

# SYLLABUS

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INTERNATIONAL EUROPEAN  
UNIVERSITY



EUROPEAN SCHOOL  
OF BUSINESS



# SYLLABUS



<b>Course and educational program</b>	<b>Administrative Management</b> Management and Business Administration EP
<b>Course description</b>	The Administrative Management discipline is aimed at providing students with knowledge and skills of administering activities of business entities in order to achieve business goals in the process of operational activities. While studying the discipline, students will gain the ability to model and manage business processes of the company, organize staff activities, collect and process information to make managerial decisions.
<b>Prerequisites for studying</b>	The prerequisites for studying the Administrative Management discipline are theoretical and practical provisions of the company's administrative management. The material is related to the course of specialized disciplines: Strategic Management, Financial Management, Business Administration in the Context of Transformations and Changes.
<b>Number of credits/hours</b>	4 ECTS credits / 120 academic hours
<b>Learning format</b>	Blended learning
<b>Classroom location</b>	<a href="https://dist.ieu.edu.ua/course/view?id=158">https://dist.ieu.edu.ua/course/view?id=158</a>
<b>Lecturer's full name</b>	<b>Oleksii Hutsaliuk</b> , Doctor of Economics, Professor, Professor at the Department of Management, Finance and Business Administration
<b>Department</b>	Department of Management, Finance and Business Administration: 
<b>Office location</b>	42V Akademika Hlushkova Ave., Kyiv, room 511
<b>Consulting</b>	Every Tuesday from 2 p.m. to 3:30 p.m. by appointment via corporate e-mail
<b>Lecturer's e-mail address</b>	<a href="mailto:oleksiihutsaliuk@ieu.edu.ua">oleksiihutsaliuk@ieu.edu.ua</a>
<b>Course objectives</b>	The key goal of the course is to provide students with theoretical knowledge of the administration of operational activities of business entities as well as practical skills in the planning and administration

	of business processes, human and financial resource management.
<b>Role of the academic discipline in achieving program learning outcomes</b>	<p>PLO 1. To critically comprehend, choose and apply proper scientific, methodical, analytical and legal tools for management in unpredictable conditions;</p> <p>PLO 3. To design efficient systems of corporate management;</p> <p>PLO 5. To plan organization activities in the strategic and tactical context;</p> <p>PLO 6. To have skills in making, grounding and implementing managerial decisions in unpredictable conditions, taking into account the current legislation, ethical considerations and social responsibility;</p> <p>PLO 7. To arrange and conduct efficient communication in the team, with representatives of different professional groups, and in the international context;</p> <p>PLO 10. To show leadership skills and abilities to work in a team, interact with people, affect their behavior for solving professional tasks;</p> <p>PLO 11. To ensure personal professional development and planning of your own time;</p> <p>PLO 12. To be able to delegate powers and management of the organization (subsidiary);</p> <p>PLO 13. To be able to plan and conduct information, methodical, material, financial and staff support of the organization (subsidiary).</p>
<b>Learning outcomes</b>	<ul style="list-style-type: none"> <li>-to know subject, objectives and functions of administrative management; theories of administration and prerequisites of their evolutionary development; differences in administration by subjects of private and public sectors of economy; rules of modeling the company's business processes; methods of human resource management to achieve the highest labor productivity;</li> <li>-to be able to analyze and critically assess approaches to business administration; develop appropriate methods of managing the company's operational activities; draw up clear and consistent schemes of administration of the company's business processes;</li> <li>-collect, store and analyze information on the company's operational activities.</li> </ul>
<b>Course content</b>	<p>Topic 1. Concept and theories of administrative management.</p> <p>Topic 2. Public administration as a system of management of public sector entities.</p> <p>Topic 3. Information support of business administration.</p> <p>Topic 4. Rules of ethical behavior in business administration.</p> <p>Topic 5. Management of the company's human resources.</p> <p>Topic 6. Management of the company's financial resources.</p> <p>Topic 7. Modeling of the company's business processes.</p> <p>Topic 8. Administration of the company's business processes.</p>

