

Lviv State University of Physical Culture named after Ivan Boberskyj

Department of Economics and Management

**WORKING PROGRAM OF EDUCATIONAL DISCIPLINE**

## **Management of the socio-cultural sphere**

field of knowledge 02 Culture and art

specialty: 024 Choreography

Faculty: Faculty of Postgraduate and Distance Education

Level of higher education: Second (Master's)

Work program in the discipline "**Management of the socio-cultural sphere**" for students of higher education in the specialty 024 Choreography

Their village (full-time study), XI p. (part-time study)

Developer: professor, doctor of economics Vasylchak S.

The work program was approved at the meeting of the Department of Economics and Management

Protocol of “\_28\_” \_August\_\_ 2021 No. \_1\_\_

Head of the Department of Economics and Management

\_\_\_\_\_ (Prof. Pavlenchyk N.)  
(signature) (surname and initials)

### 1. Description of the academic discipline

Name of indicators	Field of knowledge, direction of training, educational and qualification level	Characteristics of the academic discipline	
		full-time studding	part-time studding
Number of credits – 3	Branch of knowledge 02 Culture and art	Normative	
	Specialty 024 Choreography		
Modules - 1	Specialty (professional direction): choreography	<b>Year</b>	
Content modules – 1		5	
Course work - none		<b>Semester</b>	
The total number of hours is 90 hours.		9	
Weekly hours for full-time education: classrooms - 2 student's independent work – 4	Level of higher education Second (master's)	<b>Lectures</b>	
		10 hours	
		<b>Practical, seminar</b>	
		16+4 hours	
		<b>Independent work</b>	
		60 hours	
		Individual tasks: h.	
Type of control: exam			

## 2. PURPOSE AND OBJECTIVES OF THE EDUCATIONAL DISCIPLINE

The purpose of teaching the discipline is to provide future specialists with fundamental knowledge of the basics of management, methods, mechanisms and tools of system management of the organization, mastering the ability to implement tasks and functions of professional activity based on the basic principles of management and management technologies.

The task of studying the discipline "Management of the socio-cultural sphere".

The main tasks to be solved in the process of teaching the discipline are:

- studying the essence, basic concepts and categories of management;
- constituent elements, stages, tools for implementing and ensuring interrelationships of management functions;
- processes of making and methods of justifying management decisions;
- acquiring the skills to use basic organization management tools.

As a result of the study of the academic discipline, the master must:

**know:**

- 1) basic concepts and essence of management;
- 2) the essence and features of planning as a function of management;
- 3) the essence and process of organizing interaction as a function of management;
- 4) the essence and features of motivation as a function of management;
- 5) the essence and process of control as a function of management;
- 6) methods of justifying management decisions;
- 7) types of communications in management;
- 8) the essence of leadership and management in the organization.

**be able:**

- 1) use acquired skills and theoretical knowledge of management to make management decisions;
- 2) apply the planning function to determine the perspective and future state of the organization, ways and means of achieving it;
- 3) apply the interaction organization function to divide the organization into units and establish authorities that connect higher levels of management with lower ones and provide the possibility of distribution and coordination of tasks;
- 4) apply the motivation function, which ensures the process of encouraging oneself and other employees to work;
- 5) apply the control function for effective management and selection of directions for the necessary corrections;

- 6) use various types of communications to establish an effective communication process both within the enterprise and externally;
- 7) apply approaches to management and leadership for the implementation of functions and formation of management methods in the organization;
- 8) classify management decisions and apply various methods of justifying management decisions.

### **3. PROGRAM OF EDUCATIONAL DISCIPLINE**

#### **Topic 1. Concept and essence of management.**

The essence of management and conditions for its implementation. A manager as a manager and a manager as a leader. Management roles (types of management activities) of the manager at the enterprise. The main functions and tasks of a manager in an organization. Division of managerial labor and management levels in management. Laws of management. Principles of management. Stages and schools of management science development.

#### **Topic 2. Organizations as objects of management.**

The essence and classification of organizations. General features of organizations. Signs of classification of organizations. Organization as an open system. Elements of the organization as an open system. The process of functioning of the organization as an open system. Collectives (groups) of employees in the organization, their types. Types of formal groups. Factors influencing the organization. Classification of factors influencing the organization. Management process in the organization. Stages of the management process in the organization. Graphical model of the management process.

