Ministry of education and science of Ukraine

Sumy National Agrarian University

Management Department

WORKING TRAINING PROGRAM OF ACADEMIC DISCIPLINE

Administrative management

073 "Management"
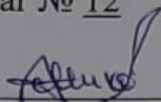
EL «Bachelor»

Faculty: Economics and management

Sumy – 2020 -2021

The work program was approved at a meeting of the Department of Management.
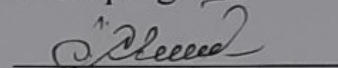
Protocol from "09" 06.2020 year № 12

Head of the Department _____ (Mykhailov A.N.)
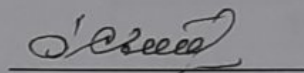   (signature)   (surname and initials)

Confirmed:

Guarantor of educational and professional program

_____ (Strochenko N.I.)
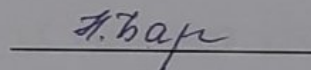   (signature)   (surname and initials)

Dean of the Faculty of Economics
and Management   _____ (Strochenko N.I.)

Methodist of the Department
of education quality,
licensing and accreditation   _____ (N. Baranik)

Registered in the electronic data base: _____ 21. 07 _____ 20 20 year
                                                    date

SNAU, 2020

1. Description of academic discipline

Denomination	Industry knowledge, direction of training, educational qualifying level	The characteristic of academic discipline	
		full-time study	
The number of credits – *4*	Branch of knowledge: *07 Management and administration*	*Regulatory*	
	Direction of training: **073 "Management"**		
Modules- *2*		**Year of training:**	
Modules: *2*		2020-2021	
		Course	
		4	
		Semester	
The total number of hours *120*		7	
		Lecture	
		30 h.	
Hours a week for full-time education: class- *2* student's self-study- *4*	Educational level: *Bachelor*	**Practical seminars**	
		30h.	
		Independent work	
		60 h.	
		Type of control: *Exam*	

Note. The ratio of the number of hours classes for independent and individual work is:
-full-time-60/60 (50/50)

2. Goals and objectives of academic discipline

Goals: to increase the effectiveness of the management of organizational structures due to correct use of the different levels of management principles and tools of the Administration, the creation of an integrated system of administrative management of the organization.

Objectives: the study of terminological databases on administrative management;study of the role of administration and administrative manager in the system of administrative management; study of the functions and the administrative management; formation of skills for planning and

organizing of administrative work; justification of the choice of forms and methods of administrative influence on subordinates; a study of forms of administrative control and regulation of activity; the formation of information and administrative support of the organization.

The study of the discipline " The study of the discipline "Administrative Management" involves the formation of students' competencies:

	Program competence	Code
	General	
1	Ability to think abstractly, analyze, synthesize, and establish relationships between socioeconomic phenomena and processes.	ЗК 1
2	Ability to apply conceptual and basic knowledge, understanding the subject area and the profession of manager.	ЗК 2.
3	Ability to work in a team and establish interpersonal interaction in solving professional problems.	ЗК 5.
4	Ability to learn and acquire modern knowledge.	ЗК 6.
	Professional (special)	
1	Ability to identify and describe the characteristics of the organization	ФК 1
2	Ability to analyze the results of the organization, compare them with the factors of external and internal environment, to determine the prospects for development of the organization.	ФК 2
3	Ability to identify functional areas of the organization and the relationships between them.	ФК 3
4	Ability to manage the organization and its departments through the implementation of management functions	ФК 4
5	Ability to choose and use modern management tools	ФК 5

2.3 Program learning outcomes

As a result of studying the discipline "Administrative management" the student must be able to demonstrate the following learning outcomes:

№	Program learning outcomes	Code
1	Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership	ПРН 3
2	Demonstrate skills to identify problems and justify management decisions	ПРН 4
3	Describe the content of the functional areas of the organization	ПРН 5
4	Apply management methods to ensure the effectiveness of the organization	ПРН 8
5	Assess the legal, social and economic consequences of the organization	ПРН 12

3. The program of academic discipline

(Methodological Council of the faculty «28» Juanuary 2019., protocol №3 ,
Methodological Council of the University on approbation)

Module 1. Theoretical principles of administrative management

Content of module 1. *The theoretical basis of administrative management*

Theme 1. *Historical conditions and evolution of administrative management. principles of administrative management. Problems and prospects of development of administrative management.* Classical administrative school. The theory of the administrative organization of the ideal type of M. Weber. Principles of administrative management. The modern concept of administrative management.

