

**CABINET OF MINISTERS OF UKRAINE**  
**NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE**

**CURRICULUM OF**  
**training specialists in 2013 academic year**

Educational and qualification level	“Master”
Knowledge area	1801 “Specific categories”
Specialty	8.18010020 “Management of Educational institution”
Specialization	Production-oriented
Master Programs	“Management activity in higher educational institutions of I-II levels of accreditation” “Management activity in higher educational institutions of III-IV levels of accreditation” “Management activity in technical schools” “Management activity in comprehensive educational institutions”
Form of Study	Full time
Term of study	1,5 years based on the educational and qualification level «Bachelor» Manager of the company, enterprise and organization (in the sphere of education and production training)
Qualification	

**Realization of the Master program is performed by**

TSI (Training and scientific institute)	Natural Sciences and Humanities
Faculty	Pedagogical
Chair	Methodology of teaching and management of the educational institutions



## II. CURRICULUM OF THE TRAINING

№	Disciplines	Total amount		Forms of knowledge control (for sem.)			Lecture classes (hours)				Practical training		Individual work	Distribution of hours per week within an acad. year and semesters		
		hours	credits	exams	tests	Course work	Total	including			Productive	Educational practice		semester		
								Lectures	Laboratory classes	Practical training				1	2	3
														Number of weeks in semester		
														17	18	4
		3	4	5	6	7	8	9	10	11	12	15	16	17	18	19
<b>1. REGULATORY DISCIPLINES</b>																
<b>1.1. Cycle of humanitarian and socio-economic disciplines*</b>																
1	Financial and economic activity management	108	3,0		2		34	16		18			74		2	
2	Audit and management activity assessment	90	2,5		1		34	16		18			56	2		
3	Management psychology	90	2,5	1			34	16		18			56	2		
4	Civil protection	54	1,5		1		16	8		8			38	1		
5	Social and ecological work safety	72	2,0		3		16	8		8			56			4
<b>Total number</b>		<b>414</b>	<b>11,5</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>134</b>	<b>64</b>	<b>0</b>	<b>70</b>			<b>280</b>	<b>5</b>	<b>2</b>	<b>4</b>
<b>1.2. Cycle of natural science (fundamental) training*</b>																
1	Legal framework of educational institution	90	2,5	2			34	16		18			56		2	
2	Organizations theory	90	2,5	2			34	16		18			56		2	
3	Educational institution management	144	4,0	1		1	34	16		18			110	2		
4	Work content management	72	2,0		2		18	10		8			54		1	
<b>Total number</b>		<b>396</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>120</b>	<b>58</b>	<b>0</b>	<b>62</b>			<b>276</b>	<b>2</b>	<b>5</b>	<b>0</b>
<b>1.3. Cycle of professional and practical training*</b>																
1	Educational institution manager	90	2,5		2		16	8		8			74		1	
2	Educational activity management	144	4,0	3		3	24	12		12			120			6
3	Labor resources management	144	4,0	2		2	34	16		18			110		2	
4	Information connections management	72	2,0		3		16	8		8			56			4
5	Management techniques	108	3,0		2		34	16		18			74		2	
6	Labour protection within branch of knowledge	54	1,5	1			16	8		8			38	1		
7	Information technologies in education	144	4,0	1			52	18	34	0			92	3		
<b>Total number</b>		<b>756</b>	<b>21,0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>192</b>	<b>86</b>	<b>34</b>	<b>72</b>			<b>564</b>	<b>4</b>	<b>5</b>	<b>10</b>

1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	19
<b>Total according to regulatory part</b>		<b>1566</b>	<b>43,5</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>446</b>	<b>208</b>	<b>34</b>	<b>204</b>			<b>1120</b>	<b>11</b>	<b>12</b>	<b>14</b>
<b>2. SELECTIVE COURSES</b>																
<b>2.1. Disciplines chosen by University</b>																
<b>2.1.1. Cycle of humanitarian and socio-economic disciplines*</b>																
1	Business foreign language	108	3,0	1			34	0		34			74	2		
2	Education philosophy	90	2,5		1		34	16		18			56	2		
<b>Total number</b>		<b>198</b>	<b>5,5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>68</b>	<b>16</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>2.1.2. Cycle of professional and practical training*</b>																
1	Education technologies	144	4,0	2			52	18	34	0			92		3	
<b>Master program "Management activity in comprehensive educational institutions"</b>																
2	Work organization at schools	54	1,5		1		16	8		8			38	1		
3	Civil protection of school staff	90	2,5		3		16	8		8			74			4
<b>Master program "Management activity in technical schools"</b>																
2	Marketing and image activity of educational institution	54	1,5		1		16	8		8			38	1		
3	Management sociology	90	2,5		3		16	8		8			74			4
<b>Master program "Management activity in higher educational institutions of I-II levels of accreditation"</b>																
2	Higher education and Bologna process	54	1,5		1		16	8		8			38	1		
3	Management sociology	90	2,5		3		16	8		8			74			4
<b>Master program "Management activity in higher educational institutions of III-IV levels of accreditation"</b>																
2	Higher education and Bologna process	54	1,5		1		16	8		8			38	1		
3	Intellectual property and law-based activity in agricultural and ecology spheres	90	2,5		3		16	8		8			74			4
<b>Total number</b>		<b>288,0</b>	<b>8,0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>84</b>	<b>34</b>	<b>34</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>204</b>	<b>1</b>	<b>3</b>	<b>4</b>
<b>Total chosen by university</b>		<b>486,0</b>	<b>13,5</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>152</b>	<b>50</b>	<b>34</b>	<b>68</b>			<b>334</b>	<b>5</b>	<b>3</b>	<b>4</b>
<b>2.2. Disciplines chosen by students</b>																
<b>2.2.1. Cycle of professional and practical training*</b>																
1	Document management and business communication in educational institution management	144	4,0		2		50	18	0	32			94		3	
<b>Master program "Management activity in comprehensive educational institutions"</b>																
2	Modern program products and internettechnologies in education	108	3,0		1		34	16		18			74	2		
3	Psycho and psychophysical training	108	3,0		1		34	16		18			74	2		
<b>Master program "Management activity in technical schools"</b>																
2	Conflictology	108	3,0		1		34	16		18			74	2		
3	Modern program products and internettechnologies in education	108	3,0		1		34	16	18	0			74	2		
<b>Master program "Management activity in higher educational institutions of I-II levels of accreditation"</b>																
2	Conflictology	108	3,0		1		34	16		18			74	2		

