



**Bibliographical reference
of Saint-Petersburg
University
of Management
and Economics
teachers and employees
works**

**(2010–2011)
from the funds
of the University Library**

**SAINT-PETERSBURG UNIVERSITY
OF MANAGEMENT AND ECONOMICS**

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Saint-Petersburg
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B 56

Bibliographical reference of Saint-Petersburg University
B 56 of Management and Economics teachers and employees
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The Bibliography reflects results of the research and education activities carried out by teachers and staff members of the Saint-Petersburg University of Management and Economics in 2010–2011. It includes details of publications available in the stock of the University Library, namely: scientific monographs, textbooks and manuals, including electronic editions, collections of scientific papers, materials of conferences, and etc., issued by the Publishing House of SPbUME and other publishing houses. The content of the bibliography is arranged taking into account types and nature of papers; references in each section are listed according to the alphabetical order of the publications' names.

The Bibliography is made in compliance with the rules and standards of the Russian Federation and is intended for all categories of users.

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Contents

| | |
|---|-----------|
| Monographs, textbooks, manuals | 4 |
| Books in foreign languages | 28 |
| Materials of scientific conferences, reports | 29 |
| Collections of scientific works, interuniversity scientific articles collections | 32 |
| Academic notes of Saint-Petersburg University of Management and Economics..... | 33 |
| Electronic editions | 34 |

Monographs, textbooks, manuals

1. **65.290-2**

B 43

Belous, Alexey Bronislavovich.

Theory of the firm controlability [Text]: monograph / A. B. Belous; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 304 p.: ill. — Bibliogr.: p. 278. — ISBN 978-5-94047-242-1.

2. **91.9:6**

B 59

Bibliographical guide of works of teachers and employees of Saint-Petersburg management and economics academy 1990–2010 (from the funds of the Academy Library). [Text]: collection of biographical information / Saint-Petersburg Academy of Management and Economics; comp. V. A. Svetlova; author of pref. E. S. Ivleva. — SPb.: Publish. SPbAME, 2010. — 452 p. — ISBN 978-5-94047-224-7.

Summary: Bibliographical reference is devoted to the 20 anniversary of St.-Petersburg Management and Economics Academy and reflects the results of the scientific research and educational activity of teachers and employees of the institution. The reference contains the information about the issues, in the funds of the library: scientific monographs, textbooks, manuals, collections of scientific works, materials from conferences etc., published in the Academy and other organizations. The material of the guide is organized according to the kinds and character of documents, inside the sections the notes are located due to the alphabet of publications and have continuous numbering.

3. **67.404.4**

G 55

Glushenko, Pyotr Petrovich (prof. doctor of jurisprudence)

State-legal family protection in RF (legal directory) [Text]: monograph / P. P. Glushenko; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 181 p. — Bibliogr.: p. 114. — ISBN 978-5-94047-142-4.

Summary: The history of formation of the institute of family legal relationships, legal status of their subjects, the mechanism of state-legal protection of

rights, freedoms and lawful interests of participants of family legal relationships, peculiarities of minors' rights regulation, the order of resolving disputes and problems between members of the family is presented.

4. 67.401

G 55

Glushenko, Pyotr Petrovich (prof. doctor of jurisprudence).

The technique of organization and realization of administrative (office) investigation in the management mechanism [Text] / P. P. Glushenko, V. V. Shvedko; publ. A. A. Vihrov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 64 p. — (Law. Management). — ISBN 978-5-94047-156-1.

Summary: The technique is developed for the use in any administrative activity to sound and legal revealing the reasons and conditions of failures in work, relationships between employees, and besides to open offenses in protecting and using material values, to open offenses in sphere of protection and using material assets, to warn infringements of rights, freedom and legitimate interests of subjects of administrative legal relationship.

5. 67.401

G 55

Glushenko, Pyotr Petrovich (prof. doctor of jurisprudence).

Legal status of persons, enduring lifelong punishment. [Text]: monograph / P. P. Glushenko, D. A. Morozova, O. V. Grevtsov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 106 p. — Bibliogr.: p. 88.

6. 67.405

G 55

Glushenko, Pyotr Petrovich (prof. doctor of jurisprudence)

Problems of legal regulation of labour safety management in market conditions [Text]: monograph / P. P. Glushenko, S. V. Karpova, E. E. Kurochkina; edit. P. P. Glushenko; Association law High Institutions, Saint-Petersburg Academy of Management and Economics, Youth Union of Lawyers RF. — SPb.: Publish. SPbAME, 2010. — 199 p.

Summary: Monograph is prepared with the view of performing all round rather legal analysis of essence, contents and peculiarities of standard and source study base, related to the institute of labor safety, its role and place in the perfection of labor relationships, rights protection and legal interests of subjects of investigated legal relationships.

7. **67.401**

G 55

Glushenko, Pyotr Petrovich (prof. doctor of jurisprudence)

Problems of perfection of subjects state legal protection of educational legal relationships [Text]: monograph / P. P. Glushenko, T. M. Varushenkova, A. M. Prokofyeva; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 24 p. — (Law. Management). — ISBN 978-5-94047-161-5.

Summary: Investigation is devoted to the right on education, according to the article 43 of Constitution RF.

8. **74.56**

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

State and local politics of preparation and municipal employees professional growth [Text]: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 1998. — 69 p. — Bibliogr.: p. 66-68 (36 titles).

Summary: In the book the essence, main principles and the scheme of purposes of territorial policy of professional training for local self-management formation are considered, the realization mechanism is offered.

9. **65.050**

G 56

Gnevko, Victor Andreevich (prof. acad. RAES).

State and municipal management. Territories and branches management [Text]: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — SPb.: Business-Center, 2001; SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 2001. — 350 p. — Bibliogr.: p. 346.

Summary: In the book vast materials on municipal management, state building and economical and social development prospects, companies' management improvement in Russia and abroad are presented.

10. **74.58**

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Distant education in the system of local self-government shots professional skill preparing and improving [Text]: monograph / V. A. Gnevko. — SPb.: Business-center, 1998. — 75 p. — Bibliogr.: p. 53.

Summary: In the book in a simple form on the bases of scientific workings out held in the Saint-Petersburg Institute of Management and Economics, the bases of information system of distant learning and consultation building and functioning are presented.

11. 65.9(2)30

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Investment decisions [Text]: manual / V. A. Gnevko, A. B. Krutik, M. V. Reshetova; Saint-Petersburg Institute of Management and Economics. Chair of enterprise and business economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 2002. — 140 p. — (Library of Saint-Petersburg Institute of Management and Economics). — Bibliogr.: p. 136. — ISBN 5-8114-0257-0.

Summary: The manual generalizes results of investments management research in business, considers methodology of investment decision formation and their efficiency estimation.

12. 65.050.2

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Management: Socially humanitarian measurement [Text]: monograph / V. A. Gnevko, I. P. Yakovlev; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 1996. — 328 p.

13. 66.3(0)

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Local government in Alaska [Text]: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics, Alaska University Anchorage. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 1998. — 184 p.

Summary: In the book the description of main types of government power in the state of Alaska and their responsibility is given. Questions of local government organization are considered in detail. Concrete, developed articles about local government from the Constitution are given. Full text of the USA Constitution, the state of Alaska is presented in the appendix, and besides materials about Alaska aboriginals rights are in it too.

14. 65.9(2)

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Modernization of municipal unit development systems [Text]: monograph / V. A. Gnevko. — M.: Economics, 2012. — 414 p. — Bibliogr.: p. 387. — ISBN 978-5-282-03192-8.

Summary: At the present stage it is necessary to study deeply theoretical bases of working out a productive scientifically-innovative municipal unit policy. In this work the attempt to open law of innovative sphere functioning, and also to reveal the essence of economic, organizational and administrative relationships in scales of municipal unit as a subject of Russia territorial division is made. The aim of author research was working out a methodological aspect of strategic and specialized applied integral analysis of starting conditions and initial pre-conditions of municipal unit complex social-economic development.

15. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Municipal government [Text]: preparing and improving employees professional skills: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — SPb.: Business-Center, 1999. — 317 p.

Summary: In the monograph methodological bases of creation the system of preparing and professional training management and post-graduate education for local self-government are considered, analysis of formation state and local policy principles of municipal staff preparing and professional growth is given etc.

16. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Organizational and economical bases of functioning and development of educational institution of improving municipal employees professional skills [Text]: methodical material / V. A. Gnevko, K. N. Znamenskaya, V. E. Rohchin; edit. A. E. Kogut; Saint-Petersburg Institute of Management and Economics, RAES. — SPb., 1996. — 40 p. — Bibliogr.: p. 38 (43 titles).

Summary: In the work peculiarities of Russian educational institutions' activity carrying out extra professional education in the sphere of state and municipal management are considered. Creation principles, function-

ing and development of specialized educational institutions of improving municipal employees professional skills, which are reflected in the main sections of approximate charter for this type of educational institutions are considered.

17. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Organization of post-graduate local self-management personnel training [Text]: monograph / V. A. Gnevko; Edit. A. E. Kogut; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 1996. — 258 p. — Bibliogr.: p. 253–258 (107 titles).

Summary: The book is printed according to the materials of distant research of prof. Gnevko V. A., prepared on the basis of analysis of organization of state and municipal service experience in Russia and abroad, practice of local self-management professional training, and also the results of Saint-Petersburg Institute of Management and Economics, headed by him, work.

18. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Main features of educational institutions management in modern conditions [Text]: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 2002. — 352 p.: ill., photo. — ISBN 5-94047-002-5.

Summary: In this issue the material, devoted to the history of foundation, formation and development of the Saint-Petersburg Institute of Management and Economics is published.

19. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Problems of personnel maintenance of local self-management: improving municipal employees professional skills [Text]: monograph / V. A. Gnevko; edit. A. E. Kogut; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 1996. — 85 p. — (Local Government). — Bibliogr.: p. 80–84 (55 titles).

Summary: In the book aspects of municipal employees qualification growth — the key factor of local self-management personnel maintenance in Russia are considered. The necessity and recommendations on development of purposeful politics on local level in the sphere of municipal employees professional skills are proved.

20. 66.3(2)12

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

The development of local self-management and problems of personnel maintenance [Text]: monograph / V. A. Gnevko, A. E. Kogut; Saint-Petersburg Institute of Management and Economics, ISEL RAES. — SPb., 1996. — 105 p. — (Local self-management). — Bibliogr.: p. 124 (20 titles).

Summary: In the book problems of local self-management development and its personnel maintenance are considered in interrelation. Main attention is paid to the questions of creation of municipal employees qualification growth system. The essence of this system, main principles of its organization and direction of development are revealed.

21. 65.04

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Regional problems of innovative economics development [Text]: monograph / V. A. Gnevko. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 2004. — 480 p. — Bibliogr.: p. 333. — ISBN 5-94047-027-0.

Summary: In the monograph questions of formation of innovative type of regional economic development are considered. The analysis of existing concepts of municipal scientifically-innovative politics is given. The questions of municipal units personnel maintenance, as the main factor of regional economics innovative development are investigated in details.

22. 65.9(2)

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Economics modern condition: searching of acceleration and the ways of development [Text]: business / V. A. Gnevko, A. B. Krutik, M. V. Reshetova; Saint-Petersburg Institute of Management and Economics, Enterprise economics and business chair. — SPb.: Publish. Saint-Petersburg

Institute of Management and Economics, 2003. — 62 p. — (Saint-Petersburg Institute of Management and Economics Library). — Bibliogr.: p. 61. — ISBN 5-8149-0109-5.

Summary: In this work modern condition and prospects of natural and labour resources development are analyzed. Problems and prospects of transitive economics of the country are formed. Questions of neoliberal globalization and its destabilizing influence on domestic economics are considered.

23. 74.58

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Innovative high school formation in conditions of Russian education modernization: theory and practice [Text]: monograph / V. A. Gnevko, G. I. Lukin. — SPb.: Publ. Saint-Petersburg Institute of Management and Economics, 2005. — 236 p. — Bibliogr.: p. 188. — ISBN 5-94047-064-5.

Summary: Theoretical and applied aspects of forming and development of a new type of high school educational institution — innovative high school in conditions of Russian education modernization are investigated. Theoretical preconditions and organizational — economical bases of innovative high schools formation, methodical definition of scientifically-innovative high school potential and efficiency of its use are described in the book. During the investigation signs and criteria of allocating innovative high school among state and non-state high educational institutions are defined and reference model is built. On the basis of investigation of the problem of High School intellectual capital formation methodical bases of high school cost estimation is worked out, and is considered as business enterprise.

24. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Territorial policy of improving state and municipal employees skills [Text]: methodical bases of working out and realization / V. A. Gnevko, V. E. Rohchin; edit. A. E. Kogut; Saint-Petersburg Institute of Management and Economics, IMEL RAES. — SPb., 1996. — 81 p. — Bibliogr.: p. 79 (41 titles).

Summary: The work is devoted to some theoretical and practical problems of forming and realization territorial policy of extra professional staff education under modern requirements. The necessity and logic of working out purposeful policy in the sphere of improving regional and municipal bodies skills on the local level is proved.

25. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Managing the process of educating staff for local self-government [Text]: methodological aspect / V. A. Gnevko, R. A. Islyayev, V. E. Rohchin; RAES, Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. RAES, 1998. — 127 p. — Bibliogr.: p. 169–172 (48 titles).

Summary: In the monograph actual problems of local self-government personnel maintenance are considered; methodological approaches to creation of training municipal authorities personnel management are proved; strategic directions of high professional training development on the speciality “State and municipal management”.

26. 65.050.2

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Managing of economic development of economic complex [Text]: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — 2002. — 367 p. — Bibliogr.: p. 365. — ISBN 5-940-47-004-1.

Summary: In the monograph methodological bases of creation the system of effective managing and post-graduate personnel training, as an important part of country economic complex is considered in detail. Deep analysis is given to the essence and basic principles of forming state and local policy of employees training and qualification growth.

On the example of activity of municipal self- government bodies, worked out by the author, main directions of reforming high professional training of municipal self-government staff and the creation of the 21-st century specialist model, estimation of his input into the development of economics of an enterprise, city, region are described.

27. 74.56

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Educational institution in conditions of transition period. Concept of training development [Text]: monograph / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg

Institute of Management and Economics, 2001. — 272 p. — ISBN 5-93433-006-3.

Summary: In the book extra material about the history of creation, forming and development of the Institute of Management and Economics for the last 10 years.

28. 74.00

G 56

Gnevko, Victor Andreevich (rector, prof. acad. RAES).

Educational environment formation by educational institutions of a new type [Text]: scientific edition / V. A. Gnevko; Saint-Petersburg Institute of Management and Economics. — SPb.: Publish. Saint-Petersburg Institute of Management and Economics, 2000. — 328 p.: ill.

Summary: In the book vast material about foundation and functioning of an off-budget financed educational institution is collected. In the bases of the book publications in mass media about the activity of Saint-Petersburg Institute of Management and Economics are put. (St.- Petersburg).

29. 67.404

G 72

State-legal protection of rights, freedoms and lawful interests in the process of using integrated safety systems [Text]: monograph / P. P. Glushenko [et al.]; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 81 p. — Bibliogr.: p. 64.

30. 74.5

D 22

20 years together [Text]: Collective biography / Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 234 p.: col. ill. — ISBN 978-5-94047-229-2.

Summary: The book tells about forming and development of economics and finance faculty, its professors and teachers, staff and students. The faculty developed together with the university, and today it realizes bacculaureate, magistrate preparation, lets out qualified experts for the Russian economics, state management bodies, science and education.

31. 74.58

D 22

20 years on native land service [Text]: reference edition / Saint-Petersburg Academy of Management and Economics; auth. E. A. Rukman. — SPb.: Publish. SPbAME, 2010. — 352p.: ill., col. photo. — ISBN 978-5-9407-227-8.

Summary: In the documentary public edition, prepared for the 20 anniversary of Saint-Petersburg management and economics academy, the process of institution forming and development is described. Founded as the center of administrative workers preparation, at present the Academy is one of the leading high institutions in the Russian Federation and prepares qualified specialists for economic and state management bodies enterprises, science and education of our country. The edition is illustrated by photos from the archive of the information-publishing center of SPbAME.

32. 67.401

D 56

Diligent purchaser — the most important subject of diligent purchasing: history and present day, theory and practice [Text]: monograph / P. P. Glushenko [et al.]; Legal High School Association, Youth Union of Lawyers RE, Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 111 p. — Bibliogr.: p. 104. — ISBN 978-5-94047-142-4.

Summary: The monograph is devoted to legal regulation of the institute of diligent business functioning and the status of diligent purchaser. Rather-legal analysis of the contents of standard and source study base on national and international levels related to the institute of diligent purchasing forming and status perfection of diligent purchaser is given; the concept of legal institute is given; the history of its origin; formation stages; legitimacy substantiation of recognition it a legal institute; the right of legal purchaser; the amount of rights and duties; order and mutual relations features between subjects of legal relations, in the process of digital purchasing; legal responsibility institute, used in dispute resolution process between the subjects of diligent purchasing institute; problems of mutual relations between the state and diligent purchaser and substantiation of ways, methods and forms of their overcoming; mechanism of rights and legal interests of subjects of digital purchasing institute protection.

33. 65.433

D 64

Long-term target program “Tourism development in municipal unit Sharypovskiy region Krasnoyarsk territory for 2011-2015” [Text]: industrial-practical edition / Saint-Petersburg Academy of Management and Economics; compiler G. R. Zmanovskiy [et al.]. — SPB.: Publ. SPbAME, 2011. — 92p.

34. 65.012.1

I 66

Innovative priorities of management in steady regional business [Text]: monograph / O. A. Grunin [et al.]. — SPb.: Asterion, 2011. — 240 p. — Bibliogr.: p. 226. — ISBN 978-5-94856-867-6.

Summary: Theoretical substantiation of steady regional business is given and main conditions for its formation on innovative base are shown. Management system and its organizational-economic mechanism is presented. Basic directions for increase of business efficiency and stability are proved.

