

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

MANAGEMENT

**Guidelines to writing a coursework
for Bachelor's (first) degree students
of speciality 073 "Management"**

**Kharkiv
S. Kuznets KhNUE
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UDC 005(07.034)

M24

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The list of topics to perform the coursework is presented. The basic points that will help students in preparing and presenting the courseworks on the academic discipline are considered. The content and requirements for writing a coursework are provided.

For Bachelor's (first) degree students of speciality 073 "Management".

UDC 005(07.034)

Introduction

These guidelines fulfill the need of the bachelor programs by providing students with a useful guide to undertaking a piece of scientific research.

According to the curriculum of the speciality "Management", students' study of the academic discipline "Management" ends with the coursework that occupies a special place in the system of quality diagnostics of the training of specialists.

The coursework is aimed at the development of independent activity and analytical ability of students. The coursework will allow students to deepen and organize their theoretical and practical knowledge in the sphere of managerial activity.

When performing a coursework the student must demonstrate the ability to use regulatory documents and specialized scientific literature, competently formulate and express opinions, make judgments and valid proposals.

The aim of these guidelines is to give students the information and skills they need quickly and easily so that students can write confidently using the style and structure of coursework papers.

Academic year	2
Semester	3
Number of credits ECTS	1
Independent training	30 hrs
Final assessment	coursework

1. The order of the performance and defense of the coursework

The coursework is done independently with the consultancy of the supervisor in the course of students' studying the academic discipline in accordance with the educational process. The coursework assumes the availability of the following elements of research: the topic, the actuality, the subject and the object of the research, the practical relevance, a comprehensive systematic approach to solving the research problems, the theoretical use of the modern methodology and scientific development, the availability of creativity elements.

The topic of the coursework should be one of the urgent problems of modern management. The student can choose the topic of the coursework

from the list of topics. Choosing a coursework topic requires compliance with the following requirements:

actuality – the degree of timeliness of research on this topic; this is a necessary (though not sufficient) condition for the usefulness of the research result. Actuality is based on the need to solve a problem that has arisen in practice;

authenticity – the correspondence of the data and results to reality;

personal interest – the importance for the student to investigate some problem.

The purpose of the coursework is the end result to which it is aimed. It should be adequately manifested in the topic of the coursework, containing in general the expected results and scientific tasks.

The research **object** is a process or phenomenon that creates a problematic situation or requires more detailed knowledge.

The **subject** is a phenomenon or process that is within the object and is considered as an element, part of the object of study.

The main tasks of performing a coursework are:

to get familiarized with the requirements for the organization and conducting of the scientific research, preparation and design of the coursework as a type of scientific research;

to develop the methods of work with the main sources of information and scientific literature;

to substantiate the relevance, scientific and practical significance of the topic chosen for the study;

to acquire knowledge and skills in the use of the research methodology and the design of the theoretical and experimental results in the form of a coursework;

to acquire the ability to independently analyze the methods of conducting research;

to acquire knowledge and skills in justifying and explaining the required level of the key results that prove the relevance and timeliness of the research;

to get familiarized with the requirements for the preparation and procedure of the coursework defense.

The comprehensive systematic approach to the development of the coursework topic implies that the subject of the study is considered from different points of view – from the standpoint of the theoretical base and practical experience, conditions for its implementation at the enterprise,

analysis, justification of improvement ways, etc. – in a close relationship and a single logic of presentation.

2. The topics for the coursework

The topics of the coursework are developed annually, reviewed and refined by the Management and Business Department in accordance with the syllabus of the studied academic discipline. Some tentative topics for research are presented below.

