

***Academic discipline ADMINISTRATIVE MANAGEMENT***

1.	Information about the educational and scientific institute	Educational and scientific institute "Karazinsky Banking Institute"
2.	Course of study/studies	the first year of the second (master's) level of higher education
3.	Specialty	073 Management
4.	Name of educational programe	Management of organizations and administration
5.	Degree of preparation	Master's degree
6.	Minimum number of students	10 people
7.	Prerequisites for studying the discipline	"Public administration and administration", "Management in public administration", "Personnel management", "Management of organizations (level A - Theory of organization and organization of enterprise management"
8.	Semester (autumn/spring)	First (autumn)
9.	Department providing teaching	Management, business and professional communications
10.	Contact details of the developers of the work program of the educational discipline	Candidate of Sciences in State management, Assoc. Daudova H. V. dgv_62@ukr.net
11.	Scientific and pedagogical workers involved in teaching	PhD in Economics, associate professor, A.V. Nikitina n-a-v-1@ukr.net
12.	The purpose of discipline	the formation of systemic thinking and a set of special knowledge and skills from the scientific and theoretical foundations of administrative management, the application of laws, principles and tools of administration to create an effective system of managing an organization in modern conditions
13.	Expected learning outcomes	RND 1 to understand the process of administrative management, its functions and structure, features of the formation of the system of administrative management of the organization; RND 2 to apply modern administrative management methodologies to improve and develop the administrative management system;

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		<p>RND 3 demonstrate skills in planning the organization's activities under the influence of internal and external risks;</p> <p>RND 4 to determine the main problems of the integral assessment of individual factors influencing the effectiveness of management and management decision-making in the conditions of unforeseen phenomena and reform transformations;</p> <p>RND 5 justify the use of administrative control mechanisms in solving professional tasks;</p> <p>RND 6 to demonstrate the introduction of modern principles, the most effective methods and technologies aimed at achieving effective management indicators into managerial administrative activities;</p> <p>RNP 7 to use knowledge and apply skills in planning effective management of organizational structures of administrative management.</p>
14	Topics of classroom classes	<p>Topic 1. Methodological foundations of administrative management;</p> <p>Topic 2. Formation and development of the administrative management system;</p> <p>Topic 3. Manager in the administrative management system;</p> <p>Topic 4. Organization of work of the administrative apparatus;</p> <p>Topic 5. Planning in administrative management;</p> <p>Topic 6. Organizational activity in administrative management</p> <p>Topic 7. Methodological foundations of designing organizational structures of administrative management;</p> <p>Topic 8. Coordination of activities in administrative management;</p> <p>Topic 9. Motivation in administrative management;</p>

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		<p>Topic 10. Control and regulation in administrative management;</p> <p>Topic 11. Management methods in administrative management;</p> <p>Topic 12. Management decisions in administrative management and their justification;</p> <p>Topic 13. Information provision of administrative activities;</p> <p>Topic 14. The technique of distribution of functions in administrative management;</p> <p>Topic 15. Techniques of organization and holding of meetings and sessions;</p> <p>Topic 16. Techniques of communication and contacts.</p>
15	Topics of independent work	<p>Topic 1. Emergence and development of administrative management;</p> <p>Topic 2. System of administrative management;</p> <p>Topic 3. The role of the manager in administrative management;</p> <p>Topic 4. Managed and managing systems of the organization;</p> <p>Topic 5. The essence of administrative planning and stages of the planning process;</p> <p>Topic 6. Models of administrative process organization;</p> <p>Topic 7. Organizational design and its types;</p> <p>Topic 8. Main components of the coordination function and levels of coordination;</p> <p>Topic 9. The essence and importance of personnel motivation;</p> <p>Topic 10. Essence and types of management control, functions of administrative control;</p> <p>Topic 11. The essence of management methods and their characteristics;</p> <p>Topic 12. Basic approaches to making managerial decisions;</p> <p>Topic 13. Requirements for information provision of administrative activities;</p>

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		Topic 14. Methods of the level of decentralization of powers and functions; Topic 15. Classification of meetings, their preparation and holding; Topic 16. General rules of manager contacts
16	Methods of monitoring learning outcomes	Exam – 1 semester; 60% – current control and independent work of students; 40% – final control: written exam (3 ac. hours) The evaluation is based on the four-level scale of ECTS.