



## Syllabus of the course «Time Management»

<b>Specialty</b>	<i>All</i>
<b>Study Programme</b>	<i>All</i>
<b>Study cycle (Bachelor, Master, PhD)</b>	<i>the first (Bachelor) level of higher education</i>
<b>Course status</b>	<i>Elective</i>
<b>Language</b>	<i>English</i>
<b>Term</b>	<i>third year, fifth semester</i>
<b>ECTS credits</b>	<i>5</i>
<b>Workload</b>	<i>Lectures – 30 hours. Practical studies – 30 hours. Laboratory studies – 0 hours. Self-study – 90 hours.</i>
<b>Assessment system</b>	<i>Grading</i>
<b>Department</b>	<i>Department of Entrepreneurship, Trade and Tourism Business, auditorium 209 of the first building, website: <a href="http://mev.hneu.edu.ua/кафедра-2">http://mev.hneu.edu.ua/кафедра-2</a></i>
<b>Teaching staff</b>	<i>Kateryna Zaslavska, PhD in Economics, Associate professor</i>
<b>Contacts</b>	<i>Kateryna.zaslavska@hneu.net</i>
<b>Course schedule</b>	<i>Lectures: according to the schedule Practical studies: according to the schedule</i>
<b>Consultations</b>	<i>At the Department of Entrepreneurship, Trade and Tourism Business, online, according to the schedule, individual, PNS chat.</i>

### Learning objectives and skills:

*Creation of a system of basic knowledge, skills and practical skills for using tools to optimize time expenditures for effective achievement of goals and increase personal and professional efficiency.*

### Structural and logical scheme of the course

Prerequisites	Postrequisites
-	-

### Course content

- Topic 1. The concept of time and its types**
- Topic 2. Internal and external obstacles or "abductors of time"**
- Topic 3. Inventory and time analysis**
- Topic 4. Effective methods and tools of time management**
- Topic 5. Delegation of responsibilities as an effective time management tool**

### Teaching environment (software)

*Multimedia projector, S. Kuznets PNS, Corporate Zoom system*



### **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*