



SYLLABUS OF THE DISCIPLINE " MANAGEMENT OF WORK CONTENT "

	Educational Programme	Level of higher education	Field of study; specialty	Discipline status																																																																									
	«Management»	second (master's degree)	07 "Management and administration" 073 "Management"	Selective component (variable)																																																																									
Information about the teacher		Year of study and term	Scope of the discipline, final control	Language of instruction																																																																									
PhD in Political Science, associate professor T. V. Zholonko, t_zholonko@meta.ua		1 st year, 2 nd term	4 credits (120 hours), Lectures: full-time – 34 hours (part-time – 8 hours), Practical classes: full-time – 34 hours (part-time – 4 hours), Independent work: full-time – 52 hours (part-time – 108 hours), exam	Ukrainian																																																																									
Purpose and objectives of the discipline			Content of the discipline																																																																										
<p>The purpose is to develop students' relevant disciplinary competencies, which in turn affect the formation of professional competencies in managing the content of the work of a manager in the administration of economic activities of organizations and institutions.</p> <p>Course objectives:</p> <ul style="list-style-type: none"> - disclosure of the essence of theoretical, methodological, organizational and economic criteria for managing the content of work of an administrative manager; - formation of theoretical knowledge and practical skills and abilities in the process of managing the content of work, taking into account all its components; - formation of theoretical knowledge and practical skills and abilities to manage conflicts in the administration of the organization's activities, building and developing effective communications in the work of the manager; - formation of practical skills in the development of regulatory documents governing the activities of the organization and the work of the administrative manager. 			<p>Topic 1: Essential characteristics of work content management at the enterprise</p> <p>Topic 2. Identification and documentation of work in the organization</p> <p>Topic 3. Documenting the interaction between works, estimating the duration of work and organizing safe work in the process of performing work at the enterprise</p> <p>Topic 4. Features of work content management in various fields</p> <p>Topic 5. The essence and features of administrative activities in the organization and its organizational culture</p> <p>Theme 6. Organization of interaction, establishment of authority and psychological interaction in the process of administrative activity</p> <p>Topic 7. Communication and documentation in the process of administrative activity</p>																																																																										
Integral and general competencies	Special (professional) competencies		Programme learning outcomes																																																																										
IC The ability to solve complex tasks and problems in the field of management or in the learning process, which involve conducting research and/or implementing innovations under uncertain conditions and requirements. GC 1 Ability to conduct research at the appropriate level; GC 4. Ability to motivate people and move towards a common goal	<p>SC 1 Ability to choose and use management concepts, methods and tools, including in accordance with defined goals and international standards;</p> <p>SC 4 Ability to effectively use and develop the organization's resources;</p> <p>SC 8 Ability to use psychological technologies of work with staff</p> <p>SC 9 Ability to analyze and structure organizational problems, make effective management decisions and ensure their implementation;</p> <p>SC 10 Ability to manage the organization and its development.</p> <p>SC 12 The ability to make effective management decisions and ensure their implementation using innovative tools (methods) of industrial enterprise management</p>		<p>PLO 2 Identify problems in the organization and justify the methods of solving them;</p> <p>PLO 3 Design effective management systems of organizations;</p> <p>PLO 6 Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of current legislation, ethical considerations and social responsibility;</p> <p>PLO 12 Be able to delegate authority and management of the organization (subdivision);</p> <p>PLO 13 Be able to plan and carry out informational, methodical, material, financial and personnel support of the organization (unit).</p> <p>PLO 14 To coordinate the activities of industrial enterprise divisions on the basis of effective organization of business processes.</p>																																																																										
Evaluation of learning outcomes			Learning methods																																																																										
The results of the final (term) control in the form of an exam are evaluated on a 100-point scale (60 points - the maximum number of points for the ongoing control, 40 points - the maximum number of points for the exam) and are translated into a national 5-point grading system ("excellent", "good", "satisfactory", "unsatisfactory with the possibility of retaking" and "unsatisfactory with mandatory re-study of the discipline") and the corresponding ECTS grades ("A", "B", "C", "D", "E", "FX", "F").			Lectures, presentations, seminars (practical) classes, solving problem-oriented tasks (cases), participation in discussions and debates, presentations of the results of completed tasks and research, independent work, work with notes, scientific and educational literature, information and Internet resources																																																																										
