**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 CourseLectures – 36Seminars & Practical Classes – 44Contact Hours – 80Self-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.
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| **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
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| **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.
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| **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.
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| **10. Way of examining** | The assessment criteria and grade system are the following:

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| ***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 |

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