

**Syllabus**  
**Financial and Economical Activity of  
 The Educational Institutions Management**

**Academic level:** Master  
**Field of Study:** 07 Management and administration  
**Speciality:** 073 Management  
**Educational and Professional Program** “Management of Education Institution”  
**Number of ECTS credits** - 4  
**Year of study, semester** – 1<sup>st</sup> year, 1<sup>st</sup> semester  
**Component of educational program:** compulsory  
**Days of classes:** according to the timetable, room 68  
**Consultations:** Offline consultations: Wednesday: 14.10-16.10, room 32.  
**Online consultations:** in the Viber group, every day from 16-00 to 17-00.  
**Language of instruction:** English



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<b>Course page in Moodle:</b>	<a href="https://elr.tnpu.edu.ua/course/view.php?id=1419">https://elr.tnpu.edu.ua/course/view.php?id=1419</a>

**Course abstract**

„Financial and Economical Activity of The Educational Institutions Management” is a compulsory educational component in the training of specialists of the second educational level. The study of the discipline provides the basic knowledge necessary for the effective operation of specialists in the field of education management, both theorists and practitioners.

**The aim of the course:** the formation of modern managerial thinking and a system of special knowledge and skills for managing financial and economic activities of educational institutions based on understanding the process and mechanism of financing educational institutions of various forms of ownership and possible areas for improvement.

**Tasks of the course:** theoretical training of masters and systematization of knowledge about subjects, processes and mechanisms of management of financial and economic activity of educational institutions, possible directions of its improvement; practical training, formation of

skills and abilities on issues related to determining the main components of the budget of the educational institution; definition of functions, powers and responsibilities of educational institutions in the conditions of expansion of financial independence; finding possible sources of increasing resources to ensure the functioning of educational institutions, ways and means to improve the efficiency of resource use.

**The content** of the „Financial and Economical Activity of The Educational Institutions Management” course is developed on the basis of relevant provisions for the training of specialists in specialty Management, norms and traditions of higher university education, as well as the profile of educational and professional program.

### Educational content

Hours (lectures /practical classes)	Topic	Program Learning Outcomes	PLO from EPP	Task
<b>Content module 1. Fundamentals of management of financial and economic activities of educational institutions</b>				
4 / 2	Modern financial and economic principles of education management.	Know the essence of the priority tasks of educational institutions, regulations of the organization, design effective management systems of the organization and develop the constituent documents of the institution taking into account the principles of educational policy and management. Know the financial and economic principles of education management and education economics.	PLO 3  PLO 21	Question Practical task Document analysis
4 / 2	Financial and resource provision of education	Understand the links between the elements of the management system of the organization under unpredictable conditions, identify and understand the problems in the organization, justify the methods of solving them. Be able to form a system of labor relations, plan and implement information, methodological, material, financial and personnel support of the organization.	PLO 2  PLO 13	Question Practical task
4 / 4	Mechanism of financing general secondary education.	Be able to analyze methods and form the funding of educational institutions. Identify and comprehend problems in the organization, justify methods of solving them.	PLO 21  PLO 2	Practical tasks
4 / 2	Financing of school education in the countries of the European Union	Use the knowledge and experience of EU countries in planning the activities of the organization in strategic and tactical terms.	PLO 5	Presentations Questions
Content module 2. Budget of educational institutions				

4 / 2	Financial autonomy of educational institutions	Be able to analyze methods and forms of financing of educational institutions, analyze models of financial autonomy of educational institutions. Identify and classify new tasks in the field of management.	PLO 21  PLO 15	Questions
4 / 4	School budgeting and school budget management	Use knowledge and experience in planning the activities of the organization in strategic and tactical sections; develop different types of plans: long-term, annual, calendar, plan of a separate event; develop programs for the development and support of children with special educational needs in the educational environment..	PLO 5	Questions Practical tasks
4 / 2	Charitable foundation as an additional source of school funding.	Understand the basic principles of projects, have a vision of their use in the educational process; participate in various projects, initiate projects to implement business ideas in order to gain competitive advantage.	PLO 4	Presentation, Practical tasks
2 / 2	Economic efficiency of education as a holistic system	Critically comprehend, select and use the necessary scientific, methodological, and analytical tools for effective and efficient management of the organization in accordance with its specifics, in particular in an inclusive environment. Identify and classify new tasks in the field of management, identify psychological problems in organizations and analyze them; describe, analyze and evaluate relevant objects, phenomena and processes, choose the best methods for their study.	PLO 1  PLO 15	Questions