The list of topics for the coursework

1. Management as an activity and the system for running an organization.
2. The organization and management.
3. Management and the external environment of the organization.
4. The organization as a system.
5. The content and logics of management.
6. The principles of management.
7. Effectiveness and efficiency of management.
8. The main scientific schools in management theory and the way they are applied in the activity of the modern organization (a separate school can be chosen).
9. Analysis of different approaches to management.
10. The development of management theory and the way the management theory is used in the activity of today's organizations.
11. Manifestation of the main trends in management in the activity of a modern Ukrainian organization (or an organization in any other state).
12. The contribution of a particular scientist to the management science.
13. Comparison of national models of management.
14. Manifestation of national management models in the activities of the modern organization.
15. The principles of management in the manufacturing system of a company.
16. The role of communications in management.
17. The relationship between the external and internal environment of the organization.
18. The nature and composition of the management functions.

19. The strategy and tactics in management.
20. Planning as a function of management.
21. The role of goal-setting in the management of the organization.
22. The mission and goals of the organization.
23. The strategic management of the organization.
24. The Balanced Scorecard as a managerial tool in business (or in a non-for-profit organization).
25. The role of delegating authority in management.
26. Organizational relations in the management system.
27. The organizational structure of a company.
28. Job design in an organization.
29. Motivation as a function of management of the organization.
30. Regulation and control in the management system.
31. Planning and control in the management system.
32. Information support of management of the organization.
33. Decision-making as an essential component of management.
34. Methods and tools for decision-making.
35. Manager: profession and personality.
36. Person and organization.
37. The behavior of people in the organization.
38. Leadership in the organization.
39. Leadership styles.
40. Effective management of a team as an essential component of company success.
41. Formal and informal groups in organizations.
42. Conflict management in an organization.
43. Organizational culture.
44. Ethics in management.
45. Power and influence in management.
46. Marketing management at an enterprise.
47. Innovation management at an enterprise.
48. Human resource management.
49. Quality management.
50. Change management in organizations.
51. Ways of improving the organization of management.
52. Benchmarking as a managerial tool.
53. The role of key competencies in the organization.

54. The customer relationship management (CRM).
55. The role of outsourcing in improving the efficiency of the organization.
56. Downsizing as an effective business tool.
57. Mergers and acquisitions in modern business.
58. Management of customer satisfaction and loyalty.
59. The customer service as a way to increase business competitiveness.
60. Scenario and contingency planning in business.
61. Supply chain management.
62. The role of strategic alliances in the development of business.
63. Open innovation as a way to increase business competitiveness.

In the process of performing a coursework, the student should cover, to the greatest possible extent, the theoretical issues of the chosen topic.

The main principles of research are science and objectivity.

The principle of science implies the use of a single approach or a combination of several theoretical and methodological approaches, adequacy of theory, methods and statistical procedures, careful analysis of facts and consideration of existing relationships in the process of interpreting the results and formulating the conclusions.

The principle of objectivity means that the student studies the topic of the coursework in a continuous connection with the practice, confirming the statistics and facts. For performing the coursework students may use materials from literary sources and official statistics.

3. Evaluation of the coursework

The coursework is evaluated based on the following criteria:

- independence of performance;
- logic and detail of the plan;
- completeness and depth of the development of the topic;
- availability of illustrations (tables, figures, diagrams, etc.);
- the number of sources used (at least ten);
- the use of digital information and display of practical experience;
- availability of specific proposals;
- quality of the design;
- presentation of the results;
- defense.

The coursework must be adherent to the principles of academic integrity. A complete coursework will be checked by specific soft for plagiarism. The level of research independence should not be lower than 50 %.

The quality of the coursework is evaluated in accordance with the requirements:

timely submission of the coursework to the department. Each day of delay will level down the mark by 1 point per working day. The deadline is defined annually – 4 weeks before the end of the semester;

the content of the coursework should be performed according to the content requirements;

the coursework should be performed according to the format requirements.

The maximal possible score of the coursework quality is 60 points; the minimal required score is 35 points.

The coursework defense is organized at the Management and Business Department two weeks before the examination period according to the schedule approved by the department head.