<b>Books and materials</b>	<ol style="list-style-type: none"> <li>1. Ferreira, E. J., Groenewald, D. Administrative Management. 5<sup>th</sup> Edition. Juta. 2020. 564 pp.</li> <li>2. Schüz, M. Applied Business Ethics. Foundations for Study and Business Practice. World Scientific Publishing Co. Pte. Ltd., 2019. 385 pp.</li> <li>3. Mykhalitska N.Y., Vereskliia M.R., Mykhalitskyi V.S. Administrative management: study guide. Lviv: Lviv State University of Internal Affairs, 2019. 320 p.</li> <li>4. Weske, M. Business Process Management. Concepts, Languages, Architectures. Second Edition. Springer, 2007. 403 pp.</li> <li>5. DeCenzo, David A., Robbins, Stephen P., Verhulst, Susan L. Fundamentals of human resource management 12th edition. John Wiley &amp; Sons, 2016. 387 pp</li> </ol>										
<b>Technical requirements for the course</b>	<p>To work on the Administrative Management course, you need regular access to a computer (or phone) and the Internet.</p> <p>In order to successfully study and pass the course exam, you should first explore the distance learning platform (Moodle) and study all folders that already contain or will contain information or materials for the course. You will also have to download and create documents, watch videos, or create them.</p> <p>You can use distance platforms only using corporate e-mail.</p> <p>If you are unable to attend the course, you should notify the Dean's Office or your class representative or the course lecturer directly.</p>										
<b>Learning process</b>	<p>The Administrative Management course consists of lectures and practical classes.</p> <p><u>Lectures</u> use the following training methods:  <i>lecture, conversation lecture, discussion, discussion of problematic issues, demonstration, analysis of various situations according to the lecture topic.</i></p> <p><u>Practical classes</u> use the following training methods:  <i>questioning, testing, performing individual and team tasks, case studies, preparing reports and presentations, performing analytical and calculation works, solving specific problems and situations, brainstorming.</i></p> <div style="text-align: center; margin-top: 20px;">  </div>										
<b>Discipline features</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Period of teaching</th> <th style="padding: 5px;">Semester</th> <th style="padding: 5px;">International disciplinary integration</th> <th style="padding: 5px;">Year of study</th> <th style="padding: 5px;">Courses: general training/professional training/elective</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1 semester</td> <td style="padding: 5px;">1<sup>st</sup> semester</td> <td style="padding: 5px;">available</td> <td style="padding: 5px;">1<sup>st</sup> year</td> <td style="padding: 5px;">Professional training</td> </tr> </tbody> </table>	Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/professional training/elective	1 semester	1 <sup>st</sup> semester	available	1 <sup>st</sup> year	Professional training
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<b>Assessment policy</b>	<p>You will have various ways to show your knowledge and skills during the semester. This includes how you attend classes, how and what you contribute to class discussions, how you perform and submit practical tasks and tests on time, how you perform independent work tasks, as well as your ability to present your report. Additionally, you have the opportunity to complete an individual research task performed individually or in a small group in the form of a student research paper.</p> <table border="1" data-bbox="448 521 1501 913"> <thead> <tr> <th data-bbox="448 521 1007 595">Activities during the semester</th> <th data-bbox="1007 521 1501 595">Maximum amount of points during the semester</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 595 1007 701">Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)</td> <td data-bbox="1007 595 1501 701">15</td> </tr> <tr> <td data-bbox="448 701 1007 736">Reports with presentation (3 pcs.)</td> <td data-bbox="1007 701 1501 736">10</td> </tr> <tr> <td data-bbox="448 736 1007 772">Tests (4 pcs.)