

**PJSC "Higher Education Institution
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"**



**SYLLABUS OF THE ACADEMIC DISCIPLINE
«ADMINISTRATIVE MANAGEMENT»**

Specialty: **D3 Management**
Educational level: **first (bachelor's) level**
Educational program: **Management**

General information about the academic discipline

Name of the academic discipline	Administrative management
Code and name of specialty	D3 "Management"
Level of higher education	first (bachelor's) level of higher education
Discipline status	optional
Number of credits and hours	3 credits / 90 hours. Lectures: Seminar classes: Independent work of students:
Terms of studying the discipline	
Language of instruction	Ukrainian
Type of final control	test
Discipline page on the website	https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-men-edzhment-2026

General information about the teacher. Contact information.

Academic degree	
Academic title	
Position	
Disciplines taught by the NPP	
Areas of scientific research	
Links to identifier registries for scientists	
Teacher contact information:	
Email:	
Contact phone number	
Teacher's portfolio on the website of the department / institute / academy	https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-menedzhment-2026

Course abstract. The discipline "Administrative Management" is aimed at developing professional competencies in students in the formation of conceptual, organizational, legal and methodological foundations for ensuring the development of an effective system of administrative management of organizations in the public and private sectors, understanding the functions and process of administrative management; developing skills in planning and organizing administrative activities; justifying the choice of forms and methods of administrative influence on subordinates; understanding the forms of administrative control and regulation of activities; developing information and administrative support for the organization's work. Mastering the discipline contributes to the acquisition of skills to rationalize, democratize and optimize relations between subordinates and the administration, to form communication networks in the management apparatus, to organize teamwork, to administer management and auxiliary processes, which will ensure the further successful functioning of the organization.

The subject of the academic discipline "Administrative management" is administrative activities in public sector institutions and organizations, as well as modern scientific concepts of effective management of organizational structures.

The purpose of studying the discipline is the formation of special knowledge and systemic thinking in the field of administrative activities in public sector institutions and organizations, the disclosure of modern scientific concepts, notions, methods and technologies for increasing the efficiency of management of organizational structures and processes in public authorities through the use of modern administration tools, the creation of a holistic system of administrative management of the organization.

Objectives of the academic discipline: familiarizing students with the theoretical foundations of administrative activities; development in higher education students of systems thinking; familiarization with modern methods and technologies for increasing the efficiency of management of organizational structures; mastering the practical use of modern principles and tools of administration; development of skills in designing and building a holistic system of administrative management of an organization.

Prerequisites of the academic discipline. The study of the academic discipline "Administrative Management" is based on the knowledge and skills obtained by students at the undergraduate level. Namely: economic theory, fundamentals of management, history of management, microeconomics, macroeconomics.

Post requisites of the academic discipline. The knowledge and skills acquired by students in the process of studying the academic discipline "Administrative Management" contribute to the successful study by higher education students of a number of other academic disciplines aimed at the formation of professional knowledge and skills: risk management, change management, project management.

Content of the academic discipline (full-time education)

No.	Topic name	Teaching methods/assessment methods
CONTENT MODULE 1 "Theoretical and methodological principles and technologies of administrative management"		Teaching methods: verbal (educational lecture; conversation; educational discussion); inductive method; deductive method; analytical method; synthetic method; practical (working with economic models, statistical data, graphs); explanatory and illustrative; reproductive; problem-based presentation method; partially searchable; research; interactive methods (analysis of management situations; discussions, debates; brainstorming; situational modeling; practicing modeling skills); case method (analysis of real economic situations, problem finding, proposal of solutions, construction of models); modeling of professional activities (building economic models, forecasting, scenario modeling, foresight method). Assessment methods: oral control (oral survey, assessment of participation in discussions, other interactive learning methods); written control (tests, independent work, analytical tasks, mini-essays); test control (closed-form tests: test-alternative, test-correspondence, tasks for data and model analysis); method of self-control and self-assessment; case study evaluation;
Topic 1.	Theoretical and practical principles and the place of administrative management in the activities of the organization	
Topic 2.	Administrative management system and management apparatus	
Topic 3.	Planning in administrative management	
Topic 4.	Organizing the work of subordinates and designing work	
Topic 5.	Management staff motivation system	
CONTENT MODULE 2 “Methods of administrative management and administration of management decisions”		
Topic 6.	Control, regulation in administrative management	
Topic 7.	Administrative management methods. Regulatory activities in the organization	
Topic 8.	Administration of management decisions	
Topic 9.	Modern technologies of administrative management	
Topic 10.	Characteristics of management decision implementation systems	

		evaluation of project and laboratory work (modeling of economic processes, forecasting).
Modular test		
Form of assessment: credit		

Technical equipment and/or software. The educational process uses classrooms, a library, a multimedia projector, and a computer lab. Studying individual topics and completing practical tasks requires access to information from the World Wide Web, which is provided by a free Wi-Fi network.

