



Syllabus Course Program



Administrative management

Specialty

054 – Sociology

Institute

Educational and Scientific Institute of Social and Humanitarian Technologies

Educational program

Sociological support of economic activity

Department

Sociology and public administration (305)

Level of education

Master's level

Course type

Special (professional), Elective

Semester

2

Language of instruction

English, Ukrainian,

Lecturers and course developers



Moroz Volodymyr Mykhailovych

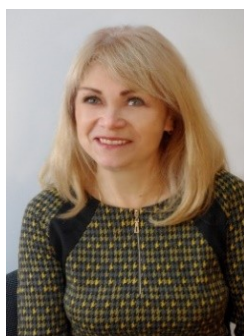
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Doctor of Sciences in Public Administration, Professor, Head of the Department of Sociology and Public Administration of KhPI National Technical University.

Author of more than 300 scientific and educational and methodological works. Leading lecturer in the disciplines: "Risk management in the management decision-making system", "Methodology of the organization of scientific research and the method of writing scientific texts", "Globalization and national security policy". Member of the specialized scientific council D64.707.03

[More about the lecturer on the department's website](http://web.kpi.kharkov.ua/sp/profesors-ko-vikladats-kij-sklad)

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Doctor of Sciences in Public Administration, Professor, Professor of the Department of Sociology and Public Administration
Scientific and pedagogical experience - more than 18 years. Work experience in the state administration - 13 years. Author of more than 200 scientific and educational and methodical publications.

[More about the lecturer on the department's website](http://web.kpi.kharkov.ua/sp/profesors-ko-vikladats-kij-sklad)

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General information

Summary

"Administrative Management" ensures the professional development of the student and is aimed at the formation of professional competences in the formation of theoretical-methodical and organizational-legal bases for ensuring the development of an effective system of administrative management of the organization, understanding the functions and process of administrative management; formation of skills in planning and organizing administrative activities; justification of the choice of forms and methods of administrative influence on subordinates; understanding of forms of administrative control and regulation

of activity; formation of informational and administrative support for the organization's work. The presented discipline has a pronounced practical orientation, contributes to the acquisition of skills to rationalize, democratize and optimize relations between subordinates and the administration; organize collective management and teamwork; form communication networks in the management apparatus; to administer business processes, which will ensure the further successful functioning of the organization

Course objectives and goals

The formation of modern thinking and special knowledge in the field of administrative management in students of higher education, the disclosure of modern scientific concepts, concepts, methods and technologies of increasing the efficiency of management of organizational structures, thanks to the correct use of the principles and tools of administration, the creation of a complete system of administrative management of the organization.

Format of classes

Lectures, laboratory classes, consultations, self-study. Final control in the form of an credit.

Competencies

GC01. Ability for abstract thinking, analysis and synthesis

GC06. Ability to make well-substantiated decisions.

GC07. Ability to motivate people and proceed towards the common goal.

SC09. Ability to organize work on employees motivation at organizations in economic branches.

Learning outcomes

PR01. To analyze social phenomena and processes using empirical data and present-day concepts and theories in sociology.

PR10. To develop applied projects in employees motivating at organizations of economic branches.

Student workload

The total volume of the course is 90 hours (3 ECTS credits): lectures - 16 hours, seminar classes - 16 hours, self-study - 58 hours.

Course prerequisites

The discipline requires assimilation of knowledge from previously listened to educational components "Sociological support of economic activity", "Methodology and methods of working with personnel".

Features of the course, teaching and learning methods, and technologies

Lectures are conducted interactively using multimedia technologies. Practical classes use: game design; work with legislative acts and other normative legal documents; speeches-presentations; development of lecture material and professional literature.

Program of the course

Topics of the lectures

Topic 1. Theory of administrative management

Principles of administrative management. Administrative management in different business cultures and civilizations: the influence of national traditions, culture and mentality. The place and role of administrative management in managing the organization to achieve goals. Basic concepts in administrative management

Topic 2. Administrative management system and management apparatus

Administrative Management System (Administrative Management System - AMS). Categories of administrative management. Structure of AMS. Levels of formation of AMS. Administrative management in business organizations (business administration), non-commercial and public organizations (public administration). Administrative management bodies and their varieties. Administration (management apparatus) as a body of administrative management and subject of administrative management, its forms, tasks, functions and structure. The essence and significance of the process of administrative management.

Components of the administrative management process, functions (technology), methods, management decisions.

Topic 3. Scientific approaches and technologies in administrative management

Concept of management system. Management as a system. Management levels. Types of management. Administrative management. The concept of regular management and business engineering. School of scientific and administrative management, human relations, behavioral science from the point of view of quantitative methods. A systematic approach. Situational approach. Process approach. Concepts of effective administration. Empirical approach. An approach from the point of view of human behavior. Approach from the point of view of the social system. An approach from the point of view of decision-making theory. Concept of management system. Management as a system. Management levels. Types of management. Administrative management. The concept of regular management and business engineering. The technology of development and implementation of the organization's strategy. Technology of organization management structure formation. Restructuring of enterprise management.

