

**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",  
study programme "Business Administration"**

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**Management** [Electronic resource] : guidelines to writing a M24 coursework for Bachelor's (first) degree students of speciality 073 "Management", study programme "Business Administration" / compiled by O. Myronova, A. Melnyk. – Kharkiv : S. Kuznets KhNUE, 2024. – 29 p. (English)

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

For Bachelor's (first) degree students of speciality 073 "Management", study programme "Business Administration".

**UDC 005(072.034)**

# Introduction

The course "Management" is focused on studying the characteristics and features of the management process at enterprises, organizations, institutions, analysis of the essence of the management process, and the use of effective management tools to ensure the functioning of management systems.

In the process of studying, students acquire the necessary knowledge during lectures, perform tasks related to the practical application of the acquired knowledge. Studying the theoretical provisions of the course requires consolidation of knowledge with the help of practical classes, and this constitutes a significant part of the studying, which is followed by writing a coursework.

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 study programme "Business Administration", students' study of the course "Management" ends with writing a 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, students must demonstrate the ability to use regulatory documents and specialized scientific literature, competently formulate and express opinions, make judgments and offer 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.

Learning outcomes and competences formed by the coursework are given in Table 1.

### Learning outcomes and competences formed by the course

Learning outcomes	Competences
LO3	GC4
	GC5
	SC4
	SC5
	SC10
	SC12
LO4	SC1
	SC10
LO6	SC10
LO7	SC1
	SC20
LO8	SC1
	SC5
	SC7
	SC8
LO10	GC11
	SC4
	SC7
LO16	GC5
LO17	GC3
	GC5
	GC10
LO19	GC5

*Note.*

GC3. Ability to think abstractly, analyze, and synthesize.

GC4. Ability to apply knowledge in practical situations.

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

GC10. Ability to conduct research at the appropriate level.

GC11. Ability to adapt and act in a new situation.

SC1. Ability to identify and describe organizational characteristics.

SC4. Ability to identify the functional areas of the organization and the connections between them.

SC5. Ability to manage an organization and its divisions through the implementation of management functions.

SC7. Ability to select and use modern management tools.

SC8. Ability to plan the organization's activities and manage time.

SC10. Ability to evaluate the work performed, ensure its quality and motivate the organization's staff.

SC12. Ability to analyze and structure organizational problems, to form reasonable decisions.

SC20. Ability to develop effective procedures and communication mechanisms for interpersonal interaction in the business environment, including adaptation to new situations.

LO3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

LO4. Demonstrate skills in identifying problems and justifying management decisions.

LO6. Demonstrate skills in searching, collecting and analyzing information, calculating indicators to justify management decisions.

LO7. Demonstrate organizational design skills.

LO8. Implement management techniques to ensure the effectiveness of an organization.

LO10. Have the skills to justify effective tools for motivating the organization's staff.

LO16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.

LO17. Perform research individually and/or in a group under the guidance of a leader.

LO19. Demonstrate skills in analyzing and synthesizing information, applying them to analyze and solve problems in various areas of business and management.

# **Guidelines to the performance of a coursework**

## **1. The order of the performance of a coursework**

In order to successfully perform a coursework students must strictly keep to the following recommendations.

The coursework is performed in the following sequence:

choosing the topic of the coursework;

study of literature on the topic;

drawing up a work plan;

writing and designing the work;

submission of the coursework to the supervisor for review;

defense of the coursework.

The coursework is done independently with the consultancy of the supervisor during the studying of the academic discipline in accordance with the educational process. The coursework assumes the availability of the following elements of the research: the topic, 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. Students can choose the topic of the coursework from the available list. 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 research object.

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 work out the methods of conducting research for the coursework 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 ways for improvement, etc. – in a close relationship and a single logic of presentation.

## **2. The topics for a coursework**

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

### **The list of topics for a coursework**

1. Management as an activity and a 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 to the activity of a 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 of another 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 a modern organization.
15. The principles of management in the manufacturing system of a company.
16. The relationship between the external and internal environment of an organization.
17. The nature and composition of the management functions.



18. The strategy and tactics in management.
19. Planning as a function of management.
20. The role of goal-setting in the management of an organization.
21. The mission and goals of an organization.
22. The strategic management of an organization.
23. The Balanced Scorecard as a managerial tool in business (or in a non-for-profit organization).
24. The role of delegating authority in management.
25. Organizational relations in the management system.
26. The organizational structure of a company.
27. Job design in an organization.
28. Motivation as a function of management of an organization.
29. Regulation and control in the management system.
30. Planning and control in the management system.
31. Information support of management of an organization.

