



Syllabus of the course
« Time management »

Specialty	<i>All</i>
Study Programme	<i>All</i>
Study cycle (Bachelor, Master, PhD)	<i>First (bachelor's) level of higher education</i>
Course status	<i>elective</i>
Language	<i>English</i>
Term	<i>3 or 4 or 5 or 6 or 7 semester</i>
ECTS credits	<i>5 ECTS</i>
Workload	<i>Lectures – 30 hours. Practical studies – 30 hours. Laboratory studies – 0 hours. Self-study – 90 hours.</i>
Assessment system	<i>Grading</i>
Department	<i>Entrepreneurship, Trade and Tourism Business 9-A Nauky Avenue, Kharkiv, auditorium 316 of the first block phone: +380 57 758 77 26 (ext. 451) website: https://ptt.hneu.edu.ua/</i>
Teaching staff	<i>Zaslavska Kateryna Anatolijivna , Candidate of Science in Economics, Associated Professor</i>
Contacts	<i>Kateryna.zaslavska@hneu.net</i>
Course schedule	<i>Lectures: according to the current schedule Practical studies: according to the current schedule</i>
Consultations	<i>At the Entrepreneurship, Trade and Tourism Business Department, offline, according to the schedule, individual, PNS chat.</i>
Learning objectives and skills: <i>skills in effectively managing of time resources and forming a team of employees to achieve personal and professional goals in the context of business activities.</i>	
Structural and logical scheme of the course	
Prerequisites	Postrequisites
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Course content	
Topic 1. The concept of time and its types	
Topic 2. Internal and external interference or “time wasters”	
Topic 3. Inventory and time analysis	
Topic 4. Effective time management methods and tools	
Topic 5. Delegation of authority as an effective time management tool	
Teaching environment (software) <i>Multimedia projector, S. Kuznets PNS, Corporate Zoom system</i>	



Assessment system

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

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

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

Current control includes the following assessment methods: assignments on a particular topic; testing; presentations, and essay writing.

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

Course policies

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

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

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

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program