**Course abstract, Б.Пр.Б.3, General Management**

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| **1. Course number, title, and ECTS** | **Б.Пр.Б.3, General Management, 6 ECTS**  Core Course  Lectures – 36  Seminars & Practical Classes – 44  Contact Hours – 80  Self-study Hours – 148 |
| **2. Course instructors during Self-Evaluation year and site visit year** | Mrs. Natalia I. Guseva, Professor, Doctor of Sociological Sciences, PhD. In Management science, |
| **3. Prerequisites for the course** | The study of this discipline is based on the study of the following disciplines: Sociology; Psychology and others. |
| **4. Course objectives in relation to total curriculum** | The objectives of mastering the discipline of "General Management" are the students' study of the process of coordinating and integrating the work of other people in such a way that it is effective and effective. |
| **5. Learning outcomes** | According to the results of mastering this discipline, the student must:  Know:   * the main stages of the formation of management as a science and profession; * principles of development and regularities of the functioning of the organization; * roles, functions and tasks of a manager in a modern organization; * the main business processes in the organization; * principles of goal setting, types and methods of organizational planning; * types of organizational structures, their main parameters and principles of their design; * main types and procedures of internal control; * types of management decisions and methods for their adoption; * basic theories and concepts of interaction of people in the organization, including communication processes, team building, leadership and decision-making, negotiation and conflict management, motivation; * types of organizational culture and methods of its formation; * modern management tendencies.   Be able to:   * to set goals and formulate tasks related to the implementation of professional functions; * analyze the external and internal environment of the organization, identify its key elements and assess their impact on the organization; * analyze the organizational structure and develop proposals for its improvement; * organize team interaction for solving management problems; * analyze communication processes in the organization and develop proposals to improve their effectiveness; * diagnose organizational culture, identify its strengths and weaknesses, develop proposals for its improvement; * develop programs for implementing organizational changes and assess their effectiveness; * develop activities to motivate and stimulate the staff of the organization; * to develop corporate, competitive and functional strategies for the development of the organization.   Own:   * methods of implementation of basic management functions (decision-making, organization, motivation and control); * modern technologies of effective influence on individual and group behavior in the organization; * methods of formulating and implementing strategies at the level of business units * business communication skills. |
| **6. Course description** | This discipline belongs to the cycle of core disciplines for students of the direction of 38.03.04 - "State and municipal management" of bachelor's training |
| **7. Learning and teaching methods** | During the course the following techniques are used:   * Lectures * Seminars * Group presentations * Individual presentations * Research project |
| **8. Major topics covered** | The main topics of this course are the following:   1. Introduction to the theory of organization and management. 2. Evolution of management theories. 3. Internal and external control variables. 4. Fundamentals of planning. 5. Strategic management. 6. Management communications as a connecting process in management . 7. Effective leadership and leadership in organizing. 8. The decision-making process is the essence of the manager's work. 9. The process of negotiation and conflict resolution in an organization. 10. Motivation as a process and function of management . 11. Modern management trends. |