Forms of control methods.

Monitoring the progress of students is divided into current and final (semester).

Current control is carried out during practical and seminar classes. Its purpose is to systematically check:

- understanding and mastering the theoretical foundations of administrative activities;
- ability to apply modern management tools for administrative processes;
- abilities in the field of administrative activities in the field of economical use of resources of public sector institutions and organizations;
- abilities to use of modern information systems as the basis of modern administrative management technologies.

Forms of student participation in the educational process, which are subject to current control:

- speeches and presentations on the analysis of administrative activities;
- oral reports on the analysis of administration cases;
- addition, question to the person answering;
- systematic work in seminar classes and activity during discussions;
- participation in discussions, brainstorming, interactive forms of classes;
- analysis of empirical and statistical data;
- written assignments (tests, tests, analytical and abstract papers);
- preparation of abstracts, theses, analytical notes;
- independent study of discipline topics and lecture materials.

Current control methods:

- oral control (survey, conversation, report, message);
- written control (test work, analytical report, essay, completion of tasks for building models or processing statistics);
- combined control (oral and written combination to assess understanding and practical skills);
- presentation of independent work or case analysis;
- monitoring activity and participation in practical classes;
- test control (closed and open tasks, analysis of graphs and models);
- working with problem situations (analytical cases, scenario modeling, foresight).

Assessment system and requirements.

Table of points awarded to higher education students*

Topics	Ongoing knowledge assessment	Final control		Overall number of points
		Modular test	Credit**	

	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10	20	20*	100
Work in a seminar class	3	3	3	3	3	3	3	3	3	3			
Independent work	3	3	3	3	3	3	3	3	3	3			

*The table contains information about the maximum points for each type of academic work of a higher education applicant.

When assessing the mastery of each topic for current educational activities, the student is given grades taking into account the approved assessment criteria for the relevant discipline.

The criteria for assessing the learning outcomes of students and the distribution of points they receive are regulated by the Regulations on the Assessment of Academic Achievements of Students of Higher Education at PJSC "Higher Education Institution "MAUP".

Module control is carried out in the last lesson of the module in written form, in the form of testing.

Evaluation criteria for the module test in the academic discipline "Administrative Management":

When evaluating a module test, the volume and correctness of the tasks are taken into account:

- the grade "excellent" (A) is given for the correct completion of all tasks (or more than 90% of all tasks);

- a grade of "good" (B) is given for completing 80% of all tasks;

- a grade of "good" (C) is given for completing 70% of all tasks;

- a grade of "satisfactory" (D) is given for the correct completion of 60% of the proposed tasks;

- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;

- an "unsatisfactory" (FX) grade is given if less than 50% of the tasks are completed.

Failure to appear for a module test - 0 points.

The above scores are converted into rating points as follows:

"A" - 18-20 points;

"B" - 16-17 points;

"C" - 14-15 points;

"D" - 12-13 points.

"E" - 10-11 points;

"FX" - less than 10 points.

The final semester assessment in the discipline "Administrative Management" is a mandatory form of assessing students' learning outcomes. It is conducted within the time frame specified in the curriculum and covers the scope of material specified in the course program.

The final assessment is carried out in the form of a test. A student who has completed all the required work is allowed to take the semester assessment.

The final grade is based on the student's performance during the semester. The student's grade consists of points accumulated from the results of the current assessment and incentive points.

Students who have completed all required assignments and received a score of 60 points or higher receive a grade corresponding to the grade received without additional testing.

For students who have completed all the required tasks but received a score below 60 points, as well as for those who wish to improve their score (result), the teacher conducts a final work in the form of a test during the last scheduled lesson in the discipline in the academic semester.