### Program competences development

Index in the matrix	Program Competences
	<b>General Competences (GC)</b>
<b>GC4</b>	Ability to motivate people and move towards a common goal; formation of a stable worldview and persistence in achieving the goal;
<b>GC5</b>	Ability to act on the basis of ethical considerations (motives);
<b>GC6</b>	Ability to generate new ideas (creativity);
<b>GC7</b>	Ability to abstract thinking, analysis, and synthesis.
	<b>Professional Competences (PC)</b>
<b>PC 1</b>	Ability to choose and use concepts, methods and tools of different types of management, in particular in accordance with national and international standards;
<b>PC 2</b>	Ability to establish values and develop a vision, mission, goals and criteria by

	which the organization determines further directions of development in accordance with state and regional educational policy and legal framework of the organization;
<b>PC3</b>	Ability to take responsibility for lifelong learning, self-education, self-development and self-improvement throughout life;
<b>PC4</b>	Ability to analyze the labor potential of the organization, its training, and retraining; identification of reserves and implementation of measures to increase the efficiency of use of intellectual and material resources of the organization;
<b>PC7</b>	Ability to develop projects, manage them in the educational process, show initiative and entrepreneurship for the development of autonomy and financial capacity;
<b>PC9</b>	Ability to create conditions that allow individuals to adequately respond to problems, analyze and structure the problems of the organization, make decisions and ensure their implementation;
<b>PC15</b>	Ability to develop autonomy, financial capacity of the organization and to represent the interests of the educational institution in cooperation with state and public organizations;
<b>PC17</b>	Ability to develop the skills and abilities of a specialist and expert consultant on education management.
<b>PC18</b>	Ability to respond to changing environmental factors, in particular to consumer demands, the interests of potential employees, competitors, use the capabilities of information technology to increase the level of competitiveness and image of the institution.

### References

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### **Assessment policy**

• **Deadline and retaking policy:** Tasks that are submitted in violation of deadlines without valid reason are evaluated at a lower score (75% of the possible maximum number of points per activity). Re-passing of modules takes place with the permission of the dean's office if there are valid reasons (for example, sick leave).

• **Academic integrity policy:** Cheating during tests and exams are prohibited (including using mobile devices). Mobile devices are allowed to use only during the preparation of practical tasks in the classroom. It is forbidden to publish (partially or completely) scientific (creative) results obtained by other people as the results of own research (creativity) and / or reproduction of published texts of other authors without indication of authorship. For violation of academic integrity, applicants may be held subject to the following academic liability: re-assessment; re-passing the relevant educational component of the educational program; expulsion from an educational institution, deprivation of an academic scholarship; deprivation of tuition benefits provided by the educational institution, etc.

• **Attendance Policy:** Attendance is usually a compulsory component of studying. If necessary (remoteness of the post-graduate student's place of residence or work) or for apparent reasons (participation in an academic mobility program or conference, international internship, illness, etc.), the visit can be selective in agreement with the supervisor of the course. Master training is also conducted online on the Moodle platform. Under the condition of the individual educational schedule the student has an opportunity to receive a positive mark in consequence of the performance of planned tasks and Individual Task. In any case, students are required to meet the deadlines set for all types of tasks provided by the course. Missed classes can be completed at a specified time according to the schedule.

• **Assessment policy.** Points of current and module assessment (70 points), separate educational and research task (10 points) and final assessment (exam not more than 20 points) are taken into account. This takes into account the lack of classes and student activity during classes; inadmissibility of missing and enrolling for classes; use of a mobile phone, pad or other mobile devices during classes for non-learning purposes; copying and plagiarism; untimely performance of tasks. Masters who do not have the academic group for the results of the current control are admitted to the exam.

### **Assessment**

The final mark for the course is calculated as follows:

<b>Types of assessment</b>	<b>% of the final mark</b>
Module 1 (topics 1-4): survey during the lesson, tests, practical tasks, discussion of cases	30
Module 2 (topics 5-8): survey during classes, tests, practical tasks, discussion of cases	40
Individual Task (Essays)	10
Exam (topics 1-8) -tests , tasks	20

Total	100
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### Distribution of points received by students

Current mark and independent work										Individual Task	Final control (examination)	Total
Module №1					Module №2							
T1	T2	T3	T4	П3	T5	T6	T7	T8	П3			
5	5	5	5	10	5	5	5	5	10	10	20	100
30					40					10	20	100

T1, T2... - course topics, PT - practical tasks

### Assessment scale: national and ECTS

Total points for all types of educational activities	Mark ECTS	Mark on a national scale for the exam
90 – 100	<b>A</b>	Excellent
85-89	<b>B</b>	Good
75-84	<b>C</b>	
65-74	<b>D</b>	satisfactory
60-64	<b>E</b>	
35-59	<b>FX</b>	Fail - with the possibility of reassembly
0-34	<b>F</b>	Fail - unsatisfactory with mandatory re-study of the discipline

### Prerequisites

The effectiveness of mastering the content of the discipline will increase significantly if the master has previously learned the material of such disciplines as: management of educational activities in educational institutions, psychology and pedagogy of higher education, methods of organizing research.

### Course format

Blended - the discipline is supported in the Moodle system, has a structure, content, tasks and evaluation system. Blended Learning - lecturing the course involves a combination of traditional forms of classroom learning with elements of e-learning, which uses special information technology, interactive elements, online counseling, etc.

Materials of educational and methodical maintenance are also prepared for a syllabus: educational content (extended plan of lectures, presentations); topics and content of practical work, Individual Task; tasks for final control (tests); e-learning in the Moodle system.