

The Profile of the Educational Program in Speciality 073 «Management», the educational program «Management of Municipal Organizations», recruitment 2021

| 1 – General information | |
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| Full name of higher education institution | O. M. Beketov National University of Urban Economy in Kharkiv |
| Name of qualification and title conferred in original language | Bachelor of management |
| Official name of educational program | Management of Municipal Organizations |
| Type of diploma and scope of educational program | Bachelor's diploma, single, 240 ECTS credits, 3 years 10 months |
| Accreditation availability | - |
| Cycle/level | First (Bachelor) level, National Qualification Framework of Ukraine – level 7, FQ-EHEA – first cycle, EQF-LLL – level 6 |
| Access requirements | Full secondary education |
| Language(s) of instruction | Ukrainian, English |
| Official length of program | 5 years |
| Internet address of the permanent placement of the educational program | http://www.kname.edu.ua/ |
| 2 – Purpose of educational program | |
| | To train specialists capable of solving practical problems and complex specialized tasks in the field of managing organizations and their units on the basis of mastering the system of professional competencies. |
| 3 - Educational program specifications | |
| Subject area | <p><i>The object of study:</i> management of organizations and their units.</p> <p><i>Learning objectives:</i> to train specialists capable of solving practical problems and complex specialized tasks which are characterized by the complexity and uncertainty of the conditions in the field of managing organizations and their units.</p> <p><i>Theoretical content of the subject area:</i> paradigms, laws, regularities, principles, and historical background of management development; concepts of systemic, situational, adaptive, antisypative, anti-crisis, innovative, project management, etc.; functions, methods, technologies and management decisions in management.</p> <p><i>Methods, techniques, and technologies:</i> <i>general scientific and specific research methods</i> (calculation-analytical, economic-statistical, economic-mathematical, expert evaluation, factual, sociological, documentary, balance sheet, etc.); <i>methods for implementing management functions</i> (marketing research</p> |

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| | <p>methods; methods of economic diagnostics; forecasting and planning methods; design methods for organizational management structures; motivation methods; control methods; methods for assessing social, organizational and economic efficiency in management, etc.). management methods (administrative, economic, socio-psychological, technological); technologies for substantiating management decisions (economic analysis, simulation, decision tree, etc.); <i>Tools and equipment:</i> modern information and communication equipment, information systems and software products used in management.</p> |
| Educational program orientation | Educational and professional |
| Main focus of educational program and specialization | <p>General education in the field of management and administration in speciality 073 "Management", the educational program "Urban Enterprise Management." <i>Key words:</i> urban enterprise management; management of structural units of urban enterprises; modern management concepts; enterprise management system; management functions; management methods; management decision making technology; information technology in management; marketing management; management of structural units of the organization in functional areas; organizational and economic efficiency of enterprise management.</p> |
| Program features | Academic disciplines of the student's choice are taught in English |
| 4 – Professional status of graduates and access to further study | |
| Professional status | <p>Employment in public institutions and private companies in positions related to management. Occupations (according to the current version of the National Classifier of Ukraine: Classifier of occupations (DK 003: 2010): 3436 Assistant managers 3436.1 Assistants to managers of enterprises, institutions and organizations 3436.2 Assistant managers of production and other main units 3436.3 Assistants to small business executives without a management apparatus 3436.9 Other kinds of assistants 3435 Organizers of record keeping 3435.1 Organizers of record keeping (government agencies) 3435.2 Organizers of record keeping (types of economic activity)</p> |
| Access to further study | Master's degree |
| 5 – Instruction and assessment | |
| Teaching and learning | student-centered training, self-study, training through industrial practice |
| Assessment | written exams, course paper defense, production and pre-diploma practice reports, qualifying papers |
| 6 – Program competencies | |
| Integral competence | To be able to solve complex specialized problems and practical tasks, |

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| | <p>which are characterized by the complexity and uncertainty of the conditions in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences</p> |
| <p>General competencies (GC) defined by the standard of higher education of the specialty</p> | <p>GC 1. To be able to exercise one’s own rights and obligations as a member of society, to realize the values of civil (democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine.</p> <p>GC 2. To be able to preserve and enhance moral, cultural, scientific values and increase the achievements of society based on the understanding of the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, engineering and technology, to use various types and forms of physical activity for outdoor activities and a healthy lifestyle maintenance.</p> <p>GC 3. To have the ability for abstract thinking, analysis, synthesis.</p> <p>GC 4. To be able to apply knowledge in practical situations.</p> <p>GC 5. To know and understand the subject area and the professional activity.</p> <p>GC 6. To be able to communicate in the state language both verbally and in writing.</p> <p>GC 7. To be able to communicate in a foreign language.</p> <p>GC 8. To have skills in using information and communication technologies.</p> <p>GC 9. To be able to learn and master modern knowledge.</p> <p>GC 10. To be able to conduct research at the appropriate level.</p> <p>GC 11. To be able to adapt and act in a new situation.</p> <p>GC 12. To be able to generate new ideas (creativity).</p> <p>GC 13. To value and respect diversity and multiculturalism.</p> <p>GC 14. To be able to work in an international context.</p> <p>GC 15. To be able to act on the basis of ethical considerations (motives).</p> |
| <p>Special (professional) competencies of the speciality (PC) defined by the standard of higher education of the specialty</p> | <p>PC 1. To be able to identify and describe the characteristics of an organization.</p> <p>PC 2. To be able to analyze the performance of the organization, to compare it with the factors of influence of the external and internal environment.</p> <p>PC 3. To be able to determine the prospects of the organization.</p> <p>PC 4. To be able to identify functional areas of the organization and the relationships between them.</p> <p>PC 5. To be able to manage an organization and its units through the implementation of management functions.</p> <p>PC 6. To be socially responsible and conscious.</p> <p>PC 7. To be able to choose and use modern management tools.</p> <p>PC 8. To be able to plan organization activities and manage time.</p> <p>PC 9. To be able to work as a part of team and establish interpersonal</p> |

