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**GUIDELINES
ON THE WRITING AND DEFENCE OF COURSE PAPERS
ON THE DISCIPLINE
"BUSINESS MANAGEMENT"**

**for students of the second (master's) level of
higher education in specialty 073 "Management"**

Lviv 2020

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INTRODUCTION

The main purpose of the course is to form a set of knowledge about the theoretical and methodological foundations of entrepreneurship and business, which will allow future managers to master the tools of making various decisions in the organization of a business enterprise.

The final stage of studying the discipline "Business Management" is writing a course paper, during which students systematize, consolidate, deepen and summarize the theoretical knowledge and practical skills needed to organize and manage the business structure.

Course paper on the discipline "Business Management" is an individual, written, educational, scientific, research a student's work, which provides consolidation, deepening and generalization of knowledge obtained by students in the discipline of "Business Management" and related disciplines, and their application to complex solutions of a professional task.

The completed course paper should demonstrate the student's mastery of theoretical knowledge of business management and the ability to use them in practice, analysing the state of a particular problem, the ability to make suggestions to eliminate its negative trends.

Writing a course paper should contribute to deeper mastering by students of program issues of the discipline. This requires them to study independently not only educational but also special literature, monographs, articles published in periodicals, scientific collections, etc.

The course paper should contain elements of scientific research aimed at a more effective solution of the issues being studied. This involves conducting a comprehensive study, which is based on the collection and comparative analysis of information from different literature sources, search and processing of practical materials according to the chosen topic, summarizing these data and formulating their own conclusions and suggestions.

The student has the right to choose the topic of the course work from among those identified or to propose his topic with the justification of its development.

Students perform course paper on the basis of careful study and generalization of theoretical provisions from relevant literature sources, as well as the use of factual data provided in statistical yearbooks, scientific literature, periodicals and other sources. It is also important for students to use instructional, regulatory and reporting

materials of existing enterprises of various organizational and legal forms of operation.

The main goal of the course paper is to study deeply and creatively one of the specific issues of theory and practice of the discipline "Business Management", to master research methods, prepare and justify forecast conclusions, recommendations, proposals for management decisions in business.

The main objectives of the course paper:

- systematization of the received theoretical and methodological knowledge in the discipline "Business Management", their deepening and consolidation;
- development of skills of independent work with scientific and reference literature, normative documents, materials of periodicals, sources of statistical information, etc .;
- gaining experience in their practical use in identifying business problems;
- gaining skills of independent analysis and generalization of theoretical and practical problems, justification of decisions in doing business;
- gaining skills in developing proposals, substantiation and defence of one's own point of view on the problem under study, development of the ability to connect theoretical positions with the conditions of modern business management practice.

The task of the course paper is to prepare the student for the analysis of the existing situation and independent decision-making. Course paper should provide complete and objective information about the work done by the student, to demonstrate his/her ability to solve problems competently. It applies to solving economic problems on the basis of acquired knowledge and skills of using special scientific literature, textbooks and manuals, reference books in this field of knowledge.

Guidelines are developed for students of the second (master's) level of higher education of specialty 073 "Management" according to the curriculum and the standard work program, are intended for students' acquaintance with features of writing, registration and protection of course paper.

The main goal of the guidelines is to help to the student in the systematization of the developed theoretical and practical material of the chosen subject and design, defence of paper according to the general requirements of the institution.

Guidelines cover the content and methodology of the course paper, contain tasks for its implementation, determine the order of processing the initial statistical

and economic information of the studied enterprises, literature sources, own observations.

Using the recommended methodological approach the student identifies trends or patterns of development of a particular economic phenomenon, analyses the management system, the main indicators of economic activity and financial condition of the enterprise, formulates conclusions and proposals.

I. BASICS

I.1 WAY OF WORKING WITH COURSE PAPER

The course paper consists of the following ***main stages***:

1. Selection and approval of the topic of the course paper;
2. Drawing up and approval of the plan of course paper;
3. Selection and study of literature;
4. Writing and design of paper;
5. Preparation for defence and defence of course paper.

Stage one - Selection and approval of the topic of the course paper.

The student independently chooses the topic of the course paper from the list of recommended topics (*see section II.*). This list is periodically updated by the department and brought to the notice of students by course supervisors. With the permission of the department and in coordination with the head of the course paper, the student can perform course paper on a topic close to the recommended or offer your own.