The administrative bureaucracy. Administrative management problems and prospects of development. Administrative management of different business cultures and civilizations.

Theme 2. *The system of administrative management.* The essence and the importance of the process of administrative management. The components of the process of administrative management functions, methods, managerial decision. The system of administrative management (Administrative Management System-AMS). The Structure of the AMS. The formation of the AMS. Administrative management in business organizations, non-profit and public organizations.

Theme 3. *Administrative positions and their types.* Administration, its shape, tasks, functions and structure. Manager as a key element of the system of administrative management. The role of the Manager from Mìnzberg. Requirements for the modern Manager. Administrative positions and their hierarchy.

Module 2. Function and technology of administrative management
Content of module 2. *Function and technology of administrative management*

Theme 4 . *Planning of administrative management*. The essence of administrative planning. Principles of administrative planning. The level of administrative planning. Prospective and strategic planning as the
primary function of the administration. Definition of the mission and goals of the organization. Strategic planning process as a major function of the authority. methodological basis of administrative planning. Methods of development plans.
Short-term and operational plans. Schedule plans.

Theme 5. *Organization of work of subordinates and designing works.* The essence of the Organization of the Administration and its role in administrative management. The delegation of powers. Horizontal and functional division of labor. Departamentalìzation in device management. Methodological bases of designing of organizational structures of administrative management. Factors that influence the design process. How to design organizational structures of administrative management. Design tools. The concept of designing work. Analysis of the work. The content and context of the work. Options for working. The model designing works.

Theme 6. *Methodological Foundations of organizational structures.*
Fakors that influence the design process.The procedure of designing organizational structures of administrative management. Organizational structures design of administrative management. Design tools.

Theme 7.*Employee Motivation of management.* Entity, the value of motivation of administrative employees. Administrative forms for motivating employees. Unconventional approaches to motivating employees of management. Building systems promote. Prevention of demotivation. The role of the salaries, allowances and salary awards in the motivation of management.

Theme 8*Control and regulation of administrative management.* Principles of administrative control. Types of administrative control. Features of the regulation of administrative activity in the organization. External and internal administrative control. Solid and selective methods of control. Visual and automated control of observation. Administrative Tools of control.

Theme 9. *The administrative methods of management and administration of operational decisions.* Methods of administrative management and their classification. Administrative Office management in the organization. The nature of administrative authority. Typology of managers and subordinates. The authority of the Manager. Methods of administrative influence. The disciplinary effect. Organization of discipline and order. Regulation as a way to implement the administrative authority. Streamlined, democratization and economic relationships between subordinates and the administration. Types of management decisions. Forms of decision making authority. Communication and information support of the

organization. Control over the approval of management decisions. Score implementation of operational decisions. Sanctions and incentives.

   Theme 10. *Modern technologies of administrative management.* Information systems as the basis of modern technologies of administrative management. Types and forms of administrative information systems in management. Process approach in administrative management. Administrative know-how. Administrative management and the concept of "lean production". Administrative management and the quality management system according to the standards ISO. The experience of modern administrative management in the European countries . The integration of the administrative management system with an automated control system organization (ERP-systems).