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 a 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 (StrikePlagiarism.net). 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 this course is calculated on a 100-point scale according to the qualification requirements.

## **4. The requirements for the structure and content of a coursework**

### **The requirements for the structure of a 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 members of the committee).

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 a 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 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 concerning the size of each section that are listed below.

An approximate number of pages in the sections is 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 the sections of a 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 a 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 method.

### 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 name of each section should reflect the nature of the issues covered. It is not allowed to use the names "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

Conclusions make the final stage of the coursework. Conclusions briefly present 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 coursework 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.

## **5. The requirements to the design of a coursework**

### **The general requirements**

The coursework must be printed using a computer on one side of a white A4 paper sheet (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: 25 mm left, 15 mm right, 20 mm upper, 20 mm bottom.

The main text font is Normal, Times New Roman, size 14. It is not allowed to make bold or italicize certain words or parts of the text (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.

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 are content, introduction, sections, the list of references, etc. printed in capital letters (14 pt type, bold).

The section and subsection titles are single-spaced. 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 [17].

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.

### Lists

Numbered or bulleted lists may be required in the report for reckoning certain objects, events or their properties. The general rules for using these lists are as follows [17]:

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, a dot at the end. 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 with a semicolon at the end. 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 with a semicolon at the end. 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.

## 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.

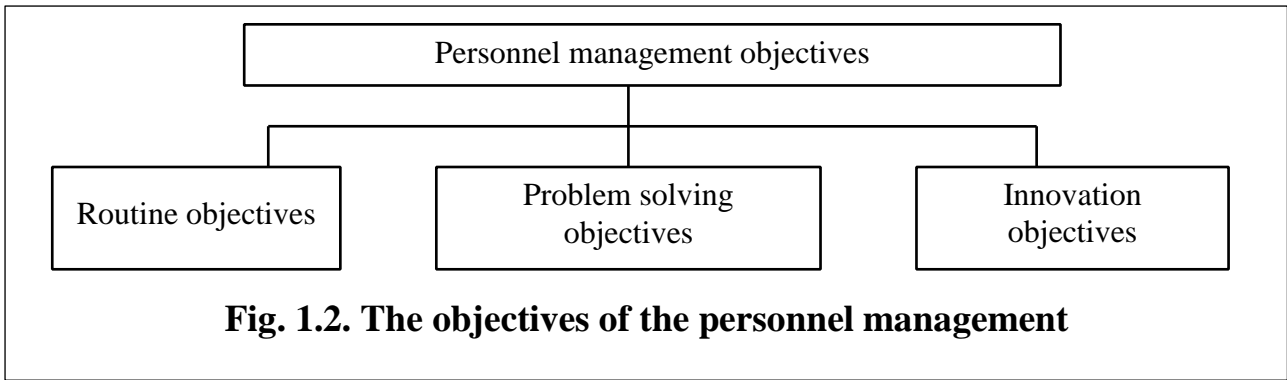
If the reference information (photos, drawings, diagrams, charts, graphs, maps) is placed in the appendix, make sure it is referred to in the text.

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 chapter 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"**.

A figure example is presented in Fig. 1.





**Fig. 1. An example of a figure design**

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. Under the table title do not miss a space, and place the table. A sample table is given in Fig. 2.

**Table 3.2**

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

Criteria	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

**Fig. 2. A sample table in a coursework**

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 tables are given in bold.

For tables, Font 14, 12 or 10 pts Times New Roman may be used, line spacing must be single.

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.

A formula sample is given in Fig. 3.

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

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.

**Fig. 3. An example of formula design**

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

#### The list of references

When writing a course work, students must necessarily make references to the source material 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 report.

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] ..." [17].

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".

References can also be designed according to the requirements of the State Standard of Ukraine (DSTU) 8302:2015 (a sample design can be found in [17]).

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 are given first 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.

Sample literature according to the types is given in Appendix B of the guidelines. In the work, the list of the used literature is not drawn up as a table, as it is presented in Appendix B, but as a numbered list.

You can use the online link generator to create items in the list of references: <https://www.grafiati.com/uk/blogs/dstu-8302-2015-referencing-generator/>.

## 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 given 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 a coursework.

## Recommended literature

### Main

1. Лепейко Т. І. Менеджмент [Електронний ресурс] : навчальний посібник / Т. І. Лепейко, О. М. Миронова. – Харків : Вид. ХНЕУ, 2010. – 204 с. – Режим доступу : <http://www.repository.hneu.edu.ua/handle/123456789/30823>.