35. 65.049(2)-2

I 66

Innovative technologies of territories' development management [Text]: scientific edition / Saint-Petersburg Academy of Management and Economics; ed. N. S. Shashina. — SPb.: Publ. SPbAME, 2010. — 228 p.: ill. — ISBN 78-5-94047-223-0.

Summary: Collective monograph is devoted to actual problems of innovative management of social and economic territory development. Estimating of local self-management bodies efficiency, questions of regional economics modernizing, its territorial bodies, innovations in different spheres of activity of executive power and management bodies, business influence on territory development are considered in it.

36. 65.40-2

I 66

Innovative management of logistical systems [Text]: scientific edition / V. O. Baharev [et al.]; ed. V. A. Gnevko; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 368 p.: ill. — Bibliogr.: p. 364. — ISBN 978-5-94047-228-5.

Summary: In this collective monograph on a wide scientific material problems of innovative management of logistical systems in Russian economics

and abroad are revealed, theoretical, methodological, and historic aspects of logistics are investigated. Purposes and problems of enterprise management under conditions of economics reorganization are analyzed. Innovative models of anti-recessionary financial management are given, the ways of innovative management perfection are offered.

37. 67.405

I 71

Institute of labor safety in the Russian Federation: history and present day [Text]: monograph / P. P. Glushenko [et al.]; Federal Agency on Russian Federation Education, Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 215 p. — Bibliogr.: p. 165. — ISBN 978-5-94047-142-4.

Summary: The work is devoted to labor safety maintenance and labor activity safety under conditions of financial and economic crisis. In the work legitimacy substantiation of recognition of activity on labor safety to be competent legal institute is presented. The institute purpose is each worker safe labor conditions maintenance and the right to apply to public authorities for damage compensation in the case of trespass on manufacture. The mechanism of realization and the citizens' rights on safety labor maintenance is shown, powers and conducting subjects of bodies and officials, authorized to provide realize labor legislation observance, to maintain constant control and supervision for employers activity in labor safety sphere.

38. 67.410

I 71

Institute of mandate manufacture [Text]: monograph / P. P. Glushenko [et al.]; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2001. — 84 p. — Bibliogr.: p. 69.

39. 67.412.2

K 12

Kabanov, Andrey Alexandrovich.

Civil and a commercial law of foreign countries: Questions, answers and the vocabulary of terms [Text]: recommended by methodical council of the University / A. A. Kabanov; SPbAME. — SPb.: Publish. SPbAME, 2011. — 91 p. — Bibliogr.: p. 82.

Summary: Contains answers on main questions, which is necessary to know for high school graduates, accredited abroad.

40. 72

K 54

Knyazhitskaya, Oksana Iosifovna.

Research work: theory and practice [Text]: for independent work / O. I. Knyazhitskaya; Saint-Petersburg Academy of Management and Economics. — SPb.: SPbAME, 2011. — 138 p.: ill. — Bibliogr.: p. 131. — ISBN 978-5-94047-247-6.

Summary: In the work peculiarities of scientific research are revealed, recommendations on scientific works design are given, research methods are analyzed, problems of scientific research regulation and unification are considered, questions of forming innovative culture and scientific ethics are considered.

41. 72.4

K 56

Kovalenko, Boris Borisovich.

The report on scientific research students work [Text]: report of SRW / B. B. Kovalenko, A. Yu. Rummyantseva; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, [2011]. — 79 p.: tables, photos.

42. 65.291-56

K 76

Kosheleva, Tatyana Nickolayevna.

Small business: factors of innovative growth and development direction [Text]: monograph / T. N. Kosheleva; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 220 p.: ill. — Bibliogr.: p. 204. — ISBN 978-94047-23202.

Summary: In the monograph economic aspects of innovative process in business sector in Russia and some developed countries on the example of small innovative enterprises are investigated. In the attention center — organization of innovative activity and innovative process. The monograph is devoted to problems of development processes of Russian small business in national economy of Russia. Economic contents of small business and approaches to its definition are considered. Special attention is paid to negative restrictive influence of different barriers on Russian small business and also factors of innovative growth and development direction of small business.

In the monograph suggestions of defining for small innovative enterprises strategy development are formulated.

43. 65.012.1

K 76

Kosheleva, Tatyana Nickolayevna.

Business activity organization [Text]: manual for high schools / T. N. Kosheleva; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 196 p.: ill. — Bibliogr.: p. 151. — ISBN 978-5-94047-205-6.

Summary: In the manual basic materials on business activity organization are systematized, among them: main organizational-legal forms and planning of entrepreneurship activity; office-work bases, main types and characteristics of negative influence and threats for enterprise safety; contents of economic enterprise safety; manufacture organization; personnel maintenance of business activity; personnel certification and bases of enterprise payment organization; marketing strategy and organization of enterprise advertising activity; bases of expenses management and accounting on an enterprise, finance management; ecological safety of leading business activity. Material statement is followed by tables, schemes and drawings. In the manual tests and questions for knowledge testing, and also main terms vocabulary are given.

44. 65.920.93

K 91

Kunin, Vladimir Aleksandrovich.

Practical course of finance management [Text]: textbook for high schools / V. A. Kunin; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 280 p.: ill. — Bibliogr.: p. 274. — ISBN 978-5-94047-185-1.

Summary: Systematized author's course of finance management is offered. Consideration of basis of finance management is combined with examples of practical use, which lets resolve concrete problems of finance management.

45. 65Y6

K 91

Kunin, Vladimir Aleksandrovich.

Risks management in industrial business (theory, methodology, practice) [Text]: monograph / V. A. Kunin; Saint-Petersburg Academy of

Management and Economics. — SPb.: Publish, SPbAME, 2011. — 184 p.: ill. — Bibliogr.: p. 136. — ISBN 978-5-94047-233-9.

Summary: The monograph is devoted to development of theory and methodology of risks in industrial business management. In the work the mechanism of risk-management influence on industrial business efficiency and principles of balanced risk management are offered. Expediency is proved and algorithm is worked out for applying combined approach to risks management of industrial business, oriented on complex using of preventive and jet risks management on the basis of feedback mechanism. The module principle is offered and methodical approach to building of risks system of industrial enterprises' business processes is worked out on the bases of allocation of basic structure risks. The system of main indicators of business activity effectiveness is specified and the system of indicators of risks estimation of industrial business is offered. The economic-mathematical model of avalanche generation of risks is worked out, on the use of which, columns of basic structures conditions of industrial enterprises business risks are built, limiting probabilities of these structures final conditions are estimated and methods of estimating of risks influence on business activity efficiency and estimating measures efficiency in the terms of risks management. Theoretical workings out are approved on practice relating to risks management of an instrument-making real industrial enterprise.

46. 60.5

L 21

Lamov, Igor Feliksovich.

Access of little mobile groups of people into buildings and constructions premises. Institutional aspect [Text]: monograph / I. F. Lamov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 126 p.: ill. — Bibliogr.: p. 121. — ISBN 978-5-04047-204-9.

Summary: Systematic analysis of standard-legal basis on state and municipal levels relating to maintenance of groups of people with little mobility access into buildings and constructions premises. Suggestions on its perfection are worked out.

47. 60

M 54

Methodological problems of disciplinary and the interdisciplinary research in socially-humanitarian sciences [Text]: collective monograph /

Saint-Petersburg Academy of Management and Economics; ed. V. A. Gnevko. — SPb.: Publish. SPbAME, 2010. — 250 p.: ill. — ISBN 978-5-94047-266-1.

Summary: In the collective monograph disciplinary and interdisciplinary methods of research, and also problems of methodological character, which appear while using them in scientific research process. Peculiarities of scientific and socially-humanitarian knowledge, methods of scientific research in social and humanitarian sciences — economics, sociology, psychology are revealed. Place and role of philosophy in interdisciplinary research in socially-humanitarian sciences are analyzed in detail. Monograph is prepared on the basis of Russian and foreign scientists works, and authors' scientific researches too.

48. 72

M 77

Monographs of SPbAME [Text]: The list of edited monographs. Prepared by regular employees of Saint-Petersburg Management and Economics Academy in 2003–2010: exhibition materials / Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, [2010]. — 38 p.: tables.

49. 67.400

O 75

Bases of constitutional law of foreign countries [Text]: manual for high school / Association of lawyers of RF, Saint-Petersburg Academy of Management and Economics; edit. P. P. Glushenko; author: K. V. Popova, E. E. Kurochkina. — SPb.: Publish. SPbAME, 2010. — 210 p. — Bibliogr.: p. 194. — ISBN 978-5-94047-142-4.

Summary: The manual contains the results of rather-legal analysis and standard-legal and source-study base of RF and foreign countries, related to the branch constitutional law.

50. 66.3(2)12

P 13

Pak, He Sun.

Estimation of efficiency of social-economic units recourse management on the microspatial level [Text]: monograph / H. S. Pak; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 206 p.: ill. — Bibliogr.: p. 178. — ISBN 978-5-949470237-7.

Summary: The monograph is devoted to actual problems of municipal units' resources management. The methodology of investigating administrative hierarchy in economic system of resource maintenance of spatial units are considered, problems of working out theoretical and methodical approaches to estimation of resource management efficiency, and also estimation of these approaches introduction results.

51. **67.412.1**

P 78

Problems of realization of European court on human rights decisions in practice of Constitutional court activity, Supreme court and other courts of the Russian Federation [Text]: monograph / P. P. Glushenko [et al.]; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 79 p. — Bibliogr.: p. 70.

52. **65.012.1**

P 78

Problems of innovative activity management In the sphere of small business [Text]: monograph / E. O. Valeeva [et al.]; ed. V. A. Gnevko; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 308 p.: ill. — ISBN 978-5-94047-189-9.

Summary: Modern problems of small forms of small entrepreneurship management in our country are revealed, processes of forming and realization of development strategies in this sphere of economics are investigated; methods of regulation and coordination of innovative activity in this area of managing are analyzed, and besides, ways of improvement of small entrepreneurship crediting system.

53. **65.32**

P 78

Food complex of Russia: Methodology and practice of complex modernizing and maintenance of Russia food safety [Text]: monograph / V. O. Baharev [et al.]; ed. G. A. Trofimov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPBAME, 2011. — ISBN 978-5-94047-235-3.

54. **65.34**

R 34

Rezvaya, Anna Dmitrievna.

Methodology of regulation of business activity in fish complex [Text]: monograph / A. D. Rezvaya; Saint-Petersburg Academy of Management

and Economics. — SPb.: Publish. SPbAME, 2010. — 296p.: ill. — Bibliogr.: p. 279. — ISBN 978-5-94047-143-1.

Summary: The monograph is devoted to working out a new methodology of regulation of business activity in domestic fish branch on the basis of modern scientific representations about state's active role in market economics. The author considers economic relations between the subjects of Russian fish complex, communication processes and their information support. Analysis of vast actual material allows to offer mechanism of realization of long-term strategies of business development in this sphere. Main theoretical and practical research conclusions, approved on practice, allow to optimize organization of managing subjects and to raise efficiency of business management in fishery segment of national economics.

55. 65.290.93

R 86

Rumyantseva, Anna Yurievna.

Finance management on an enterprise: receivables and factoring [Text]: manual for high school: recommended by methodical council of the University / A. Yu. Rumyantseva, Yu. A. Sokolova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 76 p.: ill. — (Examination Tomorrow). — Bibliogr.: p. 75. — ISBN 978-5-94047-184-4.

Summary: Main features of receivables management on an enterprise, and also the essence of factoring, as a method of receivables management are revealed. Questions of algorithm and mechanism of receivables management, principles of forming credit policy on an enterprise, mechanism of factoring service.

56. 65.290.86

S 47

Slanov, Valeriy Pavlovich.

Expenses management on an enterprise [Text]: manual for high school, recommended by methodical council of a University V. P. Slanov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 60 p. — (Examination Tomorrow). — ISBN 978-5-94047-182-0.

57. 67.400

C 23

Collection of tests, for the subjects of faculty of state and international law (for students of all forms of study) [Text]: for speciality “Jurisprudence” / P. P. Glushenko [et al.]; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 160 p.

58. 67.400

C 23

Collection of educational tasks, problems, exercises and tests for the subject “Constitutional law of foreign countries” [Text]: for students of law faculty of all forms of study / Association of law high schools, Saint-Petersburg Academy of Management and Economics, Youth lawyers union of RF; ed. P. P. Glushenko; comp. K. V. Popova, E. E. Kurochkina. — SPb.: Publish.: SPbAME, 2010. — 33 p. — ISBN 978-5-940470142-4.

Summary: Problems and test exercises, allowing to test knowledge level on the basic topics of the branch are presented; to maintain residual studies control on different themes; to learn themes independently and to help in examination preparation.

59. 65.262.1

S 59

Sokolova, Yuliya Arkadyevna.

Banking [Text]: manual for high school; recommended by methodical council of the University / Yu. A. Sokolova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 80 p. — (Examination Tomorrow). — Bibliogr.: p. 80. — ISBN 978-5-94047-179-0.

60. 60.56

S 69

Social technologies of society management: regional level [Text]: monograph / Saint-Petersburg Academy of Management and Economics; ed. Ya. A. Margulyan. — SPb.: Publish. SPbAME, 2010. — 436 p.: ill. — Bibliogr.: p. 429. — ISBN 978-5-94047-209-4.

Summary: In this collective monograph theoretical methodological problems of society management are considered and applied problems of society management, using of social technologies in different spheres of regional activity. Special attention is paid to innovative social technologies working out and applying, connected with maintenance of society social safety, forecast-

ing and projecting regional development, using managing technologies in socially-cultural sphere and social work with local population.

61. 65.2(2Rus)-97

S 83

Strategies of postcrisis modernization of economics and finance [Text]: monograph / Saint-Petersburg Academy of Management and Economics; ed.: E. S. Ivleva, A. I. Dobrynin. — SPb.: Publish. SPbAME, 2010. — 220 p.: ill. — ISBN 978-5-94047-193-6.

Summary: It is devoted to the analysis and the search of way of economics and finance development in postcrisis period. Questions of forming of postcrisis economics model on the basis of diversified sector of actual economics are considered and also financially-bank system of Russia. Applied recommendations on strengthening of monetary system, re-structuring of financially-bank structures and business organizations are offered.

62. 51.1:74.58

S 90

Surzhok, Tamara Georgievna.

Health studies with students of special medical group with the help of physiotherapy exercises in case of disease of internal organs [Text]: methodical manual for high school: recommended by methodical council of the University / T. G. Surzhok, I. Yu. Zhitkova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 64 p. — (Examination Tomorrow). — Bibliogr.: p. 63. — ISBN 978-5-94047-181-3.

63. 75.1:74.58

S 90

Surzhok, Tamara Georgievna.

Main directions of physical education in students' professional training under conditions of high school modernizing with the use of point-rating system [Text]: methodical manual / T. G. Surzhok, O. A. Tarasova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 96 p.: ill. — Bibliogr.: — ISBN 978-5-94047-245-2.

Summary: The manual is prepared according to program documents for physical culture for high school and is aimed at assisting methodically to students in physical culture education under conditions of high school modernizing with the use of point-rating system.

64. 65.290-93

S 91

Suhovich, Inna Stepanovna.

Financial risks management in commercial transactions [Text]: monograph / I. S. Suhovich; UME. — SPb.: Publish. SPbAME, 2011. — 134 p.: ill. — Bibliogr.: p. 132 — ISBN 978-5-94047-254-4.

Summary: Analysis of financial risks management during realization such important part of enterprise activity, as commercial transactions enterprises functioning in Russia is connected with great economic risks, not characteristic for more developed countries with stable market. On the basis of careful analysis estimation and economic risks account the author suggests ways of forming the system of risk-management in the sphere of entrepreneurship.

65. 88.52

T 39

Tedor, Stanislav Nickolayevich.

From self-knowledge to change: make yourself stronger [Text]: monograph / S. N. Tedor; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — 216 p.: ill. — Bibliogr.: p.216. — ISBN 978-5-94047-238-4.

Summary: The book is addressed to those, who aspire to achieve great success in business sphere and reveal his/her human potential. Authors state in accessible form concepts of modern psychology, allowing to everybody realize his/her nature and understand features deeper. The monograph includes practical methods of self-working, which help to overcome effectively typical inner personals conflicts.

66. 65.012.1

T 60

Torgunakov, Yevgeniy Anatolyevich.

Enterprise structures competitiveness management under conditions of transformation of competitive environment [Text]: monograph / Ye. A. Torgunakov. — SPb.: Publish. SPbAME, 2010. — 244 p. — Bibliogr.: p. 241. — ISBN 5-94047-092-0.

Summary: Tendencies of enterprise activity development are analyzed, the problem of development of competitive relations and competitiveness management of enterprise structures under conditions of competitive environment transformation is offered, the essence of structurally-composite

approach as alternative concept of enterprise structures competitiveness management is revealed. Organizationally- managing mechanism of enterprise structures competitiveness potential estimation on the basis of structurally-composite approach is based. Great attention is paid to questions of interdependence of business environment and competitive state of enterprise structure, for which the mechanism of likelihood and indistinct parameters of competitiveness, recommended for competitiveness management under conditions of dynamical environment.

67. 66.433

T 87

Tourist passport of a municipal unit [Text]: refer. media / Saint-Petersburg Academy of Management and Economics; comp.: G. R. Zmanovskiy, I. V. Tropynin. — SPb.: Publish. SPbAME, 2011. — 72 p. — Bibliogr.: p. 69. — ISBN 978-5-94047-244-5.

Summary: In the reference main criteria are given, according to which account and analysis of primary information about recreational potential of the municipal unit territory. The summary of this work is composition of a municipal unit tourist passport. Composition of a tourist passport as any of scientific-research work — from a plan to the finishing design of a scientific work, is carried out according to definite common methodological approaches to scientific research. The object of research during preparation of a municipal unit tourist passport is not only a separate subject, concrete indicator, but the whole class of similar objects and indicators, their set. The aim and tasks of certification are in collecting and systematization of common data about investigated objects, revealing connection between them, and also to define further prospects of tourism development in the investigated region. In the reference a glossary on the topic of tourism and recreation is given.