When choosing the topic of the course paper, students need to take into account the relevance of its focus to their scientific and practical interests, developments, opportunities to collect primary information and more.

The topic of the course paper is approved by the supervisor.

Stage two - Drawing up and approval of the plan of course paper.

The plan of the course paper is made by the student independently on the basis of acquaintance with literary sources concerning the chosen subject. The plan provides for entry; three key, interconnected, arranged in a logical sequence sections in which the essence of the chosen topic should be revealed; conclusions; references. The plan drawn up by the student is discussed with the supervisor, who adjusts it (if necessary) according to the general requirements (*see section I.3*) and approves.

Only then the student can start writing the paper.

Stage three - Selection and study of literature.

At the stage of selecting literature the student compiles a bibliography, in which he/she is assisted by his/her supervisor. The process of literature selection is significantly accelerated by the use of alphabetical and systematic catalogues of

literature, abstract journals, bibliographic reference books and other sources of information available in the library.

Stage four - Writing and design of paper.

The material collected at the previous stage is classified, systematized and processed in accordance with the sequence of items of the course paper plan; if necessary, additional information is selected. The course paper should include only carefully selected and purposefully processed materials, in accordance with the general requirements (*see section I.4*).

At the same stage, calculations are made, proposals are substantiated, conclusions are formulated, illustrations (schemes, graphs, tables) are selected and editing is performed. In the process of editing, the style of teaching the material is improved, certain parts of the text are reworked, the wording phrases is improved, spelling and punctuation are checked, archaisms and language stamps are eliminated. Frequent repetition of the same words should be avoided in the text of the course paper, replacing them with synonyms.

The fourth stage is completed by registration of course paper according to the requirements presented in *section I.5* of the Guidelines.

Stage five - Preparation for defence and defence of course paper.

Completed course paper in due time is handed over by students to the department of organization management. After registration, the course paper is submitted to the supervisor for review. The supervisor makes a preliminary assessment of the quality of the course paper and makes a conclusion about the possibility of admitting the paper to the defence. Generalized criteria for assessing the quality of course paper and detailed scores are given in *Section IV of the Guidelines*.

If the course paper is pre-evaluated at 0-25 points, it is returned to the student for revision. Initial remarks must be attached to the revised course paper submitted for re-examination.

If the course paper is allowed by the supervisor to defend, the student receives his/her course paper the day before to prepare in time.

For defence the student prepares a report that demonstrates the results of the study, the main conclusions, generalizations and suggestions. The recommended duration of a student report is 5-7 minutes.

In the process of defending the course paper the depth of the student's knowledge in the studied area of the budget system, his/her ability to lead a discussion, justify and defend his/her own point of view, answer questions are evaluated.

I.2 CHOOSING THE TOPIC OF THE COURSE PAPER

The general management of writing course papers is carried out by Department of Management of Organizations. It develops and approves the topics of papers at its meetings, the procedure and results of their writing.

The management is carried out directly by the teachers of the Department of Management of Organizations in the discipline "Business Management", the list of which is appointed by the head of the department taking into account the selected topics.

The initial stage is the student's choice of topic; the stage is performed with the participation of a teacher who conducts practical classes and lectures on the course "Business Management". As a rule, topics should not be repeated in one academic group.

The topics of the course paper (*see section II*) correspond to the list of the main issues of the curriculum of the discipline "Business Management" and provide for the development of students' general specific competencies related to accounting-analytical, forecasting and other management functions related to various fields of enterprise activities: marketing, production, finance, personnel, innovations, etc. During and after choosing the topic of the course paper, the supervisor provides the student with methodological assistance, conducts the necessary consultations on the selection and study of literary sources, collection, generalization and design of practical materials.

In addition to the consultations that the student receives in accordance with the schedule of their conduct, it is possible also to agree with the teacher the timing of additional consultations. It is envisaged that certain issues related to the course paper can be considered in practical classes, which will be conducted in accordance with the calendar plan and will relate to topics knowing which is necessary for the successful completion of the course paper.

The student must find out with the head of the course paper all the issues related to the initial data for the paper, the structure of the paper and the schedule of its main parts. The terms of control and the order of consultations are also agreed.