4. The structure of the discipline

The names of modules and themes	The number of hours				
	full-time				
	-All Ove Guo	including			
		l	p		iw
1	2	3	4	5	6
Module 1. *Theoretical principles of administrative management*					
Content of module 1. *Theoretical principles of administrative management*					
Theme 1. Historical conditions and evolution of administrative management. Principles of administrative management. Problems and prospects of development of administrative management.	10	2	2		6
Theme 2. The system of administrative management.	12	2	4		6
Theme 3. Administrative positions and their types.	10	2	2		6
Together module 1	32	6	4	-	18
Module 2. Function and technology of administrative management.					
Content of module 2. *Function and technology of administrative management*					
Theme4. Planning in administrative management.	10	2	2		6
Theme 5. Organization of work of subordinates and designing works.	12	4	2		6
Theme 6. Methodological Foundations of organizational structures	14	4	4		6
Theme 7. Employee motivation of management.	14	4	4		6
Theme8 Control and regulation of administrative management.	10	2	2		6

Theme 9. The administrative methods of management and administration of operational decisions.	14	4	4		6
Theme 10. Modern technologies of administrative management.	14	4	4		6
Together module3	88	24	22		42
Total hours	120	30	30	-	60

5. Themes and sessions lecture plan
(full-time study)

№ s/n	Topic name	The Number Of hours
1	**Theme 1.Historical conditions and evolution of administrative management. Principles of administrative management . Problems and prospects of development of administrative management.** 1. Classical administrative school. 2. The theory of the administrative organization of the ideal type of M. Weber. 3. Principles of administrative management. 4. Administrative Management Problems and prospects of development. 5. Administrative management of different business cultures and civilizations.	2
2	**Theme 2. The system of administrative management.** 1. The essence and importance of administrative management. 2. The components of the process of administrative management functions, methods, managerial decision. 3. The system of administrative management (Administrative Management System-AMS)	2
3	**Theme3. Administrative positions and their types.** 1. Administration, its shape, tasks, functions and structure. 2. Manager as a key element of the system of administrative management.	2
4	**Theme 4.Planning in the administrative management.** 1. The essence of administrative planning. 2. Principles of administrative planning. The level of administrative planning. 3. Prospective and strategic planning as the primary function of the administration.	2
5	**Theme 5. Organization of work of subordinates and designing works.** 1. The essence of the Organization of the Administration and its role in administrative management. 2. Delegation of powers. 3. Horizontal and functional division of labor. Departamentalization in device management.	4
6.	**Theme 6. Methodological bases of designing administrative management of organizational structures.** 1. Fakors that influence the design process. 2. The procedure of designing organizational structures of administrative	4

	management.	
7	**Theme 7. Employee motivation of management.** 1. The entity, the value of motivation of administrative employees. 2. Forms of motivating administrative employees. 3. Non-traditional approaches to motivating employees of management.	4
8	**Theme 8. Control and regulation of administrative management.** 1.Principles of administrative control. 2. Types of administrative control. 3. Features of the regulation of administrative activity in the organization.	2
9	**Theme 9. The administrative methods of management and Administration of operational decisions.** 1. Administrative Management Methods and their classification. 2. Administrative Office management in the organization. 3. The nature of the administrative authority. 4. Methods of administrative influence. 5. Types of management decisions. 6. Communication and information support of the organization.	4
10	**Theme10. Modern technologies of administrative management (**Administrative know-how)**.** 1. The information system is the basis of modern technologies of administrative management. 2. The types and forms of administrative information systems in management. 3. Process approach in administrative management. 4. Administrative management and the concept of "lean production". 5. Japanese know-how. The experience of modern administrative management in the European countries.	4
	Together	**30**

6. The topics of the workshops

№	Topic name	The Number Of hours
1	The investigation of administrative principiles	2
2	Manager as a key element of the system of administrative management. The role of the Manager from Mìncbergom. Requirements for the modern Manager administrator	4
3	Ethics of business communication in administrative management.	2
4	Definition of the mission and goals of the organization. Strategic planning process as a major function of the authority.	2
5	How to design organizational structures of administrative management	6
6	Building systems of promotion	2
7	Study of the features of the control and regulation of administrative activity in the organization.	2
8	Authority of a manager	2
9	Technology of making management decisions	4
10	Application of professional technologies in the professional activity of the manager-manager	
11	Final lesson	2

