STUDY PROGRAMME DATA

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Progra	mme	General Description:
		Objective(s) of a study programme: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.Learning outcomes:1. Describes the principles of the establishment, performance, administration, and development of institutions and companies and their legal regulation.2. Applies the knowledge of the laws of the Republic of Lithuania to dealing with financial management and accounting.3. Organizes carrying out applied researches in institutions and companies, using both quantitative and qualitative research methods.4. Analyses, summarizes and applies the obtained research data in the activities of institutions and companies.5. Applies the principles needed in planning, organizing, motivating and controlling the activities of institutions and companies.6. Prepares, performs accounting, manages and keeps the documents of institutions and companies.7. Uses information and communication
		technologies in internal and external communication of institutions and companies.

seminars, term papers, practice reports, examinations, final projects. Framework: Study subjects (modules), practical training: 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 Comunication, Workflow Management, Personnel Management, Quality Management, Law. Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship	· · · ·	
 results of one's activity. 11. Formulates rational solutions and new ideas, and selects the means for adapting to new situations. Activities of teaching and learning: 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. Methods of student achievement assessment: The assessment of the learning outcomes of the study programme is carried out during the semester and the examination session applying a cumulativ assessment system. During the semester and the examination search and systematizing, discussions, essays, independent creative tasks seminars, terts, individual and group projects case studies, information search and systematizing. 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 Organizational Ethics and International Protocol Creativity Development, Applied Mathematics and Statistics, IT and Document Management Organizational Behavior, Marketing, Organizational Finance, Methodology of Applied Research Organizational Behavior, Marketing, Organizational Behavi		
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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 Comunication, Workflow Management, Personnel Management, Quality Management, Law Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training:Study subjects (120 credits): Sociology /Philosophy, Administrative Language and Its use,
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 Comunication, Workflow Management, Personnel Management, Quality Management, Law Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training:Study subjects (120 credits): Sociology /Philosophy, Administrative Language and Its use,Business Foreign Language 1 (English, German,
Statistics, IT and Document Management Organization of Business Events, Accounting and Finance, Methodology of Applied Research, Organizational Behavior, Marketing, Organizational Social Responsibility, Media Comunication, Workflow Management, Personnel Management, Quality Management, Law, Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,
Organization of Business Events, Accounting and Finance, Methodology of Applied Research, Organizational Behavior, Marketing, Organizational Social Responsibility, Media Comunication, Workflow Management, Personnel Management, Quality Management, Law, Management of Public Institutions, Clients Relationships Management, Project Management, Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,
Finance, Methodology of Applied Research, Organizational Behavior, Marketing, Organizational Social Responsibility, Media Comunication, Workflow Management, Personnel Management, Quality Management, Law, Management of Public Institutions, Clients Relationships Management, Project Management, Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics and
Organizational Behavior, Marketing, Organizational Social Responsibility, Media Comunication, Workflow Management, Personnel Management, Quality Management, Law, Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,
Organizational Social Responsibility, Media Comunication, Workflow Management, Personnel Management, Quality Management, Law Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practices Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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
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Management, Quality Management, Law, Management of Public Institutions, Clients Relationships Management, Project Management Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organization of Business Events, Accounting andFinance, Methodology of Applied Research,OrganizationalBehavior, Marketing,
Management of Public Institutions, Clients Relationships Management, Project Management, Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practices Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, Media
Relationships Management, Project Management, Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organization of Business Events, Accounting andFinance, Methodology of Applied Research,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Personnel
Term Paper. Optional subjects (6 credits). Practices (45 credits): Management Practice. Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,
Optional subjects (6 credits). Practices (45 credits): Management Practice Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management of Public Institutions, Clients
Practices (45 credits): Management Practice, Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management of Public Institutions, ClientsRelationships Management, Project Management,
Internship in Simulation Enterprise, Administrative Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management of Public Institutions, ClientsRelationships Management, Project Management,Term Paper.
Skills Training Practice in an Enterprise, Internship		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, PersonnelManagement of Public Institutions, ClientsRelationships Management, Project Management,Term Paper.Optional subjects (6 credits).
		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management of Public Institutions, ClientsRelationships Management, Project Management,Term Paper.Optional subjects (6 credits).Practices (45 credits): Management Practice,
of Computer-based Management Program, Final		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organization of Business Events, Accounting andFinance, Methodology of Applied Research,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management of Public Institutions, ClientsRelationships Management, Project Management,Term Paper.Optional subjects (6 credits).Practices (45 credits): Management Practice,Internship in Simulation Enterprise, Administrative
Drastics		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management, Quality Management, Law,Management of Public Institutions, ClientsRelationships Management, Project Management,Term Paper.Optional subjects (6 credits).Practices (45 credits): Management Practice,Internship in Simulation Enterprise, AdministrativeSkills Training Practice in an Enterprise, Internship
Practice.		Framework:Study subjects (modules), practical training: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, Economicsof Organizations, Management of Organization,Professional Ethics and International Protocol,Creativity Development, Applied Mathematics andStatistics, IT and Document Management,Organization of Business Events, Accounting andFinance, Methodology of Applied Research,Organizational Behavior, Marketing,Organizational Social Responsibility, MediaComunication, Workflow Management, Law,Management of Public Institutions, ClientsRelationships Management, Project Management,Term Paper.Optional subjects (6 credits).Practices (45 credits): Management Practice,Internship in Simulation Enterprise, AdministrativeSkills Training Practice in an Enterprise, Internshipof Computer-based Management Program, Final

Graduation Paper (9 credits).
Specializations:
Specializations.
- Optional courses:
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It is possible:
- to select optional subjects;
- to select alternative subjects.
Distinctive features of a study programme:
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.
Access to professional activity or further study:
Access to professional activity:
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.
Access to further study:
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 Prepared by: Jurgita Kasparienė, Head of Business administration Department Data updated: 2021-02-23