The defense is the presentation of the performed coursework. When defending the coursework, the student should be able to answer questions about the methods of the study, its main results and to evaluate the prospects for further research. The maximal possible score of the coursework defense is 40 points; the minimal required score is 25 points.

The final mark for the coursework on the academic discipline "Management" calculated on a 100-point scale according to the qualification requirements is given in Table 1.

Table 1

Evaluation scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale
90 – 100	A	excellent
82 – 89	B	good
74 – 81	C	
64 – 73	D	satisfactory
60 – 63	E	
35 – 59	FX	unsatisfactory
1 – 34	F	

4. The requirements for the structure and content of the coursework

The requirements for the structure of the coursework

A coursework is done on the basis of the study of domestic and foreign literature in the speciality: books, periodicals, scientific publications, laws and regulations, special literature, and textbooks (as a secondary source, used as rarely as possible), etc., statistical data.

A coursework should contain the following sections (in order mentioned below):

1. The title page of the coursework. It should be performed according to the unified form (Appendix A) with all signatures (student's and the Committee members').
2. The content of the coursework.
3. Introduction.
4. The main part which consists of the theoretical and practical sections.
5. Conclusions.
6. A list of references.
7. Appendices.

The structure of the coursework and the size of its individual sections depend on the specific topic of the research, but it should be formed in compliance with the following conditions:

the size of the report is to be 25 – 30 typescript pages (including the references and excluding appendices);

auxiliary tables, technical documentation should be placed in appendices;

the number of pages in the individual sections are not clearly regulated, but must meet the requirements of sufficient information content and validity of decisions and conclusions.

The coursework consists of sections and subsections. Conclusions are to be formulated at the end of each section.

The content of each section depends on the topic of the coursework and the coursework plan agreed with the supervisor. However, there are general requirements for the size of each section that are listed below.

An approximate number of pages in the sections should be as follows:

introduction: 1 – 2 pages;

the theoretical section: 10 – 15 pages;

the practical section: 7 – 10 pages;
conclusions: 1 – 2 pages.

The requirements for the content of sections of the coursework

Introduction

The introduction is a brief section (usually no more than 1 – 2 pages) designed to inform the reader of the relevance of the research and including a short history or relevant background that leads to the statement of the problem that is being addressed.

The purpose of the introduction is to supply sufficient background information to allow the reader to understand and evaluate the results of the study.

The introduction contains the relevance and practical significance of the chosen topic of research, defines the purpose and tasks, the object, the subject of the study, briefly describes the methods and sources of information used for the study, and the obtained results that contain the elements of novelty (the proposals).

Justification of the relevance must be brief. A few sentences are enough to express the main idea.

The introduction contains the statement of the coursework purpose and the tasks that need to be addressed to achieve this purpose.

The object of the coursework is a process or phenomenon that creates a problem situation and is selected for the research. The subject of the coursework determines the topic of the coursework.

The introduction also contains the list of research methods that are used in the coursework. The research methods should not be just enumerated in isolation from the content, but it should be briefly defined what exactly is investigated by each of the methods.

The main section

The main section of the coursework consists of the theoretical basics of the chosen topic (analysis and comparison of different points of view) and practical application (examples of separate companies, statistics, etc.).

The title of each section should reflect the nature of the issues covered. It is not allowed to use the titles "theoretical section", "practical section", etc.

The theoretical section should contain 2 subsections. The subsections of the first section of the coursework should describe the general theoretical approaches to the problem using the analysis of literature on the subject of study, necessarily using references to the sources cited. It is desirable to compare different points of view, to use published statistical data. The main points of the theoretical analysis should be summarized in the form of analytical tables. It is desirable to illustrate the text by graphic material: charts, graphs, algorithms, diagrams.

The second section – practical application – should contain 1–2 subsections. It is devoted to the coverage of the world experience concerning the problem that is the subject of the research. It should contain specific examples of practices of leading companies, as well as interstate, industry standards, analysis of the prevailing trends. Pursuant to this section is the analysis and synthesis of advanced global achievements, best practices that can be implemented in the activities of domestic enterprises.