68. 88.53

H 20

Haritonov, Mikhail Vasilyevich.

Psychology of modern mass communications [Text]: monograph / M. V. Haritonov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 352 p. — Bibliogr. at the end of chapters. — ISBN 978-5-94047-191-2.

Summary: Monograph is devoted to psychology of mass communications — discipline, recently came into the list of studied for high school students. Heightened interest to this problem is connected with its ur-

gency nowadays. In the work the analysis of psychological processes, characteristic for the audience of mass communication, techniques and technologies of influence on them are considered in detail. The author pays special attention to those techniques, which filled the number of mass communications employees lately.

69. 65.012

Ch 47

Chechurina, Maiya Nickolayevna.

Innovative process management in multilevel economic system [Text]: monograph / M. N. Chechurina; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 214 p.: ill. — Bibliogr.: p. 201. — ISBN 978-5-94047-218-6.

Summary: In the monograph innovative process is considered as origin, distribution and use of innovations on the market as technologies, products and services, demanding management modernizing on the basis of administrative innovations, Domestic and foreign experience in this sphere.

The author worked out the concept of modernization of multilevel hierarchical system economics management, based on differentiated approach to management innovations of different levels. The methodology of innovative process management is offered on the basis of building of accompanying subsystem using a portfolio of management innovations for successful realization of technique and technological innovations.

70. 65.290-2

CH 65

Chirkova, Tamara Valeryevna.

Management of enterprise organizational development [Text]: manual for high schools: recommended by methodical council of the University / T. V. Chirkova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 170 p. — ISBN 978-5-94047-239-1.

Summary: Methodical manual assumes complex approach to the study and building of modern organization. In the book theoretical bases of organizational development of modern enterprises management are revealed, organizational development is considered, as systematic diagnostics of organization state, methods of economical efficiency of projects organizational development estimation are given.

Books in foreign languages

71. 74.56

G56

Gnevko, V. A.

Authorities education in Russia [Text]: monograph / V. A. Gnevko. — Berlin; SPb.: [s. n.], 2003. — 400 p. — ISBN 3-934854-14-1. — ISBN 5-94047-019-X.

72. 65.049-2

G56

Gnevko, V. A.

Innovative Development of Russian regions: challenges and goals [Text]: monograph / V. A. Gnevko. — SPb.: Publish. SPbAME; Washington: American University, 2007. — 359 p. — ISBN 5-94047-088-2.

73. 74.56

G56

Gnevko, V. A.

The development of municipal units in Russia [Text]: monograph / V. A. Gnevko, M. V. Gnevko. — Chester, Pennsylvania: Widener, 2003. — 334 p. — ISBN 08-19578-374. — ISBN 5-94047-020-3.

74. 65.049-2

G56

Gnevko, V. A.

Management of innovative development in regional economics [Text]: monograph / V. A. Gnevko. — SPb.: Publish. SPbAME; Magdeburg: German -Russian Center of Economical Science, 2005. — 512 p. — ISBN 5-94047-071-8.

Materials of scientific conferences, reports

75. 71.05

D 44

Cultural dialogue 2010: science in the knowledge society [Text]: collection of scientific works of international academic and research conference, June 3–4, 2010 / Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPBAME, 2010. — 198 p.: ill. — ISBN 978-5-94047-251-3.

76. 71.05

D 44

Cultural dialogue: management of socially-cultural processes [Text]: collection of scientific works of international academic and research conference, June 8–9, 2011. — Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPBAME, 2011. — 458 p.: ill. — ISBN 978-5-94047-251-3.

77. 65.9(2)

I 66

Innovative economics: problems and prospects of development 2011 [Text]: collection of reports from an international academic and research conference, April 18–21, 2011. Edit. 8 / Saint-Petersburg Academy of Management and Economics; edit. V. O. Baharev [et al.]. — SPb.: SPBAME, 2011. — 204 p.: ill. — ISBN 978-5-94047-246-9.

78. 65.9(2)-56

I 66

Innovative economics: Problems and perspectives of development 2011 [Text]: collection of scientific reports from international students conference November 28–29, 2011. Edit. 9 / UME; edit. V. A. Baharev [et al.]. — SPb.: Publish. SpbUME, 2011. 242 p.: ill. — Bibliogr. at the end of the art. — ISBN 978-5-94047-260-5.

79. 67.400.7

P 68

Legal culture — the main indicator of legal education quality [Text]: materials of international academic and research conference. —

Saint-Petersburg Academy of Management and Economics; edit. P. P. Glushenko. — SP.: Publish. SPbAME, 2010. — 387 p. — Bibliogr. at the end of the art. — ISBN 978-5-94047-147-4.

80. 67.400

P 68

Human rights protection activity of a legal state: history and present day, theory and practice [Text]: collection of scientific works of international academic and research conference November, 11–12, 2010 [in 2 parts] / Committee on science and high school of Saint-Petersburg Administration, Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — ISBN 978-5-94047-221-6.

Part 1. — 562 p. — ISBN 978-5-94047-220-9.

Summary: In the collection scientific reports and articles of administrative representatives, scientists and high school teachers in Russia and abroad, research assistants, regional and municipal administration, representatives of human rights organizations of the Russian Federation, foreign countries, post-graduate students and students, participated in International academic and research conference “Human rights activity of a legal state: history and present day, theory and practice”, which took place in November 11–12, 2010 in SPbAME. Materials of the collection reflect actual theoretical and methodological problems of the institute of human rights activity, concepts of innovative legal education maintenance, making scientific research; condition and prospects of jurisprudence in Russian society; possibilities of internet technologies and electronic resources in informative legal maintenance of education and scientific research system; questions of international scientific and cultural cooperation; the role of S.-Petersburg in improvement of human rights organization activity, student legal consultations, quality improvement and efficiency of legal help to population, activation of students-lawyers participation in legality, order support, struggle with offenses, prevention of race, national and religious antagonism.

81. 67.400

P 68

Human rights protection activity of a legal state: history and present day, theory and practice [Text]: collection of scientific works of an international academic and research conference November 11–12, 2010 [in 2 parts] / Committee of science and high school Saint-Petersburg

Administration, Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010.

Part 2. — 420 p. — ISBN 978-5-94047-221-6.

Information about authors: p. 417. Summary: p. 388

Summary: In the collection scientific reports and articles of representatives of state administration, scientists and high school teachers of Russia and foreign countries, scientific employees, regional and municipal administration workers, representatives of human rights organizations of Russian Federation, foreign countries, post-graduates, and students participated in International scientifically-practical conference “Human rights activity of legal state: history and present day, theory and practice”, which took place in November 11–12, 2010 in SPbAME. Materials of the collection reflect actual theoretical and methodological problems of the institute of human rights activity, concepts of innovative legal education maintenance, making scientific research; condition and prospects of jurisprudence in Russian society; possibilities of internet technologies and electronic resources in informative legal maintenance of education and scientific research system; questions of international scientific and cultural cooperation; the role of S.-Petersburg in improvement of human rights organization activity, student legal consultations, quality improvement and efficiency of legal help to population, activation of students-lawyers participation in legality, order support, struggle with offenses, prevention of race, national and religious antagonism.

82. 65.433.97

C 66

Condition and prospects of tourism development in RF. Tourist branch under conditions of international econ crises [Text]: materials of annual academic and research conference May 27, 2010, S.-Petersburg / Saint-Petersburg Academy of Management and Economics; edit. N. F. Ivanova. — SPb.: Publsh. SPbAME, 2010. — 191 p.

83. 75.81

C 66

Condition and prospects of tourism development in RF [Text]: materials of XIV annual academic and research conference, May 26, 2011 / edit. N. F. Ivanova. — SPb.: Publish. SPbUME, 2011. — 219 p.

Collections of scientific works, interuniversity scientific articles collections

84. 65.9(2)

B 90

Russia future — highly effective economics [Text]: interuniversity collection of scientific works. Edit. 11 / Saint-Petersburg Academy of Management and Economics; G. A. Trofimov. — SPb.: Asterion, 2010. — 74 p. — Bibliogr. at the end — ISBN 978-5-94047-236-0.

85. 67.401

M 55

Mechanism of legal regulation of administrative activity under conditions of market economics: theory and practice [Text]: collection of scientific articles / Association of law high schools, Youth lawyers union RF, Saint-Petersburg Academy of Management and Economics. — SPb.: 2010. — 256 p. — ISBN 978-5-94047-156-1.

Summary: In the collection the most important questions of functioning of administrative activity legal regulation under conditions of market economics are included. Special attention is paid to legal state of subjects of state-legal relations, problems, features of their overcoming.

Academic notes of Saint-Petersburg University of Management and Economics

86. AME 1-00

U 91

Academic notes of St.-Petersburg University of Management and Economics [Text]: collection of scientific works. Edit. 1(27) / Saint-Petersburg Academy of Management and Economics; edit. board: V. A. Gnevko (editor-in-chief) [et al.]. — SPb.: Publish. SPAME, 2010. — 144 p. — Bibliogr. at the end.

87. AME1-00

U 91

Academic notes of Saint-Petersburg Academy of Management and Economics [Text]: special edition on the materials of the conference “Cultural Dialogue — 2010: science in the society of knowledge”: collection of scientific works. Edit. 3 (29) / ed. board: V. A. Gnevko (ed.) [et al.]; edit. V. A. Gnevko. — SPb.: Publish. SpBAME, 2010. — 99 p. — Bibliogr. at the end.

88. AME1-00

U 91

Academic notes of Saint-Petersburg Academy of Management and Economics [Text]: collection of scientific works. Edit. 1(31) / Saint-Petersburg Academy of Management and Economics; edit. board: V. A. Gnevko (editor-in-chief) [et al.]. — SPb.: Publish. SpBAME, 2011. — 184 p. — Bibliogr. at the end.

89. AME1-00

U 91

Academic notes of Saint-Petersburg Academy of Management and Economics [Text]: special edition on the materials of an international academic and research conference “Problems of further improvement of constitutionally-legal status of subjects of educational legal relations” (April 29, 2011) Edit. 2(32) / Saint-Petersburg Academy of Management and Economics; edit. board: V. A. Gnevko (editor-in-chief) [et al.]. — SPb.: Publish. SPBAME, 2011. — 56 p. — Bibliogr. at the end.

Electronic editions

90. 65.272

A 17

Abyzov, Anatoliy Gavrilovich.

Methods of sociological and applied researches [Electronic resource]: electronic course: recommended by methodical council of the University / A. G. Abyzov, Ye. G. Melnikov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course the principles of working out the program of sociological research and main methods of getting empirical information: survey, work with documents, (content-analysis), watching, experts estimations, group focus, testing are developed. Methods of processing empirical data. The manual is recommended for university students of all forms of study, post-graduate students, for the profession 22.00.04 “Social structure. Social institutes and processes” and 22.0008 “Management sociology” in which the subject of studies is social processes investigations, and also for listeners of different forms of training and retraining and qualification improvement.

91. 65.441

A 44

Akulich, Raisa Aleksandrovna.

City (municipal) economics management [Electronic resource]: electronic manual: recommended by methodical council of the University / R. A. Akulich; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The main aim for students while studying subject “City (municipal) economics management” is the problem of seizing knowledge bases in the sphere of city (municipal) management and its economics as a uniform system and government subject. In the course processes and problems in municipal economics management on the basis of systematic approach to the subject. In the process of studying the course material students receive theoretical knowledge in city economics management in post-soviet period of economical and political reforms, study approaches to working out and realization of strategies of full city and its economic development. Practical

skills of resolving concrete problems are received by students during practical studies, while writing test works, and answering questions and tests, suggested by the author on each topic.

92. 67.404.3

A 67

Anikin, Denis Vladimirovich.

Information safety and information protecting [Electronic resource]: electronic course recommended by methodical council of the University / D. V. Anikin; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course main concepts, problems and threats of informational safety and the most important approaches to complex maintenance: organizational, technical and legal. Special attention is paid to questions of cryptographic information protecting, information protecting from unapproved access and virus attacks, leakage on technical channels. The essence of information weapon and methods of information wars are considered. The ways of realization of complex information protecting concept.

93. 65.9(2)

B 14

Bagrov, Nickolay Mikhaylovich.

Economic bases of technological development [Electronic resource]: electronic course: recommended by methodical council of the University / N. M. Bagrov, G. A. Trofimov, D. F. Schastlivtsev; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Electronic course presents methodical materials on the subject “Economic bases of technological development” and provides efficient information development for this course. In the course main items of processes in the main branches of industry, such as machine-building, metallurgy, mining industry, building, and etc. information on industrial and building materials are given. The estimation of basic branches development dynamic on the bases of official state statistics are given and analyzed, and also interrelation of economics development and technological changes in leading industrial branches are shown. Electronic course is worked out on the bases of state educational standard of high professional education and are considered for teachers and students of economic professions, and also for specialists, interested in questions of technological development in market economics.

94. 26.8

B 18

Baykova, I. M.

Geography [Electronic resource]: electronic manual: recommended by methodical council of University / I. M. Baykova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The bases of common physical geography and social-economic geography are given, sections, connected with tourist resource-studying, tourism geography of Russia and foreign countries as components of complex country studying. Special attention is paid to modern problems of tourism geography and social-cultural service, global human problems. A lot of facts, unique maps, tables, and schemes are given, statements from scientific literature and periodicals are included.

95. 75.81

B 18

Baikova, I. M.

Incentive tourism [Electronic resource]: electronic course: recommended by the methodical university council / I. M. Baikova; SPbUME. — SPb.: Publish SPbUME, 2011. — CD-ROM.

Summary: The main course of the electronic course “Incentive tourism” is acquisition complex knowledge on actual problems of tourist science by listeners, innovative approaches in tourism and creation programs on the incentive tours market, and also listeners creative thinking skills development, abilities to objective analysis. The aim of the manual is highly trained specialists preparation for organization and incentive-program development. Theoretical bases of i organization and servicing incentive-tours, business actions, and events in Russia and abroad, theories and methods -industry. Studying the course considers different forms of studies: lectures, seminars, practical studies independent learning of basic and extra literature, acquaintance with tourist industry objects, preparation for tests and test studies. Special attention is paid to modern problems of tourism and socially-cultural service. Many facts, tables, and schemes are given, extracts from scientific literature and periodicals are included.

96. 81.2Engl.-9

B 18

Baikova, I. M.

Business language in tourism [Electronic resource]: electronic course: recommended by methodical council university / I. M. Baikova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course thematic collection of main themes of business communication, knowledge of which is necessary for professionals work with documents, letters, and texts, conducted through the internet. The list of words, expressions of English business etiquette, exercises for oral speech development, written documents composing and conducting business speeches and providing efficient language material. Questions for self-testing and tests, summary too, for students knowledge testing, aimed at professional activity in tourism.

97. 65.26

B 39

Bezgachova, Olga leonidovna.

Money. Credit. Banks [Electronic resource]: electronic manual: recommended bt the methodical council of the University / O. L. Bezgachova, I. G. Zaytseva; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — 1 CD-ROM: col.

Summary: In the manual the author considers main questions of training course “Money. Credit. Banks”, provided by the State educational standard of high professional education. The author states questions of money theory and practice and monetary circulation, inflation, bases of currency system functioning, currency and credit markets, considers general questions of modern banking system building and commercial banks activity. Great attention is paid to the role of money, credit and banks in modern market relations.

98. 87.7

B 39

Bezlepkin, Nickolai Ivanovich.

Ethics and Esthetics [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. I. Bezlepkin, O. A. Yanutsh; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. -1CD-ROM: col.

Summary: The manual prepared according to the training program for the discipline “Ethics and Esthetics”, studied in St.-Petersburg academy of management and economics, and contains the contents of the teaching material and tests, necessary for self-control of the subject mastering quality. The suggested manual can be used for independent teaching course mastering, moral and esthetic specialist culture forming.

99. 88.5

B 43

Belov, Vasilii Vasilyevich.

Leadership psychology [Electronic resource]: electronic course: recommended by the methodical council of the University / V. V. Belov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Leadership psychology is from the subjects which are taught in our country recently. It explains high need of manuals, especially — electronic. The course acquaints students with one of main little studied in home psychology problems of organizational psychology, management psychology — the problem of organizational leadership. The author presented and systematized data, collected in foreign and home literature about the leadership as socially-psychological phenomenon. The course is intended for students, studying profession 030300 “Psychology”. The course can be also used for students training for 080503 “Anti-crisis management“, 080109 “Accounting, analysis and audit“, 080105 “Finance and credit” and faculties 080500 “Management of organization“, 080100 “Economics“, 230500 “Socially-cultural service and tourism”.

100. 88.4

B 43

Belov, Vasilii Vasilyevich.

Psychology of state and municipal employees professional activity [Electronic resource]: electronic manual: recommended by the methodical council of the university / V. V. Belov, V. V. Karpov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The author considers administrative employees labor psychology problems on the basis of retrospective work analysis in different epochs of human development, subjective work understanding, features, characterizing labor, significant motive under conditions of new informational technologies. The topics, connected with personnel management psychology, communication psychology.

101. 88.5

B 43

Belov, Vasilii Vasilyevich.

System methods in psychology [Electronic resource] electronic course: recommended by methodical council of the University / V. V. Belov, V. G. Belov, E. V. Belova; SPbUME. — SPb.: Publish. SPBUME, 2010. — CD-ROM.

Summary: The course acquaints students with modern scientific methodology of mental phenomena, which help to obtain systematic analysis methods and to gain systematized thinking skills. The course is intended for students studying profession 230500 “Social-cultural service and tourism”. The course can also be used while preparing students for the speciality 080503 “Anti-crisis management”, 080109 “Accounting, analysis and audit”, 080504 “State and municipal management”, 080507 “Organization management”, 080105 “Finance and credit”, and directions 080500 “Management”, 080100 “Economics”, 030300 “Psychology”.

102. 67.0

B 43

Belozyorov, Boris Petrovich.

