*Simon Kuznets Kharkiv National University of Economics*

# Syllabus of the training-course
*«Enterprise management automation»*

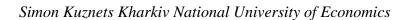| | |
|---|---|
| **Specialty** | *073 Management* |
| **Study Programme** | *Business Administration* |
| **Study cycle (Bachelor, Master, PhD)** | *the first (Bachelor) level of higher education* |
| **Course status** | *Mandatory* |
| **Language** | *English* |
| **Term** | *third year, sixth semester* |
| **ECTS credits** | *3* |
| **Workload** | *Lectures – 10 hours.* |
| | *Laboratory studies – 26 hours.* |
| | *Self-study – 54 hours.* |
| **Assessment system** | *Grading* |
| **Department** | *Department of Management and Business* |
| | *room 703 of the library building* |
| | *phone: (057) 702 01 46 (add. 2-96)* |
| | *website: https://www.kmib.hneu.edu.ua* |
| **Teaching staff** | *Pererva Ivanna Mykolayivna, PhD, Associate Professor* |
| **Contacts** | *Pererva I. M.: ivanna.matsikanych@hneu.net* |
| **Course schedule** | *due to timetable* |
| **Consultations** | *At the Department of Management and Business, offline, according to the schedule, individual, PNS chat.* |

**The purpose of the training-course** is formation of students' knowledge and practical skills for the effective use of modern information technologies in the process of conducting business operations, their planning and analysis

## Structural and logical scheme of the course

| Prerequisites | Postrequsites |
|---|---|
| Informatics | Comprehensive training |
| Probability theory and mathematical statistics | Thesis |
| Statistics | |
| Econometrics | |
| Analytical support of business management | |

## Content of the training-course

**Content module 1.** *Functional capabilities of automated production enterprise management systems*

**Topic 1. Planning of management work at the enterprise with the use of modern software products**

**Topic 2. Organization of information processing at the manager's automated workplace**

**Topic 3. Automation of planning, accounting, analysis and control for the management of production activities of the enterprise.**

**Topic 4. Software products for automating the manager's work.**

**Content module 2.** *Formation and use of enterprise's automated management reporting*

**Topic 5. Automated processing of information for the management of production activities at the enterprise.**

**Topic 6. Automated information processing for the formation and analysis of the cost of goods and products sold at the enterprise.**

**Topic 7. Automated processing of information for human resource management at the enterprise.**

**Topic 8. Automated processing of information on procurement, sales and warehouse management.**

**Topic 9. Automated processing of information for the formation of financial results and indicators of financial condition at the enterprise**

### Teaching environment (software)

*Multimedia projector, S. Kuznets PNS, Corporate Zoom system*

### Assessment system

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

Current control is carried out during lectures and practical (seminar) classes and aims to assess the level of students' readiness to perform particular tasks, and is assessed by the amount of scored points.

The maximum amount during the semester – 100 points; the minimum amount required is 60 points.

Current control includes the following assessment methods: express tests; competence-oriented tasks on topics; presentations; presentation of the team task.

*More detailed information on assessment and grading system is given in the technological card of the course.*

### Course policies

Teaching of the course is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

*More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Program of the course.*