I.3 RECOMMENDATIONS FOR CONTENT AND QUALITY OF STRUCTURAL ELEMENTS OF COURSE PAPER

The course paper should include the following structural elements: title page; work plan (content); introduction: the main part (3-4 chapters), which reveals the theory of the issue and practical experience; conclusions; list of used literature, appendices (if necessary).

Title page

The title page contains information about the type of paper and the name of the topic, data about the student and the head, the admission of the head of the department to the defence (see sample design in Annex A).

The working plan (content) should be detailed, consisting of several sections (3-4). The corresponding page numbers of the text are placed against the titles of the sections. A copy of the course paper plan is given in Appendix B.

The introduction (1-3 pages) briefly characterizes the current state of development of the problem and issues that need to be addressed, substantiates the choice of topic, its relevance and significance in modern conditions; the goal and objectives of the course paper arising from it are formulated; the object, subject and methods of research are determined, the level of elaboration of the problem in domestic and foreign literature is covered, debatable issues and unresolved problems are singled out, the information base of the research is indicated. That is, the introduction should contain such information.

The relevance of the topic, which summarizes the current state of the problem under consideration, the need for further research and its role in the economy.

Correctly to formulate the relevance of the chosen topic means: to show the ability to separate the main thing from the secondary ones, to find out known facts and those that are still unknown about the subject of research.

From proving the relevance of the chosen topic, it is advisable to proceed to the formulation of the goal of the paper.

The goal of the paper is an imaginary, ideal image that exceeds the results of the activity, the end result of the paper. It should be to solve the problem situation by analysing it and finding new patterns between economic phenomena. Proper definition of the goal is the process that is no less important than the formulation of conclusions.

The object of study is an enterprise, organization, institution, which is a phenomenon that creates a problematic situation and chosen for the study.

The subject of research is a narrow part of the object of study, the problem range of issues explored in the paper on the example of the base of the selected enterprise (contained within the object - it should be focused on, because it determines the topic of CP).

Information support of the paper is briefly indicate the names and initials of the authors (in alphabetical order) who have made the most significant contribution to solving the chosen problem, indicate the basic laws and regulations that regulate the activities of staff in the organization, with references in [square brackets] to source numbers according to the list of used literature. References should be required.

Information about the basic enterprise is the information given (within the paragraph) about the enterprise (organization, institution) on the basis of which the paper is performed and on the example of which the subject is considered: full name, form of ownership, field of activity, place in industry (large, medium, small), etc.

Main part. In this part of the paper it is necessary to show how the researched problem is covered in the literature from the standpoint of modernity, to state the essence of existing approaches to its solution, to carry out their critical analysis, to make comparisons and to formulate own point of view. Considerate the theoretical basics by examples from practice. In this part of the course paper the students must demonstrate their knowledge of the issues under study, the ability to summarize the materials, consistently present them, draw conclusions, justify their proposals.

The main part of the course paper (total volume of 33-41 pages) is recommended to be divided structurally and proportionally by the volume of pages into three or four sections.

The first section of the main part. In this section it is necessary to present the conceptual and categorical apparatus of research, namely, to cover the existing various views of researchers on the essence of the basic concepts related to the chosen problem (with mandatory reference to the source of information), to make their critical analysis, to carry out their critical comparison, generalization and state researcher's own view. The evolution of developments on the subject of research is given, their critical analysis is carried out. This section should also describe the existing approaches to classification and highlight the factors influencing the subject of the study, and define its role and place in society. The recommended volume of the first section is 10-13 pages.

The second section of the main part. This section of the paper must be analytical in nature, ie it is necessary to analyse the indicators of economic activity for three years. Depending on the nature of the chosen problem, the existing methods

of its analysis and evaluation, their advantages and disadvantages are highlighted. In particular, this section analyses the system of indicators that allow to assess the various aspects of the subject of study (level, nature, properties, features, nature of changes). When writing this section of the course paper, it is desirable to use not only the knowledge acquired by students in the study of the discipline "Business Management", but also knowledge of the following disciplines: "Management", "Business Economics", "Personnel Management", "Marketing", "Logistics" etc. The recommended volume of the second section is 15-18 pages.

The third section of the main part. This section should be as rich as possible with factual information presented in the form of tables, charts, graphs, diagrams, etc. Depending on the specifics of the chosen problem, special attention should be paid to highlighting the features of the manifestation and solution of the studied problem in the practice of domestic enterprises, using the analysis of statistical information on the subject of research. The information base should include publications in periodicals, regulations, statistical yearbooks, monographs, special literature on selected issues.