1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	19
3	Personnel management	108	3,0		1		34	16		18			74	2		
<b>Master program "Management activity in higher educational institutions of III-IV levels of accreditation"</b>																
2	Modern program products and internet technologies in education	108	3,0		1		34	16	18	0			74	2		
3	Modern education models	108	3,0		1		34	16		18			74	2		
<b>Total number</b>		<b>252,0</b>	<b>7,0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>84</b>	<b>34</b>	<b>0</b>	<b>50</b>			<b>168</b>	<b>2</b>	<b>3</b>	<b>0</b>
<b>Total number of elected part</b>		<b>738,0</b>	<b>20,5</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>236</b>	<b>84</b>	<b>34</b>	<b>118</b>			<b>502</b>	<b>7</b>	<b>6</b>	<b>4</b>
<b>Total for specialty</b>		<b>2304</b>	<b>64</b>				<b>682</b>	<b>292</b>	<b>68</b>	<b>322</b>			<b>1622</b>			
<b>Practical training of practice</b>		<b>576</b>	<b>16,0</b>								<b>504</b>	<b>72</b>				
<b>Writing and defense of master's thesis</b>		<b>360</b>	<b>10,0</b>													
<b>Total number of other types of work</b>		<b>936</b>	<b>26</b>													
<b>Number of exams</b>				<b>9</b>										<b>4</b>	<b>4</b>	<b>1</b>
<b>Number of tests</b>					<b>13</b>									<b>4</b>	<b>5</b>	<b>3</b>
<b>Number of course works</b>						<b>3</b>								<b>1</b>	<b>1</b>	<b>1</b>
<b>Total according to the educational and qualification level</b>		<b>3240</b>	<b>90</b>				<b>682</b>	<b>292</b>	<b>68</b>	<b>322</b>	<b>504</b>	<b>72</b>	<b>1622</b>	<b>18</b>	<b>18</b>	<b>18</b>

\*Cycles of disciplines according to the requirements of standards for higher education, approved later than 27.08.2010, EQC and OPP.

### III. THE STRUCTURE OF THE CURRICULUM

Disciplines	hours	credits	%
1. Regulatory educational disciplines	1566	43,5	48,3
1.1. Cycle of humanitarian, social and economic training*	414	11,5	12,8
1.2. Cycle of natural science (fundamental) training*	396	11	12,2
1.3. Cycle of professional and practical training*	756	21	23,3
2. Elective academic disciplines	738	20,5	22,8
2.1. Disciplines chosen by University	594	16,5	18,3
2.1.1. Cycle of humanitarian, social and economic training*	198	5,5	6,1
2.2.1. Cycle of professional and practical training*	288	8	8,9
2.2. Disciplines chosen by students	252	7,0	7,8
2.2.1. Cycle of professional and practical training*	252	7,0	7,8
3. Other kinds of the workload	936	26	28,9
<b>Total according to the educational and qualification level</b>	<b>3240</b>	<b>90</b>	<b>100</b>

\*Cycles of disciplines according to the requirements of standards for higher education, approved later than 27.08.2010, EQC and OPP.

### IV. CONSOLIDATED DATA OF BUDGET TIME (BY WEEKS)

Year of study	Theoretical training	Examination period	Practical training	Writing and defense of master's thesis	State certification	Vacations	Total number
1	35	4	28	2	-	11	52
2	4	1	6	3	1	-	15
<b>Total number by educational and qualification level</b>	<b>39</b>	<b>5</b>	<b>6 (34)</b>	<b>5</b>	<b>1</b>	<b>11</b>	<b>67</b>

### V. PRACTICAL TRAINING

№	Kind of practice	Semester	Hours	Credits	Number of weeks
1	Educational (unseparated from the process of study, evaluation of specialty) practice	1	72	2	10
2	Productive oriented (unseparated from the process of study) practice	2	216	6	18
3	Productive oriented (predegree) practice of specialty	3	288	8	6

### VI. COURSE WORKS AND PROJECTS

№	The name of the discipline	Hours	Credit	Course paper	Course project
1	Educational institution management	18	0,5	+	
2	Labor resources management	18	0,5	+	
3	Educational activity management	18	0,5	+	

### VII. STATE CERTIFICATION

№	The component of the certification	Hours	Credits	Number of weeks
1	Writing and defense of master's thesis	360	10	6