

ABSTRACT OF THE COURSE

INTERNET TECHNOLOGIES IN ENTERPRISE' MANAGEMENT

Educational programs: for all specialties of the faculty.

Cycle: general training.

Status: elective course.

Academic year: 2020-2021 academic year, semester.

The purpose of the discipline: students study the basic principles of the Internet, acquaint students with the main services of the Internet that can be successfully used to manage the enterprise, students gain: practical skills of basic Internet services for use in business management, creating basic types of Internet resources, development of technical culture, analytical thinking, scientific skills, logical and algorithmic thinking.

Tasks of the discipline: formation of a system of knowledge and skills on the theoretical foundations and practical skills of implementation and application of Internet technologies in enterprise management, creation of own Internet resources.

Knowledge and skills that are formed during the study of the discipline

After studying the discipline the student must:

know: the main technologies used to create Internet resources; basic principles of creating modern information systems based on Internet technologies; basic methods of information protection when working on the Internet; basic software and hardware components of Internet technologies and principles of their work.

be able to: develop an effective strategy for using the Internet in the practical activities of enterprises in any industry; to use in practice the basic services of the Internet; to ensure effective integration of the local computer network of the enterprise with the Internet; to develop a strategy of information security and data protection when working with the Internet; create typical corporate Internet resources for any industry; calculate the financial aspects of the enterprise's work with Internet technologies.

Course content:

Topic 1. Basic principles of the Internet building.

Topic 2. Overview of the main services of the Internet.

Topic 3. Internet software and hardware.

Topic 4. E-mail and its use at the enterprise.

Topic 5. WWW service and its using.

Topic 6. File sharing via FTP.

Topic 7. Conducting conferences via the Internet.

Topic 8. The use of cloud technologies in the enterprise.

Topic 9. The use of multimedia technologies on the Internet.

Topic 10. Information protection when working with the Internet.

Topic 11. Creating a corporate website.

Teaching Staff:

Lecturer: senior teacher Agadzhanov-Gonsalez K.

Duration: 5 ECTS credits, 15 weeks, 5 hours per week.

Assessment: current assessment - 2 modular controls, final control - credit.

ANNOTATION OF THE COURSE «QUALITY MANAGEMENT»

Educational programs: "Management of organizations and administration"

Cycle: professional and practical training.

Status: elective course.

Academic year: 2022-2024 e.y., 3 semester.

The purpose of the discipline – formation of students' knowledge system of the theory and methodology of quality management principles of construction and operation of a quality management system, the study of legal, organizational and economic issues related to quality management.

Tasks of discipline – theoretical and practical training of students on the organization of work to ensure and manage the quality of products and services in organizations.

As a result of studying the discipline the student must **know:**

- terminology for basic concepts and categories in the field of quality management;
- features of quality management at the enterprise level;
- domestic and international experience in quality management;
- the impact of quality on the company's profits, the classification of costs for quality;
- quality audit procedures.

be able:

- identify factors that improve product quality and ensure its competitiveness;
- analyze and apply in practice the principles, methods and rules of quality management;
- take measures to organize work on the development and implementation of quality management systems in accordance with the recommendations of the international standard ISO 9000 series, determine the cost of quality and conduct a quality audit.

CONTENT OF THE DISCIPLINE

Theme 1. Background and History.

Theme 2. Standards and models.

Theme 3. Self- assessment models of quality.

Theme 4. Customers.

Theme 5 Leadership in Quality Management.

Theme 6. Strategic quality management.

Theme 7 Partnerships and resources.

Theme 8 People in quality management.

Theme 9. Ethics and corporate social responsibility

Theme 10. Service quality

Theme 11. Management groups in the organization

Theme 12. Management and Leadership

Theme 13. Evaluating the effectiveness of quality management.

Teaching Staff:

Lecturer: Ph.D., Associate Professor of Management Department Anhelina Halynska

Teacher of practical classes: Ph.D., Associate Professor of Management Department Anhelina Halynska

Duration: 5 ECTS credits, 15 weeks, 5 hours per week.

Assessment: current assessment - 2 Modules, final control - exam.

ANNOTATION OF THE COURSE «COMMUNICATION MANAGEMENT»

Educational programs: "Management of organizations and administration"

Cycle: professional and practical training.

Status: elective course.

Academic year: 2021-2024 e.y., 2 semester.

The purpose of the discipline – formation of students' a holistic view of the essence of communicative management and professional knowledge and skills for effective communication with colleagues, customers and business partners of enterprises and organizations.