Also in this section the expediency of application in business of the most effective theories, approaches and methods on a research subject is substantiated, offers concerning possible ways of the decision of problems and improvement of system of business are given.

The sections of the main part should be logically interconnected and proportional to the volume of pages. Theoretical provisions should serve as a basis for the analysis of primary materials or statistical information, and conclusions and proposals should be based on the stated theoretical provisions and the conducted analysis. The recommended volume of the first section is 8-10 pages.

In the conclusions (2-3 pages) it is necessary to summarize the main results of the research and to determine the extent to which the tasks have been solved and the goal of the course paper, which were formulated in the introduction.

The list of used sources should include a list of all used literature sources compiled according to the current rules. The recommended educational literature for the course paper is given in the fifth section of the guidelines, the list of special literature depends on the topic chosen by the student. The information base of coverage of practical bases of the decision of the chosen problem is the special monographic literature and periodicals which are offered by library of PJSC "HEI "IAPM".

Appendices are designed if necessary in order not to download the main text of the course paper with a large amount of illustrative material. The scope of applications is not limited. These can be cumbersome tables, diagrams, figures, etc.

I.4 REQUIREMENTS FOR PERFORMANCE OF COURSE PAPER

Before starting to write a course paper, the student must know the basic requirements for its implementation:

1. *Relevance of topic.* Relevance in translation from Latin means the importance, the practical significance of the problem. The course paper can claim a level of relevance only if its topic meets the modern needs of business development, and the issues raised in the paper are important for understanding the nature and structure, features of business structures in Ukraine.

2. *Sufficient theoretical level.* This requirement means that the student must disclose the chosen topic of the course paper at the current level of market economy, using approaches and scientific knowledge that explain various phenomena and events in the practice of entrepreneurship from today's standpoint. In addition, the student must sufficiently fully disclose the basic concepts and terms related to the problem of the course paper, to include in the content of the material only objective facts and real practical examples.

3. *Research nature.* The course paper should contain elements of research:

- study of a sufficient number of published sources (books, magazine articles and other developments) of domestic and foreign authors;
- systematization and analysis of different opinions and approaches, the formation of their own point of view on the problem;
- comparison of theoretical views of scientists and practical activities of domestic and foreign budget systems;
- development of conclusions, recommendations.

5. *Literacy of registration.* This is an important requirement for the course paper, which will improve its quality. There should be no grammatical or stylistic errors in the work. It is necessary to follow the rules of citation, footnotes, list of references. In addition, the fulfilment of this requirement educates the student in the culture of design of scientific works, which may be needed in future practical activities.

I.5 REQUIREMENTS FOR DESIGN OF COURSE PAPER

The volume of the course paper should be within 36-47 pages without taking into account the list of references and appendices, including: introduction - 1-3 pages, the main part - 33-41 pages, conclusions - 2-3 pages.

Requirements for page parameters: course paper is performed on standard A4 paper (210x297), on one side of the sheet with fields: left - 3 cm, top and bottom - 2 cm, right field - 1.5 cm. Font - Times New Roman, size - 14, interval - 1.5. All pages should be numbered in the upper right corner, starting from the second page of the introduction (4 pages).

Requirements for the design of sections: during the teaching the material in the text, all the titles listed in the table of contents (work plan) are highlighted using a line spacing. The text of the main part of the course paper is divided into sections, subsections. Each structural part of the paper begins with a new page. Titles of structural parts of the paper ("Table of Contents", "Introduction", "Section", "Conclusions", "List of Sources Used", "Appendices") are printed in capital letters symmetrically to the text (see Appendix B).

Headings of subdivisions are printed in small letters (except for the first capital letter) from paragraph indentation. The names of the sections are highlighted in bold capital letters and centred in the middle. Italics and bold are not used. Abbreviations of words are not allowed, except for the generally accepted ones, when used for the first time they are accompanied by deciphering. For example, the Commercial Code (CC), the Law of Ukraine (LA), etc.

Requirements for the text in the tables: Times New Roman font, size - 12 pt, interval - 1.0, indents are not allowed. Requirements for the text in the illustrations: font - Times New Roman, size - no more than 14 pt. Formulas in the course paper must be performed in the formula editor Microsoft Equation 3.0, graphs and charts - using editors Microsoft Excel or Microsoft Graph.

