

**Ministry of Education and Science of the Russian Federation
Federal State Autonomous Educational Institution of Higher Education**

National Research University
Lobachevsky State University of Nizhny Novgorod

Institute of Economics and Entrepreneurship

APPROVED
by the decision of the Academic Council of UNN
protocol № 5 dated «24» April 2022

**Study Program of the Course
ФТД.01 BASICS OF BUSINESS**

Level of Higher Education
Bachelor

Area of Study
41.03.05 «International Relations»

Program
World Politics

Form of Training
Full - Time

Nizhny Novgorod

2022

1. The Place of the Course in the Structure of the Main Education (Degree) Program

The course ФТД.01 is the part formed by the participants of the elective courses:

№	The place of the discipline in the curriculum of the educational program	Curriculum of the educational program
1	Elective courses	Academic discipline ФТД.01 "BASICS OF BUSINESS" is a part of the elective courses. Area of Study 41.03.05.

2. The planned learning outcomes, correlated with the planned learning outcomes of the educational program (competencies and indicators of competencies achievement)

Competencies	The planned learning outcomes, in accordance with the indicator of achievement of competence		Assessment tools
	Indicator of competence achievement	Learning outcomes	
YK-6	YK-6	To be able to manage the time, build and implement a trajectory of self-development throughout life; To know how to create business plan for people and for the organizations; To have the basics skills of business management.	
ИКР-7	ИКР-7	To be able to organize and conduct research work in the field of international relations; To know the basics of business research methods; To have the skills in planning and control of the projects.	

3. The Structure and Content of the Course

3.1 Workload of the Course

	Full - Time
Total number of credits	2 Credits
Hours according to the curriculum	72
including	
Contact work with the teacher: - Lectures - Seminars (practical classes / laboratory work)	16
Student's independent work	55
Control	
Midterm Assessment - Exam or Test	1

3.2. Content of the Course

Modules or topics	Workload (hours)	Including				
		Contact Work				Independent work
		Lectures	Seminars	Lab classes	Total	
Topic 1	8	2			2	6
Topic 2	9	2			2	7
Topic 3	9	2			2	7
Topic 4	9	2			2	7
Topic 5	9	2			2	7
Topic 6	9	2			2	7
Topic 7	9	2			2	7
Topic 8	9	2			2	7
Contol	1					
Total	72	16			16	55

4. Methodological support for students' independent work

The course consists of lectures and independent work of students.

A significant role in the study of the discipline is given to independent work of students; its scope is defined by the curriculum. Independent work is a form of out-of-classroom activities mandatory for each student.

In the course of their independent work, students familiarize themselves with theoretical material from textbooks and monographs given in the list of recommended literature, solve practical problems. Independent work can be done in the reading halls of the library or at home. Self-checks in the course of independent work may be in the form of electronic tests or credit tasks. At the end of studies, there is a regular test.

Independent work is intended to familiarize the student with certain sections of the course and additional materials, it gives the opportunity to study the main topics in-depth, to acquire new knowledge, skills, abilities. Independent work is based on the use of recommended materials and envisages tasks of various types.

Students' independent work includes:

- the collection and study of materials necessary for participation in interactive games, and other forms of interactive work;
- preparation of the tasks most relevant to discipline topics;
- preparation for the final test.

The main organizational principle of students' independent work is an integrated approach aimed at developing critical thinking of students and promoting diversified activities.

Control of students' knowledge includes:

- Monitoring the work on practical tasks, taking into consideration the degree of activity of each student and timely performance of assignments.

- Monitoring the progress of testing based on the study of selected topics and modules of the discipline.
- The final assessment in the form of the final written test or oral answer.
- The final grade is based on the results of the student's work within practical classes, reports, results of ongoing work and final testing.

Independent work is an out-of-class type of activities designed to familiarize the student with certain parts or topics of the course with the recommended materials and to prepare individual assignments for the course.

The main principle of organization of students' independent work is an integrated approach aimed at developing critical thinking of students and promoting diverse activities.

Monitoring students' current progress is envisaged after studying each module. The students will be evaluated by conducting tests, writing essays and tests on the subjects they have studied. Oral answers during seminars and practical classes will also be assessed. The results of current work and tests will be taken into account to determine the final grade.

INSTRUCTIONS FOR STUDENTS

The study of the theoretical material is determined by the curriculum of the discipline which is included into the plan of study and the list of recommended literature. It is necessary to recapitulate the material of previous topics, as well as the material of the preceding academic disciplines that serves as the base of the topic being studied.

Practical classes are inseparably connected with homework as the main part of independent work. They are part of a systematic study in combination with the theoretical material. The knowledge and skills acquired are assessed within the framework of interim and final attestation (tests and exams).

Independent work is carried out with the purpose of deepening of knowledge and includes:

- recapitulation of the material studied in class, reading the recommended literature;
- preparation for the final test.

Students' independent work consists of the study of literature complementing the material presented in the lectures.

It is assumed that, having listened to the lecture, students should refer to the literature from the main bibliographical lists of books, then search for the necessary additional information and critically evaluate the material from the Internet sites.

Students should master the skills of bibliographic search, including search in the Internet resources, they should learn how to compare different points of view and determine research methods.

It is important to plan time for independent work for the entire semester and it is necessary to set aside some time for recapitulation of the material.

In their preparation for the final exams, students should be guided by the list of questions for the final control on the course. They must understand the basic concepts of the discipline.