Topic 4. Planning in administrative management

The essence of administrative planning. Targeted approach to planning. Principles of administrative planning. Levels of administrative planning. Methodological foundations of administrative planning. Methods of developing plans. Work schedules. Strategic vision, forecasting and programming. Prospective and strategic planning as the main function of the administration. Targeted comprehensive programs. Short-term and operational plans. Calendar plans. Route maps. Individual plans.

Topic 5. Organization of work of subordinates and design of works

The essence of organizing the activity of the administration and its role in administrative management. Organization of the administration structure. Consolidation of powers, duties and responsibilities of employees of the enterprise's administration. Delegation of authority. Centralization of management powers in the management apparatus. Specification of responsibility. Methodological foundations of designing organizational structures of administrative management. Factors affecting the design process. Procedure for designing organizational structures of administrative management. Design tools. Horizontal, functional division of labor and vertical specialization of administrative management. Levels of administrative management. Departmentalization in the management apparatus. Types of mentalization. Administrative units. Building a hierarchy of administrative management in the management apparatus. Work design concept. Job analysis. Content, requirements and context of work. Work parameters. Perception of work content. Connection of technology and work design. Work design models.

Topic 6. Motivation in administrative management. Control and regulation in administrative management.

Motivation in administrative management. Control and regulation in administrative management. Coordination of goals and economic interests of the participants and the organization. Forms of motivating administrative workers. Prevention of demotivation. The role of official salaries, allowances, extra payments and bonuses in motivating the Board Apparatus. Non-traditional approaches to motivating employees of the management apparatus. Types of control over the activity of the board apparatus. Preliminary, current and final control of the activity of the board apparatus. Peculiarities and conditions of control of administrative activities. Content of administrative and executive control. Principles of administrative control. Principles of administrative control. Types of administrative control. External and internal administrative control. Administrative standards. Continuous and selective methods of control. Visual and automated types of monitoring. Administrative control tools. Budget control, administrative audit, statistical observation, personal observation, report, report, meeting. Peculiarities of regulation of administrative activity in the organization. Regulation as a way to eliminate deviations and shortcomings of administrative activity.

Topic 7. Administrative management methods.

Methods of administrative management and their classification. Organizational management and administrative management methods. Orders, instructions, verbal instructions. Management regulation. Types of regulations. Methodology of development of regulations. Modern approaches to the development of regulations. Peculiarities of regulations in the field of service. Documentary, informational, legal, personnel and technical support of the administrative management system. Typology of managers and subordinates. Authority of the manager. Duties, rights and responsibilities of subordinates. Administrative influence. Ways of administrative influence. Disciplinary influence. Organization of discipline and order. Ordinance as a way of exercising administrative power. Delegation of power to subordinates. Rationalization, democratization and economization of relations between subordinates and the administration. Collective management.

Topic 8. Administration of management decisions and business processes.

Types of management decisions in the administrative management system. Creation of a system of communications and information support of the organization. Household communication networks in the

control apparatus. Forms of administration of management decisions. Forms of management decision-making by the administration. Characteristics of management decision implementation systems. Control over the decisions made. Evaluation of the implementation of management decisions. Sanctions and incentives. Process approach in administrative management. The technology of forming the structure of enterprise management. Improvement of the management structure of the organization. Formation of internal regulations. Organization of business processes in the organization. Modeling of business processes. Technology of identification of business processes of the organization. Implementation of a process approach to organization management. Administrative management and the concept of "lean production". Integration of the administrative management system with the automated organization management system. Administrative management and quality management systems. Information systems are the basis of modern technologies of administrative management. Types and forms of information systems in administrative management. Administrative know-how. Fundamentals of administrative and criminal law of Ukraine. Administrative legal relations: concepts and their types. Concepts and signs of an administrative offense. Types of administrative fines. Criminal law as a branch of law. The concept of a criminal offense and responsibility for its commission. Procedure for administrative and criminal liability.

Topics of the workshops

Topic 1. Theory of administrative management

Historical background and evolution of administrative management. Principles of administrative management. Concepts of administrative management. Methodological basis of administrative management (conceptual apparatus and basic key categories). Concepts of administrative management: rationale and critical analysis. Administrative management in various business cultures, including in public sector organizations.

Topic 2. Administrative management system and management apparatus

Objects and subjects of administrative management. Administration in the system of production, municipal, social and other types of management. Forms and bodies of administrative power in organizations of various types of ownership, in institutions, local and state administration. Analysis of content and forms of administration: general and special methods of analysis. Sources and types of information. Administrative management system. Administrative management bodies and their varieties.

Topic 3. Scientific approaches and technologies in administrative management

Concepts of effective administration. Empirical approach. Administrative management processes, their components, organizational-methodological and resource support. Administration in the development of plans for the activities of organizations. Administration of the organization and control of execution of plans. Administration of financial support processes.