</td> <td data-bbox="1007 736 1501 772">10</td> </tr> <tr> <td data-bbox="448 772 1007 808">Modular test work (2 pcs.)</td> <td data-bbox="1007 772 1501 808">15</td> </tr> <tr> <td data-bbox="448 808 1007 882">Individual research task (admission to the exam)</td> <td data-bbox="1007 808 1501 882">10</td> </tr> <tr> <td data-bbox="448 882 1007 913"><b>Total</b></td> <td data-bbox="1007 882 1501 913"><b>60</b></td> </tr> </tbody> </table>	Activities during the semester	Maximum amount of points during the semester	Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)	15	Reports with presentation (3 pcs.)	10	Tests (4 pcs.)	10	Modular test work (2 pcs.)	15	Individual research task (admission to the exam)	10	<b>Total</b>	<b>60</b>						
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<b>Grading scale</b>	<p>The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.</p> <p>The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the exam (at least 24).</p> <p>The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.</p> <p>The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.</p> <p>The overall final grade in points according to the national and ECTS scales is put into the examination and test register, academic card and credit book of students.</p> <p style="text-align: center;"><b>National and ECTS grading scale</b></p> <table border="1" data-bbox="448 1644 1501 2018"> <thead> <tr> <th data-bbox="448 1644 635 1832" rowspan="2">Sum of points for all types of educational activities</th> <th data-bbox="635 1644 746 1832" rowspan="2">ECTS grade</th> <th colspan="2" data-bbox="746 1644 1501 1709">Grade according to the national scale</th> </tr> <tr> <th data-bbox="746 1709 1066 1832">for exam, term paper, practical training</th> <th data-bbox="1066 1709 1501 1832">for Pass/Fail test</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1832 635 1868">90-100</td> <td data-bbox="635 1832 746 1868">A</td> <td data-bbox="746 1832 1066 1868">excellent</td> <td data-bbox="1066 1832 1501 1868" rowspan="5" style="text-align: center; vertical-align: middle;">pass</td> </tr> <tr> <td data-bbox="448 1868 635 1904">82-89</td> <td data-bbox="635 1868 746 1904">B</td> <td data-bbox="746 1868 1066 1904" style="text-align: center;">good</td> </tr> <tr> <td data-bbox="448 1904 635 1939">74-81</td> <td data-bbox="635 1904 746 1939">C</td> <td data-bbox="746 1904 1066 1939" rowspan="3" style="text-align: center;">satisfactory</td> </tr> <tr> <td data-bbox="448 1939 635 1975">66-73</td> <td data-bbox="635 1939 746 1975">D</td> </tr> <tr> <td data-bbox="448 1975 635 2011">60-65</td> <td data-bbox="635 1975 746 2011">E</td> </tr> </tbody> </table>	Sum of points for all types of educational activities	ECTS grade	Grade according to the national scale		for exam, term paper, practical training	for Pass/Fail test	90-100	A	excellent	pass	82-89	B	good	74-81	C	satisfactory	66-73	D	60-65	E
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	30-59	FX	fail with possible repeated pass	fail with possible repeated pass
	1-29	F	fail with obligatory repeated learning of the discipline	fail with obligatory repeated learning of the discipline
	<p><b>QR Code:</b></p> 			
<p><b>How to find out your grade</b></p>	<p>To check your grades for tasks and read your lecturer's comments, you should check appropriate tabs on Moodle distance learning platforms. You can also obtain information about your grades directly from the course lecturer via corporate e-mail or by appointment on consulting days (room 505).</p>			
<p><b>Course policy</b></p>	<p>To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, group work and discussion seminars.</p> <p>During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.</p> <p>The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.</p> <p>Students who miss the current control for <i>valid reasons</i> confirmed by documents have the right to take current control <b>within two weeks</b> after returning to studying.</p> <p>Students who have missed classes <i>without valid reasons</i>, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.</p> <p>Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is</p>			