For students of full-time education			Scale of evaluation of the final (term) control: national and ECTS																																																																										
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5">Ongoing assessment and independent work</th> <th rowspan="3">Exam (in the form of testing)</th> <th rowspan="3">Total</th> </tr> <tr> <th colspan="2">Content module 1</th> <th colspan="3">Content module 2</th> </tr> <tr> <th>T</th><th>T</th><th>T</th><th>T</th><th>MTW1</th> </tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> <td>5</td><td>6</td><td>7</td><td>15</td><td>40</td><td>100</td> </tr> <tr> <td>5</td><td>5</td><td>5</td><td>5</td><td>10</td> <td>5</td><td>5</td><td>5</td><td>15</td><td>40</td><td>100</td> </tr> <tr> <td colspan="4"></td> <td>30</td> <td colspan="3">30</td> <td>40</td><td>100</td> </tr> </tbody> </table>				Ongoing assessment and independent work					Exam (in the form of testing)	Total	Content module 1		Content module 2			T	T	T	T	MTW1	1	2	3	4	5	5	6	7	15	40	100	5	5	5	5	10	5	5	5	15	40	100					30	30			40	100	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Total points for all types of learning activities</th> <th rowspan="2">ECTS grades</th> <th>Evaluation according to the national scale</th> </tr> <tr> <th>For exam</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>A</td> <td>excellent</td> </tr> <tr> <td>82-89</td> <td>B</td> <td rowspan="2">good</td> </tr> <tr> <td>74-81</td> <td>C</td> </tr> <tr> <td>64-73</td> <td>D</td> <td rowspan="2">satisfactory</td> </tr> <tr> <td>60-63</td> <td>E</td> </tr> <tr> <td>35-59</td> <td>FX</td> <td>unsatisfactory with the possibility of retaking</td> </tr> <tr> <td>1-34</td> <td>F</td> <td>unsatisfactory with mandatory re-study of the discipline</td> </tr> </tbody> </table>		Total points for all types of learning activities	ECTS grades	Evaluation according to the national scale	For exam	90-100	A	excellent	82-89	B	good	74-81	C	64-73	D	satisfactory	60-63	E	35-59	FX	unsatisfactory with the possibility of retaking	1-34	F	unsatisfactory with mandatory re-study of the discipline
Ongoing assessment and independent work					Exam (in the form of testing)	Total																																																																							
Content module 1		Content module 2																																																																											
T	T	T	T	MTW1																																																																									
1	2	3	4	5	5	6	7	15	40	100																																																																			
5	5	5	5	10	5	5	5	15	40	100																																																																			
				30	30			40	100																																																																				
Total points for all types of learning activities	ECTS grades	Evaluation according to the national scale																																																																											
		For exam																																																																											
90-100	A	excellent																																																																											
82-89	B	good																																																																											
74-81	C																																																																												
64-73	D	satisfactory																																																																											
60-63	E																																																																												
35-59	FX	unsatisfactory with the possibility of retaking																																																																											
1-34	F	unsatisfactory with mandatory re-study of the discipline																																																																											
For students of part-time education																																																																													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Research paper</th> <th>Exam (in the form of testing)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>40</td> <td>100</td> </tr> </tbody> </table>		Research paper	Exam (in the form of testing)	Total	60	40	100																																																																						
Research paper	Exam (in the form of testing)	Total																																																																											
60	40	100																																																																											
Suggested reading list (basic)																																																																													
<ol style="list-style-type: none"> 1. Менеджмент і адміністрування : підруч. для магістрів / Кол. авт.: д.е.н., проф. З.І. Галушка, д.е.н., доц. А.А. Антохов, к.е.н., доц. В.М. Запужляк; к.е.н., доц. Б.Д. Сторощук, к.е.н., доц. Ю.О. Терлецька, к.е.н., доц. Т.Р. Заволічна, к.е.н., ас. І.Я. Кузьмук. Чернівці : ЧНУ ім. Ю. Федьковича, 2021. 437 с. 2. Карпінський Б. А., Гасюк Р. В., Карпінська О. Б. Ділове адміністрування : навч. посіб. / За ред. проф. Б. А. Карпінського. Львів : ГАЛІЧ-ПРЕС, 2021. 412 с. Серія «Держава і управління». 3. Апелло Ю. Менеджмент 3.0. Agile-менеджмент. Лідерство та управління командами. Харків : Фабула, 2019. 464 с. 																																																																													