

## 281 “PUBLIC MANAGEMENT AND ADMINISTRATION”

Professional Education Program at the Second (Master) Level

### «ADMINISTRATIVE MANAGEMENT»



Program chair– **Kozyreva Olena Vadymivna**  
Doctor of Economics, Professor, Head  
of Department of Management and Administration  
Faculty of Pharmaceutical Technology and Management  
<http://adm.nuph.edu.ua/>  
e-mail: yakakos74@gmail.com

Field of study	28 Public Management and Administration
Specialty	281 Public Management and Administration
Volume of the program	90 ECTS credits
Duration of the program	1 year 6 months / 1 year 6 months / 1 year 6 months
Study option	Full-time / full-time evening / part-time

The professional education program is aimed at building the ability to apply obtained fundamental knowledge, practical skills, and professional competencies to perform typical tasks for an administrative manager due to the correct use of principles and tools of public administration, and the creation of integrated system of administrative management.

**The peculiarities of the professional education program are the following:**

- **an individual approach** to each higher education student due to small groups and convenient training schedule;
- **a combination of three whales** of modern managerial education: a culture of effective data-driven management, the development of social skills and fundamental (professionally oriented) study;
- **a practical approach:** vocational training in health care institutions, organizations and enterprises of the pharmaceutical sector, authorities and local self-government.

The professional education program is based on the most progressive concepts of education development, advanced experience of countries leading in

the educational services industry, recommendations of potential employers that are partners of the University, as well as wishes of the applicants for higher education.

Components of the program:

<b>№</b>	<b>Academic disciplines</b>
1	2
<b>Compulsory</b>	
1	Public management in health care system
2	HR management
3	Content Management
4	Innovation Management
5	Information Management
6	Organization Theory
7	Organisation Management
8	Legal basis of administrative activities
9	Administrative Technique
10	Head of Administration
<b>Elective</b>	
11	Crisis Management
12	Audit and evaluation of management activities
13	State regulation of pharmaceutical enterprises
14	Management of government agencies and organizations
15	Management of foreign economic activity in the pharmaceutical industry
16	Methodology and organization of scientific research
17	Social management in the pharmaceutical industry
18	Risk management and risk assessment methods
<b>Practice Experience</b>	
19	Field-based professional practice experience
20	Academic Research
21	Pre-diploma practice
<b>Graduation qualification work</b>	
22	Master's thesis

## **Employment and competitive advantages of graduates of the University**

*Graduates can occupy the following positions:*

- heads and leading specialists working for state authorities at the regional or district level;
- heads(deputies) and leading specialists working for enterprises, institutions, and organizations of various forms of ownership;
- heads of healthcare institutions and organizations,
- heads of medical centres and pharmacies;
- central or local government officer;
- social work managers;
- leaders of trade union organizations;
- heads of public organizations.

*Competitive advantages of graduates of the University:*

- vocational training, professional practice experience at the enterprises, organizations and institutions that are potential employers;
- modern information and communication technology application in the management of institutions, enterprises and organizations;
- the opportunity for further career growth.

### **Program learning outcomes:**

- demonstrate a good level of knowledge in the public management and administration, as well as clear understanding of the principles of designing and developing its theory;
- use the modern methods of managing the organization's resources and their provision;
- use the conceptual and cutting-edge knowledge, which is the basis for design thinking and innovation;
- demonstrate skills of managing projects in a changing environment due to the special techniques and information systems;
- identify the activities needed to be completed and estimate time and cost for activities;
- demonstrate skills of developing, managing and improving the business operations processes of enterprises and organizations;
- use the effective motivation and remuneration system, and maintain a favourable socio-psychological climate in the team;
- implement rational schemes for planning and organizing workplaces, structure the tasks in compliance with the amount and qualifications of executors;
- choose the best options for cooperation with stakeholders, taking into account the factors of direct and indirect impact, to establish and maintain relationships with other organizations;
- act socially responsibly and socially consciously based on ethics;
- prepare draft decisions, justify them and ensure exception, control over their implementation in a public organization in compliance with the current legislation;

- design charters, regulations and job descriptions with regard to administrative functions; forecasts and program documents of the economic and social development of the object; write proposals for improving the work of local authorities;
- consider a risk-based nature of management activity, taking into account the degree of uncertainty when making the decisions;
- evaluate the risks and socio-economic consequences of management decisions;
- identify features and evaluate the impact of macro environment on the functioning of the state, public authority, organization; establish a link between their activities with regard to the level of management;
- demonstrate the skills to evaluate the impact of the state on the perspectives of pharmaceutical industry;
- demonstrate the skills to evaluate the potential of an organization for economic development based on statistical and accounting reports;
- evaluate the results of management in accordance with the requirements of quality management;
- carry out the research and share their results with scientific community;
- demonstrate the effective professional and academic communication skills due to a good command of both Ukrainian and English languages; establish and maintain business relationships;
- search, store, process, and analyze information from various sources, as well as present it in different convenient ways utilizing information and computer technologies.