#### **Topic 3. Basic functions of management.**

The essence and classification of management functions. The essence of planning as a general function of management. Types of planning. The essence and features of the interaction organization function. Construction of the organizational management structure. Centralization and decentralization of management. The essence of motivation at the enterprise. Payment of labor in the organization and its forms. Control and its types. The counter process in the organization. Audit activity as a type of control.

#### **Topic 4. Management methods and forms of power in the organization.**

The essence and classification of management methods. Forms of power in the organization. Leadership. leadership Influence. Power. Management styles, their types. Authoritarian (autocratic) management style. Democratic management style. Liberal management style.

#### **Topic 5. Communications and managerial decisions in management.**

Concept of communications and communication process. Elements of the communication process. Types of communications. Model of the communication process. The essence and classification of management decisions. Approaches to

making managerial decisions. The process of making rational management decisions. Factors affecting the process of management decision-making at the enterprise.

#### 4. CONTENT OF EDUCATIONAL DISCIPLINE

Course Title	Total Curriculum Hours					
	Full-time studding					
	total	lecture	practice	sem	indv	indp
Topic 1. Concept and essence of management.	18	2		4		12
Topic 2. Organizations as objects of management.	18	2	4			12
Topic 3. Basic functions of management.	18	2	4			12
Topic 4. Management methods and forms of power in the organization.	18	2	4			12
Topic 5. Communications and managerial decisions in management.	18	2	4			12
<b>total</b>	<b>90</b>	<b>10</b>	<b>16</b>	<b>4</b>		<b>60</b>

#### 5. ТЕМИ СЕМІНАРСЬКИХ ЗАНЯТЬ

№	Course Title	hours
		Full-time studding
1.	Topic 1. Concept and essence of management.	4
2.	Topic 2. Organizations as objects of management.	
3.	Topic 3. Basic functions of management.	
4.	Topic 4. Management methods and forms of power in the organization.	
5.	Topic 5. Communications and managerial decisions in management.	
<b>total</b>		<b>4</b>

#### 6. Topics of practical classes

№	Course Title	hours
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		Full-time studding
	Topic 1. Concept and essence of management.	-
	Topic 2. Organizations as objects of management.	4
	Topic 3. Basic functions of management.	4
	Topic 4. Management methods and forms of power in the organization.	4
	Topic 5. Communications and managerial decisions in management.	4
	<b>total</b>	<b>16</b>

### 7. INDEPENDENT WORK

№	Course Title	hours
		Full-time studding
1.	Topic 1. Concept and essence of management.	12
2.	Topic 2. Organizations as objects of management.	12
3.	Topic 3. Basic functions of management.	12
4.	Topic 4. Management methods and forms of power in the organization.	12
5.	Topic 5. Communications and managerial decisions in management.	12
	<b>total</b>	<b>60</b>

### 9. CONTROL METHODS

Current control is carried out during seminar classes in oral and written forms.

- Survey.
- Checking tasks for independent work.
- Checking self-training materials.

Final control - exam (IX semester - full-time form).

### 11. DISTRIBUTION OF POINTS RECEIVED BY MASTERS DISTRIBUTION OF POINTS BY TYPES OF CONTROLS

Form of education / Lesson topics	Поточне оцінювання			Individ ual task	exam	Final
	total	seminar	Independent work			
<b>Full-time studding</b>	<b>100</b>	<b>50</b>	<b>25</b>	<b>25</b>	<b>100</b>	<b>100*</b>
Topic 1.	100	0-10	0-5	25		100*
Topic 2.		0-10	0-5			
Topic 3.		0-10	0-5			
Topic 4.		0-10	0-5			

Topic 5.		0-10	0-5		
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\* - is calculated as the arithmetic mean of the number of points of the current assessment and the final test (exam)

### Conformity of the final semester rating in points National Scale and ECTS Scale

Score in points	Rating	Score on a national scale	
		for an exam, course project (work), practice	for credit
90 – 100	<b>A</b>	Perfectly	Satisfactorily
82-89	<b>B</b>	Okay	
74-81	<b>C</b>		
64-73	<b>D</b>	Satisfactorily	
60-63	<b>E</b>		
35-59	<b>FX</b>	Unsatisfactory (with the possibility of re-assembly)	Unsatisfactory (with the possibility of re-assembly)
0-34	<b>F</b>	Unsatisfactory (with obligatory repeated course)	Unsatisfactory (with obligatory repeated course)