State and law history [Electronic resource]: electronic course: recommended by methodical council of the University / B. P. Belozyorov, A. G. Indyk; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: Suggested electronic course of lectures on theory of state and law contains brief statement of basic fundamental categories, concepts, methodical materials for knowledge testing, approximate themes of course works and methodical recommendations on their writing, vocabulary of basic terms, approximate list of questions for final control. Materials of leading scientists in state and law theory are used in the course of lectures.

103. 67.3

B 43

Belozyorov, Boris Petrovich.

History of state and foreign countries law [Electronic resource]: electronic course: recommended by the methodical council of the University / B. P. Belozyorov, A. O. Lyadov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Offered electronic manual is prepared on the chair “State and law theory and history” of ST.-Petersburg academy of management and economics. Studying the discipline allows to understand better modern state-legal processes, predict their development in future, master past positive experience and apply it in practice. History of foreign countries state and law gives to future lawyers knowledge, necessary in their future activity on economical reforms realization, democratization of our society political life, its citizens rights protection, legal state building. Studying and analyzing of different historical epochs rights sources, being an important element of students

independent work, together with it, work out lawyer professional qualities, experience and skills of composing legal documents, prepares then for legal activity.

104. 67.3(2)

B 43

Belozyorov, Boris Petrovich.

History of national state and law (Electronic resource): electronic course: recommended by the methodical council of the University / B. P. Belozyorov, T. T. Lyashenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course offered for the discipline “History of national state and law” provides the possibility of independent studying this material for students of all forms of studies. In the course of lectures the authors give students the possibility to check material mastering with the help of test questions and tasks. At the same time scientific and educational literature for this subject is offered, which will help deeper and more objective analysis of state-legal development of Russia at this or that historic period. This electronic course is related to the State standard of high professional education of the second generation and educational-methodical complex for the discipline “History of national state and law”. Electronic course consists of 1) Structurally-logical scheme of studying discipline, including course program and time distribution according to themes and types of studies. 2) Lectures course for the discipline “History of home state and law: according to the program. 3) Scientific and educational literature for all themes of lectures course.

105. 65.272

B 43

Belozyorov, Boris Petrovich.

Social work legal maintenance [Electronic resource]: electronic course: recommended by the methodical council of the University / B. P. Belozyorov, L. A. Kolyshhev; SPbUME. — SPb.: Publish. SPbUME, 2011 — CD-ROM.

Summary: Electronic course contains working educational program of the subject; general methodical recommendations for studying; methodical recommendations for seminar studies; methodical recommendations for fulfilling tests for correspondence form; questions for offsets and examinations; terms vocabulary.

106. 67.0

B 43

Belozyorov, Boris Petrovich.

Law Philosophy [Electronic resource]: electronic course: recommended by the methodical council of the University / B. P. Belozyorov, A. O. Verbova, M. A. Zharkaya; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Offered electronic course for the discipline “Law Philosophy” provides the possibility to check material mastering with the help of test questions and tasks. At the same time scientific and educational literature for this subject is offered, which will help deeper and more objective analysis of philosophical-legal aspects of essence understanding and law aim. This electronic course is related to the State standard of high professional education of the second generation and educational-methodical complex for the discipline “Law philosophy”. Electronic course consists of 1) Structurally-logical scheme of studying discipline, including course program and time distribution according to themes and types of studies. 2) Lectures course for the discipline “Law philosophy”: according to the program. 3) Scientific and educational literature for all themes of lectures course.

107. 32.973

V 19

Vasin, Igor Nickolayevich.

Applied computer science [Electronic resource]: electronic course: recommended by the methodical council of the University / I. N. Vasin, M. Yu. Matveev; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the countries with developed market system special approaches to management — enterprise management are formed. New business economics appeared, and significantly changed financially-credit activity, and finally the society. The basis of modern approaches to enterprises management are information and professional activity integration — new information systems creation on the basis of automated information technologies in such fields as financially-credit activity, electronic marketing and commerce. This educational course corresponds to the requirements for the obligatory minimum of contents and specialist preparation for the profession “Finance and credit”. While studying new approaches to information organization, keeping and protection are formed when solving economic problems, and besides, a new level of knowledge representation in the sphere of creation and realization of automated information technologies.

108. 67.401

V 27

Velikanova I. A.

Local self-management: problems and ways of solving [Electronic resource]: electronic course: recommended by the methodical council of the University / I. V. Velikanova; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2011. — CD-ROM.

Summary: In the manual the author gives the definition of local self-management, characterized main principles of local self-management, the results of municipal reform and the main problems of local self-management in modern local self-management forming are considered. The directions of local self-management improving and tendencies of local self-management in Russia are formulated. The author considers the ways of Russian self-management system perfection, offered by the modern development institute.

109. 65.01

V 49

Vinogradov, Vladimir Nickolayevich.

Economic theory [Electronic resource]: electronic manual: recommended by the methodical council of the University / Vl. N. Vinogradov; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In this manual the author considers and analysis the main aspects of theoretical economics, and also economic problems on the micro level, on the level of a separate economic unit (organization, enterprise). Then the analysis of the whole economic system follows, economic phenomena on a macroeconomic level are investigated. Lectures course on economic theory is worked out in accordance with the State standard of Federal agency on education of Russian Federation. The distinctive feature of the manual is that in the lectures material contents practical studies are held, which contains questions for self-control, tests.

110. 65.23

V 75

Voronov, Nickolay Gennadievich.

Predicting and planning under market conditions [Electronic resource]: electronic course: recommended by the methodical council of the University / N. G. Voronov, G. A. Trofimov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic manual the authors consider scientific bases and organization of the country socially-economic development under market conditions predicting and planning. The methods of economic development basic conditions prediction, growth rates and social production structures, social development are described. Program-target planning order, production development in state sector, state income and expenses, planned work on enterprises organization are revealed. Predicting and planning are considered as the most important organizational-economic functions of state and market subjects.

111. 74.58

G 14

Gaiduk, Margarita Anatolyevna.

Modern concepts and methodology of educating in High Schools [Electronic resource]: electronic course: recommended by the methodical council of the University / M. A. Gaiduk, T. V. Reger; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Nowadays in Russia a new concept of high professional education forming occurs on the bases of competitive approach to education in high school, accepted in developed countries, aimed at specialists preparation improvement for the life and practical activity in the society. This approach realization is impossible without interfering of active training methods into educational process. The authors tried to work out representation about modern concepts, oriented on person motivation in studying, innovation approaches, used in high school. In the electronic course the main periods of high professional education development in Russia are considered, problems and prospects of high school development, methodology of studying in high school, modern concepts of training, and also new methods, used in educational technologies during high school studying.

112. 65.261.8

G 16

Galochkina, Olga Anatolievna.

Financial management [Electronic resource]: electronic course: recommended by the methodical council of the University / O. A. Galochkina; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: In the manual a wide complex of financial management problems in accordance with the program of the discipline studying, oriented on practical use under modern domestic market conditions are considered. Special

attention is paid to theoretical bases of financial organization functioning and financial indicators, used in financial management, financial management methods of current organization activity, financial risks management, inter-firm financial planning

113. 65.26

G 16

Galochkina, Olga Anatolievna.

Finance [Electronic resource]: electronic manual: recommended by the methodical council of the University / O. A. Galochkina; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbUME, 2010. — 1 CD-ROM: col.

Summary: In the manual the finance essence and functions are revealed, their meaning in social reproduction. Special attention is paid to financial management in modern conditions, the budget system of RF structure, tax system of RF, state and municipal credit, essence and meaning of insurance, features of legal and physical persons financial organization are considered. Questions, devoted to separate directions of budget expenses, connected with social priorities of state financial policy are actualized.

114. 65.26

G 16

Galochkina, Olga Anatolievna.

Finance and credit [Electronic resource]: electronic manual: recommended by the methodical council of the University / O. A. Galochkina; Saint-Petersburg Academy of Management and Economics. — SPb.: Publish. SPbUME, 2010. — CD-ROM: col.

Summary: In the manual the finance essence and functions are revealed, their meaning in social reproduction. Special attention is paid to financial management in modern conditions, the budget system structure of RF, tax system of RF, state credit. Questions devoted to money and credit system of RF are considered.

115. 65.050.2

G 44

Getmanova, Galina Vladimirovna.

Modern organizational structures and management mechanisms [Electronic resource]: electronic course: recommended by the methodical council of the University / G. V. Getmanova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Organizational management structure is one of the elements of the inner company environment together with goals, problems, personnel and technology. The main feature of this element is its high management: the structure can be changed by the leader order. But structural change must consider a lot of factors: company life circle change, its strategies, mobility and complexity of environment. While working out the concept of management structure it is necessary to answer a lot of questions. How to create the organization skeleton, which will provide its long and successful existence? Where is the secret of efficient administrative duties distribution? How to maintain the system of control, avoiding excessive bureaucracy? Literature answers to these questions will let organization be efficient. Adequate management system is an indicator of managers qualification and their business culture level. Recently organizations suffer serious changes. Alongside with traditional classic organizations, built according to bureaucratic principle and based on vertical and horizontal division of management work, structures of another type appeared. Their government depends from hierarchy, power and responsibility distribution less. Principles, which are well known to managers, such as for example, one-man management or norm of management, in these organizations are not definable. Information technologies, market globalization — open a new page on organizational design. All these modern tendencies must be known to management specialists. The course is intended for full time students for direction “Management”. Electronic course materials can also be used for listeners of retraining and professional skills improvement programs.

116. 67.404.2

G 55

Glushenko, Pyotr Petrovich (prof., doctor of jurisprudence).

Housing law (legal directory) [Electronic resource]: electronic course: recommended by the methodical council of the University / P. P. Glushenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Electronic course contains working training program on the course “Housing law”; tasks and seminar lessons plans for students of all forms; the list of literature, recommended for independent studying; questions for credits and examinations, themes of course works.

117. 67.404.2

G 55

Glushenko, Pyotr Petrovich (prof., doctor of jurisprudence).

Constitutional law of Russia [Electronic resource]: electronic course: recommended by the methodical council of the University / P. P. Glushenko; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: Suggested work Is prepared by a deserved lawyer of RF, honorable lawyer of Russia, doctor of jurisprudence, professor, by a full member of the International Slavic academy of science and art, Glushenko P. P. In the work the author presents analysis of contents, essence and features of principles-norms of constitutional law of Russia, based definitions of his most important statements, gave recommendations how to master the course with least efforts, understand their role and value in the Russian legal system. To each section schemes, the list of standard-legal certificates and scientific literature, and also themes of abstracts, tests and graduate qualification works. The author considers that constitutional law studying has special significance for every Russian citizen and without its deep knowledge there is no qualified member of parliament, no politician, no respected official, because they can not put into practice constitutional principle “Recognition, observance and protection of human and citizen rights — is a state duty” (item 2 of the Constitution RF). As constitutional law fixes bases of legal state political life, its profound learning allows to understand constitutional-legal institutes, to estimate political situation in the country correctly, to be ready for active participation in state affairs administration.

118. 67.412

G 55

Glushenko, Pyotr Petrovich (prof., doctor of jurisprudence).

International law [Electronic resource]: electronic course: recommended by the methodical council of the University / P. P. Glushenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Studying the discipline “International law” supposes getting necessary knowledge in international relations and skills of working with international contracts and other international acts, and also their interpretation relating to international life concrete situations. The course of discipline “International law” gives students representation about this law system and serves the basis for its deeper studying, which would allow to administer rights in practice.

119. 67.3

G 55

Glushenko, Pyotr Petrovich (prof., doctor of jurisprudence).

Commercial law [Electronic resource]: electronic course: recommended by the methodical council of the University / P. P. Glushenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The studied course is intended to form students' representation of specific sphere of commodity reference and its legal regulation at present stage. The subjects of commercial relations are revealed from the point of view of their role on the market. While considering the commercial relations objects special attention is paid to goods characteristics.

120. 67.404

G 55

Glushenko, Pyotr Petrovich (prof., doctor of jurisprudence).

Family law (legal directory) [Electronic resource]: electronic course: recommended by the methodical council of the University / P. P. Glushenko, T. V. Varyushenkova; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The directory includes the essence, contents of basic standard acts, regulating family legal relationships. The history of family legal relationships institute formation, legal status of their subjects, state-legal protection of rights, freedoms and participants of family legal relationships legal interests, features of minors rights regulation, the order of solving arguments and problems between family members are presented here. According to the contents the directory can be used as an educational-methodical manual, a source for documents examples working out, on the bases of which rights, freedoms and legal interests of family relationships subjects realization and protection. It can also be used for developing tests, course, graduate qualification works of students, research staff in the process of solving tasks and questions, appearing in relationships between parents and children, spouses and other family legal relationships participants. The course is intended for law faculty students.

121. 67.405

G 55

Glushenko, Pyotr Petrovich (prof., doctor of jurisprudence).

Labour law (legal directory) [Electronic resource]: electronic course: recommended by the methodical council of the University / P. P. Glushenko; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The electronic course is devoted to questions of labor protection maintenance and labor activity safety under conditions of finance and economic crisis. In it the substantiation of legitimacy of labor protection activity recognition to be competitive legal institute is presented, which is intended for each worker maintenance safe working conditions and the right to apply to administration for damage compensation in case of trespass at an enterprise. In the course the mechanism of realization and citizens right on labor protection maintenance, powers and subjects of conducting bodies and officials, authorized to provide observance of labor legislation, carry out constant control after employers activity in labor protection sphere. The material, especially the results can be used in educational-methodical, academic and research, and practical activity.

122. 65.290-2

G 62

Golubetskaya, Natalya Petrovna.

Controlling on an enterprise [Electronic resource]: electronic course: recommended by the methodical council of the University / N. P. Golubetskaya; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: In the electronic course theoretical controlling base is considered. You will know the essence, goals, controlling functions, types of controlling, controlling informational support, controlling system creation, controlling service on an enterprise, its structure and contents, you will know about controlling as the main element of controlling service. Besides in the manual applied controlling in different spheres of business activity will be considered: marketing, finance, logistics, investments, innovations controlling. After each theme questions and tests letting control material mastering level are given.

123. 65.290-2

G 62

Golubetskaya, Natalya Petrovna.

Industrial management [Electronic resource]: electronic course: recommended by the methodical council of the University / N. P. Golubetskaya; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: Electronic course “Industrial management” reveals theoretical, and practical management aspects in the sphere of industry, factors of enterprise industrial structure forming and building features are considered, different industrial types are compared.

124. 65.9(2)

G 62

Golubetskaya, Natalya Petrovna.

Economic safety [Electronic resource]: electronic course: recommended by the methodical council of the University / N. P. Golubetskaya, E. V. Ponomaryova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In this course theoretical basis of economic safety will be considered. This discipline is related to the number of the most important special disciplines, studied by masters. Its role is in supplying students with the system of scientific knowledge about the necessity in modern Russia to provide state, business economic safety, shows those distinctive factors, that threaten steady economic activity, defines important indicators of acceptable commercial risk estimation, provides with methods of risk analysis and shows directions and legal maintenance safety bases, of state, region, entrepreneurship, and a separate person. After each theme questions and tests are given, which allow to test material mastering.

125. 20. 18

G 63

Golyak Yu. V.

Wildlife management [Electronic resource]: electronic manual: recommended by the methodical council of the University / Yu. V. Golyak, L. G. Maklygin; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Ecological, organizational and legal bases of environmental protection are considered, main aspects of natural resources protection are analyzed. Concrete examples of nature protection actions, aimed at environment standard quality providing, simplified methods of damage to the environment estimation and payment for water, earth and forest resources usage are shown. Some questions of international cooperation in the sphere of environmental protection.

126. 65.261

G 67

Gorbokon, Anatoliy Alekseyevich.

Short-term and long-term financial policy [Electronic resource]: electronic course: recommended by the methodical council of the University / A. A. Gorbokon; SPbUME. — SPb.: Publish. SPbUME, 2011.— CD-ROM.

Summary: The electronic course contains systematized minimum of scientific knowledge on problems of short-term and long-term financial firm policy. The contents and methods of financial policy, approaches to its working out and problems of long-term financial policy realization, main demands and methodical recommendations on studying the discipline, the order of students preparation quality control, and also it contains test materials for students and economics teachers, managers and firms specialists.

127. 67.409

G 79

Grevtsov, Oleg Valterovich.

Law of Criminal Execution (criminal process) [Electronic resource]: electronic course: recommended by the methodical council of the University / O. V. Grevtsov, V. P. Kutina; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course is prepared according to the discipline program “Executive criminal law”. In the work general categories, concepts and institutes of executive criminal law, development stages, are stated, newly achievements of legal science are considered.

128. 67.411

G 79

Grevtsov, Oleg Valterovich.

Law of Criminal Procedure (criminal process) [Electronic resource]: electronic course: recommended by the methodical council of the University / O. V. Grevtsov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: For fair punishment of people guilty in committing crimes it is necessary to open all crimes, expose criminals and adjust law correctly. At the same time conditions were created under which innocent citizens would not be involved in a criminal liability and punished. Besides, for stopping a crime it is necessary to clarify conditions and reasons, which promote committing each of them, and to take measures on their elimination. For this purpose there are some organs in the Russian Federation, specially organized for fighting with criminality, which activity is regulated by legal standards. For successful justice realization in great amount of cases complicated activity of inquiry bodies, office of public prosecutor are needed, who will find out crimes, expose criminals, stop their criminal activity and represent materials necessary for conducting a trial and deciding lawsuits to court. This activity

finishes with justice fulfillment. So, among other state means of struggle with crime an important place take those which are provided by law and connected with criminal law justice. Legal way of fighting with crime is criminal process.

129. 65.053

D 13

Davydova, Olga Anatolyevna.

International audit standards [Electronic resource]: electronic manual: recommended by the methodical council of the University / O. A. Davydova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Electronic manual for studying the discipline “International audit standards” includes working educational program, general methodical recommendations on the discipline study, test-estimation materials. Educational-methodical complex is written on the basis of State standard of high professional education demands to the contents and graduates preparation level on this subject. The main task of the manual is acquaintance with international experience of development audit standards and their use in auditor activity; applying international standards while developing national auditor activity standards, applying international standards usage methods during auditor control.