Requirements for the design of illustrative material (diagrams, tables, charts): all illustrative material must have names and appropriate numbers. Each illustration needs a corresponding reference in the text. Illustrative material, depending on its importance, is included in the main text of the course paper or included in the appendix. Each illustration must be submitted in the course paper immediately after the text where they are mentioned for the first time, or on the next page.

Illustrations are denoted by the word "Fig." and numbered sequentially within the section, except for the illustrations given in the appendices. The illustration number must consist of a section number and the sequence number of the illustration, between which a full stop is placed. For example: "Fig. 1.3 " (third figure of the first section). The number of the illustration, its title and explanatory captions are mixed under the illustration.

Correctness, neatness of the course paper is a prerequisite for its implementation, which is taken into account during the defence.

The tables are numbered sequentially within the section. In the upper right corner above the corresponding table heading place the inscription "Table" with its number. The table number must consist of a section number and a sequence number of the table, between which a full stop is placed, for example: "Table 1.2." (the first table of the second section).

When transferring part of the table to another sheet, the word "Table" and its number are indicated once on the right above the first part of the table, above the other parts write "Continuation of the table" and indicate the table number, for example: "Continuation of table. 3.2».

Examples of figures and tables are given in Appendix B.

Requirements for the design of formulas: formulas in the course paper (if there are several) are numbered within the section. The formula number consists of a section number and a sequence number of the formula in the section, between which a full stop is placed. The formula numbers are placed near the right field of the sheet in parentheses, for example: (1.2.) (The first formula of the second section). An example of formula design is given in Appendix B.

Requirements for references to sources: the list of references provides only a list of sources used in the paper. Each source indicates: the author's name and initials, place of publication, name of the publisher, year of publication, and volume of the source. Each citation, idea, position, material (tables, diagrams, etc.), borrowed from any source, must be referenced in the text. The references are denoted as follows [6, 27]. This means that the student refers to page 27 of source number 6 in the list of references. The list of used sources includes about 15-20 items.

Requirements for the design of applications: applications are ***designed*** as a continuation of paper on its next pages or as a separate part (book), stirring them in the order of the links in the text of the paper.

If applications are designed on subsequent pages of paper, each such application must start on a new page. The application should have a title printed at

the top in small letters from the first capital symmetrically relative to the text of the page. In the middle of the line above the title in small letters with the first capital letter is printed the word "Appendix ____" and a capital letter denoting the appendix.

Appendices should be marked consecutively with capital letters of the Ukrainian alphabet, except for the letters Г, Є, І, Ї, Й, О, Ч, Ъ, for example, appendix А, appendix В, etc. One appendix is denoted as appendix А or serial numbers (1, 2, 3 ...).

When making appendices in a separate part (book) on the title page under the title of the work, the word "APPENDICES" is printed in capital letters.

The text of each annex, if necessary, can be divided into sections and subsections, which are numbered within each annex. In this case, each number is preceded by the designation of the annex (letter) and a period, for example, А.2 - the second section of Annex А; В. 3.1 - subsection 3.1 of Annex В.

Illustrations, tables and formulas, which are placed in the appendices, are numbered within each appendix, for example: fig. D. 1.2 - the second figure of the first section of Annex D); formula (А.1) is the first formula of Appendix А.

II. RECOMMENDED TOPICS OF COURSE PAPERS

1. Analysis of the internal environment of the organization and ways to improve it.
2. Analysis of the main functional subsystems of business.
3. Analysis and evaluation of marketing activities at the enterprise.
4. Business planning as a factor of successful activity.
5. Sources of industrial conflicts and their role in the management process.
6. Innovative policy of the enterprise and ways of its improvement.
7. Information and methodological support of effective enterprise activity.
8. Personnel management at the enterprise.
9. The art of conducting business negotiations and meetings.
10. New enterprise policy and its significance for effective functioning.
11. Organizational design of business structure.
12. Organization of operational management at the enterprise.
13. Basics of licensing and patenting business activities.
14. Fundamentals of standardization and certification of the company's products.
15. Features and development of Internet banking in Ukraine.
16. Evaluation of staff activities.
17. Evaluation of the effectiveness of management systems.
18. Assessment of external and internal business environment.
19. Evaluation and quality control of service.
20. Estimation of indicators of financial and economic activity of the enterprise.
21. Improving the efficiency of enterprise management.
22. Making and improving management decisions in business.
23. The process of building an enterprise strategy.
24. Advertising as the main means of sales promotion.
25. Development of socio-psychological methods of business management.
26. Development of proposals for improving leadership.
27. Development of management system and application of management methods.
28. The system of information support of operational management of the enterprise.
29. Strategic management of the enterprise in the conditions of formation of market relations.
30. Modern methods of business management.