2. Менеджмент [Електронний ресурс] : навчально-практичний посібник для самостійного вивчення дисципліни у схемах, таблицях, тестах та завданнях / М. В. Афанасьєв, І. Я. Іпполітова, В. В. Ушкальов, І. Г. Муренець ; за заг. ред. В. В. Ушкальова. – Харків : ХНЕУ ім. С. Кузнеця, 2021. – 392 с. – Режим доступу : <http://repository.hneu.edu.ua/handle/123456789/26540>.

3. Менеджмент у структурах видавничо-поліграфічного комплексу [Електронний ресурс] : навчальний посібник / Т. І. Лепейко, Т. П. Близнюк,

А. В. Котлик та ін. – Харків, ХНЕУ, 2011. – 352 с. – Режим доступу : <http://www.repository.hneu.edu.ua/handle/123456789/30822>.

4. Теорія управління [Електронний ресурс] : навчальний посібник / І. А. Грузіна, І. О. Кінас, І. М. Перерва [та ін.] ; Харківський національний економічний університет ім. С. Кузнеця. – Електрон. текстові дан. (1,25 МБ). – Харків : ХНЕУ ім. С. Кузнеця, 2021. – 137 с. – Режим доступу : <http://www.repository.hneu.edu.ua/handle/123456789/27798>.

## **Additional**

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18. Електронний каталог Національної бібліотеки України імені В. І. Вернадського. – Режим доступу : [www.nbuv.gov.ua](http://www.nbuv.gov.ua).

19. Електронний каталог Харківської державної наукової бібліотеки імені В. Г. Короленка. – Режим доступу : <http://korolenko.kharkov.com>.

20. Інтернет портал для управлінців. – Режим доступу : <http://www.management.com.ua/>.

# Appendices

Appendix A

**An example of a title page of a coursework**

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

**MANAGEMENT AND BUSINESS DEPARTMENT**

**Coursework mark** \_\_\_\_\_

**Defense mark** \_\_\_\_\_

**Total mark** \_\_\_\_\_

**Date of receipt at the department** \_\_\_\_\_

## **COURSEWORK**

**on the course "MANAGEMENT 2"**

**on the topic "Benchmarking as a managerial tool"**

**Student**

group 6.03.073.040.22.1

\_\_\_\_\_

Dmytro SHEVCHENKO

**Committee:**

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\_\_\_\_\_

Kharkiv, 20\_\_



Table B.1

## Examples of formatting of a list of references

Type of source	Examples of formatting
1	2
Laws, bylaws	<p>1. Господарський Кодекс України від 16.01.2003 р. № 436-IV. <i>Відомості Верховної Ради України</i>. 2003. № 18, № 19–20, № 21–22. Ст. 144.</p> <p>2. Про Державну програму економічного і соціального розвитку України на 2010 рік : Закон України від 20.05.2010 р. № 2278-17. <i>Відомості Верховної Ради України</i>. 2010. № 33. Ст. 470.</p> <p>3. Про схвалення Державної програми розвитку промисловості на 2003 – 2011 роки : Постанова Кабінету Міністрів України від 28.06.2003 р. № 1174. <i>Офіційний вісник України</i>. 2003. № 31. Ст. 1628.</p>
State standards	4. ДСТУ ISO 9001: 2001. Системи управління якістю [Чинний від 2001-06-27]. Київ, 2001. 24 с. (Інформація та документація).
Laws, bylaws, standards posted on the Internet	5. Про Державну програму економічного і соціального розвитку України на 2010 рік: Закон України від 20.05.2010 р. № 2278-17. URL: <a href="http://zakon.rada.gov.ua/cgi-bin/laws/main.cgi?nreg=2278-17">http://zakon.rada.gov.ua/cgi-bin/laws/main.cgi?nreg=2278-17</a> (дата звернення: 12.10.2023 р.).
Books: monographs, textbooks, manuals, dictionaries (one author)	<p>6. Близнюк Т. П. Вплив циклічності розвитку економіки на інноваційну діяльність підприємства : монографія. Харків : ФОРМ, 2008. 352 с.</p> <p>7. Parker J. Principles of scientific research. 7th ed. London : Editorial, 2017. 301 p.</p>
Books: monographs, textbooks, manuals, dictionaries (2–3 authors)	<p>8. Лепейко Т. І., Котлик А. В. Процесний підхід до управління конкурентоспроможністю підприємства : монографія. Харків : Вид. ХНЕУ, 2012. 316 с.</p> <p>9. Wilson D., Lister P., Andrews A. Modern surgery. Manchester : MAN, 2011. 240 p.</p> <p>10. Білоус С. І., Корнійчук В. П. Філософія освіти. Переяслав-Хмельницький, 2016. 176 с.</p>
Books: monographs, textbooks, manuals, dictionaries (4 authors)	<p>11. Організація маркетингового управління діяльністю підприємств машинобудівного кластера в умовах глобалізації : монографія / Лепейко Т. І., Пилипенко А. А., Пушкар О. І., Березовський К. М. Харків : ТОВ "Золоті сторінки", 2015. 664 с.</p> <p>12. Referencing styles / G. R. Edwards et al. Los Angeles : International Publishing, 2010. 280 p.</p>
Books: monographs, textbooks, manuals, dictionaries (over 4 authors)	<p>13. Концептуальні засади менеджменту в інформаційній економіці : монографія / Лепейко Т. І. та ін. ; під заг. ред. Т. І. Лепейко. Харків : Вид. ХНЕУ, 2010. 252 с.</p> <p>14. Referencing styles / G. R. Edwards et al. Los Angeles : International Publishing, 2010. 280 p.</p> <p>15. Менеджмент у структурах видавничо-поліграфічного комплексу : навчальний посібник / Лепейко Т. І. та ін. Харків : Вид. ХНЕУ, 2011. 352 с.</p>

