

Specialty: **8.03060101 “Management of Organizations and Administration”**

Semester 1.

№	<i>Course unit title</i>	<i>ECTS</i>	<i>Control</i>	<i>Learning outcomes of the course unit</i>
1	Corporate Management	4	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. Explain and describe: <ul style="list-style-type: none"> - basic concepts of corporate management; - principles of corporate management and control; - model of corporate management in modern conditions; - methods of evaluating the economic efficiency of corporate management. 2. Apply: <ul style="list-style-type: none"> - principles of corporate management in modern conditions; - principles and operation mechanism of the highest level of management at a joint stock company (general meeting of shareholders, board of directors, supervisory board and audit agencies); - the basic elements and principles of corporate control mechanism for its implementation; - basic processes of the corporate control market; - order of the payment of dividends and an effective dividend policy; - main elements of corporate culture mechanism in the modern joint-stock company.
2	Public Administration	3	Exam	<p>The student knows:</p> <ol style="list-style-type: none"> 1. substantive and methodological framework of public administration; 2. prospecting research areas of public administration; 3. technologies and procedures forming the purposes of public administration; 4. laws, principles and mechanisms of public administration; 5. principles, mechanisms, bodies, methods and style of public administration; <p>The student is able to:</p> <ol style="list-style-type: none"> 1. prepare regulatory documents (orders etc.), suggestions, recommendations (projects) on the subject of public administration to identify strategic goals and objectives and stages of making decisions; 2. identify technology of management of the public sphere by an entity; 3. develop procedures and basic content of each phase of the administrative decision with the meaning of the term, executors and value; 4. take measures for the introduction of modern forms and methods of the subject of the public sphere, optimize its functional and organizational structure; 5. apply the methods and criteria for evaluation of the effectiveness and efficiency of public administration in terms of socio-economic change.
3	Management of Organization	4.5	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. explain and describe the organizational structure of a concrete organization;

				<p>2. identify the stage of life cycle of a separate organization;</p> <p>3. apply the methods of determination of effectiveness;</p> <p>4. carry out organization of processes of management of separate spheres of organization's activity;</p> <p>5. estimate the organizational design of an organization.</p>
4	Change Management	4	Exam	<p>The student is able to:</p> <p>1. explain and describe:</p> <ul style="list-style-type: none"> - definition of the changes and the nature of their origin; - the technologies and methods of managing change in organizations. <p>2. analyse the company's or subdivision's readiness to organizational changes;</p> <p>3. work out the plan of the organizational changes taking into account possible risks;</p> <p>4. forecast the probable centers of resistance to changes of organizational systems and individual employees.</p>
5	Occupational Safety	1,5	Exam	<p>The student knows:</p> <ol style="list-style-type: none"> 1. government regulations on occupational safety; 2. working out of technical-organizational measures in order to facilitate the accomplishment of occupational safety; 3. site preparation to secure occupational safety while duties performing, mounting, servicing, operation, making use and equipment maintenance; 4. occupational safety management and regulation; 5. practicing individual and collective safety of people engaged in work and employment; 6. introduction of efficient functions, duties and authority division in occupational safety of people engaged in work and employment; 7. fulfilling of the requirements of equipment and outfit safe operation, use of fire- and explosion hazardous and toxic materials and substances being used in work. <p>The student is able to:</p> <ol style="list-style-type: none"> 1. evaluate radio-active, chemical, ecological, bacteriological, fire, cost-effective and other conditions in case of emergency in the environment; 2. take all necessary measures of self-security and collective safety of people engaged in work and employment; 3. prove and work out safe technologies; 4. take part in investigating industrial accidents and occupational diseases; 5. work out and take remedial measures in order to clear accidents in work; 6. govern the activities in order to prevent industrial accidents and occupational diseases; 7. toe the line of personal hygiene, improve working conditions at workplaces; 8. use fire safety devices.
6	Information Systems and Technologies in Organization	4	Exam	<p>The student knows:</p> <ul style="list-style-type: none"> - the use of integrated automated information systems in business;