- 31.Improving the activities of the manager as a factor in the quality of business management.
- 32.Improving the organizational structure of the enterprise.
- 33.Improving the management of financial resources at the enterprise.
- 34.Management of the external environment of the enterprise.
- 35.Management of investment activities at the enterprise.
- 36.Management of conflicts, stress and organizational change in the enterprise.
- 37.Personnel motivation management.
- 38.Management of organizational communications.
- 39.Management of risk systems at the enterprise.
- 40.Product quality management at the enterprise and ways to improve it.
- 41.Management control and its improvement at the enterprise.
- 42.Formation of the "Goal Tree" at the enterprise.
- 43.Formation of competitive strategy of the enterprise.
- 44.Formation of management mechanisms for groups of employees in the organization.
- 45.Formation of a management system at the enterprise.

III. EXAMINATION AND DEFENCE OF COURSE PAPER

Fully prepared course paper is signed by the student and submitted for review in a timely manner. The course papers are checked by the supervisor within a week after their submission.

If the inspection reveals significant errors, incomplete volume or poor quality of work, it is returned to the student for revision. The supervisor presents his / her comments to the student in writing. On the title page is the inscription "Finish" or "Rework".

If the course work meets the requirements of valid guidelines, the supervisor puts on the title page "Allowed for defence". Students who have fully completed the course work and have a review by the supervisor, which is the basis for admission to the defence, are admitted to the defence.

The defence of course papers takes place on the day and time appointed by the department. If necessary, the head of the department appoints a commission of 2-3 people to defend the course paper, which must include the head of the course paper.

The course paper can be defended in various forms. The most appropriate defence of course paper is in the presence of a group of students. The author of the paper is given 5-7 minutes to report the basics, after which he/she is asked questions on the topic of the paper.

It is assumed to defend the course paper individually in the form of discussion of the problem on the topic. In preparation for the defence of the student should pay special attention to the questions and comments of the head, made by him/her during the examination.

Discussion of results and assessment is conducted in the presence of students. The student briefly informs about the objectives of the study, the state of the issue, the shortcomings that occur, makes suggestions, answers questions from the teacher.

Assessment of course paper depends on the applied research methodology, the quality of research, the student's ability to relate theoretical knowledge to the practice of management of organizations, the use of computers, the correctness of answers to questions in defence, as well as work design.

Defended course papers are submitted to the department signed by the supervisor.

A student who has not defended a course paper is allowed, after its completion, to re-defend in accordance with the schedule of liquidation of students' academic debt.

IV. CRITERIA FOR EVALUATION OF QUALITY OF PERFORMANCE COURSE PAPER

In the process of defending the course paper, the depth of the student's knowledge in the research field, his/her ability to lead a discussion, justify and defend his/her own point of view, answer questions are assessed are evaluated.

The final assessment of the level of performance, presentation and defence of the course paper is carried out on a 100-point scale, which takes into account:

- 1) preliminary assessment of the quality of the course paper by the supervisor - 0-75 points;
- 2) evaluation of course paper defence - 0-25 points.

Then the data of the 100-point rating scale are translated into 4-point and ECTS scale according to the criteria given in table. 1.

The decision on the evaluation of the course paper is announced on the same day, after which the grade is recorded on the title page of the course paper and affixed to the examination sheet and record book of the student.