Topic 4. Planning in administrative management

The essence of administrative planning. Strategic vision, forecasting and programming. Targeted comprehensive programs. Current and annual, calendar plans of administrative work. Regulatory and legislative basis for the development of plans. Methodological principles of plan development. Subjects of administrative planning. Innovative, program-targeted methods of developing plans.

Topic 5. Organization of work of subordinates and design of works

The essence of the organization of the administration and its role in administrative management. Methodological foundations of designing organizational structures of administrative management. Horizontal, functional division of labor and vertical specialization of administrative management. Work design concept. Concepts and main stages of organizational design ISO/IES 15288:2002: "System engineering. Processes of the life cycle of systems". Basic requirements for quality management systems (MS ISO 9001:2000). Formation of levels of management of the organization and distribution of powers of managers-leaders.

Topic 6. Motivation in administrative management. Control and regulation in administrative management.

Forms of motivating administrative workers. Non-traditional approaches to motivating employees of the management apparatus. Construction of administration incentive systems. Types of control of the management apparatus. Peculiarities and conditions of control of administrative activities. Types and principles of administrative control. Peculiarities of regulation of administrative activity in the organization. Material stimulation: types, forms and methods of implementation. Moral stimulation: role, types, approaches, methods and conditions of implementation. Principles, methods and control mechanisms.

Topic 7. Administrative management methods.

Methods of administrative management and their classification. Methodology of development of regulations. Administrative records in the organization. Content, purpose and methods of using administrative management methods. Technologies for implementation of administrative activities. Typology and classification of types of administrative management and organizational management methods. Ways of administrative influence/ Knowledge management in the system of administration of the activities of organizations.

Topic 8. Administration of management decisions and business processes.

Types of management decisions in the administrative management system. Forms of administration of management decisions. Characteristics of management decision implementation systems. Information systems are the basis of modern technologies of administrative management. Administration of business processes. Administrative management and quality management systems according to ISO standards. Administrative decision enforcement systems. Control and assessment of the quality of administrative decisions. Formation of internal regulations

Topics of the laboratory classes

Laboratory classes within the discipline is not provided

Self-study

The course involves studying lecture material, preparing for seminar classes, and independent study of topics and issues that are not covered in lectures. Additional materials for independent study and analysis are also recommended for those seeking higher education.

Course materials and recommended reading

1. Адміністративний менеджмент: навчальний посібник/ Н.Я.Михаліцька, М.Р. Верескля, В.С. Михаліцький. Львів: ЛьвДУВС, 2019. 320с.
2. Дудкіна О.П., Кривокульська Н.М. Опорний конспект лекцій з дисципліни «Адміністративний менеджмент»: навч.-метод.посібник. Тернопіль: ФОП Паляниця В.А., 2018. 102 с.
3. Райченко А.В. Адміністративний менеджмент : учебник. М. НИЦ- ИНФРА. 2014. 416 с.
4. Стільник В. В. Адміністративний менеджмент: конспект лекцій / В.В.Стільник, Н.Є.Зінгаєва. Миколаїв : МНАУ, 2019. 102с.
5. Ferreira E.J. Administrative management [Electronic resource] / E.J. Ferreira, A.W. Erasmus, D. Groenewald. – 2nd ed. – Lansdowne [South Africa] : Juta Academic, 2009. URL: <https://books.google.com.ua/>
6. Santos, Elinaldo L.. The scientific field of administration: an analysis from the circle of theoretical matrices. Cadernos EBAPE.BR, 15(2), (2017). P.209-228. URL: <https://books.google.com.ua/>
7. Cassidy, C., Kreitner, R., & VanHuss, S. H. Administrative management: Setting people up for success. 2015. URL: <https://books.google.com.ua/>
8. Hughes, O. E.. Public management and administration: an introduction. 2018. URL: <https://books.google.com.ua/>
5. Ojogwu, Abah.. Administrative and management theories, principles and practice. 2017. URL: <https://books.google.com.ua/>.

Assessment and grading

Criteria for assessment of student performance, and the final score structure

Criteria for evaluating student performance and distribution of points

100% of the final grade consists of the results of the assessment in the form of credit (40%) and current assessment (60%).

Assessment: oral assignment (2 theory questions) or online test. Current assessment: 2 online tests (20% each).

Grading scale

Total points	National	ECTS
90-100	Excellent	A
82-89	Good	B
75-81	Good	C
64-74	Satisfactory	D
60-63	Satisfactory	E
35-59	Unsatisfactory (requires additional learning)	FX
1-34	Unsatisfactory (requires repetition of the course)	F

Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.

Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

Approval

Approved by

Date, signature
30.06.23



Head of the department
Volodymyr MOROZ

Date, signature
30.06.23



Guarantor of the educational program
Yuriy KALAHIN