

3. INFORMATION ABOUT LITHUANIA, ŠIAULIAI AND ŠIAULIAI STATE COLLEGE

3.4. GENERAL DESCRIPTION OF STUDY PROGRAMMES

3.4.5. COMPANY AND INSTITUTION ADMINISTRATION (Code 653N23002)

Qualification Degree and/or Qualification: Professional Bachelor in Institution Administration

Objectives of the programme:

To prepare a qualified administrator, able to plan and organise everyday work of a company, institution, subdivision, to direct employees of an office (bureau, chancery), to arrange meetings and to take minutes, to administer projects, to control conflicts.

Study modes: full-time, part-time

The structure of the study programme:

1 semester		
Subjects	Credits	ECTS credits
Professional Foreign Language I	2	3
Information Technologies	4	6
Communication Psychology	3	4.5
Basics of Economics	3	4.5
Applied Mathematics	3	4.5
<i>Practice of Introduction to Speciality</i>	2	3
Statistics	3	4.5
Physical Education		
Total:	20	30

2 semester		
Subjects	Credits	ECTS credits
Professional Foreign Language I	2	3
Professional Language Culture	2	3
<i>Elective Subjects:</i> Philosophy Sociology	2	3
Office Communication Facilities	4	6
Basics of Accounting	4	6
<i>Practice of Office Equipment Management</i>	2	3
Document Management	4	6
Physical Education		
Total:	20	30

3 semester		
Subjects	Credits	ECTS credits
Professional Foreign Language II	4	6
<i>Elective Subjects:</i> Public Communications Career Management	2	3
Applied Research Methodology	2	3

3. INFORMATION ABOUT LITHUANIA, ŠIAULIAI AND ŠIAULIAI STATE COLLEGE

3.4. GENERAL DESCRIPTION OF STUDY PROGRAMMES

3.4.5. COMPANY AND INSTITUTION ADMINISTRATION (Code 653N23002)

3 semester		
Subjects	Credits	ECTS credits
Document Management	2	3
Management	4	6
<i>Practice of Documentation</i>	4	6
<i>Optional Subject</i>	2	3
Physical Education		
Total:	20	30

4 semester		
Subjects	Credits	ECTS credits
Protocol and Etiquette	2	3
Public Relations Management	3	4.5
<i>Practice of Public Relations</i>	4	6
Marketing	3	4.5
Environmental and Work Safety	2	3
<i>Elective Subjects:</i>	4	6
Public Institutions Administration		
Administration of Small-Scale Business		
<i>Optional Subject</i>	2	3
Physical Education		
Total:	20	30

5 semester		
Subjects	Credits	ECTS credits
Personnel Management	2	3
Project Management	3	4.5
Management and Analysis of Enterprise Activity Data	3	4.5
Business Planning and Organisation	3	4.5
<i>Practice of Personnel Management</i>	4	6
<i>Elective Subjects:</i>	3	4.5
Internet Marketing		
Marketing Strategy and Management		
<i>Optional Subject</i>	2	3
Civil Safety		
Total:	20	30

6 semester		
Subjects	Credits	ECTS credits
Law	2	3
<i>Elective Subjects:</i>	3	4.5
Documentation of Personnel Management		
Organisation of Work in the Personnel Office		

3. INFORMATION ABOUT LITHUANIA, ŠIAULIAI AND ŠIAULIAI STATE COLLEGE

3.4. GENERAL DESCRIPTION OF STUDY PROGRAMMES

3.4.5. COMPANY AND INSTITUTION ADMINISTRATION (Code 653N23002)

6 semester		
Subjects	Credits	ECTS credits
<i>Pre-graduation Practice</i>	7	10.5
Graduation Paper	8	12
Total:	20	30