65 / Sat./E, etc.

4.5. The final rating of the discipline is equal to the final semester rating. The specified final rating assessment of the discipline is entered in 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 ознайомлення	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	Анульованого			

(Ф 03.02–32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				