Assessment of additional (individual) types of educational activities. Assessment of additional (individual) types of educational activities. Additional (individual) types of educational activities include the participation of applicants in scientific conferences, scientific circles of applicants and problem groups, preparation of publications, participation in All-Ukrainian Olympiads and competitions and

International competitions, etc. in excess of the tasks established by the relevant work program of the academic discipline.

By decision of the department, students who participated in research work and performed certain types of additional (individual) educational activities may be awarded incentive (bonus) points for a specific educational component.

Assessment of independent work

The total number of points received by a student for completing independent work is one of the components of academic success in the discipline. Independent work on each topic, in accordance with the course program, is evaluated in the range from 0 to 3 points using standardized and generalized knowledge assessment criteria.

Assessment scale for independent work (individual assignments) assessment criteria.

Maximum possible assessment of independent work (individual tasks)	Execution level			
	Perfectly	Good	Satisfactorily	Unsatisfactorily
3	3	2	1	0

Forms of assessment include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral responses, reports, presentations and other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competencies (optional format); solving situational tasks; preparing summaries of independently studied topics; testing or written exams; preparing draft articles, conference abstracts and other publications; other forms that ensure comprehensive mastery of the curriculum and contribute to the gradual development of skills for effective independent professional (practical, scientific and theoretical) activity at a high level

To assess the learning outcomes of a higher education applicant during the semester, a 100-point, national and ECTS assessment scale is used.

Final assessment scale: national and ECTS

Total points for all types of learning activities	ECTS assessment	National scale assessment	
		for exam, course project (work), practice	for credit
90 – 100	A	perfect	passed
82 – 89	B	good	
75 – 81	C		
68 – 74	D		
60 – 67	E		
35 – 59	FX	unsatisfactory with the possibility of reassembly	not passed with the possibility of retaking
0 – 34	F	unsatisfactory with mandatory re-study of the discipline	not passed with mandatory re-study of the discipline

Course policy.

To successfully complete the course "Administrative Management", the student must:

- take an active part in the educational process;
- regularly attend lectures and practical classes;
- work systematically, systematically and actively in lectures and practical classes;

- make up for missed classes or unsatisfactory grades received in classes;
- to fully perform the tasks that the teacher requires to prepare, their quality is appropriate;
- perform control and other independent work;
- adhere to the norms of academic conduct and ethics;
- actively use the opportunities of informal education and self-education.

The course "Administrative Management" involves the assimilation and observance of the principles of ethics and academic integrity, in particular the orientation towards the prevention of plagiarism in any of its manifestations: all works, reports, essays, abstracts and presentations must be original and author's, not overloaded with quotations, and must be accompanied by references to primary sources. Violations of academic integrity are considered to be: academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, and biased evaluation.

Recommended sources of information.

Main literature:

1. Administrative Management: Textbook. Edited by O. M. Telizhenko and S.V. Hlivenko. Kyiv: University Book, 2023. 872 p.
2. Voronkova V. G., Nikitenko V. O., Oleksenko R. I. Administrative management: a textbook. Zaporizhzhia: ZNU, 2022. 244 p.
3. Marchenko O. M. Management Workshop: Textbook. Lviv: Lviv State University of Internal Affairs, 2021. 224 p.
4. Zhuo J. The Making of a Manager: What to Do When Everyone Looks to You. Ebury Press. 2019. 288 p.

Additional literature:

5. Mintzberg G. Anatomy of Management. An Effective Way to Manage a Company. Kyiv: Our Format, 2018. 408 p.
6. Sumets O. M. Strategic management: textbook. Ministry of Internal Affairs of Ukraine, Kharkiv. National University of Internal Affairs, Kremench. Flight College. Kharkiv: KhNUVS, 2021. 208 p.
7. Klochan V. V., Zingaeva N. E. Administrative Management: Basic Lecture Notes. Mykolaiv: MNAU, 2020. 56 p.

Electronic resources:

1. Publicly available information database of the State Commission on Securities and Stock Market. URL: <https://stockmarket.gov.ua>
2. Unified web portal of executive authorities of Ukraine. URL: <http://www.kmu.gov.ua>.
3. Information and search system of legislative and regulatory documents of Ukraine. URL: <http://www.rada.gov.ua>
4. Website of the State Statistics Service of Ukraine. URL: <http://www.ukrstat.gov.ua>
5. Website of the National Institute for Strategic Studies. URL: <http://www.niss.gov.ua>