130. 65.428

D 13

Davydova, Olga Anatolyevna.

Account, analysis and audit in external economic activity [Electronic resource]: electronic course: recommended by the methodical council of the University / O. A. Davydova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Electronic course on discipline studying “Account, analysis and audit in external economic activity” includes working educational program, general methodical recommendations for studying the discipline, test-estimation materials. Educational-methodical complex is written on the basis of State standard of high professional education demands to the contents and graduates preparation level on this subject. The main task of the course is acquaintance with the methods of account, analysis and audit of organizations external economic activity, forming basic currency values estimation skills and reflection studying of external economic activity operations reflection in account.

131. 65.052

D 13

Davydova, Olga Anatolyevna.

Financial account and analysis [Electronic resource]: electronic course: recommended by the methodical council of the University / O. A. Davydova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Electronic course on discipline studying “Financial account and analysis” includes working educational program, general methodical recommendations for studying the discipline, test-estimation materials. Educational-methodical complex is written on the basis of State standard of high professional education demands to the contents and graduates preparation level on this subject. The main task of the course is acquaintance with the methods of organizations financial account and analysis, basic skills forming in composing financial account according to the Russian and international accounting standards in understanding the role of financial account and analysis a source of information for analysis and making management decisions.

132. 76.006.5

D 18

Danilova, Natalya Ilyinichna.

Public relations information support [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. I. Danilova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

133. 63.3(2)

D 31

Dyomochkin, Andrey Vasilyevich.

National history [Electronic resource]: electronic manual: recommended by the methodical council of the University / A. V. Dyomochkin; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Electronic manual “National history” states in a brief and clear form the history of Russia from ancient times to the present day taking into consideration last research on national history. The problems of socially-economic and political development of the country are described in it, internal and foreign policy, culture of the state are considered. Electronic manual allows students to manage self-control of historic material with help of tests after studying the subject. Students, who managed tests successfully, can be sure that they received basic knowledge on studied material. The electronic manual contains a glossary (terms vocabulary), allowing to remember exact

definitions of historic categories. This manual “National history” will help to form theoretical knowledge and get practical skills in studied area, to master this subject better, to become a qualified specialists.

134. 81.2 Rus

E 30

Egorova, Natalya Olegovna.

Russian language and speech culture. [Electronic resource]: electronic course: recommended by the methodical council of the University / N. O. Egorova; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The manual for the discipline “Russian language and speech culture” is composed according to the state educational standard of high professional education demands. The electronic course has its task to form valuable attitude to the national language, esthetic taste development, expansion of representations about reasons and results of language dynamics.

135. 79.1

E 51

Eliseyeva, E. A.

Museum management [Electronic resource]: electronic manual: recommended by the methodical council of the University / E. A. Eliseyeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the manual “Museum management ” scientific bases and practical management experience in museum business is revealed. The problems of museum management, museum organizations structure and management methods are considered. Museum funds, exposition programs, real estate and finance management are characterized. Museum workers service duties and qualification demands are given.

136. 65.272(4)

E 51

Eliseyeva, E. A.

Social policy in West European countries history [Electronic resource]: electronic manual: recommended by the methodical council of the University / E. A. Eliseyeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Electronic manual “Social policy in West European countries” considers theoretical, historic and practical questions of essence, contents, form-

ing, realization, different forms of social policy support in West European conditions. In the manual the main aspects of theoretical understanding of social policy, features of European social policy models, on an example of some most characteristic countries of the region, indicators of well-being and life quality in European countries, the system of social insurance in countries of European Union, and also globalization processes influence on European social policy.

137. 66.4(0)

E 60

Emelyanov, Stanislav Mikhailovich.

Political conflictology [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. M. Emelyanov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Electronic manual “Political conflict studies” is worked out according to the training course program “Political conflict studies”, included into the block of special disciplines to the university choice.

138. 76.006.5

E 60

Emelyanov, Stanislav Mikhailovich.

Personnel management in public relations [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. M. Emelyanov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic course Personnel management in public relations is worked out according to the training course program “Personnel management in public relations”, included into the block of special disciplines to the university choice.

139. 88.3

ZH 86

Zhukova, G. A.

Psychology [Electronic resource]: electronic manual: recommended by the methodical council of the University / G. A. Zhukova, I. I. Nahimovich; SPbAME. — SPb.: Publish. SPbAME, 2010. CD-ROM.

Summary: In this electronic course the bases of general psychology and social psychology are stated. The material corresponds educational program for high school for profession “Socially-cultural service and tourism”. In the manual theoretical and practical questions of psychological

preparation of this field specialists are considered. The first part of the textbook “general questions of psychology” (the composer Nahimovich I. I.) states theoretical and practical questions of psychological preparation of this field specialists. The second part “social psychology bases” (the author-composer senior teacher Zhukova G. A.) states applied socially-psychological knowledge.

140. 63.3(0

I 21

Ivanova, Natalya Fyodorovna.

World history [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. F. Ivanova, S. D. Menteshashvili; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the manual the main stages of World history: anthropogeny and primitive epoch, history of traditional societies (Asian and antique models), mature societies history (medieval European civilization), industrial societies history, (early industrial societies, mature industrial societies, socialist societies); developing societies history (developing countries modernizing and postindustrial society formation).

141. 65.433

I 21

Ivanova, Natalya Fyodorovna.

Tourism bases [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. F. Ivanova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The aim of studying the discipline “Tourism bases” is acquaintance with tourism, as a specific kind of business and socially-cultural activity. In the manual “tourism bases” main attention is paid to tourism meaning in the society life, tourism goals and functions, tourism meaning for people and society are considered. Organizational tourism bases are studied. The tourism market, its tasks, construction, features of functioning and development are explained.

142. 65.433

I 21

Ivanova, Nina Ivanovna.

Social tourism [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. F. Ivanova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Main theoretical and practical questions of social tourism in Russia organization are stated, stages of its forming and historic development are revealed, the role in tourism development especially internal tourism of the country is shown, main problems of modern condition are defined. Social tourism is considered as a component of state policy. The necessity of passing the law about social tourism under new social-economic conditions is proved.

143. 65.433

I 21

Ivanova, Nina Ivanovna.

Service organization [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. F. Ivanova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual includes educational program of the discipline; general methodical recommendations on discipline studying; methodical recommendations on fulfilling tests, brief lectures contents, terms vocabulary. The main attention is paid to theory and practice of service in the sphere of service and tourism; problems of service, and possibilities their solving; place and role of business in service development.

144. 67.401.21

I 26

Ignatenko, D. I.

Custom law [Electronic resource]: electronic manual: recommended by the methodical council of the University / D. I. Ignatenko, N. S. Batsvin; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course is prepared with the program of customs law. In the work the statement and contents of customs regulation, its legal bases and organizational aspects, composing.

145. 60.7

E 85

Esin, Bulat Kamilyevich.

Population territorial organization [Electronic resource]: electronic manual: recommended by the methodical council of the University / B. K. Esin; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual is an abstract of lectures “Population territorial organization”, prepared according to the training course, on the basis of state

educational standard of high professional education. This standard provides graduate courses students studies: basic concepts of population territorial organization, objective and subjective factors, influencing society and state development under conditions of growing globalization. At the present stage under conditions of a crisis situation the role of intellectual, professional and organizational potential in society development increases. These resources can not be realized separately from the concrete territory, rational population organization, which is social and moral base of any innovations. All productive processes on the territory are focused in the working activity centers. At present, Influenced by these centers, social industry management model changes are oriented from economic into solving social problems predicting, problems of regional economics, economics state regulation, market strategies development, macro strategic programs of economic reforms deepening in the Russian Federation. Another problem of modern management is the fact that innovative activity contents in social-economic system demands such links between scientific and industrial spheres, in the result of interrelations of which satisfying of growing society needs occurs. In connection with it it is necessary to state that innovative sphere differs from scientific-industrial, by specific market function, specific financing, crediting, legal regulation, and also special motivation system. In the manual theoretical-methodical aspects of forming complex programs of population territorial organization, taking into consideration social-economics subjects development of different status and level. On the basis of previous experience the necessity of population territorial organization is proved as an important part of all state and society social-economic development, key problems of its forming are shown. The role and main principles of population territorial organization are defined, its components are shown. Bases and methods of this process organization, economic processes influence on proportional and planned regions development in a general scheme of state changes. In modern social-economic and political conditions state and municipal administrations should consider main goals and prospects of their territories development, build substantiation of economic development strategic prospects in geopolitical present day realities. World community, we are a part of it, forms and realizes the idea of population territorial organization for a long time already, as a scientifically based necessity, without which it is impossible to compete and be successful. That is why young specialists in the sphere of state and municipal management must understand and consider factors, influencing the regional population territorial organization, subjects of the RF and municipal units in various spheres of social-economic transformations.

146. 74.58

K 12

Kavdangaliyeva, Makpal Ilubayevna.

Pedagogy and psychology of high school [Electronic resource]: electronic course: recommended by the methodical council of the University / M. I. Kavdangaliyeva; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: In the electronic course actual problems of high education are revealed: tendencies of high education development in Russia, its contents, educational techniques, methods of systematic professional thinking forming, creative and human personality. The electronic course corresponds to the state educational standard demands for preparing magistrate graduate for the profession “High school teacher”, to the demands of extra professional educational programs contents.

147. 81.2 Engl.

K 18

Kamshilova, O. N.

Theoretical English grammar [Electronic resource]: electronic course: recommended by the methodical council of the University / O. A. Kamshilova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The manual includes lectures, practical tasks and methodical recommendations for studying the course of theoretical English grammar, examination preparation, course works writing, course terms vocabulary, and a brief texts and scientific articles contents. Main attention is paid to the development of students professional linguistic thinking, ability to analyze and generalize, categorize complicated language phenomena, state and give reasons for your point of view, and besides, to form independent working skills with original scientific literature and language facts analysis with the help of modern research methods.

148. 88.4

K 26

Karpov, Vladimir Vasilyevich.

Pedagogical psychology [Electronic resource]: electronic course: recommended by the methodical council of the University / V. V. Karpov, G. A. Zhukova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The manual is devoted to pedagogical psychology problems. In the course the author clarifies questions of psychological theories, educational activity psychology and personal activation approach while studying, as the basis of modern teaching organization. Here you can find educational information about the teaching styles and peculiarities of psychological-pedagogical activity in different educational systems. The course is intended for students, studying speciality “Psychology”.

149. 88.5

K 26

Karpov, Vladimir Vasilyevich.

Business psychology [Electronic resource]: electronic course: recommended by the methodical council of the University / V. V. Karpov, E. V. Belova, C. A. Vasilyeva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The course acquaints the students with psychological aspects of business activity. The course covers a wide range of psychological, economic, social business problems and contains information allowing to imagine a clear picture of business phenomenon in its psychological context.

150. 65.261.4

K 29

Katayev S. E.

Tax system in the Russian Federation: federal, regional. Local taxes and fees. [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. E. Kataev; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual is supposed for present tax system studying of Russia, taking into consideration the first part of RF tax code and existing second part tax code chapters. In the work the author shows what tax and fee legislation is, reveals bases of taxation in Russia, presents Russian Federation tax departments, federal taxes and fees, federal subjects taxes and local taxes. The information of tax payers and payment order are given. The mechanism of taxation with applied prices, benefits and rates is given. In the manual different examples and situations are considered, for self-control of studied material tasks and tests are offered, legislative instruments and literature recommended for studying are presented.

151. 66.3(2)12

K 43

Kirsanov, S. A.

The history of local self management in Russia [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. A. Kirsanov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the manual the history of local management bodies appearance and development is stated. It lets form creative attitude to develop historic experience and ability to use it under modern conditions. Forms of local administrative bodies, their functions and features in different historic periods from X to the beginning of XI centuries are presented.

152. 65.290-93

K 58

Kozhuhina, Kseniya Anatolyevna.

Organizations finance Russia [Electronic resource]: electronic manual: recommended by the methodical council of the University / K. A. Kozhuhina; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the electronic manual the essence, functions and principles of organizations finance in market conditions, finance resource forming problems, core and current capital are considered. Attention is paid to expenses management mechanism and organization income definition, financial state analysis.

153. 65.012

K 56

Kovalenko, Boris Borisovich.

Institutional economics [Electronic resource]: electronic course: recommended by the methodical council of the University / B. B. Kovalenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The usage of classical and neoclassical principles of economic research do not give a full picture of modern economics features. So the necessity of using relatively new scientific approaches to the explanation of economic processes and phenomena appeared. The electronic course “Institutional economics” is devoted to methods and instruments of new institutional theory description, is only at the start of its evolution. The electronic course materials will help to study preconditions and features of institutional

analysis, to see differences of market and non market coordination forms and company interaction of managing subjects, to understand institutes signs and functions, institutional organizations and states functioning bases.

154. 65.261.4-2

K 58

Kozhuhina, Kseniya Anatolyevna.

Tax planning in corporations [Electronic resource]: electronic course: recommended by the methodical council of the University / K. A. Kozhuhina; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The electronic course for the discipline “Tax planning in corporations” is prepared on the basis of state educational standard of high professional education demands.

155. 65.012.1

K 58

Kozhuhina, Kseniya Anatolyevna.

Financial business environment and business risks [Electronic resource]: electronic course: recommended by the methodical council of the University / K. A. Kozhuhina; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The electronic course for the discipline “Financial business environment and business risks” is prepared on the basis of state educational standard of high professional education demands.

156. 65.012.1

K 61

Kolpakidi, Natalya Nickolayevna.

Business bases [Electronic resource]: electronic course: recommended by the methodical council of the University / N. N. Kolpakidi; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course “Business bases” consists of three sections in which management bases of creation process and business activity providing are considered. Organizational aspects of business management are revealed, main components of its external and internal environment are characterized, effective and safe conditions of business management are formulated. The role of state support in business activity development is shown. The course includes educational discipline program, methodical instructions

of test work fulfillment, lectures texts, a glossary. The course is intended for profession “anti-crisis management” and will be helpful for bachelors and masters of economic professions, and also for high school teachers.

157. 65.050.2

K 61

Kolpakidi, Natalya Nickolayevna.

Bases of economic systems management theory [Electronic resource]: electronic course: recommended by the methodical council of the University / N. N. Kolpakidi, B. A. Koltynyuk; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Forming and development of market relations in Russia demanded radical revision of style and methods management of different scale social and economic systems. Modern specialists in management sphere should obtain knowledge and skills complex, which will allow them to make efficient research, will enable theory and practice development of building new and improving functioning management systems.

The electronic course “Bases of economic systems management theory” is statement of a conceptual device and basic statements of the discipline, lectures texts, includes educational program, test questions and tests for intermediate and final control, glossary.

158. 65. 290

K 61

Kolpakidi, Natalya Nickolayevna.

Business economics [Electronic resource]: electronic course: recommended by the methodical council of the University / N. N. Kolpakidi; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In conditions of modern economic development special importance have questions of creation, development and business activity management of managing subjects. Forming of modern Russian entrepreneurship is provided in economic recessions and lifting conditions, that demands cooperative efforts of the state, business and the whole society. The electronic course “Business economics” unites 9 themes, in which constantly considered the role and the place of entrepreneurship in the system of economic relations, types of entrepreneurship, business organizational bases, reorganization and liquidation of entrepreneurship subjects, business activity planning, processes of administrative solutions, getting income, price organization policy, business taxation, business efficiency estimation. The course

includes discipline educational program, methodical instructions for essay writing, lectures texts, a glossary.

159. 65.272

K 64

Kondratyeva, Yana Valeryevna.

Municipal organs social activity organization [Electronic resource]: electronic manual: recommended by the methodical council of the University / Ya. V. Kondratyeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual gives systematized presentation of social processes organization and management, which occur in municipal units. The author states main concept of social policy, considers tasks, principles and contents of local self management bodies social activity, and also different branches of social sphere municipal management. It contains discipline working educational program, general recommendations for discipline studying, the order of students' preparation quality control.

160. 65.272

K 64

Kondratyeva, Yana Valeryevna.

Problems of social work with the young [Electronic resource]: electronic course: recommended by the methodical council of the University / Ya. V. Kondratyeva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The manual gives systematized presentation of the contents and work with the young basic directions. The author states main concepts of social work with the young essence, techniques and methods, work specificity with different categories of young people. It contains the discipline educational program, the order of students' preparation quality control.

161. 65.272

K 64

Kondratyeva, Yana Valeryevna.

Professional and ethic bases of social work [Electronic resource]: electronic manual: recommended by the methodical council of the University / Ya. V. Kondratyeva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The manual gives systematized presentation of social work professional ethic bases. The author states main concepts of social work professional ethic, functions of a social work specialist, this profession values and principles. It contains the discipline educational program, the order of students' preparation quality control.

162. 65.272

K 64

Kondratyeva, Yana Valeryevna.

Social work with children and teenagers [Electronic resource]: electronic manual: recommended by the methodical council of the University / Ya. V. Kondratyeva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course is worked out on the basis of State educational standard of high professional education for the speciality 040101 — “Social work” and working program for the discipline “Social work with children and teenagers”. The manual gives systematized presentation of contents and main directions of social work with children and teenagers. Main concepts of social work with growing generation, techniques and methods, work specific with different categories of children and teenagers are stated. It contains the discipline educational program, the order of students' preparation quality control.

163. 87.774

K 64

Kondratyeva, Yana Valeryevna.

Etiquette and protocol for municipal units staff [Electronic resource]: electronic manual: recommended by the methodical council of the University / Ya. V. Kondratyeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual gives systematized presentation of features and specific etiquette and protocol for municipal units staff. The author states main concepts of etiquette, business communication, tasks, principles and contents of business etiquette. He considers local self management specificity. It contains the discipline educational program, general methodical recommendations, the order of students' preparation quality control, lectures contents and the list of necessary literature sources.

164. 65.262.6

K 62

Korolkov, Dmitriy Alekseyevich.