## 12. Recommended literature

### Basic:

1. Andrushkiv B. M., Kuzmin O. E. Fundamentals of management. Lviv.: Svit, 2003. 260 p.
2. Vinogradskyi M.D., Vinogradska A.M., Shkanova O.M. Personnel management. 2nd edition: Education. manual K.: Center of Educational Literature, 2017. 502 p.
3. Dykan N.V., Borysenko LI. Management: Education. manual K.: Znannia, 2008. 389 p.
4. Kuzmin O. Ye., Melnyk O. G. Fundamentals of management: a textbook. K.: Akademvydav, 2009. 416 p.
5. Kuzmin O. Ye., Melnyk O. G. Theoretical and applied principles of management: Education. manual 2nd edition Lviv: National Lviv Polytechnic University, 2007 352 p.
6. Management of organizations: a textbook on general ed. L. I. Fedulova. K.: Lybid, 2014. 448 p.
7. Monastyrskyi G.L. Theory of organization: education. manual K.: Znannia, 2016. 319 p.
9. Murashko M.I. Personnel management: education. manual 3rd ed., ed. and don. K.: T-vo "Knowledge", KOO, 2018. 435 p.
10. Basics of management. According to scientific ed. Prof. V.G. Fedorenko K.: Alerta, 2007. 420 p.
11. Osovska H. V. Management basics: teaching. manual: K.: Condor, 2010. 254 p.
12. Petrunya Yu.E., Govorukha V.B., Litovchenko B.V. etc. Making managerial decisions: education. manual under the editorship Yu. E. Petruni.



2nd edition K.: Center of Educational Literature, 2017. 216 p.

13. Rodchenko V. V., Novak V. O. Management: teaching. manual. K.: NAU, 2008. 164 p.

14. Ruliev V. A., Gutkevich S. O. Management. education manual K.: Center of Educational Literature, 2016. 312 p.

15. Tarnavska N. P., Pushkar R. M. Management: theory and practice: textbook.

3rd type. Ternopil: Carte Blanche, 2005. 450 p.

16. Human resources management: philosophical principles. Study guide edited by Ph.D., prof. V. G. Voronkova. K.: VD "Professional", 2016. 576 p.

#### **Additional literature:**

18. Akimova T. A. Theory of organization: teaching. manual. M.: UNITY-DANA, 2017. 367p.

19. Druker P. The task of management in the 21st century. M.: Williams, 2010. 272p.

20. Dunaev I. V. Public regional economic policy in Ukraine: formation of modernization mechanisms: monograph. Kharkiv: KhaRI NADU Publishing House, 2017. 296 p.

21. Karpinsky B.A., Karpinsky O.B., Hryshchyshyn O.P. Conflicts and stresses in public administration and their influence on the effectiveness of state-building. A young scientist. 2020. No. 5. P. 21–26.

22. Project management in public administration: a textbook for science. ed. Yu. P. Sharov. Kyiv: NASU, 2017. 344 p.

23. About leadership. K.: KM-BUKS, 2018. 216 p.

24. Public administration in the conditions of institutional changes: a collective monograph for science. editorial office of the state example R.V. Voytovych and P.V. Crows Kyiv, 2018. 475 p.

#### **Information resources on the Internet**

25. [www.al24.ru/wp-content/uploads/2013/01/мен\\_1.pdf](http://www.al24.ru/wp-content/uploads/2013/01/мен_1.pdf) – Management

26. [eiir.ru/books/osnovi\\_menedgm.pdf](http://eiir.ru/books/osnovi_menedgm.pdf) - Basics of management

27. [www.pqm-online.com/assets/files/lib/druker3.pdf](http://www.pqm-online.com/assets/files/lib/druker3.pdf) - Encyclopedia of management practical management)

28. [http://www.cob.sjsu.edu/turner\\_m/bus\\_160\\_syllabus\\_f09.pdf](http://www.cob.sjsu.edu/turner_m/bus_160_syllabus_f09.pdf) – Fundamentals of Management and Organizational behavior

29. [http://faculty.mercer.edu/jackson\\_r/Ownership/chap02.pdf](http://faculty.mercer.edu/jackson_r/Ownership/chap02.pdf) – Basic Management Principles