

Annotation to work program of the discipline «Administrative management»

Specialty: 073 «Management»

Doctor of Philosophy in 07 «Management and Administration»
knowledge area

Faculty: Economics and Management

The purpose of teaching the discipline «Administrative Management» is to develop a systematic complex of knowledge of graduate students on the general principles, methods, and approaches of administrative management.

The main objectives of studying the discipline are to obtain by future doctors of philosophy of knowledge, acquirements and skills in the field of management of an organization, enterprise and its functional divisions; acquisition of theoretical knowledge for a deeper systematic and comprehensive understanding of the functions of administrative management, the performance of management procedures, decision making, business communication and documentation of management processes.

List of topics:

- Topic 1. System of administrative management
- Topic 2. Historical background and theory of administrative management
- Topic 3. Planning in Administrative Management
- Topic 4. Labor organization of subordinates
- Topic 5. Motivation of employees of the management apparatus
- Topic 6. Control and regulation as administrative management
- Topic 7. Administrative Management Methods
- Topic 8. Administration of management decisions
- Topic 9. Leading technologies of administrative management
- Topic 10. Career in organization, career management, image
- Topic 11. Technology and Psychology of Business Communication
- Topic 12. Globalization Aspects of Administrative Management

As a result of studying the discipline, the graduate student should:

know: the basic tasks of the manager-administrator in the organization, the components of the system of administrative management of the organization, features of administrative planning, the essence of the target complex programs and calendar plans, the methodology of designing organizational structures, the main forms of construction of systems of administrative staff motivation, indicators by which the activity of the management apparatus in the organization is controlled, the order of administrative decision making, the main features of administrative power and means of administrative influence.

be able to: apply modern principles of administration of management decisions, to classify objects of administrative management in accordance with the norms of the relevant laws, to schedule ongoing work in the process of solving problems of the current plan, to define managed units at the appropriate hierarchy levels and to develop job duties based on the system approach, be able to develop or improve the organizational structure of the enterprise in accordance with strategic objectives, to define the chain of business operations on the example of a specific business process based on the use of modern scientific approaches and critical analysis, to develop personal motivation system for a certain category of employees in the organization, to substantiate scientifically the relevant regulations in the field of activity of organizations.