## Appendix B (continuation)

Table B.1 (continuation)

1	2
Without an author	16. Міжнародні відносини : монографія / за ред. М. А. Березовського. Київ : ЦУЛ, 2016. 162 с. 17. Routledge handbook of international statebuilding / ed. by D. Chandler, T. D. Sisk. London : Routledge, 2013. 448 p.
Part of a publication (monograph)	18. Лепейко Т. І., Котлик А. В. Сучасні підходи до виділення підсистем підприємства. Концептуальні засади управління підприємством як економічною системою : монографія / за ред. В. О. Коюда. Харків : Вид. ХНЕУ, 2007. С. 26–47. 19. Goehr L. The concept of opera. The Oxford handbook of opera / ed. by H. M. Greenwald. Oxford, 2014. P. 92–136.
Multi-volume editions	20. Бондаренко В. Г., Канівська І. Ю., Парамонова С. М. Теорія ймовірностей і математична статистика. У 2 ч. Київ : НТУУ "КПІ", 2006. Ч. 1. 125 с. 21. Енциклопедія рослин / редкол.: І. М. Деркач та ін. Київ : ЦУЛ, 2016. Т. 8. 812 с. 22. Котлик А. В. Критика застосування методу радару для оцінки конкурентоспроможності підприємства. Актуальні проблеми економічного та соціального розвитку виробничої сфери : матеріали VI Міжнародної науково-теоретичної конференції молодих вчених і студентів, м. Донецьк, 21–22 травня 2009 р. Донецьк : ДВНЗ ДонНТУ, 2009. Т. 1. С. 291–294. 23. Бюджетна система України: історія, стан та перспективи : у 3 т. / Акад. прав. наук України. Львів : Право, 2012. Т. 2 : Бюджетний менеджмент / заг. ред. Ю. П. Бубряка. 476 с.
Translated editions	24. Брігхем Є. В. Основи фінансового менеджменту / пер. з англ. В. Біленького та ін. Київ : Молодь, 1997. 998 с.
Articles in periodicals (magazines, newspapers)	25. Котлик А. В. Побудова системи показників для оцінки конкурентоспроможності бізнес-процесів підприємства. Управління розвитком. 2011. № 21 (118). С. 30–32. 26. Котлик А. В. Цілеорієнтований підхід до ідентифікації бізнес-процесів підприємства. Бізнес Інформ. 2013. № 2. С. 193–196. 27. Масловська Л. Ц., Савчук В. А. Оцінка результативності і ефективності виробництва органічної агропродовольчої продукції. Агросвіт. 2016. № 6. С. 23–28. 28. Якобчук В. П. Стратегічні пріоритети інноваційного розвитку підприємництва в аграрній сфері. Вісник Київського національного університету ім. Т. Шевченка. Сер. Економіка. 2013. Вип. 148. С. 31–34. 29. Dankevych Ye. M., Dankevych V. Ye., Chaikin O. V. Ukraine agricultural land market formation preconditions. Acta Universitatis Agriculturae et Silviculturae Mendelianae Brunensis. 2017. Vol. 65, №. 1. P. 259–271. 30. Монаєнко А. Поза чергою не рахується? Особливості звільнення суддів за порушення присяги. Юридична газета. 2017. 17 січ. С. 28–29.