Fundamental and technical analysis on financial markets [Electronic resource]: electronic course: recommended by the methodical council of the University / D. A. Korolkov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course is prepared according to the demands of State educational standard of high professional education to the contents and level of graduates preparation for the direction 521620 — “Economics” (for specialized masters preparation according to the program 521600 — “Finance”). The material is well structured, gives presentation of aims, tasks, mission and specificity of modern Fundamental and technical analysis, applying results during practical activity on the financial market maintenance. Some questions are devoted to risks management, specificity of trading psychology and its influence on risks, rules, providing risks level recession of making wrong decisions.

165. 65.01

K 71

Kosmachova, A. M.

Economic aspects of administrative activity [Electronic resource]: electronic course: recommended by the methodical council of the University / A. M. Kosmachova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The subject “Economic aspects of administrative activity” is an integral part of a wide range of disciplines, studying organizational-economic relations, arising in a society, region, in commercial and noncommercial enterprises and organizations in various economic conditions and on various phases of a business cycle. The discipline is directed on development of economic thinking and knowledge formation of the major factors influencing contents, directions and a choice of administrative activity tools.

166. 65.268

K 73

Kotenko, A. A.

Currency dealing [Electronic resource]: electronic course: recommended by the methodical council of the University / A. A. Kotenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the modern world the international currency relations occupy one of the central places in world economy and represent difficult and rather ambiguous area of a market economy. Prompt growth of international trade and liberalization of capital movement were the key factors which influenced development of currency business and predetermined the exclusive importance of currency market for modern world economy. Regularly published exchange rates, the factors analysis of their change, a lot of indicators of the currency market, constantly growing quantity of forecasts of its development once again convince of importance of this business for modern world economy. Under the influence of new factors functioning of the world currency market has become complicated and characterized by frequent changes. Therefore, deeper studying of dynamics and laws of the international currency system development for the purpose of fast and organic growing into the world market and reception of the greatest possible benefits and advantages from integration is necessary. In the manual the history of formation and development of world currency systems is considered, the basic participants of the currency market are characterized, currency transactions, including operations “forward”, operations with an option and operations “swap”, futures are studied. Questions of currency regulation, currency risks and methods by managements of them are taken up. The organization of currency dealing in bank is shown, recommendations about practical trade on FOREX are given.

167. 87.75

K 83

Krohina, Natalya Anatolyevna.

Etiquette and the report of business dialogue [Electronic resource]: electronic course: recommended by the methodical council of the University / N. A. Krohina; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic educational-methodical grant contains materials about history, the theory and practice of etiquette and the report of business dialogue, considers them as a phenomenon of modern business culture and as a component of the general culture of the person. In the grant the substantial and structural analysis of principal views and forms of business dialogue etiquette is given; specificity of the report of business dialogue reveals; the separate attention is given to national features of business dialogue etiquette. The electronic educational-methodical grant includes: the working curriculum of discipline, the general methodical recommendations about discipline studying, methodical recommendations for examinations, test materials su-

pervising quality of mastering of the maintenance of discipline, the dictionary of the basic terms.

168. 67.404

K 93

Kurtyak, Aleksandra Petrovna.

Commercial law [Electronic resource]: electronic course: recommended by the methodical council of the University / A. P. Kurtyak, I. V. Serbin; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The studied course “Commercial law” is intended to generate at students representation about specificity of sphere of the commodity reference and its legal regulation at the present stage. Subjects of trade relations reveal from the point of view of their role in the commodity market. By consideration objects of trade relations special attention is paid to goods characteristics.

169. 65.433

L 50

Lesnikov, Aleksandr Mikhailovich.

Management and tourism marketing [Electronic resource]: electronic course: recommended by the methodical council of the University / A. M. Lesnikov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic educational-methodical grant “Management and tourism marketing” contains the actual information on problems of management and marketing of the tourist organizations. In the grant the special attention is given to questions of performance of general functions of management in travel agencies and hotels, to problems of strategic planning of tourist industry, leadership of managers and motivation of subordinates, use of a complex of marketing in tourist organizations management. In the grant problems of marketing management in tourist industry are revealed in detail, the technique of research of external marketing environment, place, role and elements of a complex of marketing communications, structure of marketing service and its problem is given.

170. 65.433

L 50

Lesnikov, Aleksandr Mikhailovich.

Modern tendencies of tourism development [Electronic resource]: electronic course: recommended by the methodical council of the Uni-

versity / A. M. Lesnikov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the grant modern lines of development of tourism in the world, Europe, Russia and St.-Petersburg are considered. The first section is devoted to the analysis of tendencies of tourism development in the world, in particular, in this section such tendencies of tourism development as globalization, a role of information technology increase in tourism and increase of a role of tourism in economy, and also decision of modern calls are allocated. In the second section tendencies of tourism development in Europe are analyzed the history of occurrence of the Shengen zone and its modern problems, in particular, are revealed. In the third section tendencies of development of tourism in Russia are shown, in particular, occurrence of tourist market, development of business and congress-exhibition tourism, tendencies of the Russian tourist legislation are analyzed. In the fourth section the analysis of tendencies of tourism development in St.-Petersburg is given, the emphasis is especially laid on performance of the Program of tourism development for 2005-2010, and also possibility of transformation a city in the sea capital of the country.

171. 65.433

L 50

Lesnikov, Aleksandr Mikhailovich.

Technology and organization of international tourism [Electronic resource]: electronic manual: recommended by the methodical council of the University / A. M. Lesnikov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic manual is devoted to technology and organization of international tourism in Russia. In the grant the reasons and factors of development of international tourism are revealed, its condition in Russia at the present stage is analyzed, the state role in its regulation are revealed, organizational, technological and technical questions of exit and entrance tourism, problems of management and marketing of international tourism are considered in detail. The author allocates participation in international tourist exhibitions as a kind of international tourism. In the grant questions of insurance of Russian tourists and their transportation are considered. Special emphasis is made by the author on observance of tourist formalities in organization of international tourism, and also modern problems of globalization in tourism and their display in Russia.

172. 65.262.2

L 63

Lisitza, Maxim Ivanovich.

Investment portfolio management [Electronic resource]: electronic course: recommended by the methodical council of the University / M. Iv. Lisitsa; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course fundamental information, and also behavior aspects of financial investment and functioning of capital markets are stated, basic approaches on management of bonds packages and actions portfolios are revealed, and also development of ordinary and synthetic financial investment strategy are considered. Electronic course is intended for students trained on master programs of economic direction, can cause interest in post-graduate students and competitors of scientific degrees in economic sciences.

173. 65.050.2

L 69

Loginova, F. S.

Information resources and technologies in management [Electronic resource]: electronic course: recommended by the methodical council of the University / F. S. Loginova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course theoretical and practical aspects of information resources and technologies in management are considered. The basic directions of use of information resources and modern computer technologies are analyzed. The role and influence of information technology on business development in management is shown. Using the Internet — technologies allows to model real situations in activity of enterprises, to provide connection of training process with the future professional work of undergraduate. Increasing level of computer literacy of undergraduates allows to use it actively in educational process, innovative methods of training on the basis of information and Internet — technologies. The first part of a course is devoted to information resources, systems and technologies. In it questions of a subject, instruments of labor and products of work of a manager are brought up. Detailed characteristic of information technology as a scientific discipline is given, information and information processes, basic theoretical concepts in the field of information resources and the technologies intended for computer support of administrative processes in such spheres as marketing industrial and financial management, and also legal maintenance of economic activities.

The question on technologies of work in the Internet, their influences on development of a modern society is especially considered. The second part of a course is of practical orientation. Considerable attention is paid to receptions of use of modern information technology in business, to independent training. It is necessary to formulate administrative problems, to put problems and to solve them by means of information technology, to apply methods of estimation and a choice of software intended for realization of functions and problems of marketing, industrial and financial management, to know program products, directed on decision-making in the environment of systems of class ERP, to use business dealing methods in basis of which modern info-communication technologies are put. Separate section considers theoretical and practical questions of construction and work in networks of the Internet.

174. 32.973.60.5

L 69

Loginova, F. S.

Information resources and technologies in social sphere [Electronic resource]: electronic course: recommended by the methodical council of the University / F. S. Loginova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course theoretical and practical aspects of information technology in social sphere are considered. Basic directions of use of modern computer technologies are analyzed. The role and influence of information technology on business development in social sphere is shown. The first part of a course is devoted to theoretical bases. In it questions of structural construction of the computer from system positions are brought up, short analysis of basic technical and program elements which are a part of PC, about introduction new information technology in professional work, management means, means of work with documents, means of telecommunications, information computer networks is given. The question on technologies of work in a network the Internet, their influences on development of a modern society is especially considered. The second part of the grant is of practical orientation. Considerable attention is given to working methods in the environment of operating systems, various popular applied programs — text, mathematical, graphic editors, databases. The separate section considers theoretical and practical questions of construction and work in networks the Internet. The course purpose is formation of system of theoretical knowledge in the field of information

support of social sphere, and also practical skills of application of information technology in this sphere. The course is intended for listeners of the faculties studying information technology in social sphere within the limits of discipline “Information technology in social sphere”, for teaching structure of all adjacent professions using means of automation of information streams in methodical work on the subject domain.

175. 67.401.21

M 13

Mazurin, Stanislav Fyodorovich (prof., doctor of jurisprudence).

Currency control and customs legislation [Electronic resource]: electronic course: recommended by the methodical council of the University / S. F. Mazurin; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: the electronic course is prepared according to the program of studying of customs currency control and the customs legislation. In work the concept and the maintenance of currency and customs regulation, currency control, its legal bases and the organizational aspects making of customs business are stated. The course is intended for students of all modes of study studying currency control and the customs legislation. It can be useful for post-graduate students, teachers, practical workers of customs and other state structures, businessmen and experts of the organizations which are engaged in the foreign trade operations and customs registration of the goods moved through customs border.

176. 67

M 13

Mazurin, Stanislav Fyodorovich (prof., doctor of jurisprudence).

Legal bases of administrative activity [Electronic resource]: electronic course: recommended by the methodical council of the University / S. F. Mazurin; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: the electronic course “Legal bases of administrative activity of the state” is developed on chair of the administrative and financial right of the St.-Petersburg academy of management and economy. The course includes the most important questions connected with administrative activity of public authorities of the Russian Federation on maintenance of functions of the state and realization of constitutional laws of citizens on participation in an administrative office of the state, and as the basic problems facing the state in the specified field of activity and real conditions of their permission.

177. 67.402

M 13

Mazurin, Stanislav Fyodorovich (prof., doctor of jurisprudence).

Financial law [Electronic resource]: electronic course: recommended by the methodical council of the University / S. F. Mazurin, N. S. Batsvan; SPbUME. — Spb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: the electronic training course “Financial law” is developed on the chair of administrative and financial right of St.-Petersburg academy of management and economy. The presented electronic training course, includes the most important questions connected with legal regulation of financial and economic activity in the Russian Federation and realization of financial function of the state during the historical period and in modern conditions of conducting of a market economy. The maintenance of an electronic training course corresponds to obligatory norms of the third generation of the State educational standard of higher vocational training and the methodical requirements shown to educational editions.

178. 60.56

M 25

Margulyan, Yakov Aronovich.

Social policy [Electronic resource]: electronic course: recommended by the methodical council of the University / Ya. A. Margulyan; SPbUME. — Spb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course the maintenance and social policy principles are considered, social dangers and threats are analyzed, actual problems of realization of social policy in relation to various categories of the population of Russia are investigated. Basic attention is given to methodological approaches and category device of the given subject matter, revealing place and role of the state and civil society as subjects of social policy, to consideration of specificity of formation and realization of social policy in conditions of reforming of Russian society. The electronic course corresponds to requirements of state standard of high school to the maintenance and level of preparation of graduates on the profession and direction “Social work”.

179. 76.006.5

M 27

Markov, Aleksandr Anatolyevich.

Public relations in protection of image against the negative information of mass-media [Electronic resource]: electronic course: recommended by

the methodical council of the University / A. A. Markov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

180. 65.6

M 33

Matveev, Vladimir Aleksandrovich.

Mathematical models in the theory of management and research of operations [Electronic resource]: electronic course: recommended by the methodical council of the University / Vl. A. Matveev; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The course purpose is teaching material representation on discipline “Mathematical models in the theory of management and research of operations”. The electronic course gives the chance to seize mathematical apparatus which can be used by students of economic and humanitarian specialities in professional work. The electronic course consists of the working curriculum, the abstract of lectures, the list of references, recommended for independent work on each theme and at all course, examination questions and tests.

181. 65.261

M 42

Medvedeva, Svetlana Nickolayevna.

Estimation and re-structuring of financial institutes [Electronic resource]: electronic course: recommended by the methodical council of the University / S. N. Medvedeva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The Electronic course corresponding to a full educational-methodical complex of discipline, includes: maintenance, working curriculum of discipline of the purpose, a problem of studying the discipline, general methodical recommendations about studying the discipline, theme and methodical recommendations about performance of examinations, recommendations to organization of independent students work, an order of monitoring procedure of preparation quality of students on the discipline, the maintenance of supervising materials, the dictionary of terms (glossary), a theoretical material according to themes of the working program, total questions to offset (examination), tests to each theme and a total test on the discipline, recommended literature. The electronic course “Estimation and re-structuring of finance “Finance and credit”, internally-correspondence and correspondence modes of study. It also can be used for the students trained

for directions: 080109.65 “Accounting and audit”, 080507.62 “Management of the organization”, 080100.62 “Economy”.

182. 65.5

M 42

Medved, Anna Alexeyevna.

International economic relations [Electronic resource]: electronic manual: recommended by the methodical council of the University / A. A. Medved; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic grant contains a summary of course IER. The purpose of the given course is studying by students of the basic forms of the international economic relations development, such as international trade, international market of intellectual property objects, movement of capital, international currency-financial and credit relations, migration of labor and economic integration. The structure and course subjects allow students to consider in details these major forms IER, to show the mechanism and features of their functioning, to coordinate practice of development of the international economic relations to integration processes in modern Russian economy. On the given discipline lectures are given, seminar lessons are conducted, independent work connected with individual studying by students of basic and additional literature is provided. Current control on the discipline provides preparation of reports, writing of abstracts, decision of control problems, test checks. Total control is connected with offset delivery at the rate in the ninth term.

183. 65.5

M 64

World economics relations [Electronic resource]: electronic manual: recommended by the methodical council of the University / A. V. Golubev; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic manual on discipline “World economics”, contains the course program, questions to seminar employment, methodical recommendations about writing course and examinations, approximate list of course works and examinations, questions to offset and examination, test tasks.

184. 65.012.1

M 75

Molochnikov, N. V.

Economic organization and information theory [Electronic resource]: electronic course: recommended by the methodical council of the

University / N. R. Molochnikov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The course is intended for masters of a direction “Economy” specialized program of 08100.68 “Institutional economics and economic policy” for all modes of study. It corresponds to the state educational standard of high vocational training for a speciality “Institutional economy and economic policy”.

185. 65.052

M 91

Muruyeva, Eleonora Karlovna.

International standards of financial reporting [Electronic resource]: electronic manual: recommended by the methodical council of the University / E. K. Muruyeva, S. V. Chernyh; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The course “International standards of financial reporting” represents an organic component of preparation of the qualified expert which knowledge corresponds to a modern level of development of market relations. The course purpose is acquaintance of listeners with theoretical bases and reception of practical skills of drawing up of the financial reporting according to the International standards of the financial reporting (ISFR). In the manual according to the state educational standard the role and appointment ISFR, conditions and order of their creation are stated; information on a financial position, results of activity and changes in a financial position of the economic subject, necessary for a wide range of users at acceptance of economic decisions are given. Also questions of formation of the accounting (financial) reporting of Russian enterprises according to ISFR are considered. Practical examples are resulted and there are tasks on each theme.

186. 88.37

N 34

Nakhimovich, Irina Iosifovna.

Person's psychology theory [Electronic resource]: electronic course: recommended by the methodical council of the University / I. I. Nakhimovich, Yu. A. Parfyonov, G. G. Markovskaya; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Person psychology is one of the most actual psychological disciplines for experts of a direction “Psychology”. The course consists of six

themes. The first theme is devoted the general questions of psychology of the person (authors — composers senior lecturer Parfyonov Yu. A. and senior teacher Markovskaya G. G.). In the second theme individual properties of the person and their role in development of the person (the author — composer of the item senior teacher Markovskaya G. G.) are considered. The third theme is devoted to questions of emotionally-strong-willed regulation of the person (authors — composers senior lecturer Parfyonov Yu. A. and the head teacher Markovskaya G. G.). In the fourth theme the most known domestic theories of the person (the author-composer senior lecturer Parfyonov Yu. A.) are stated. And in the fifth theme — the most known foreign theories of the person (the author-composer senior lecturer Nahimovich I. I.). In the sixth final theme questions of a course of person life, the problem of a personal maturity and responsibility (the author-composer senior lecturer Nahimovich I. I.) are considered.

187. 65.290-2

N 73

Novik, Yelena Vyacheslavovna.

Operational management theory [Electronic resource]: electronic course: recommended by the methodical council of the University / Ye. V. Novik; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: the electronic course is developed according to the state educational standard of higher vocational training in a direction 080500.68 “Management” and intended for training of a full-time course of study masters, for use within the limits of study by the faculty and undergraduates of St.-Petersburg academy of management and economics. The object of studying of discipline “Operational management” is organization (enterprise). A subject of studying of the discipline are principles and management methods operational (industrial and service) systems.

188. 74.58

O13

Providing development quality of electronic courses [Electronic resource]: electronic course: recommended by the methodical council of the University / N. A. Bonyushko; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: Achievements of scientific and technical progress mention all fields of activity of the person. Introduction of innovations in educational process that is connected with prompt increase in a stream of the

information is especially important, necessity for the individual to have skills to reception, processing and application of knowledge of which also promptly come in the stead the new. Modern concept of open formation assumes possibility of a choice the trainee of means, a place and time of the training, corresponding to its inquiries. It means presence of alternative manuals (courses) and the applied software for their creation, support of training and adaptation to the concrete trained. At the same time modern requirements of educational standards recommend to educational institutions to create educational portals, electronic educational environments, electronic resources. All it imposes certain requirements to preparation, creation and introduction in educational process of electronic resources which should provide a corresponding degree of quality of educational-methodical maintenance of educational process, to correspond to design requirements, to satisfy to technical rules and regulations, to be clear for trained. The given management is directed on rendering of the methodical help to authors-composers, developers, the teachers who are carrying out preparation of initial materials in electronic form for the further formation of electronic courses.