Tasks of discipline – study of theoretical principles, content, structure and tasks of communicative management, mastering the methods of psychodiagnostics as a prerequisite for effective communication in the management process, mastering methods and practical skills of professional communication of management using verbal and nonverbal communication techniques and technologies, acquisition of knowledge and skills in intercultural communication , professional use of modern communication technologies to build effective relationships with business partners, compliance with etiquette and communication culture in a professional environment.

As a result of studying the discipline the student must **know:**

- terminology for basic concepts of communicative management system;
- objects and subjects of communicative management;
- the principle of operation and components of communicative management;
- knowledge of the theory and practice of management decisions during the communication process;
- the essence of verbal and nonverbal communication;
- features of intercultural communications;
- communication management technologies
- the essence of communicative culture and professional ethics.

be able:

- communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge / types of economic activity);
- use the basic elements of effective communication: source, message, audience, communication channels;
- plan the communication process and develop a communication plan;
- choose and use concepts, methods and tools to improve interpersonal communication;
- create and organize effective communications in the management process;
- apply the rules of communicative and professional etiquette;

- independently master new knowledge, use modern educational and research technologies in the field of communicative management.

CONTENT OF THE DISCIPLINE

Theme 1. Theoretical foundations of communicative management.

Theme 2. Psychodiagnostics.

Theme 3. Varieties of communication in communicative practice

Theme 4. Verbal communication in the communicative practice of the manager.

Theme 5. Nonverbal communication in the communicative practice of the manager.

Theme 6. Intercultural communication.

Theme 7. Technologies of communicative management.

Theme 8. Communicative culture and professional etiquette.

Theme 9. Methods of manipulation in business communications.

Teaching Staff:

Lecturer: Ph.D., Associate Professor of Management Department Liudmyla Batsenko

Teacher of practical classes: Ph.D., Associate Professor of Management Department Liudmyla Batsenko

Duration: 5 ECTS credits, 15 weeks, 4 hours per week.

Assessment: current assessment - 2 Modules, final control - credit.

A COURSE ABSTRACT «AGRICULTURAL POLICY»

Educational programs: for all specialties of the faculty

Cycle: general professional and practical training

Status: elective course.

Academic year: 2021-2022 academic year, 3rd semester.

The purpose of the discipline: the formation of theoretical knowledge and practical skills to master the methodological aspects of practical application of the basics of formation and implementation of agricultural policy, evaluation and justification of its effectiveness and skills in state regulation of the agricultural sector.

Tasks of the discipline: mastering and disclosing the economic essence, principles and main components of development and implementation of agricultural policy, formation of skills of analysis of socio-economic processes of agriculture, evaluation of individual measures of credit-financial, budget-tax, price, social and environmental policy in the agricultural sector and also sustainable development of rural areas, understanding the peculiarities of agricultural policy in countries with different levels of socio-economic development.

As a result of studying the discipline, the applicant **should know:** theoretical and methodological foundations of agricultural policy of the state and individual countries and blocs and the socio-economic state of agricultural production at the present stage, laws and regulations governing the development of agriculture, food markets, works, services, resources, labor and land and their impact on socio-economic development and

food security of the country, problems of sustainable development of rural areas, tools for regulating the agricultural sector and economic consequences of their application, basic approaches to assessing the level of state support for the agricultural sector, foreign trade in agricultural products.

be able to: implement the content of agricultural policy, form the purpose and system of objectives of agricultural policy, analyze the consequences of using certain instruments to regulate the domestic market of agricultural products and foreign trade, determine the level of protection of the agricultural sector using conventional methodology, assess international competitiveness of domestic agricultural production. indicators of food security of the state and the factors influencing it, to analyze the effectiveness of certain measures of budget and tax, credit and financial policy of the state, to substantiate the priorities of state social and environmental policy.

Course content:

Topic 1. Theoretical foundations of agricultural policy.

Topic 2. Transformation of agricultural policy of Ukraine: historical experience and modern practice.

Topic 3. The main directions of agricultural policy of Ukraine.

Topic 4. Problems of food security in Ukraine.

Topic 5. Organizational and economic components of agricultural policy.

Topic 6. Tools for regulating the agricultural sector.

Topic 7. Development of the agricultural sector of Ukraine in the context of globalization of world markets.

Topic 8. Tools for regulating foreign trade in agricultural products.