Conclusions

Conclusion is the final stage of the coursework. Conclusion briefly presents the most important theoretical and practical points of the coursework, from the point of view of the coursework purpose and tasks. The sequence of conclusions should match the set of the objectives given in the introduction.

The list of references

The list of references is placed after the conclusions. It consists of the literary sources that were used by the student when writing the coursework, namely legislative regulations, textbooks, monographs, articles in periodicals, websites, reference materials, etc. Unpublished sources (financial statements, technical documentation, other internal company documents, lecture notes prepared by the student, etc.) should not be included in the list of references. The number of sources depends on the novelty of the problem and the extent of its regulatory settlement. Based on the experience of preparation of the coursework, the recommended total number of sources in the list of references must be at least 10 positions. Sources published no more than 5 years before writing the thesis should prevail.

Appendices

The coursework must contain appendices that reflect an appropriate information base for the analysis of the enterprise activity and must be properly designed. Also, the appendices should contain supplementary material that is used for comprehensive perception of the coursework.

The requirements for the design of the coursework

The general requirements

The coursework must be printed using a computer, on one side of a sheet of white A4 paper (210 x 297 mm), half line spacing, up to thirty lines per page (except for the title page for which the space multiplier 1.3 is set).

The margins must be sized as follows: left – 25 mm, right – 15, upper – 20 mm, bottom – 20 mm.

The main text font is Normal, Times New Roman, size 14. It is not allowed to make certain words or parts of the text bold or italicized (except headers and titles of tables, figures).

Paragraph indentation should be 1.25 cm, the basic text should be aligned by the width. Orphan or widow lines are not allowed [10].

Numbers cannot be separated from the units – they should be placed in the same line.

You must follow a single style design of the coursework. Printing must be clear, black. The density of the text of the coursework should be the same.

Interrogative and exclamation marks in the coursework are unacceptable.

The titles of the structural parts of the coursework – the content, the introduction, the sections, the list of references, etc. – are printed in capital letters (14 pt type, bold).

The section and subsection titles are single-spaced. The subsection titles are printed in small letters (except the first block), font size 14, bold. Between the text of the previous subsection and the title of the current subsection a space is left. There is no space directly after the subsection title. There is no full stop at the end of any title [16].

Each section starts with a new page. Each new subsection starting on the same page where the previous one was finished is separated by a space.

The last page of each section must be at least in 2/3 completed by the text.

Numeration

Sections, subsections, figures, tables, and formulas are designated with Arabic numbers without the number sign "No."

The first page of the coursework is the title page, which is included in the total number of the report pages. The title page is not numbered.

Page numbers are printed starting with the second page of the introduction to the end of the last page of appendices inclusively, in the upper right corner without a full stop. For page numbering font Times New Roman (size 12 pt) is used.

Before the section title its number in Arabic numerals is placed, followed by a full stop. The word "section" is not written.

Subsections are numbered within each section. The subsection number consists of the section number and the number of the subsection in this section with a full stop between these numbers [10].

Lists

Numbered or bulleted lists may be required in the coursework for reckoning certain objects, events or their properties. The general rules for using these lists are as follows [10]:

1. In the case of quite long lists (consisting of several sentences) a numbered list is advisable. Each list item starts with a new line with a capital letter at the end position of a dot. Numbering is done with Arabic numerals, a dot after the number.

2. If logic requires the implementation of numbering list items with a small number of items, a numbered list is used. Numbering is done with Arabic numerals or small letters of the Latin alphabet, a bracket after the number. Each list item starts with a new line of small letters at the end position of a semicolon. The last item ends in a full stop.

3. If necessary, a multilevel list is used (if some or the entire list contain "nested" lists) which should follow the same rules as for bulk item lists.