Table 1

Rating scale

Student rating	ESTS scale score	Definition	Evaluation according to the national system	
			for exam, course project (paper), practice	for credit
90-100	A	Excellent (EXCELENT) - excellent performance with a small number of inaccuracies	Excellent	passed
82-89	B	Very good (VERY GOOD) - above average standards, but with some inaccuracies	Good	
75-81	C	Good (GOOD) - generally meaningful and correct paper with a certain number of minor errors	Good	
68-74	D	Satisfactory (SATISFACTORY) - not bad, but with a significant number of shortcomings	Satisfactory	
60-67	E	Sufficient (SUFFICIENT) - performance meets the minimum criteria	Satisfactory	fail
35-59	FX	Unsatisfactory (FAIL) - some additional work is required to pass the exam	Unsatisfactory	
1-34	F	Unsatisfactory (FAIL) - requires serious further work, mandatory re-course	Unsatisfactory	

V. LIST OF RECOMMENDED LITERATURE

1. Business planning: textbook / T.H. Vasiltshev, J.D. Kachmarik, V.I. Blonska, R.L. Lupak. Kyiv: Knowledge, 2013. 207 p.
2. Brych V. Ya., Korman M.M. Psychology of management: textbook. Kyiv: Condor, 2013. 384 p.
3. Butko M.P. Production management: textbook. Kyiv : CUL Publishing House LLC, 2015. 420 p.
4. Bukovynska M.P., Sladkevych V.P. Personnel management: textbook. Kyiv: Condor Publishing House, 2013. 704 p.
5. Vinogradsky M.D. Organization of work of the manager: textbook. Kyiv : CUL Publishing House LLC, 2012. 504 p.
6. Production management: textbook / ed. Butko M.P. Kyiv : Center for Educational Literature, 2015. 424 p.
7. Voitko S. W., Melnichenko A. A. Human Resource Management : manual. Kyiv: Interservice, 2016. 160 p.
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Sample design of the title page of the course paper

PRIVATE JOINT STOCK COMPANY "HIGHER EDUCATIONAL INSTITUTION
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"
Lviv Institute

(name of the training unit)

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COURSEPAPER

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(Subjects)

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Sample design

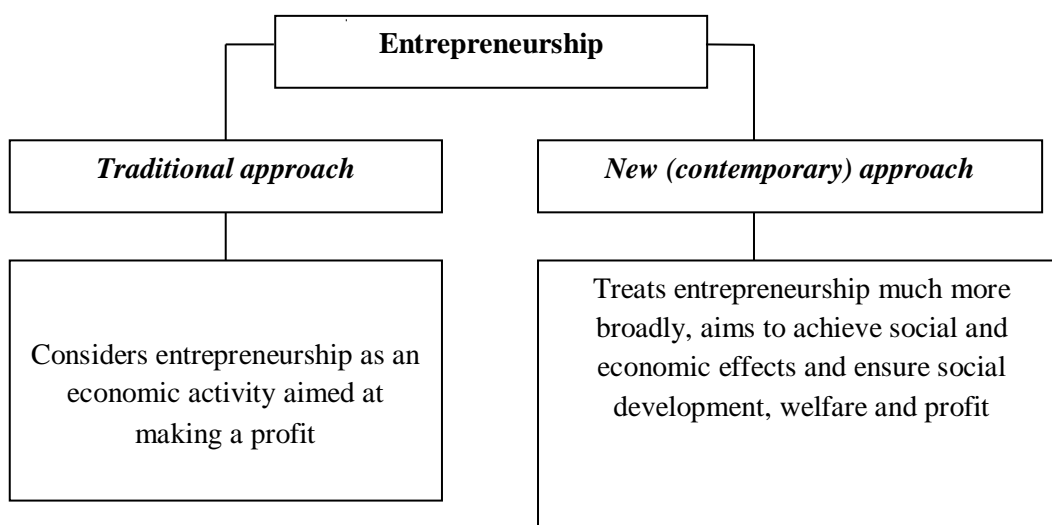


Fig.1.1. Approaches to characterizing the essence of entrepreneurship *

Sample table design

Table 2.1

Techno - economic indicator in view of the growth factor in consumer prices for paid services in JSC "Kolosok" for 2019-2020 years

Indexes	According to the report for 2019, UAH	According to the report of 2020, UAH	Deviation of 2020 from 2019 in:	
			UAH	%
1. Revenue from sales of services (gross income)	429148.7	987862	558713.3	130.1
2. The cost of works (services)	273830.3	650327.8	376497.5	137.4
3. Profit from the sale of works (services)	155318.4	337534.2	182215.8	117.3

Sample formula design

$$In = \frac{\sum_{i=1}^i \bar{q}_i}{n} \quad (2.1)$$