5. Evaluation tools for Midterm Assessment based on the learning of the course material,
includes:

5.1. Criteria for assessing learning outcomes

Learning outcomes	Assessment criteria						
	«Poor»	«Unsatisfactory»	«Satisfactory»	«Good»	«Very good»	«Excellent»	«Perfect»
	FAIL		PASS				
<u>Knowledge</u>	Lack of theoretical knowledge. Inability to assess the completeness of knowledge due to the student's refusal to answer	The level of knowledge is below minimum requirements. There has been serious errors.	Minimum acceptable level of knowledge. A lot of errors were made.	The level of knowledge corresponds to the program. A few errors were made	The level of knowledge corresponds to the program. A few minor flaws were made	The level of knowledge corresponds to the program. There are no flaws.	The level of knowledge exceeds the level required in the training program.
<u>Abilities</u>	Lack of minimal abilities and skills. Inability to assess the completeness of knowledge due to the student's refusal to answer	Basic abilities and skills in solving standard tasks are not demonstrated. There has been serious errors.	Basic abilities and skills are demonstrated. Typical tasks with non-serious errors were solved. All tasks are completed, but not in full.	All basic abilities and skills are demonstrated. All the main tasks with non-serious errors have been solved. All the tasks were completed, in full, but some of them were incomplete.	All basic abilities and skills are demonstrated. All the main tasks have been solved . All tasks are completed, in full, but some with shortcomings.	All the basic abilities and skills are demonstrated. All the main tasks are solved with some minor shortcomings, all the tasks are completed in full	All the basic abilities and skills are demonstrated. All the main tasks have been solved. All tasks are completed, in full, without any shortcomings
<u>Skills</u>	Lack of skills of the material. Inability to assess the completeness of knowledge due to the student's refusal to answer	Basic skills in solving standard tasks are not demonstrated There has been serious errors.	There is a minimal set of skills in solving standard tasks with some shortcomings	Basic skills in solving standard tasks are demonstrated with some shortcomings	Basic skills in solving standard tasks are demonstrated without errors and shortcomings	Skills in solving non-standard tasks are demonstrated without errors and shortcomings.	A creative approach to solving non-standard tasks is demonstrated

Scale for the assessment of the learning outcomes:

Assessment		Training level
	Perfect	All competencies (parts of competencies) are formed at a level not lower than "Perfect". Knowledge, skills, and proficiency in the relevant competencies are demonstrated at a level higher than the program provides
PASS	Excellent	All the competencies (parts of competencies) are formed at a level not lower than "excellent", at least one competence is formed at the "Excellent" level.
	Very good	All the competencies (parts of competencies) are formed at a level not lower than "Very good", at least one competence is formed at the "Very good" level.
	Good	All the competencies (parts of competencies) are formed at a level not lower than "Good", at least one competence is formed at the level of "Good".
	Satisfactory	All the competencies (parts of competencies) are formed at a level not lower than " Satisfactory ", at least one competence is formed at the level of " Satisfactory ".
FAIL	Unsatisfactory	All the competencies (parts of competencies) are formed at a level not lower than " Unsatisfactory ", no one competence is formed at the level of " Poor ".
	Poor	At least one competence is formed at the " Poor " level

6. Methodological and information support for the course

a) Main literature:

- 1) The Basics of Business Management - Vol. I: Leadership, Financial Management and Economics, 1-st edition, 2017, Elly R. Twineyo Kamugisha & bookboon.com, ISBN 978-87-403-1594-3, Peer review by Timothy Esemu (PhD), 284 p., <https://www.pdfdrive.com/the-basics-of-business-management-e43278941.html> ;
- 2) The Basics of Business Management. Vol II: Marketing, Logistics, Procurement and Low, 1-st edition, 2017, Elly R. Twineyo Kamugisha & bookboon.com, ISBN 978-87-403-1607-0, Peer review by Timothy Esemu (PhD), 340 p., <https://www.pdfdrive.com/the-basics-of-business-management-vol-ii-e41370796.html> .

b) Additional literature:

Project Management, Planning and Control, Seventh Edition_ Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards Butterworth-Heinemann is an imprint of Elsevier,

The Boulevard, Langford Lane, Kidlington, Oxford OX5 1GB, United Kingdom,
50 Hampshire Street, 5th Floor, Cambridge, MA 02139, United States,

Copyright © 2017 Elsevier Ltd. All rights reserved, 652 p., <https://www.pdfdrive.com/project-management-planning-and-control-seventh-edition-managing-engineering-construction-and-manufacturing-projects-to-pmi-apm-and-bsi-standards-e189574631.html> .

c) Internet Resources and Software:

Business Basics - How do you learn the basics of business,

<https://www.youtube.com/watch?v=sTuBo6xIC-0> ;

Business Basics, <https://www.y2mate.com/ru/youtube/67uR4xhzMTw> ;

The Basics of Business Education - What Business Students Should Study,

<https://www.youtube.com/watch?v=69dLyztc-As> ;

Basic Business Principles, <https://www.youtube.com/watch?v=ZobEVTG15Jo> ;

Business 101 everything you need to know about business and startup basics,

<https://www.youtube.com/watch?v=RFDaxPoGA6U> .

7. Logistical support for the course

Special classrooms are used for conducting lectures and seminars, group and individual consultations, ongoing monitoring and intermediate certification, as well as for students' independent work. These rooms are equipped with specialized furniture and technical teaching aids for presenting educational information to a large audience: TV.

For lecture-type classes, sets of demonstration equipment and educational visual aids are offered to provide thematic illustrations that correspond to the program of a given subject.

Premises for students' independent work are equipped with computers that provide connection to the Internet and access to Lobachevsky University's electronic information and educational environment.

The program was compiled in accordance with the requirements of the UNN's own educational standard and the Educational Program in the field of "Economics", the profile is "World Economy".

Author: _____ Ass. prof. Nosakov I.V.

Head of the Department _____

The program was approved at a meeting of the Methodological Commission of the Institute of Economics and Entrepreneurship

25.06.2021, Protocol No. ____.