Teaching Staff: Lecturer: Doctor of Economics, Professor Olena Slavkova

Teacher of practical classes: Doctor of Economics, Professor Olena Slavkova

Duration: 4 ECTS credits, 15 weeks, 4 hours per week.

Assessment: current assessment - 2 modular controls, final control - credit.

ANNOTATION OF THE COURSE "AUDIT OF ADMINISTRATIVE ACTIVITY"

Educational programs: for all specialties of the faculty

Cycle: general professional and practical training

Status: selective training

Year of enrollment: 2021-2022 academic year, II semester

The purpose of the discipline - to train highly qualified responsible personnel for public authorities and local governments, able to creatively, effectively and efficiently perform management functions, analytically assess the efficiency and effectiveness of the administrative activities based on the global and European standards.

Tasks of the discipline:

- formation of students' knowledge system on the basics of theory and practice of administrative audit;
- mastering specific skills and abilities to analyze the activities of government authorities, the process of their reform and on the basis of innovative approaches to identify ways to improve the efficiency of mechanisms and technologies of the public administration on the basis of the democratic governance;
- improving analytical skills; development and implementation of specific measures to assess the effectiveness and efficiency of the audit of the administrative activities.

As a result of studying the discipline, the applicant should **know:**

- areas of application of the audit of the administrative activities
- theory, methodology and history of research on the audit of the administrative activities;
- practices of the international experience and general direction and tendencies of formation of a new form of control in Ukraine;
- basics of the legislative and information support of the administrative audit.

abilities:

- to introduce scientifically substantiated approaches to assessing the efficiency and effectiveness of the administrative activities, taking into account the features of specific management areas;
- to determine the effectiveness and efficiency of the existing forms and methods of the public administration on the basis of the algorithm of research on the audit of the administrative activities;
- as a member of a group of specialists or individually provide advice to the public authorities and local governments, provide expert and analytical support for their activities;

Course content:

1. Basic INTOSAI documents in the field of the public finance audit.
2. Regulations of the audit of the administrative activities in Ukraine and in the world.
3. Audit of cost-effectiveness of the management and resource efficiency.
4. Audit of the effectiveness of the administrative activities.
5. Generalization and implementation of the results of the audit of the administrative activities.

Teaching Staff:

Lecturer: Candidate of Economic Sciences, Professor of the Department of Accounting and Taxation Hordiienko N.I.

Teacher of practical classes: Candidate of Economic Sciences, Professor of the Department of Accounting and Taxation Hordiienko N.I.

Duration: 5 ECTS credits, 15 weeks, 4 hours per week

Assessment: current assessment - 2 modular controls; current control - test.

ANNOTATION OF THE COURSE PROJECT MANAGEMENT

Educational programs: for all specialties of the faculty

Cycle: general professional and practical training

Status: elective course.

Year of enrollment: 2022-2023 academic year, II semester.

The purpose of studying the discipline - the formation of future professionals theoretical and methodological framework necessary for the organization and management of labor, material, financial and other resources of the project, ensuring the achievement of certain goals; acquisition of practical skills of making managerial decisions in the process of project activity.

Tasks of the discipline:

- formation of students' knowledge system in key areas of project analysis;
- mastering specific skills and abilities to use project management tools;
- improving the system of knowledge on the methodology of project evaluation;
- acquisition of skills to justify the feasibility of implementation in terms of components of project analysis.

As a result of studying the discipline, the applicant should **know:**

- directions of project analysis implementation;
- methodological tools for project management;
- methods of project evaluation and approaches to determining the feasibility of project implementation.

be able to:

- implement theoretical and technological aspects of modern methods and technologies of project management;
- evaluate projects and develop management decisions in the process of project activities;
- substantiate the feasibility of the project.

Course content:

1. General characteristics of project management.
2. Methodology, tools and criteria for project evaluation.
3. Commercial and technical analysis of the project.
4. Environmental analysis of projects.
5. Institutional analysis of the project.
6. Social analysis of the project.
7. Financial analysis of the project.
8. Economic analysis of the project.
9. Comprehensive project evaluation.

Teaching Staff:

Lecturer: PhD in Economic Science, Senior Lecturer at the Department of Public Management and Administration Kharchenko T.O.

Teacher of practical classes: PhD in Economic Science, Senior Lecturer at the Department of Public Management and Administration Kharchenko T.O.

Duration: 5 credits ECTS, 15 weeks, 4 hours a week.

Assessment: current assessment - 2 modular controls, final control - exam.