189. 65.268

O 52

Oksutik, G. P.

Foreign investments [Electronic resource]: electronic course: recommended by the methodical council of the University / G. P. Oksutik; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: In the electronic manual foreign investments as the form of international movement of the capital are considered, classification of foreign investments, economic, legal and the social factors of an investment climate providing efficiency of investments of foreign investors is given. Considerable attention is given a role of foreign investments in development of economy of Russia. The manual contains questions for self-examination, the dictionary of the basic terms, the list of recommended literature (under heads).

190. 65.433

P 12

Pavlova, Natalya Vasilyevna.

Transport maintenance in tourism [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. V. Pavlova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Basic attention is given to the consideration of legal bases of transportation of tourists by various types of transport, questions of rendering of service services, cooperation of various transport systems in the field of transport service of tourists, practical activities of transport agencies on maintenance of the industry of tourism.

191. 66.3(2)12

P 13

Pak, He Sun.

Local self management tourism [Electronic resource]: electronic manual: recommended by the methodical council of the University / H. S. Pak; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the grant main principles of the territorial organization of local government, territory resources, economic bases of local government are characterized. Representation about planning, forecasting socially — economic development of municipal union is given. The system of indicators and methodical approaches to an estimation of efficiency OLSG are considered.

192. 65.053

P 24

Pelushkevich, Marina Leonidovna.

Economic analysis [Electronic resource]: electronic course: recommended by the methodical council of the University / M. L. Pelushkevich; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the present course theoretical bases and applied questions of the economic analysis according to new state standards on the given discipline are stated. Theoretical aspects of the analysis of economic activities of the organizations, system and methodology of the complex analysis, a technique of the economic analysis are considered. The course is intended for the students trained for specialities: “Finance and credit”, “Anti-recessionary management”.

193. 81.2 Span.

P 34

Pisarskaya, T. R.

Foreign language (Spanish) [Electronic resource]: electronic course: recommended by the methodical council of the University / T. R. Pisarskaya; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The purpose of the given electronic course — to promote practical mastering of the Spanish language, as has defined its structure. The course allows to acquire key rules of pronunciation, grammar, to get an initial lexicon, sufficient for dialogue on the basic household themes (a family, the working day, apartment, hotel, purchases...). To learn to read and understand simple, adapted texts. In a water phonetic part the short characteristic of a sound system of Spanish language is presented, the articulation of each sound is described, rules of reading speak and the basic types of intonation are short characterized. Grammar is stated by accessible language with enough of the examples illustrating this or that grammatical phenomenon. The theoretical material is followed by practical exercises, allowing to fix the studied material, and also to serve as the form of self-checking in the course of work on a grammatical material. Development of the material containing in the present grant, urged to make more productive students work directed on mastering by different aspects of modern Spanish language. In the appendix to a course tables conjugation of wrong and deviating verbs, tables of suffixes and prefixes of Spanish nouns and adjectives are given.

194. 66.3(2)1

P 56

Ponomaryova, Tatyana Germanovna.

Political institutes and their evolution tourism [Electronic resource]: electronic course: recommended by the methodical council of the University / T. G. Ponomaryova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Evolution of political institutes is history of gradual transformation of institute of traditional type into a modern institute. Traditional political institutes are based on rigidly ordered by ritual and custom rules of political behavior. Modern political institutes during the development become more and more specialized. They embody the norms providing internalization of such values as political competence, independence, private responsibility, rationality without which presence at motivational person's structure functioning of modern political institutes of the newest time is impossible is their rather big independence of system of moral instructions. The political institute becomes a subject of more free moral and emotional choice of individuals. The political institute can hold an independent political line, carry away people. However if it ceases to answer completely to inquiries of that social generality which has put it forward, it turns around by the mistrust and can lead to political institute replacement.

195. 87.4

P 58

Popova, O. V.

Logics [Electronic resource]: electronic course: recommended by the methodical council of the University / O. V. Popova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the given course of lectures substantive provisions of formal logic with reference to training courses of higher educational institutions are stated. Key concepts, major forms and thinking laws, ways of the proof, and also the form of knowledge development are considered.

196. 65.262.2

P 78

Proglyadov, Vladimir Vasilyevich.

Financial actives estimation tourism [Electronic resource]: electronic course: recommended by the methodical council of the University / Vl. V. Proglyadov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In an electronic course theoretical aspects and practical questions of an estimation of financial actives are considered. The technique of an estimation of financial actives is stated taking into account domestic and foreign practice. Great attention is paid to the standard-legal base and the organization of financial actives estimation (securities) in modern Russia.

197. 75.81

P 85

Pryakhin, N. G.

Children's, sports, adventure and amateur tourism [Electronic resource]: electronic manual: recommended by the methodical council of the University / N. G. Pryakhin, O. V. Shalamova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The grant includes the discipline curriculum, methodical instructions on term paper performance, texts of lectures, a dictionary of terms. Features of children sports, adventure and amateur tourism are considered and analyzed. Besides, the interrelation of tourism kinds is shown.

198. 81.2-5

P 88

Purinova, Galina Konstantinovna.

Business communication [Electronic resource]: electronic manual: recommended by the methodical council of the University / G. K. Purinova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: New economic and social conditions put in the forefront necessity of increase of level of communicative business competence. Effective interpersonal dialogue is very important for success in management, many economic, financial problems solution is built on direct interaction of people within the limits of various business situations. The discipline contents “Business communication” is directed communicative competence development, that is ability of the person to solve by various means those or other communicative problems in different spheres and dialogue situations. Each theme of the grant includes theoretical material, questions for independent work and the list of references on the given theme. Communicative business competence demands the constant trainings directed on business dialogue skill development. Therefore the primary goal of the grant is to give material for an independent practical training which will promote development of business dialogue ability and acquisition of effective business communications skills.

199. 71.0

P 88

Purinova, Galina Konstantinovna.

Cultural science [Electronic resource]: electronic manual: recommended by the methodical council of the University / G. K. Purinova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Cultural science — a youngish science. It was generated into a special scientific discipline actually only XX century. But the culture as a studying subject began to involve in itself interest of philosophers, historians, linguists since a XVII century. While studying the given discipline it is necessary to mean its non-uniform character: it is known that in cultural science till now bring the contribution different disciplines — anthropology, sociology, history, psychology, pedagogics, linguistics, semiotics bring contribution till the present day. All these disciplines study culture from all points of view. For the short period of existence cultural science developed the methodological base and found the independent status, became an obligatory element in the federal block of disciplines of higher education.

200. 81.2 rus-5

P 88

Purinova, Galina Konstantinovna.

Cultural science [Electronic resource]: electronic manual: recommended by the methodical council of the University / G. K. Purinova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Words, developing in a language, allocate the person from fauna. Any science, any speciality can't do without words. They are necessary to formulate knowledge and experience, to keep it and to transfer to following generations. Without dialogue there is no society, without a society there is no social person, there is no cultural person, reasonable person. Dialogue corrects people, their life, their development, their behavior, their knowledge of the world and as parts of this world. The objective of this research — to understand communications between people, to understand that to it disturbs and that promotes, is important and defensible, as dialogue is a pillar, a core, a basis of existence of the person. In this grant problems of human dialogue with special attention to language as to the main means of dialogue are considered. Now, when mixture of people, languages, cultures reached unprecedented scope, and there was a very sharp problem of education of tolerance to other cultures, awakenings of interest and respect for them, for other people languages — the discipline “Language cultural bases” is rather actual.

201. 66.0

R 15

Radikov, Ivan Vladimirovich.

Political science [Electronic resource]: electronic manual: recommended by the methodical council of the University / I. V. Radikov; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The textbook on political science is prepared according to federal state standard of higher vocational training (FSSHVT). It covers basic questions of political science. Along with a theoretical statement of policy problems and political relations attention to disclosing their features in modern Russian society is paid. For simplification of teaching material mastering in the end of each theme questions for self-checking are given. The textbook is intended for students and teachers of political science, for all who are interested in political science, questions of the country political life.

202. 88.5

R 22

Rannala, Natalya Vladimirovna.

Personnel Management psychology tourism [Electronic resource]: electronic course: recommended by the methodical council of the University / N. V. Rannala; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The course acquaints students with modern scientific principles and personnel management methods, opens the major psychological

aspects of personnel management, promotes knowledge mastering, the skills necessary for a psychologist, working in human resources management.

203. 65.272

R 59

Rogova, A. M.

Social work in foreign countries [Electronic resource]: electronic course: recommended by the methodical council of the University / A. M. Rogova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the manual the basic aspects of social work organization abroad at various levels is revealed. Are considered Theory questions (models of social work, basic schools of social work), as well as practical experience of worldwide social protection organization are considered. Attention to International Federation of social workers activity is paid. In the grant questions of social workers professional training, to sources of social work financing are revealed too. In the manual social work abroad at various levels is considered: from global level to national models. The author generalizes experience of social work organization and describes activity of various social institutes in the social help organization in various countries. The course is intended for the students trained for a profession “Social work”, for practical social workers, and also for all who is interested in the problems of social sphere development and social work abroad in modern conditions.

204. 60.54

R 59

Rogozhova, N. A.

Social anthropology [Electronic resource]: electronic course: recommended by the methodical council of the University / N. A. Rogozhova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: This electronic course opens the basic concepts of social anthropology, opens the history of its development. The questions, concerning historic-biological evolution of the person, civilizations, cultures are in detail considered in detail. Special attention is paid to subject and personal features of the person, the nature of psychophysical and social phenomena, biological bases of his behavior. Constants of the person's existence, its vital worlds is revealed, analyzed in the context of every day culture.

205. 65.261-2

R 86

Rumyantseva, Anna Yuryevna.

Modern concepts of financial management [Electronic resource]: electronic course: recommended by the methodical council of the University / A. Yu. Rumyantseva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the manual questions of bases of financial management modern concepts are taken up: evolution of modern financial theory, the review of portfolio theories, the theory of options pricing, factorial models of a portfolio, the theory of capital structure, the merge and absorption transactions. The questions devoted to separate directions of a portfolio theories, theories of the capital structure, the theory of financial management are actualized. The grant is intended the students trained in a direction 521600 — “Economics”.

206. 65.26-2

R 86

Rumyantseva, Anna Yuryevna.

Theoretical bases of financial management [Electronic resource]: electronic course: recommended by the methodical council of the University / A. Yu. Rumyantseva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In an electronic course questions on theoretical bases of financial management are taken up: financial system, the review of the theory of management of the capital structure, the theory of costs management and enterprise profit, model of a debt receivable and monetary streams management, management theory financial investments. The questions devoted to separate directions of management theories by actives, theories of the capital structure, the theory of financial management are given.

207. 65.261

R 86

Rumyantseva, Anna Yuryevna.

Finance theory [Electronic resource]: electronic course: recommended by the methodical council of the University / A. Yu. Rumyantseva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the manual questions of finance theory bases are taken up: evolution of modern finance theory, the review of portfolio theories, be-

havioral bases of capital market functioning, factorial models of a portfolio, theory of the capital structure. The questions devoted to separate directions of theories of a portfolio, theories of the capital structure are actualized.

208. 65.011.3

R 86

Rumyantseva, Anna Yuryevna.

Prices and pricing [Electronic resource]: electronic course: recommended by the methodical council of the University / Yu. A. Rumyantseva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the grant questions of pricing bases are taken up: its place in economy of Russia, kinds and structure of prices, factors influencing pricing process, pricing methods, pricing state regulation. The questions devoted to separate directions of price policy formation of enterprises, management methods of price risks are considered.

209. 81.2Fr

S 13

Savchenko, Anna Aleksandrovna.

French language [Electronic resource]: electronic course: recommended by the methodical council of the University / A. A. Savchenko; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual is directed on knowledge reception and expansion, language skills development in French language, necessary for successful communication. The grant main goal consists of a correct pronunciation development, working off skills of perception and application lexical units in speech, reception and mastering of grammar bases knowledge, oral and written speech development within the studied subjects. The electronic manual includes introductory-remedial phonetic course directed on of a correct pronunciation development, and also 20 parts, each of which consists of a lexical and grammatical language material and can be used under the teacher direction as well as, independently. The majority of exercises and tests are supplied with keys. The course is intended for pupils of language and non- language professions of various modes of study; studying French as the first or the second foreign language, including the students trained by distant system.

210. 65.050.2

S 13

Savchenko, Anna Aleksandrovna.

Management (management bases) [Electronic resource]: electronic course: recommended by the methodical council of the University / A. A. Savchenko; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic manual includes: the working discipline curriculum, general methodical recommendations on discipline studying, methodical recommendations on examinations performance, the order for monitoring procedure of students preparation quality of the discipline, supervising materials contents, basic lectures texts, the dictionary of terms. In the electronic grant methodological bases both general technology and management mechanisms are revealed; system-situational approaches to the analysis and problems solving management; methods of organization, motivation and control methods, necessary for managers effective administrative activity. And also bases of administrative knowledge, general approaches to management are stated. Thus special attention is paid to the human factor in management and to organizations development.

211. 65.050.2

S 13

Savchenko, Anna Aleksandrovna.

Management [Electronic resource]: electronic course: recommended by the methodical council of the University / A. A. Savchenko; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic manual includes: the working discipline curriculum, general methodical recommendations on discipline studying, methodical recommendations on examinations performance, the order for monitoring procedure of students preparation quality of the discipline, supervising materials contents, basic lectures texts, the dictionary of terms. In the electronic grant methodological bases both general technology and management mechanisms are revealed; system-situational approaches to the analysis and problems solving management; methods of organization, motivation and control methods, necessary for managers effective administrative activity. And also bases of administrative knowledge, general approaches to management are stated. Thus special attention is paid to the human factor in management and to organizations development.

212. 65.050

S 22

Satsevich, Vladimir Aleksandrovich.

Systematic research in economics management [Electronic resource]: electronic course: recommended by the methodical council of the University / V. A. Satsevich; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the manual theoretical bases and applied aspects of system approach methodology social and economic systems management research are considered.

213. 67.404.1

S 24

Sviridenko, Marina Vladimirovna.

Municipal property privatization and management [Electronic resource]: electronic course: recommended by the methodical council of the University / V. A. Satsevich; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual on the discipline “Municipal property privatization and management” represents the educational-methodical complex including: the curriculum, themes of examinations and methodical instructions on their writing, and also the basic abstract of lectures, tests and control questions for the course.

214. 65.050.2

S 24

Svistunova, Irina Nickolayevna.

Organizational culture and changes management [Electronic resource]: electronic course: recommended by the methodical council of the University / I. N. Svistunova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: This electronic course is necessary for assistance to students, internal and correspondence modes of study for the field 080504 “Organization management”, in mastering a complete course of a subject matter “Organizational culture and changes management”. In an electronic training course theoretical bases of changes in the organization management, innovative activity as the basic source of development are considered. The main aim of studying the discipline is formation of managers’ special preparation bases, increase of their professionalism, by development of system thinking, abili-

ties of bases application of innovative approach to the process of organization management. In the electronic course theoretical bases of technological development management, the company organizational-administrative development, and also resistance to organizational changes and methods of its overcoming are considered. The themes containing in the manual, completely correspond to the working curriculum of discipline “Organizational culture and changes management”. Each theme opens essence of concrete aspects of management of changes in the company, gives the characteristic of basic concepts, is accompanied by control questions and tests. The electronic course is intended for students of higher educational institutions trained in a direction “Management” and professions “Organization management”, and also for post-graduate students, teachers and all those who is interested in problems of organizational culture and management of changes in modern organizations working in market conditions.

215. 65.23

S 30

Semchenkova, Svetlana Vasilyevna.

Business-planning [Electronic resource]: electronic course: recommended by the methodical council of the University / S. V. Semchenkova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The necessity of qualitative transformation of Russian economics on essentially new bases causes objective necessity of wide use of business planning with a view of market functioning improvement of Russian enterprises. The most important problems in the field are considered, namely: concept, essence, strategy of development of business planning, the mechanism of its formation. The technique of drawing the business plan up is given, process of its realization, enterprise business diagnostics are revealed, the account of risks, competition and innovation role in business planning, and also features of domestic experience in the field are shown, most often meeting errors at drawing up and practical embodiment of business plans in life and methods of their elimination are marked.

216. 65.290-80

S. 30

Semchenkova, Svetlana Vasilyevna.

Production organization [electronic resource]: electronic manual: recommended by the methodical council of the University / S. V. Semchenkova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual highlights and reveals the contents of the organizational, operational, economic and administrative activity of the enterprise. The methods, rules and tools necessary to organize related and synchronously operating of the production system are described. Forms of construction and organization of the enterprise basic units of production and service work, methods and ways of business organization, of technical industry preparation, organization of enterprise management, issues of informational support of production and technical and managing activities of the enterprise staff are reviewed.

217. 81.2Fr

S 47

Slabukho, Svetlana Iosifovna.

Business French [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. I. Slabukho; SPbAME — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The purpose of this electronic educational and methodical manual is independent cognitive activity of students aimed on productive mastery of all aspects of foreign language, on forming the skills and abilities required for cross-cultural communication in today's society. This guide includes basic information about French grammar, illustrated with tables, examples, translated into Russian, which greatly facilitates its absorption and gives greater visibility. An essential part of the grammar exercises are based on the lexical material of the previous lessons, which contributes to better learning of the basic French business vocabulary, building skills to converse in the language within a minimum of professionally-oriented language. Most of the professional educational materials are based on the original French sources on linguist regional and socio-cultural issues. Each text is provided with a thematic dictionary and materials for independent work, presented in the form of exercises and tests for self-control. All tests are provided with keys so that students could do the tests without being directly supervised by a teacher.