| **9. Prescribed books and readings** | **The key literature and readings of this course are the following:**   1. Роббинз, С., Коултер, М. Менеджмент, 8-е изд. / Пер. с англ. –М.: Издательский дом «Вильямс», 2007. – 1056 с. 2. Дафт, Р. Менеджмент. 8-е изд. / Пер. с англ. - СПб.: Питер , 2008.   **Additional readings:**   1. Алиев, В. Г. Теория организации: учебник / В. Г. Алиев – М.:ЭКОНОМИКА, 2009. 2. Андерсон, М. Менеджмент XXI века: Когда-нибудь мы всебудем так управлять: Пер. с англ. / Андерсон, М.; Бартлетт, К. А.; Бучихи, Х.; и др.; Чоудхари, С. . - М.: ИНФРА-М , 2002. 3. Армстронг, М. Менеджмент: методы и приемы / Армстронг,М.; Ланкастера, Д.; и др.; Чистякова, О. О. . - Киев: Знания - Прес, 2006. 4. Виханский, О.С., Наумов, А.И. Менеджмент: человек,стратегия, организация, процесс - М.: Экономистъ, 2006. 5. Драчева, Е. Л., Юликов, Л. И. Менеджмент – М.: Academia, 2009. 6. Дятлов, А. Н., Плотников, М. В., Мутовин, И. А. Общийменеджмент: концепции и комментарии – М.: Альпина Бизнес Букс, 2007. 7. Егоршин, А. П. Стратегический менеджмент: учебник длявузов – М.: Логос, 2009. 8. Жданкин, Н. А. Мотивация персонала. Измерение и анализ –Финпресс, 2009. 9. Иванов, Л. Б. «Основы менеджмента: эволюция управлен-ческой мысли»: учебное пособие – СПб: ЛТА, 2005. 10. Кови, С. Р. Лидерство, основанное на принципах – М.:Альпина Бизнес Букс, 2009. 11. Крейнер, С. Ключевые идеи менеджмента: Мыслители,которые изменили мир менеджмента: Пер. с англ. / Крейнер, С. . - М.: ИНФРА-М , 2002. 12. Мескон, М. Х. Основы менеджмента / Мескон, М. Х.; Альберт,М.; Хедоури, Ф.; Медведь, О. И. . - М.; СПб.; Киев: Вильямс , 2006. 13. Уорд, М. 50 методик менеджмента / Уорд, М.; Колесник, А. П. -М.: Финансы и статистика , 2003. 14. Уткин, Э.А. История менеджмента - М.: Ассоциация авторов ииздателей «Тандеш»: Издательство М.: ЭКСМО, 2007. 15. Филинов, Н. Б. Разработка и принятие управленческих решений. М.: Инфра-М, 2010. 16. Шепель, В. М. Эффективный менеджмент: мыслить по-русски / Шепель, В. М. - М.: Финансы и статистика, 2005. - 383 с. 17. BASS, B. M. Stogdill’s Handbook of Leadership – New York: FreePress, 1981. 18. DIXON, T. Communication, Organization and Performance –Norwood, NJ: Ablex Publishing Corporation, 1996. 19. DRUCKER, P.F. Management challenges for the 21st century /Drucker, P.F. - Oxford: Butterworth-Heinemann, 2002. 20. FAYOL, H. Industrial and General Administration – Paris: Dunod, 1916. 21. GEORGE, C. S. The History of Management Thought, 2nd ed. –Upper Saddle River, NJ: Prentice Hall, 1972. 22. HOFSTEDE, G. Motivation, Leadership, and Organizations: DoAmerican Theories Apply abroad? // Organizational Dynamics, Summer 1980. 23. KATZ, R. L. Skills of an effective administrator – Harvard BusinessReview, Sept.-Oct. 1974. 24. MINTZBERG, H. The Nature of Managerial Work – New York:Harper & Row, 1973. 25. MINTZBERG, H. The Rise and Fall of Strategic Planning – NewYork: Free Press, 1994. 26. NELSON, B. The management bible / Nelson, B.; Economy, P. -Hoboken: John Wiley & Sons, 2005. 27. PETTINGER, R. Introduction to management / Pettinger, R. - NewYork: PALGRAVE, 2002. 28. SCHNEIDER, S.C. Managing across cultures / Schneider, S.C.;Barsoux, J.-L. . - Harlow: Prentice Hall, 2003. 29. SHULL, F. A., DELBECQ, A. L., CUMMINGS, L. L. OrganizationalDecision Making – New York: McGraw-Hill, 1970. 30. SIMON, H. A. The New Science of Management Decision – NewYork: Harper & Row, 1960. 31. VROOM, V. H. YETTON, P. W. Leadership and Decision-Making –Pittsburgh: University of Pittsburgh Press, 1973. |
| **10. Way of examining** | The assessment criteria and grade system are the following:   |  |  | | --- | --- | | ***Mark’s components*** | ***Weight in the final mark*** | | Cumulative mark, including | 0.7 | | *Seminars work* | *0.1* | | *Individual presentation* | *0.3* | | *Group presentation* | *0.3* | | *Research project* | *0,3* | | Exam | 0.3 | |