4. In all other cases, use a bulleted list. Each list item starts with a new line of small letters at the end position of a semicolon. At the end of the last item a full stop is put. Markers are either not used, or used as a marker line (dash). Do not use other types of markers (circle, flower, hand, etc.).

5. The style design of the lists (size, indentation, tab) must be the same throughout the work [10].

Figures

Figures (diagrams, charts, graphs) should immediately follow the text where they are mentioned for the first time, or on the next page. Figures larger than A4 size are considered as one page and placed on A3 sheets after mentioning in the text or in appendices.

If the reference information (photos, drawings, diagrams, charts, graphs, maps) is placed in the appendix, make sure it is referred to in the text.

Each figure in the main text of the coursework or appendix must be referenced in the text.

All artwork, regardless of whether they are graphs, charts, diagrams, etc., are indicated with the word "Fig." with the capital letter and numbered consecutively within a section, except for the figures presented in the appendices. Most figures should contain a section number and a serial number, a dot between them. The figure captions are consistently placed exclusively under the figure. The figure number and the caption are separated by a dot, e.g. "Fig. 1.2. The objectives of the personnel management" [10].

A figure example is presented below.

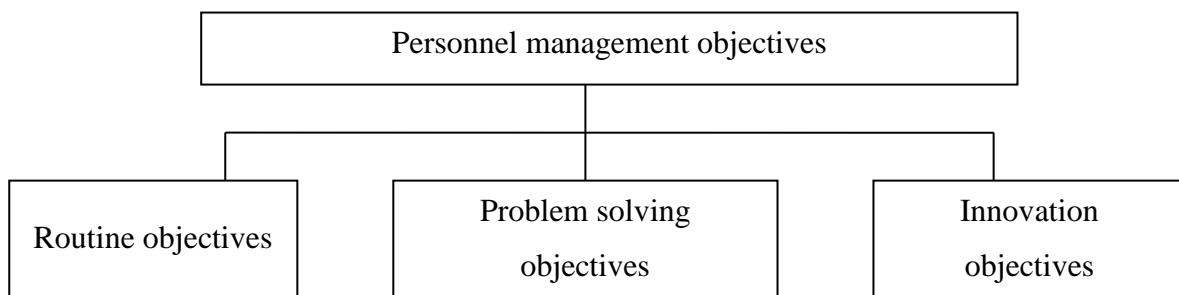


Fig. 1.2. The objectives of the personnel management

Figures must be made by computer and be black and white. All color figures are allowed only in the appendices.

Tables

Tables are numbered consecutively within the section. Near the right sheet margin, leaving a space after the text, the word "table" with its number is placed. Most tables should consist of the section number and the serial number of the table, a dot between them. There is no dot after the table number, for example, "Table 3.2", means the second table of the third section.

The name of the table is given in the next line, symmetrically to the text. The word "Table" and the table name start with a capital letter. The word "Table" and its number and name should be given in the bold type. Do not miss a space between the table title and the table [10]. A sample table is given below.

Table 3.2

Calculation of the integrated grade of the new equipment quality and effectiveness

Criterion	Avg weighted	Weight
Producer	4	0.36
Functional capabilities of the equipment	4.24	0.37
Guarantee	2.79	0.1
After-sales service	1	0.06
Equipment cost	3.60	0.11

Each table must include a header with the names of the columns (sometimes – with the names of the lines). The table header font must be bold.

The tables are placed after the first mentioning of them in the text or, failing that, on the next page. The table is placed so that it can be read without turning the unit of work or intertwined with turning clockwise.

All the tables of the coursework must be referenced in the text.

All the parts of the table transferred to another worksheet are not entitled, but the words "Continuation of the table" and its number are provided at the right margin, for example: "Continuation of table 1.2". On the last page instead of "Continuation of the table" write "End of the table". The words "Continuation of the table", "End of the table" and the number of the tables are given in bold.

For tables, font 14, 12 or 10 pt Times New Roman may be used, line spacing must be single [10].