carried out according to the approved schedule of academic failure liquidation.

**QR Code:**



All participants in the educational process rely on the academic integrity principles.

**QR Code:**



**Late task performance, correction of grades, making up missed classes**

Tasks should be submitted via Moodle by the deadlines stipulated in the course schedule on our website. Most tasks should be performed by 9 a.m. on the day of the next class to coordinate them with the course content and group activities. It is best practice to perform tasks as soon as possible after receiving them so that you have enough time to take an active part in the class.

If you need more time to perform the task, flexible deadlines are available. Completed tasks will be accepted until full credit until the last scheduled class in the discipline. Afterwards, the 40% partial credit based on the grade will be awarded within a week after the last day of class. Tasks that are not submitted at all will receive 0.

If you are going to miss classes for more than one week due to illness or other reasons, please contact your lecturer to arrange alternative options for performing tasks.

Note: deadlines work both ways, and meeting them ensures that your lecturer will provide prompt feedback on your tasks to make sure you keep up with the course.

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<b>Lecturer's response time</b>	Via corporate e-mail, within 24 hours.	
<b>Efficient communication</b>	Efficient communication is a two-way street!!! Therefore, the main recommendations for efficient communication include: corporate e-mail directly to the course lecturer; personal communication with classmates via social media/corporate e-mails/mobile phones; communication directly in the course on the Moodle distance platform; and a face-to-face meeting with the lecturer on consulting days.	
<b>Policy of publication and distribution of course materials</b>	Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer. Such materials include, but are not limited to: lecture notes, lecture slides, video or audio recordings, tasks, problem sets, exams, other students' work, and answer keys. Students who sell, post, publish, or distribute course materials without written permission in order to get answers or otherwise can be subject to disciplinary action, up to and including being required to withdraw from the course. Besides, students are not allowed to make video or audio recordings of the class for their own use without the written permission of the lecturer.	
<b>Expected student workload and engagement</b>	During this course, you should allocate some hours for independent study of some lecture materials in accordance with the course topics (approximately 5-6 hours per week). If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail. The deadline for submission can be extended only if the lecturer is informed in advance that you will not be able to submit the task on time. Students are expected to have a backup plan in case of computer malfunctions or Internet outages.	
<b>Support services</b>	E-schedule Library Supervisor Repository Dean's Office	
<b>Course schedule</b>	<b>Lecture topic</b>	<b>Practical classes</b>
	Topic 1. Concept and theories of administrative management Topic 2. Public administration as a system of management of public sector entities	<ol style="list-style-type: none"> <li>1. <i>Oral questioning</i></li> <li>2. <i>Practical tasks</i></li> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Writing a report</i></li> <li>6. <i>Tests</i></li> </ol>

	Topic 3. Information support of business administration	<ol style="list-style-type: none"> <li>1. <i>Oral questioning</i></li> <li>2. <i>Solving practical tasks</i></li> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Tests</i></li> </ol>
	Topic 4. Rules of ethical behavior in business administration	<ol style="list-style-type: none"> <li>1. <i>Oral questioning</i></li> <li>2. <i>Solving practical tasks</i></li> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Tests</i></li> </ol>
	Topic 5. Management of the company's financial resources	<ol style="list-style-type: none"> <li>1. <i>Oral questioning</i></li> <li>2. <i>Solving practical tasks</i></li> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Tests</i></li> </ol>
	Topic 7. Modeling of the company's business processes	<ol style="list-style-type: none"> <li>1. <i>Oral questioning</i></li> <li>2. <i>Solving practical tasks</i></li> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Test work</i></li> </ol>
	Topic 8. Administration of the company's business processes	<ol style="list-style-type: none"> <li>1. <i>Oral questioning</i></li> <li>2. <i>Solving practical tasks</i></li> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Presentation of reports</i></li> </ol>
<p><b>Tips on successful study during the course</b></p>	<p>If you want to succeed in this discipline, you should be:</p> <ul style="list-style-type: none"> <li>- persistent, attentive and curious;</li> <li>- creative, cheerful, and open to communication and discussions;</li> <li>- ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.</li> </ul> <p><b>See you at classes!</b></p>	