

COURSE SYLLABUS

Management and administration

Degree of higher education – first (bachelor)

Specialty – 073 Management

Educational program – Management

Course status – compulsory

Instructor(s) of the Department of Management and Public Administration: Head of the Department of Management and Public Administration Kasych Alla

1. Course description:

Semester(s): 7.

Scope: total number of hours – 180, including: lectures – 24 hours, practical – 36 hours, independent work – 120 hours; number of ECTS credits – 6.

Course objectives – formation of future managers of modern managerial thinking and a system of special knowledge in the field of management, including administrative management, understanding of the conceptual foundations of system management of organizations; acquisition of skills of analysis of internal and external environment, making adequate management decisions.

Learning outcomes of the course:

know: the essential characteristics of administrative management; types of methods of administrative management; features of functioning of management systems in business associations;

be able to: analyze the activities of the management system of the organization; apply various methods and tools of planning, organization, motivation and control of the enterprise; choose effective methods of administrative management;

able to demonstrate: the ability to use administrative management technologies; ability to diagnose administrative management systems; comprehensive vision of the prospects of the organization;

to have skills: definition of directions of activity in the field of management in the modern organizations; application of modern principles of disclosure of information about the results of corporations;

solve independently: problems of ensuring the effectiveness of management systems; a set of tasks for the implementation of modern methods of administrative management; problems of coordination of the purposes of development of the organizations with stages of a life cycle

Required educational components (prerequisites, co-requisites, post-requisites): economic theory, microeconomics, macroeconomics, municipal government, strategic planning of the country's development, public administration, theory of public administration, regional-administrative management, public administration.

Course content: Topic 1. Theory of administrative management. Administrative management system and management staff. Topic 2. Technologies of administrative management. Topic 3. Methods and management decisions in administrative management. Topic 4. Diagnosis and analysis of the administrative management system. Topic 5. Modern technologies of administrative management. Topic 6. Life cycle and organizational development of organizations. Topic 7. A system model of management of organizations. Topic 8. The essence and types of corporate corporations. Topic 9. Intra-corporate management system and management bodies of a joint-stock company. Management of production and financial activities of corporations. Topic 10. Disclosure in the corporate sector.

Forms of final control: exam (semester 7).

Tools for diagnosing learning success: individual tasks, namely: presentations, essays, calculation works, exercises, tasks, etc., questions for current control, questions for final control, tests.

Language of instruction: 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	T8	T9	T10			
5	6	8	11	3	10	11	6	11	6	7	10	10	100

Course work (project)

Explanatory note	Illustrative part	Presentation of work	Total
up to 70	up to 20	up to 10	100

Distribution of points in the course

Види оцінювання	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	Total
Speech at a practical lesson	2	3		3		3	3	3	3		20
Individual tasks (creative works, exercises, situational tasks)	3	3	3	3	3	3	3	3	3	3	30
Presentations, essays			5	5		5		5			20
Ongoing control (by topics)	10					10					20
Modular control											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.