Table B.1 (the end)

1	2
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Theses of reports at conferences	32. Грузіна І. А. Інформатизація як передумова соціально-економічного розвитку регіону. Актуальні проблеми розвитку галузевої економіки та логістики : матеріали ІІ наук.-практ. конф. Харків : Вид-во НФаУ, 2013. С. 108–110. 33. Котлик А. В. Критика застосування методу радару для оцінки конкурентоспроможності підприємства. Актуальні проблеми економічного та соціального розвитку виробничої сфери : матеріали VI Міжнародної науково-теоретичної конференції молодих вчених і студентів, м. Донецьк, 21–22 травня 2009 р. Донецьк : ДВНЗ ДонНТУ, 2009. Т. 1. С. 291–294. 34. Скидан О. В., Судак Г. В. Розвиток сільськогосподарського підприємництва на кооперативних засадах. Кооперативні читання : матеріали Всеукр. наук.-практ. конф., 4–6 квіт. 2013 р. Житомир : ЖНАЕУ, 2013. С. 87–91.
Abstracts of dissertations	35. Барабась Д. О. Управління конкурентними перевагами підприємства (на прикладі підприємств швейної галузі) : автореф. дис. ... канд. економ. наук : 08.06.01. Київ, 2003. 18 с.
Dissertations	36. Беседовський О. М. Прийняття управлінських рішень: процесний підхід : дис. ... канд. економ. наук : 08.06.01. Харків, 2004. 241 с.
Internet resources: books, articles, including those without an author, company websites	37. Ілляшенко С. М., Шипуліна Ю. С. Товарна інноваційна політика : підручник. Суми : Університетська книга, 2007. 281 с. URL: <a href="http://lib.sumdu.edu.ua/Books/1539.pdf">http://lib.sumdu.edu.ua/Books/1539.pdf</a> (дата звернення: 10.11.2023 р.). 38. Chua N. Y., Lundbye J. Endovascular catheter as a rewarming method for accidental hypothermia. Therapeutic hypothermia and temperature management. 2012. Vol. 2, No. 2. P. 89–91. URL: <a href="https://doi.org/10.1089/ther.2012.0001">https://doi.org/10.1089/ther.2012.0001</a> (date of access: 06.05.2020 р.). 39. Інформаційне суспільство: глобальне, європейське, українське. E-Ukraine : веб-сайт. URL: <a href="http://www.e-ukraine.org.ua/book">http://www.e-ukraine.org.ua/book</a> (дата звернення: 15.08.2023 р.). 40. Що таке органічні продукти і чим вони кращі за звичайні? Екологія життя : веб-сайт. URL: <a href="http://www.eco-live.com.ua">http://www.eco-live.com.ua</a> (дата звернення: 12.07.2023 р.). 41. Капітальні інвестиції за січень–вересень 2010 року : Експрес-випуск № 263 від 15.11.2010 р. Державний комітет статистики України : веб-сайт. URL: <a href="https://ukrstat.gov.ua/operativ/operativ2010/ibd/kindj/infin_u/infin03_10u.htm">https://ukrstat.gov.ua/operativ/operativ2010/ibd/kindj/infin_u/infin03_10u.htm</a> (дата звернення: 05.03.2023 р.). 42. Проект "Рейтинг". URL: <a href="http://alt.com.ua/ukr">http://alt.com.ua/ukr</a> (дата звернення: 05.03.2023 р.). 43. Toyota. URL: <a href="https://www.toyota.com/">https://www.toyota.com/</a> (date of access: 05.03.2023 р.).

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НАВЧАЛЬНЕ ВИДАННЯ

# МЕНЕДЖМЕНТ

**Методичні рекомендації  
до виконання курсової роботи  
для здобувачів вищої освіти  
спеціальності 073 "Менеджмент"  
освітньої програми "Бізнес-адміністрування"  
першого (бакалаврського) рівня  
(англ. мовою)**

*Самостійне електронне текстове мережеве видання*

Укладачі: **Миронова Ольга Миколаївна**  
**Мельник Антон Олегович**

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 здобувачам вищої освіти в підготовці та презентації курсових робіт із навчальної дисципліни. Наведено зміст та вимоги до написання курсової роботи.

Рекомендовано для здобувачів вищої освіти спеціальності 073 "Менеджмент" освітньої програми "Бізнес-адміністрування" першого (бакалаврського) рівня.

План 2024 р. Поз. № 65 ЕВ. Обсяг 29 с.

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Видавець і виготовлювач – ХНЕУ ім. С. Кузнеця, 61166, м. Харків, просп. Науки, 9-А

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*Свідоцтво про внесення суб'єкта видавничої справи до Державного реєстру  
ДК № 4853 від 20.02.2015 р.*