	Together	30

7. Individual work

№	Topic name	The Number Of hours
1	**Theme 1.Historical conditions and evolution of administrative management. Principles of administrative management . Problems and prospects of development of administrative management.** The modern concept of administrative management.	6
2	**Theme 2. The system of administrative management.** The system of administrative management. The Structure Of the AMS. The formation of the AMS.	6
3	**Theme 3. Administrative positions and their types.** Administrative positions and their hierarchy.	6
4	**Theme 4.Planning in the administrative management** Methodological basis of administrative planning. Methods of development plans.	6
5	**Theme 5. Organization of work of subordinates and designing works.** The concept of designing work. Analysis of the work. The content and context of the work	6
6	**Theme 6. Methodological bases of designing administrative management of organizational structures.** Design tools.	6
7	**Theme 7. Employee motivation of management** Prevention of demotivation. The role of the salaries, allowances and salary awards in the motivation of management.	6
8	**Theme 8. Control and regulation of administrative management.** External and internal administrative control. Administrative tools of control.	6
9	**Theme 9. The administrative methods of management and Administration of operational decisions..** Control over the approval of management decisions. Score implementation of operational decisions. Sanctions and incentives. Typology of managers and subordinates. The disciplinary effect. Organization of discipline and order.	6
10	**Theme10. Modern technologies of administrative management** Administrative management and the quality of management system according to the standards ISO.	6
	Together	**60**

8. Teaching methods

Verbal, visual, hands-on skills, testing and evaluation of the knowledge, abilities and skills, the methods of oral presentation of knowledge, strengthening of educational material, independent work of students with the understanding and assimilation of new material, work with the application of knowledge in practice

9. Methods of control

Oral, written, practical (laboratory) and self-control.

13. The distribution of points that get students

The current testing and independent work											Together from modules and IW	Apec exploitation	Exam	Total
Module 1 20 points Content ofmodule 1				Module 2 20 points Content of module 2										
T1	T2	T3		T4	T5	T6	T7	T8	T9	T10	55 (40 + 15)	15	30	100
6	7	7		3	3	3	3	3	3	2				

T1, T2 ... T9 are the themes of modules.

Scale: national and ECTS

The sum of the points for all types of training activities	Score Of ECTS	Score from the national scale	
		for the examination, course project (work), practice	for classification
90 – 100	AND	Excellent	credited with
82-89	IN	Good	
74-81	C		
64-73	D	Satisfactory	
60-63	E		
35-59	FX	unsatisfactopy with the possibility of re-Assembly	not counted with the possibility of re-Assembly
0-34	F	Unsatisfactory with the obligatory re-study of the discipline	You failed with obligatory studying of disciplines

14.Methodological support

1.Administrative management: lecture notes for students 4-year field of study 073 "Management", 074"Public administration" full-time and part-time courses in Agricultural higher educational institutions - Sumy: SNAU 2017.- 77 p.

2.Workbook to carry out the practical tasks for students 4-year field of study 073 "Management", 074"Public administration" full-time and distance learning in agrarian higher educational institutions - Sumy: SNAU, 2017.- 83 p.

3.Administrative management: methodological guidelines for individual work for students 4-year field of study 073 "Management", 074"Public administration" full-time and distance learning in agrarian higher educational institutions- Sumy: SNAU 2016.- 31 p.

4. Moodle-https://cdn.snau.edu.ua/moodle/course/view.php?id=2884

15. Recommended reading

Basic

1 Administration Skills - © 2012 Manmohan Joshi &Ventus Publishing ApS ISBN 978-87-403-0111-3 (link-http://thetutorreport.com/wp-content/uploads/2012/11/administration-skills.pdf)

2. Management Basics - Susan Quinn, Associate Professor, Bissett School of Business Bissett School of Business, 2010 (link - http://bookboon.com/en/management-basics-ebook)

3. Effective Management Decision Making, An Introduction - Ian Pownall, 2012 (link - bookboon.com/en/effective-management-decision-making-ebook)

Secondary

1. A summary of the lectures "administrative management": [electronic resource]/library/Economist. – Access mode: http://management.fem.sumdu.edu.ua/index.php/ua/methodpart/9

2. A summary of the lectures "administrative management": [electronic resource]/library/Economist – access mode: http://library.if.ua/books/3.html .