

## STUDY PROGRAMME DATA

No	Parameters	Data
1.	Name of a study programme	<b>Administration of Institutions and Companies</b>
2.	Qualification to be awarded, code	Professional Bachelor of Business Management, KVALLAIP00813
3.	Institution that has performed accreditation, accreditation term	Centre for Quality Assessment in Higher Education
4.	Accreditation order, term	2017-07-28, Nr. SV5-75, 2023-08-31
5.	Place of delivery of a study programme	Klaipeda State University of Applied Science, code 111968056, www.kvk.lt
6.	Summary of Profile of a Study Programme	<b>General Description:</b>
		<b><i>Objective(s) of a study programme:</i></b>
		To prepare a modern specialist in administration of institutions and companies who is able to understand and apply the principles needed to manage companies and institutions, finance and accounting, as well as documents, to conduct applied researches, to use the information systems, and communication technologies, to implement managerial projects, quality control, social responsibility and ethical principles, to communicate in public space in the official and foreign languages, to take independent decisions.
		<b><i>Learning outcomes:</i></b>
		<p>1. Describes the principles of the establishment, performance, administration, and development of institutions and companies and their legal regulation.</p> <p>2. Applies the knowledge of the laws of the Republic of Lithuania to dealing with financial management and accounting.</p> <p>3. Organizes carrying out applied researches in institutions and companies, using both quantitative and qualitative research methods.</p> <p>4. Analyses, summarizes and applies the obtained research data in the activities of institutions and companies.</p> <p>5. Applies the principles needed in planning, organizing, motivating and controlling the activities of institutions and companies.</p> <p>6. Prepares, performs accounting, manages and keeps the documents of institutions and companies, using the principles of document management.</p> <p>7. Uses information and communication technologies in internal and external communication of institutions and companies.</p> <p>8. Communicates with internal and external partners on the issues of professional activities.</p> <p>9. Creates and implements the principles of quality management, social responsibility and ethics.</p>

		<p>10. Develops the plans for professional activity and personal career and assumes responsibility for the results of one's activity.</p> <p>11. Formulates rational solutions and new ideas, and selects the means for adapting to new situations.</p> <p><b><i>Activities of teaching and learning:</i></b></p> <p>Administration of Institutions and Companies study program is oriented to the development of generic and specialist competences and creativity: lectures, seminars, discussions, individual and group projects, practice, case studies, public presentation and defense of projects, mind-maps, problem-solving reading, writing articles, information search and systematizing, etc.</p> <p><b><i>Methods of student achievement assessment:</i></b></p> <p>The assessment of the learning outcomes of the study programme is carried out during the semester and the examination session applying a cumulative assessment system. During the semester, the learning outcomes are assessed by means of interim assignments: tests, individual and group projects, case studies, information search and systematizing, discussions, essays, independent creative tasks, seminars, term papers, practice reports, examinations, final projects.</p> <p><b><i>Framework:</i></b></p> <p><b><i>Study subjects (modules), practical training:</i></b></p> <p>Study subjects (120 credits): Sociology / Philosophy, Administrative Language and Its use, Business Foreign Language 1 (English, German, French), Business Foreign Language 2 (English, German, French, Russian), Psychology, Economics of Organizations, Management of Organization, Professional Ethics and International Protocol, Creativity Development, Applied Mathematics and Statistics, IT and Document Management, Organization of Business Events, Accounting and Finance, Methodology of Applied Research, Organizational Behavior, Marketing, Organizational Social Responsibility, Media Communication, Workflow Management, Personnel Management, Quality Management, Law, Management of Public Institutions, Clients Relationships Management, Project Management, Term Paper.</p> <p>Optional subjects (6 credits).</p> <p>Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship of Computer-based Management Program, Final Practice.</p>
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		Graduation Paper (9 credits).
		<b><i>Specializations:</i></b>
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		<b><i>Optional courses:</i></b>
		It is possible: - to select optional subjects; - to select alternative subjects.
		<b><i>Distinctive features of a study programme:</i></b>
		The study program is characterized by the interaction of theoretical and practical subjects. The program focuses on the preparation of Office Administrator for work in small and big organisations. Lectures are given by foreign scientists, directors, deputy directors from Lithuanian and abroad. Practices are carried out in the whole region of Western as well abroad under Erasmus+ programme.
		<b><i>Access to professional activity or further study:</i></b>
		<b><i>Access to professional activity:</i></b>
		Graduates will be able to carry out work in the fields of information and document management: to administrate and coordinate company, institution (subdivision) activities; create staff motivation systems and image administrate material and financial resources. The graduates of this study program can work in different types of business enterprises, state and public institutions.
		<b><i>Access to further study:</i></b>
		Access to the second cycle studies upon meeting requirements set by the accepting higher education institution.

Name of institution: Klaipeda State University of Applied Sciences

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Data updated: 2021-02-23