Tables sized 2 full sheets or more are transferred to the appendix.

Formulas

Formulas in the coursework are performed using standard mathematical editors Microsoft Office (e.g. Microsoft Equation 3.0) and numbered (if more than one) within the section. Formulas are placed symmetrically to the text,

immediately followed by a comma, or punctuation may be missing. Styles of all the formulas in the work must be the same.

Most formulas consist of the section number and the serial number of the formula in the section, a dot between them. The formula number is provided at the right sheet margin in parentheses. There is no dot between the formula and its number and after the formula number in parentheses.

Directly under the formula there must be an explanation of all the symbols and numerical values of the coefficients used in the formula (including the symbol that indicates the value for which the calculation formula is made), in the order in which they are listed in the formula [10].

A formula sample is given below.

$$AEE = I_a - C_a , \quad (3.5)$$

where AEE is the annual economic effect, thou UAH;

I_a is the additional marginal income during the year, thou UAH;

C_a is the additional costs during the year, thou UAH.

According to the example, it is the fifth formula of the third section.

References

When writing a coursework, students must necessarily make references to the source materials or some results which are presented in the coursework (theoretical sources, reference materials, etc.), as well as tables, equations, figures and appendices of the coursework.

If you use the information, materials from textbooks, monographs, review articles, and other sources of many pages, then the reference must accurately specify the number of pages, figures, tables, formulas from the source which is referenced in the coursework.

The source must be cited in the text with the serial number as indicated on the list of references and given in two brackets, e.g. "[4, p. 21 – 22]" (fourth number in the list of references, pages 21 – 22), or "... in [14, 21, 30] ..." [16].

A reference to a figure contains the serial number, for example: "Fig. 1.4" in lowercase letters.

A reference to a formula indicates the formula serial number in brackets, e.g.: "... in (2.3)."

When referring to a table in the text, the word "table" is written in lowercase letters, for example: "... in table 1.4".

In repeated references to tables, illustrations and formulas the word "see" is written, for example, "see table 1.2" [10].

References can also be designed according to the requirements of GOST 7.1:2006 (a sample design can be found at the Book Chamber of Ukraine at: http://www.ukrbook.net/prykl_bib_zap.pdf). It is important that the entire bibliography was issued under a single standard, or according to GOST 7.1:2006.

The list of references

Sources in the list of references are given in alphabetical order (using the author's first surname or headers in alphabetical order). The sources in Ukrainian and Russian are given first (Russian sources are not separated!) followed by foreign-language sources. The sources are numbered sequentially.

When putting sources in the list of references make sure all the source data are included: the name of the author(s), the title of the work, the location and the name of the publisher, the year of publication, the total number of pages (for periodicals, the page range of the article referred to is indicated). When making a list of references pay attention to the following general requirements:

- the initials and the surname of the author are not detached from each other, that is they are always placed in the same line;

- names and other details of the sources in Russian and other foreign languages are not translated;

- the abbreviation of the word "page" ("p.") is always placed in the same line with the corresponding number;

- a journal (newspaper) number should not be provided as a separate item, instead, a separate article can only be given as a list item;

- the URL-address of a Web site as the main text and in the list of references cannot be invoked font with underline;

- strictly adhere to the requirements of punctuation (based on the sample composition) without replacing a dash, making the necessary padding between the structural elements of the list of literature and punctuation [10].

Sample literature according to the types is given in Table 2 of the guidelines.