	Management			<ul style="list-style-type: none"> - the use of artificial intelligence technology in management of organizations; - the use of the Internet in administrative activity of the managerial personnel, application of electronic commerce in practical activities of the organization; <p>The student is able to:</p> <ul style="list-style-type: none"> - make electronic payments and ensure their safety; - create and use the information in local and regional Intranet and Extranet networks in the organization; - work in the concrete automated systems used in modern organizations; - accept administrative decisions on the basis of information received by means of the automated information system.
7	Project Management	4	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. Explain and describe: <ul style="list-style-type: none"> - project life cycle; - organizational structure of the project management; - project management processes. 2. Apply methods and instruments of: <ul style="list-style-type: none"> - management of the content of the project; - Project Cost Management; - Project Time Management; - Project Quality Management; - management of the project team; - Project Risk Management; - Project Procurement Management; - Project Communications Management.
8	Financial Management	3	Credit	<p style="text-align: center;">Student is able to:</p> <ol style="list-style-type: none"> 1. Operate basic economic categories. 2. Analyze financial statements of entities. 3. Justify the choice sources of finance. 4. Calculate the optimal amount of purchases, cash, and receivables. 5. Conduct operational analysis of profit. 6. Justify the most effective option dividend policy. 7. Planned capital structure of the enterprise. 8. Determine the direction of financial investments. 9. Assess financial risks and to develop measures of crisis management.
9	Crisis Management	3	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. reflect and adapt Crisis Management concepts; 2. review and develop an effective Crisis Management Team in organization. 3. identify the importance, roles, functions and coordination of the Crisis Management Team. 4. apply practical approaches and tips on Crisis Management to track incidents and

manage actions.

Semester 2.

No	Course unit title	ECTS	Control	Learning outcomes of the course unit
1	Investment Management	4,5	Exam	The student is able to: 1. explain and describe: - basic concepts of investment activity; - main functions of investment management; - principles of investment management companies; 2. apply: - justification of the investment needs of an enterprise; - determination of the feasibility of using different sources of investment; - assessment of investment risks; - calculation of efficiency of investment projects; - determining the cost of capital in the investment project; - definition of time value of money.
2	Management of Exchange Technologies	3	Exam	The student is able to: 1. understand the essence of exchange trade; 2. distinguish the types of exchange business and operations; 3. carry out hedging; 4. expect necessary charges and possible profit from realization of exchange operations. The student knows organization and realization of exchange trade and processes of entering into contracts.
3	Management of Industrial Enterprises	3	Exam	The student is able to: 1. explain and describe organizational forms, types of production and enterprises and terms of their use; 2. apply the methods and machineries of planning of activity on different terms and with different purposes; 3. apply the basic methods of analysis of internal and external environment of enterprises.
4	Innovation Management	4,5	Exam	The student is able to: 1. explain and describe: - basic concepts of innovation activity; - main functions of innovation management; - principles of Innovation management of companies;

				<ul style="list-style-type: none"> - modern methods of generating innovative ideas; - direction and content of policy innovation and enterprise. <ol style="list-style-type: none"> 2. organize innovation activities for relevant structures of industrial and commercial areas; 3. conduct a study of industrial and economic situations of enterprises (organizations) in market conditions; 4. personally generate innovative ideas; 5. initiate and manage innovation processes; 6. evaluate the results of innovation.
5	Strategic Management	3	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. explain and describe the essence, conceptions of management, financial aspects of strategy; 2. apply strategic analysis of internal and external environment, analysis of competitiveness; <p>The student knows corporate management of an enterprise.</p>
6	Methodology and Organization of Scientific Researches	1,5	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. explain and describe principles of system thought, principles of science construction as one of human activity forms; 2. apply bases of methodology of carrying out research, principles of organization of scientific labour and estimation of its efficiency, principles of system thought.
7	Intellectual Property	1,5	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. easily orient in legislation adopted in the field of intellectual property and apply it in practice; 2. exercise one's rights in the process of acquisition, implementation and protection of the intellectual property rights.
8	Contract Law	1.5	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. explain and describe: <ul style="list-style-type: none"> - basic concepts of the contract law; - basic sources of the contract law of Ukraine, i.e. the sources of legal regulations of foreign economic activities; - content of commercial treaties. 2. apply knowledge for conduction, implementation and termination of different kinds of commercial treaties under the current legislation of Ukraine.
9	Civil Protection	1.5	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. use methods and tools to monitor industrial accidents, build models (scenarios) of their development, assess objectively their socio-economic consequences; 2. use contemporary advances in theory and practice of safety management in case of emergency; 3. solve professional tasks in view of Civil Protection requirements and to acquire professional competencies to ensure the fulfilment of the target tasks.

10	Quality Management	3	Credit	<p>The student is able to:</p> <ol style="list-style-type: none">1. explain and describe:<ul style="list-style-type: none">- the evolution of the management of quality and the philosophies of quality gurus;- methods of assessing the quality of enterprises;- the processes and the organization of a quality management system in an enterprise;- the procedure for certification of quality systems;- the effectiveness of quality management in the enterprise.2. identify factors to improve product quality and ensure its competitiveness:3. analyze and practice the principles, methods and rules of quality control:4. make arrangements for work on the development and implementation of quality management systems in accordance with the recommendations of the international standards.
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