COURSE SYLLABUS
Management and leadership

Degree of higher education – third (educational and scientific)
Specialty – 073 Management
Educational program – Management
Course status – compulsory
Instructor: Head of the Department of Management and Public Administration Kasych A.

1. Course description:
Semester(s): 3.
Scope: total number of hours – 120, including: lectures – 20 hours, practical – 10 hours, independent work – 90 hours; number of ECTS credits – 4.
The purpose of the course is to master the competencies of identifying and developing leadership qualities of higher education seekers, forming general competencies for using leadership tools in professional activities, ability to work in an interdisciplinary team, as well as mastering practical tools of effective team organization and role distribution, team management as a system.

Learning outcomes of the course:
know: modern ways and situations of application of scientifically based concepts, methods and tools of management;
be able to: solve management problems on the basis of their theoretical understanding; to form own style of scientific and pedagogical activity and professional communication; apply the acquired knowledge in scientific and practical activities; determine the strategic goals of enterprise development and organize their implementation in a global context;
able to demonstrate: skills of strategy development for corporations, strategic analysis of companies in today's competition;
able to demonstrate: the ability to demonstrate the ability to communicate adequate to the communicative situation based on knowledge of intercultural differences; ability to work in a group to implement *research results; implementation of management decisions;*
solve independently: both abstract and concrete, real problem situations of economic activity of the enterprises and the organizations.
Required educational components (prerequisites, co-requisites, post-requisites): quality management, strategic management, decision theory, project management, competition policy.
Course content: Topic 1. Leadership and leaders in modern society. Leadership and decision making. Topic 2. Typology of leadership. Classification of leaders. Responsibilities of a manager and a leader, the difference between a leader and a leader. Psychotype of a leader. Topic 3. Leadership and individual decision making. Decision-making conditions: certainty, uncertainty, risk and conflict. Topic 4. Group decision making. Topic 5. The concept of team, the characteristics of effective teams. Distribution of roles in the team. Topic 6. Team life cycle. Topic 7. Motivation and effective team management.

Forms of final control: exam (semester 3).
Tools for diagnosing learning Ukrainian, English.

2. Assessment:
Distribution of points received by applicants for higher education

Ongoing assessment and independent work								MC	Exam	Total
T1	T2	T3	T4	T5	Presentations	T6	T7			
7	3	3	8	13	15	13	18	10	10	100

Distribution of points in the course

Activities evaluated in points	T1	T2	T3	T4	T5	T6	T7	Total
Speech at a practical lesson	2	3	3	3	3	3	3	20
Individual tasks (creative works, exercises, situational tasks)	5	-	-	5	5	10	10	35
Presentations, essays	-	-	15			-	-	15
Ongoing control (by topics)	-	-	-	-	5	-	5	10
Modular control		10			-	-	-	10
Exam		10						10
						Total in the course		**100**

Exam evaluation criteria:

Written exam – 10 points, including: testing – 3 points, full answer to a theoretical question – 3 points, solving a practical situation – 4 points.

Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
excellent / passed	90-100	**A**	**Excellent** (outstanding performance without errors)
good / passed	82-89	**B**	**Very good** (above the average standard but with minor errors)
	74-81	**C**	**Good** (generally sound work with some errors)
satisfactory / passed	64-73	**D**	**Satisfactory** (fair but with significant shortcomings)
	60-63	**E**	**Fair** (performance meets the minimum criteria)
unsatisfactory / failed	35-59	**FX**	**Fail** (some more work required before the credit can be
	0-34	**F**	**Fail** (considerable further work is required)

3. Course policy:

3.1 Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;

- references to the sources of information if ideas, developments, statements, information are used;

- compliance with the legislation on copyright and related rights;

- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2. Recognition of learning outcomes obtained in non-formal education, if they correspond to the program learning outcomes, in the amount of 10 points, is allowed. Applicant for higher education applies with a statement, which is accompanied by documents, confirming the results of studies (diplomas, certificates, educational programs, etc.). In case of enrollment of a separate content module / modules of the discipline, the applicant is released from performing of the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline.

3.3. Obtaining a minimum grade in the discipline is possible in case that the practical / laboratory works are performed in full and all types of control on each topic are completed.

3.4. In case of late performance of works (without good reasons) the assessment for the relevant type of works

is reduced by one point for each overdue academic week, but not more than the maximum number of points for this work.

3.5. Postponement of delivery/retaking:

- for good reasons (sick leave, academic mobility, etc.) is possible without reducing the maximum score for works in case of prior notice of the reason for the delay (confirmed by the relevant document (certificate)) and deadline for postponement the delivery of work to the instructor personally or through the head of the group;

- without good reasons the work is evaluated with a decrease in the maximum score and the grade in the discipline can not be higher than "satisfactory".

3.6. In case of detection of manifestations of academic dishonesty, plagiarism, the student is obliged to perform the task again in compliance with the established requirements and with a decrease in the maximum score.

3.7. Missed classes are subject to practice individually or by a group of students on the application and on terms, agreed with the teacher.

3.8. Assessment appeal is made on the application of the applicant by forming a commission of three persons from the lecturers of the department and the mandatory presence of the head of the department, which accepts and evaluates the work of the applicant, a grade for which the applicant appeals.