A sample bibliography design of different types [10]

Source type	Patterns
1	2
Legislation and regulations	1. Господарський Кодекс України від 16.01.2003 р. № 436-IV // Відомості Верховної Ради України. – 2003. – № 18, № 19 – 20, № 21 – 22. – С. 144. 2. Закон України "Про Державну програму економічного і соціального розвитку України на 2010 рік" від 20.05.2010 р. № 2278-17 // Відомості Верховної Ради України. – 2010. – № 33. – С. 470.
Official standards	3. Система управління якістю. Вимоги: ДСТУ ISO 9001-2001. – Чинний від 27.06.2001 р. – Київ : Держстандарт України, 2001. – 30 с.
Monographs, textbooks, dictionaries (one author)	4. Barnett T. Corporate Social Responsibility: Encyclopedia of Management / T. Barnett. – London : Kogan Page, 2006. – 358 p. 5. Conaty B. The talent masters: why smart leaders put people before numbers / B. Conaty. – New York : Crown Publishing Group, 2011. – 457 p.
Legislation and regulations from the Internet	6. Закон України "Про Державну програму економічного і соціального розвитку України на 2010 рік" від 20.05.2010 р. № 2278-17 [Електронний ресурс] // Офіційний сайт Верховної Ради України. – Режим доступу : http://zakon.rada.gov.ua/cgi-bin/laws/main.cgi?nreg=2278-17 .
Monographs, textbooks, dictionaries (2 or 3 authors)	7. Stoner J. A. Management / J. A. Stoner, R. E. Freeman. – New Jersey : Prentice Hall, 1989. – 723 p. 8. Lepeyko T. Basics of the information economy : textbook / T. Lepeyko, O. Mazorenko. – Kharkiv : KHNUE, 2013. – 141 p.
Monographs, textbooks, dictionaries (4 authors)	9. IT in Business. A manager's casebook / D. Targett, D. J. Grimshaw, P. Powell, J. Green. – Oxford : Butterworth-Heinemann, 1999. – 318 p.
Monographs, textbooks, dictionaries (more than 4 authors)	10. Maximizing the impact of executive coaching: behavioral change, organizational outcomes, and return on investment / J. McGovern, M. Linderman, M. Vergara, et al. – Manchester : The Manchester Review, 2008 – 689 p.
Papers in periodicals (newspapers, magazines)	11. Ostapenko I. Internal training center as an alternative way of staff development / I. Ostapenko // Management of development. – 2013. – No. 22 (162) – P. 161–163. 12. Drnevich P. Information technology and strategy: Two camps, four perspectives, one elusive goal / P. Drnevich, D. McIntyre // International Journal of Strategic Information Technology and Applications. – 2010. – No. 1 (2). – P. 1–18.
Papers in the Internet	13. Hanifan L. J. The Rural School Community Centre [Electronic resource] / L. J. Hanifan // Annals of the American Academy of Political and Social Sciences – 1916. – No. 67. – Access mode : http://www.jstor.org .

Table 2 (the end)

1	2
	14. Letters to the Editor: Fire's toll on small businesses [Electronic resource] / San Francisco Chronicle. – Access mode : https://www.sfchronicle.com/opinion/letterstoeditor/article/Letters-to-the-Editor-Fire-s-toll-on-small-14818416.php?cmpid=gsa-sfgate-result .
Proceedings of conferences	15. Heberlein T. A. Attitudes, norms and the art of visitor management / T. A. Heberlein : proceedings of the 6th International Conference on Monitoring and Management of Visitors in Recreational and Protected Areas, Stockholm, Sweden, August 21 – 24, 2012. – Stockholm : FFR, 2012. – P. 17–19. 16. Sharma K. How Students Learn using MOOCs: An Eye-tracking Insight / K. Sharma, P. Jermann, P. Dillenbourg : proceedings of the European MOOC Stakeholder Summit 2014, Germany, Hamburg, April 12 – 15, 2014. – Humburg : P.A.U. Education. – P. 147–155.
Abstracts of dissertations	17. Barabas D. O. Management of competitive advantages of the company : abstract of diss... PhD in Economics : 08.06.01 / D. O. Barabas. – Kyiv, 2003. – 18 p.
Dissertations	18. Barum O. M. Decision-making: process approach : diss... PhD in Economics : 08.06.01 / O. M. Barum. – Moscow, 2004. – 241 p.