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| | <p>interaction when solving professional tasks.</p> <p>PC 10. To be able to evaluate the work performed, ensure its quality and motivate the staff of the organization.</p> <p>PC 11. To be able to create and organize effective communication in the management process.</p> <p>PC 12. To be able to analyze and structure organizational problems, make sound decisions.</p> <p>PC 13. To understand the principles and norms of law and apply them in professional activities.</p> <p>PC 14. To understand the principles of psychology and use them in professional activities.</p> <p>PC 15. To be able to develop and demonstrate leadership skills and behavioral skills.</p> |
| 7 – Program learning outcomes | |
| <p>Program learning outcomes (PLO) defined by the standard of higher education of the specialty</p> | <p>PLO 1. To know the rights and responsibilities as a member of society, to be aware of the values of civil society, the rule of law, the rights and freedoms of man and citizen in Ukraine.</p> <p>PLO 2. To preserve moral, cultural, scientific values and to multiply the achievements of society, to use different types and forms of physical activity to lead a healthy lifestyle.</p> <p>PLO 3. To demonstrate knowledge of management theories, methods and functions, modern leadership concepts.</p> <p>PLO 4. To demonstrate problem-solving skills and substantiate management decisions.</p> <p>PLO 5. To describe the content of the organization functional areas.</p> <p>PLO 6. To demonstrate skills in the search, collection and analysis of information, calculation of indicators to substantiate management decisions.</p> <p>PLO 7. To demonstrate organizational design skills.</p> <p>PLO 8. To apply management methods to ensure the effectiveness of the organization.</p> <p>PLO 9. To demonstrate communication, leadership, and teamwork skills.</p> <p>PLO 10. To demonstrate skills in substantiating effective tools for motivating staff of an organization.</p> <p>PLO 11. To explain, analyze and communicate in various areas of the organization.</p> <p>PLO 12. To assess the legal, social, and economic consequences of an organization functioning.</p> <p>PLO 13. To demonstrate the ability to communicate both verbally and in writing in both state and foreign languages.</p> <p>PLO 14. To identify the causes of stress, adapt yourself and team members to a stressful situation, find means to neutralize it.</p> <p>PLO 15. To demonstrate the ability to be socially responsible and socially conscious on the basis of ethical considerations (motives), respect for diversity and interculturalism.</p> |

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| | <p>PLO 16. To demonstrate independent work skills, flexible thinking, openness to new knowledge, to be critical and self-critical.</p> <p>PLO 17. To perform research individually and / or in a group under the guidance of a leader.</p> |
| 8 – Resource support for program implementation | |
| Staffing | <p>The quality level of professional training of bachelors is ensured by the qualified scientific and pedagogical staff of the department, which includes doctors and candidates of sciences, professors, associate professors. Practitioners, who are in charge of structural units of communal enterprises and have extensive experience in urban economy are involved in the teaching of speciality disciplines.</p> <p>Five teachers have a B-2 level English language certificate; two teachers have a certificate of proficiency in Polish at the B-2 level; eight teachers have completed international internships.</p> |
| Logistics | <p>Lectures are held in classrooms with multimedia equipment.</p> <p>Practical classes are held in specialized computer classes with the use of information and communication equipment, use of information systems and software products applied in management. Many of these products have already been implemented or are being actively implemented in the educational process: MS Project, Teamwork, TeamLab., Open Workbench., GanttProject, dotProject., Outlook, OneNote, EverNote, Nirvana, Wunderlist, Toggl, MS Office, Office 365, Документ. онлайн, AllFusion Process Modeler 7, MS Visio, MS PowerPoint, MS Sway, Libre office.Impress, FreeMind, Mind42, ViSta, MacANOVA., Matrixer.</p> |
| Information and methodological support | <p>All educational components of the educational program Urban Enterprise Management are provided with the following educational and methodological materials: textbooks, tutorials, lecture notes, methodical instructions and recommendations, individual tasks, collections of situational tasks (cases), examples of solving typical tasks or completing typical tasks, computer presentations, illustrative materials, resource directories, etc. All teaching materials are available to students in the reading rooms of the Scientific Library http://library.kname.edu.ua/index.php/uk/, including in the Information Room, equipped with computers with Internet and LAN access to the University, in the digital repository http://eprints.kname.edu.ua, on the Distance Learning Center portal http://cdo.kname.edu.ua/</p> |
| 9 – Academic mobility | |
| National credit mobility | <p>In accordance with the Regulation on the academic mobility of students, graduate students, doctoral students, and academic staff of O. M. Beketov National University of Urban Economy in Kharkiv</p> |
| International credit mobility | <p>Agreement for academic cooperation between O. M. Beketov National University of Urban Economy in Kharkiv and:</p> <ul style="list-style-type: none"> - Lodz Technical University (Poland), agreement No. 89 of October 2017 - the University of Nova Gorica (Slovenia), agreement No. 88 of October 12, 2017 - Middle East Technical University (Turkey, Ankara), agreement No. |

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| | <p>69 of March 28, 2016</p> <ul style="list-style-type: none">- Aristotle University (Greece, Thessaloniki), agreement No. 75 of February 22, 2018- the Estonian University of Natural Sciences (Tartu), agreement No. 90 of October 10, 2017 |
| Training of foreign higher education applicants | <p>In accordance with the Rules for admission to study in O. M. Beketov National University of Urban Economy in Kharkiv</p> |