Appendices

Appendices are drawn as an extension of the coursework immediately after the list of references as a separate part, and placed in the order of appearance of references in the text of the coursework. Appendices should begin with a title page, with a symmetrically printed word "**APPENDICES**". Each appendix must also begin with a title page with the word "**APPENDIX**" and the relevant letter placed symmetrically to the page, and given in bold. For example: "**APPENDIX A**". Its name should be given in small letters, in bold in the next line, for example: "**The organizational structure of the enterprise management**". The words "additional", "appendix", appendix number and the name in quotation marks are not provided.

Appendices should be identified consistently in capital letters of the English alphabet for example: "**APPENDIX A**", "**APPENDIX B**" and so on.

Figures, tables and formulas in appendices are numbered within each appendix, e.g. "Fig. E.2" is the second figure in **APPENDIX E**, (A.1) is the first formula in **APPENDIX A**. The figures, tables and formulas in appendices should be designed according the general requirements for the coursework.

Example of a title page of the coursework

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

MANAGEMENT AND BUSINESS DEPARTMENT

Coursework mark	Defense mark	Total mark
_____	_____	_____

Date of receipt at the department

COURSEWORK

**on the academic discipline "MANAGEMENT"
on the topic "Benchmarking as a managerial tool"**

Student

group 6.03.073.040.19.1

I. I. Ivanov

Committee:

Kharkiv, 2020

Recommended reading

Main

1. Лепейко Т. І. Менеджмент / Т. І. Лепейко, О. М. Миронова. – Харків : Вид. ХНЕУ, 2010. – 204 с.
2. Clegg S. R. Management and Organization Paradoxes / S. R. Clegg. – Amsterdam : John Benjamins Publishing Company, 2002. – 338 p.
3. Cole G. A. Management Theory and Practice / G. F. Cole, P. Kelly. – 7th edition. – Boston : Cengage Learning, 2011. – 608 p.
4. Drucker P. F. The Practice of Management / P. F. Drucker. – New York : Harper Business, 2006. – 416 p.
5. Grove A. S. High Output Management / A. S. Grove. – New York : Vintage, 2005. – 272 p.
6. Law J. A Dictionary of Business and Management / J. Law. – London : OUP Oxford, 2009. – 608 p.
7. Mintzberg H. Simply Managing / H. Mintzberg. – Oakland : Berrett-Koehler Publishers, 2013. – 216 p.
8. Mullins L. J. Management and Organisational Behaviour / L. J. Mullins. – New Jersey : FT Press, 2005. – 1095 p.
9. Shafritz J. M. / Classics of Organization Theory (with InfoTrac) / J. M. Shafritz, J. S. Ott, Y. S. Jang. – New York : Wadsworth Publishing, 2004. – 560 p.

Methodical support

10. Guidelines to independent training on the academic discipline "Basis of Scientific Research" for students of training directions 6.030601 "Management", 6.140103 "Tourism" of all forms of study / compiled by O. Myronova, O. Mazorenko. – Kharkiv : S. Kuznets KhNUE, 2016. – 41 p. (English)

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НАВЧАЛЬНЕ ВИДАННЯ

МЕНЕДЖМЕНТ

**Методичні рекомендації
до виконання курсових робіт
для студентів спеціальності 073 "Менеджмент"
першого (бакалаврського) рівня**

(англ. мовою)

Самостійне електронне текстове мережеве видання

Укладач **Миронова** Ольга Миколаївна

Відповідальний за видання *Т. І. Лепейко*

Редактор *З. В. Зобова*

Коректор *З. В. Зобова*

Подано перелік тем для виконання курсової роботи. Розглянуто основні моменти, які допоможуть студентам у підготовці та презентації курсових робіт із навчальної дисципліни. Наведено зміст та вимоги до написання курсової роботи.

Рекомендовано для студентів спеціальності 073 "Менеджмент" першого (бакалаврського) рівня.

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