218. 65.261.3

S 47

Slanov, Valeriy Pavlovich.

Russian Federation budget system [Electronic resource]: electronic course: recommended by the methodical council of the University / V. P. Slanov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the electronic course the issues of the Russian Federation budget system under current conditions are covered, budget income and expenditures, specifics of budgetary classification during the formation and development of market relations in Russia are reviewed. The features of the budget functioning in the market economy conditions are revealed, as well as its structure, the role of the individual units of the budget system: the federal budget and budgets of the Federation subjects, local budgets. Issues of the budget process, specialties of its individual stages, as well as the characteristics of the investments and social services financing: education, health and social benefits, — are actualized. The electronic learning course is intended for students studying in the field 080 105 “Finance and Credit”, 080109.65, “Accounting and Auditing”, 080503.65, “Crisis Management”, 080111.65, “Marketing”, as well as areas of “Economics”, “Management” full-time, part-time and extramural correspondence forms of training.

219. 65.262.2

S 50

Smirnov, Igor Fedorovich.

Derivative securities [Electronic resource]: electronic course: recommended by the methodical council of the University / I. F. Smirnov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course provides the basic material for the course “Derivative securities” in accordance with the requirements of state standards of higher education. Course topics are reviewed in accordance with the thematic plan using practical examples. A distinctive feature of the electronic course is that, along with international experience the formation and development of derivative securities market in Russia in the context of globalization in the post-crisis period is reviewed and analyzed. The events of recent years show that the existing regulatory tools of the global financial market are not enough. The growth of uncertainty in financial markets, particularly in relation to foreign exchange and securities led to the development of mechanism of hedging and risk management. Already well-known financial instruments such as commodity futures and options are complemented by more sophisticated forms. The feature of the market of “derivatives” as opposed to traditional securities is the high degree of risk and unpredictability. Transactions with the “derivatives” have actually gone outside the system of legal regulation, which causes increasing concern of reputable financial experts. In their view, the development of the global market of “derivatives” can lead to catastrophic consequences for the global financial system. In this case the

collapse of one link of the system can be extended to its other units like the “domino effect”. For this reason, much attention is paid to the peculiarities of regulation, which is used in the world and domestic practice.

220. 65.262.2

S 50

Smirnov, Igor Fedorovich.

Securities market [Electronic resource]: electronic resource: recommended by the methodical council of the University / I. F. Smirnov; SPbAME — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary The manual consists of eight sections. The first section provides the basic concepts of the securities market, its structure and infrastructure, issues of state regulation, the operational mechanism of securities market functioning is considered, the organization of various activities: brokerage, dealing, securities management, clearing and settlement and depository. The second section focuses on the mechanism of exchange trading, sets out the process of listing, trading off-exchange procedure is disclosed on the example of the Russian Trading System and the American system of NASDAQ. A separate chapter is devoted to the methods of calculating stock indexes. The third section discusses the market for collective investment, the essence of mutual funds is determined, the place and role of the Management Company is cleared; justified the use of indicators to assess the net asset value of mutual funds. In the fourth section of the manual the concept and nature of securities are defined, they are classified by type of securities, the mechanics of debt securities are considered (bonds, bills, certificates of deposit and savings), the model of conversion of bonds into shares, the procedure for issuance and trading of shares. Methods of calculation of return on securities, an analysis of factors affecting the profitability of changes that must be considered when making transactions in the securities market are presented. The fifth part examines the main causes of the formation and development of the futures market, the mechanism of the functioning of financial derivatives, particular attention is paid to the disclosure of the use of option strategies in the practice of entrepreneurship. Much attention is paid to the peculiarities of production and circulation of new for the Russian Securities Market of American and global depository receipts and the conditions of formation of the Russian depository receipts. The sixth section of the manual presents methods of analysis of the securities market and its instruments. In detail, in close connection with each other, the basic forms and methods of fundamental and technical analysis of securities, which preceded the adoption of

investment decisions, are revealed. Particular attention is paid to elements of the Dow Theory and Elliott Wave theory. Along with the traditional methods of analysis the theory of Kondratieff cycles and the Soros theory of reflexivity are considered. The seventh section contains problems and methods of investment portfolio management. The manual discusses the main provisions of the portfolio theory, matters of relationship between risk and return, and the principles of portfolio management, performance evaluation of portfolio management. A separate section is devoted to the concept of interval portfolio theory, developed by M. I. Lisitsa. In addition, this section analyzes the prospects of development of securities market.

221. 65.271

C 50

Smirnova, Galina Alexandrovna.

Insurance [Electronic resource]: electronic manual: recommended by the methodical council of the University / G. A. Smirnov, I. A. Filippova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: This manual is a summary of foundations of the insurance business. The need for insurance protection of property, personality, responsibility of individual citizens, businessmen and government intensified with Russia's entry into the market economy. Satisfying this need is impossible without basic knowledge of the insurance business. The present manual outlines the issues of insurance essence and classifications, the conceptual apparatus, legal, economic and financial aspects of insurance, the basics of property, life insurance, liability insurance and reinsurance. New regulations in the insurance industry are reflected. The manual succinctly highlights historical, legal, organizational and economic mechanisms of providing insurance protecting of the interests of individuals (citizens) and legal (business) people under conditions of market economy in Russia. The manual also provides a description of the main branches of insurance (property, personal and liability), discloses the economic essence of insurance as redistributive specific relationship between the entities of the insurance market; the nature of insurance and reinsurance practices and types of reinsurance used in the Russian Federation are disclosed.

222. 65.272

S 53

Snisarenko, Svetlana Olegovna.

Organization, management and administration in social work [Electronic resource]: electronic manual: recommended by the methodical

council of the University / S. O. Snisarenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The manual discusses the various theories of social control, organizational structure of social services, social work management functions at different levels, methods of administration in the field of personnel management. The methodology and mechanism of social control are presented, allowing future professionals to organize management and administrative work in various institutions of social work. The manual is intended for students enrolled in a degree of “Social work”.

223. 65.272

S 53

Snisarenko, Svetlana Olegovna.

Economic foundations of social work [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. O. Snisarenko; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course covers the economic foundations of social work, performing as a specific area of the state activity, consciously focused on personality development and social progress. It examines the criteria of socio-oriented economy, such as the stability of the state economic growth, raising living standards, guaranteed social protection of people unemployed in the sphere of material production. Methodology and mechanism of economic activity presented in the EMC will allow future professionals to objectively estimate the socio-economic condition of Russian society at large-scale social reforms and to understand the basics of running and financing of social services, agencies and organizations system.

224. 65.262.1

S 59

Sokolova, Yuliya Arkadyevna.

Banks and financial institutions [Electronic resource]: electronic manual: recommended by the methodical council of the University / Y. A. Sokolova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: In the manual the basic questions of the course “Banks and financial institutions” provided by the State educational standards of higher education are reviewed. Features of the construction of modern credit systems of developed countries are presented, the role of commercial banks is viewed, as well as the specifics of the specialized credit financial institutions and their

place in the financial markets. Much attention is paid to the activities of private pension funds, insurance companies, mutual funds, financial exchanges, as well as factoring and leasing companies.

225. 65.262.4

S 59

Sokolova, Yuliya Arkadyevna.

Payment systems [Electronic resource]: electronic manual: recommended by the methodical council of the University / Y. A. Sokolova; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The manual discusses the major issues of the course, “Payment Systems” provided by the State educational standard of higher education. The nature, purpose, basis of the organization and design features of modern payment systems in Russia are set out, the role of the Central Bank in the organization of payment system, as well as the inherent characteristics of the main types of risks are discussed. Much attention is paid to bank electronic services as a promising direction of development of domestic and foreign payment systems.

226. 65.261

S 91

Sukhovich, Inna Stepanovna.

Financial risk management and insurance [Electronic resource]: electronic manual: recommended by the methodical council of the University / I. S. Sukhovich; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course “Financial Risk Management and Insurance” has been prepared on the basis of the requirements of state educational standards of higher education to the content and level of graduates’ training in the direction of 521600 — “Economy” (within the specialized training of masters program 521620 — “Finance”). The electronic course includes the basic requirements and organizational guidance for the study of discipline, work study program, the general guidelines for the study subjects.

227. 65.052

T 12

Tabakova, Margarita Viktorovna.

Accounting in the budget and non-budgetary institutions [Electronic resource]: electronic manual: recommended by the methodical council of

the University / M. V. Tabakova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual is intended for students of all forms of education speciality 100103.65 “Socio-cultural service and tourism”. Allowance is made in accordance with the requirements of state standards of higher education to the content and level of graduates of the presented discipline.

228. 65.050.2

T 39

Tidor, S. N.

Modern organizational structures and management mechanisms [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. N. Tidor; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: This manual is intended for students, starting entrepreneurs and managers. Its content is the generalized fusion of theory and practice of a number of foreign and domestic researchers. This experience of knowledge, built in the historic cut, includes design principles and models of competitive organizations, both at integration with major capital and the creation of small autonomous groups, which form the main resource of today’s advanced organizations, approaching to the model of self-developing system. It may be helpful to already successful managers as our daily life and work, overloaded with routine, reduces the productivity of intelligence by narrowed and established patterns of thought. The contents of this guide will enrich some people with new knowledge, for others it will refresh the shared vision of modernity and sharpen creative thinking. Based on these changes in yourself, you will be able to deeply and fully understand the trends in the space of rapidly changing world, to find new innovative solutions and successful steps in the development of your business or to become a more successful person in common business.

229. 65.050.2

T 41

Timofeeva, Eva Stanislavovna.

Paperwork in tourism [Electronic resource]: electronic manual: recommended by the methodical council of the University / E. S. Timofeeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic manual includes lecture material, the work program of the subject, a dictionary and a set of tests, general guidelines for the

study of the discipline and for the tests implement. Main attention is paid to the organization of office work, traffic of information flow and to the way of handling documents in enterprises of socio-cultural service and tourism. The sections on design, maintenance and storage of personnel records of employees of tourism businesses are described in detail.

230. 65.433

T 41

Timofeeva, Eva Stanislavovna.

Technics and technologies of tourists service [Electronic resource]: electronic manual: recommended by the methodical council of the University / E. S. Timofeeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual includes the basic requirements and organizational-methodical instructions on studying of bases of service of foreign and Russian tourists in Russia, arranging a complex of documents for reception of foreigners and departure of the Russian citizens abroad, forming and promotion of tours by accepting firms, training program, general methodical recommendations about the subject studying, texts of lectures, the dictionary of terms on “Techniques and technologies of tourists service”. The basic attention is paid to covering the tourist formalities and to the rules of the documentation registration for the entrance tourism that are to be followed as one of the prominent aspects in promptly developing international tourism.

231. 65.433

T 41

Timofeeva, Eva Stanislavovna.

Economics of the tourist market [Electronic resource]: electronic manual: recommended by the methodical council of the University / E. S. Timofeeva; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual includes the basic requirements and organizational-methodical instructions on studying of the tourist market functioning economic bases, the curriculum, the general methodical recommendations about the subject studying, term works writing, texts of lectures, the dictionary of terms on “Economics of the tourist market”. The basic attention is paid to covering the bases of tourist firms business activity and its state regulation, to the features of demand and supply in the tourist market, to pricing and expenses for a tourist product, its cost value.

232. 75.81

T 41

Timofeeva, Eva Stanislavovna.

Extreme tourism [Electronic resource]: electronic course: recommended by the methodical council of the University / E. S. Timofeeva; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The manual includes basic requirements and organizational-methodical instructions on the bases of extreme tourism studying, the curriculum, the general methodical recommendations about the subject studying, texts of lectures, the dictionary of terms and methodical recommendations about the examination works on “Extreme tourism”. The basic attention is paid to the description of kinds of extreme tourism, and also to the issues of preparation, organization and carrying out of extreme tours, to their safety support. The manual is written on the basis of state standard requirements of the higher professional education to the content and level of graduates of the “Tourism” speciality preparation.

The manual is intended for the students studying on the direction 100200.62 “Tourism”, and also for the teachers and other experts, interested in active leisure and tourism issues.

233. 60.56

T 46

Tikhomirova, N. G.

Management sociology [Electronic resource]: electronic course: recommended by the methodical council of the University / N. G. Tikhomirova; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: The electronic manual “The Management Sociology” includes: the working curriculum, general methodical recommendations about the subject studying, a theoretical course, questions for examinations or tests preparation, the dictionary of terms, etc. Basic attention is paid to the methodological approaches and the device of the subject, consideration of methods of applied researches of problems of management in the conditions of the Russian society reforming.

234. 65.9 (2)-56

T 76

Trofimov, German Alexandrovich.

Investments (investment) [Electronic resource]: an electronic course: recommended by the methodical council of the University / G. A.

Trofimov, O. V. Burgonov; SPbUME. — SPb.: Publish. SpbUME, 2011. — CD-ROM.

Summary: In the electronic course the basic economic aspects of investments are stated. Concepts, economic entity, kinds of investments, objects of investment and their classification, subjects of investment are opened. The content, sources and forms of investments financing, investment projects are reviewed, as well as indicators and methods of estimations of the economic efficiency in the process of real investment projects realization, features of financial investments efficiency estimation, investment programs and portfolios. The manual contains questions for self-examination, the dictionary of the basic terms, the list of the recommended literature (in chapters).

235. 65.053

T 76

Trofimov, German Alexandrovich.

Investment strategy [Electronic resource]: an electronic course: recommended by the methodical council of the University / G. A. Trofimov; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Financial and economic and operational activity of any enterprise is always connected with investment activity. The main condition of the reproduce process and economic growth are accumulating of volume and increase of efficiency of investments into creation of new and developing of operating of the main fond and production, in material and non-material actives. The complex of the questions connected with enterprises investment activity realization demands base knowledge of the theory and practice of taking administrative decisions in the field of effective directions and forms of investment activity development, definition of its purposes, a substantiation of the basic directions of investment resources formation, and also the effective and balanced investment portfolio formation. Experts in the field of investment management should possess complex fundamental knowledge in the management of the enterprise investments in modern market conditions. At the heart of this knowledge are: the comprehension of the positions developed by the world financial theory, revealing of possibilities of their application in concrete economic conditions, the domestic investment practice generalization. An important role is played by studying of modern methods of an estimation and forecasting of the investment market and its separate segments, development of new approaches to the estimation of investment appeal of branches of economy and regions, formation of modern enterprise

investment strategy conception, understanding of strategy and tactics of the investment activity management in market economy. As the success in business generally depends on correctness and validity of the chosen activity strategy of any organization, the central place in knowledge of the mechanism of administrative decisions taking of this area belongs to studying of modern methods and forms of investment activity, the complex analysis of an economic estimation of investments efficiency, methodological ways of the organization's investment portfolio formation and management. Necessity of the complex approach to a statement of questions of the theory and practice of working out and realization of investment strategy of the enterprise has defined the manual structure. The content of the major problems of formation and realization of investment strategy of the enterprise is revealed fully enough in it: investment strategy is considered as the form of strategic planning of development of the organization with use of various investment resources, principles, stages, sequence and methods of the organization investment strategy development are given. Considerable attention is paid to formation of strategic targets and directions of investment activity and the estimation of investment strategy productivity. The content of "Investment strategy" course, studied in the St.-Petersburg Academy of Management and Economics at bachelors preparation, by experts and masters in "Management" and "Economy" fields is in the base of the manual. Materials of the subject are approved by the author in the course of long-term reading of a corresponding course to students, and by practical training and seminars carried out.

236. 65.262.2

U 46

Uksusova M. S.

Marketing and banks credit policy [Electronic resource]: an electronic course: recommended by the methodical council of the University / M. S. Uksusova, E. V. Anicheva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: Competition growth and wide development of credit relations have caused a splash of interest to the matters of bank marketing and credit policy perfection. The electronic course "Marketing and banks credit policy" is aimed to form the knowledge of theoretical bases and practical skills in the field of bank marketing and the credit policy of the modern bank. The given course is prepared according to requirements of the state educational standard of the higher vocational education for the content and level of prepara-

tion of graduates in the speciality 521600 — “Economy” (within the limits of specialized preparation of masters under the program 521620 — “Finance”). The course material is well structured, gives system ideas about the purposes, problems, missions and specificity of modern bank marketing and credit policy. Special attention is paid to the issues of marketing organization and credit policy realization in the conditions of sharp competitive struggle for the limited resources and each client; experience of the developed countries which can be used in domestic practice is shown. The visual illustrative material allows to study the issues more deeply, helps the listeners to better accept and memorize the information. On each theme a list of references obligatory for personal profound study after mastering its bases is recommended. In the end of a course the list of the basic terms used in the field of bank marketing and credit policy is attached.

237. 65.290-80

U 67

Quality management [Electronic resource]: the electronic manual: recommended by the methodical council of the University / A. P. Dolgikh [et al.]; SPbUME. — SPb.: Publish. SPbUME, 2010. — CD-ROM.

Summary: Theoretical and scientifically-practical bases of management and quality maintenance are stated. During the manual preparation scientific-theoretical and educational editions in the field of management philosophy, management, life quality, general quality management, standardization and certification, methodology and methodological maintenance are used. On the basis of the international and domestic experience generalization, results of researches and analytical works, practical recommendations about creation and perfection of quality management systems at enterprises are made.

238. 65.9 (2)-56

U 67

Projects management [Electronic resource]: electronic manual: recommended by the methodical council of the University / S. O. Tsareva [et al.]; SPbAME — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual reveals the content and the way of projects management by hierarchical decomposition with functions allocation, problems of management and separate administrative works and their distribution on the life cycle stages of the project. Methods and techniques of projects management organization and realization, described in the manual, are intended for use at stages of a substantiation, working-out, realization and completion of

projects and are a basis for formation of practical skills of modern heads of projects.

239. 81.2Engl-1

F 35

Fedyukovskiy, Alexander Anatolyevich.

Theoretical phonetics [Electronic resource]: an electronic course: recommended by the methodical council of the University / A. A. Fedyukovskiy; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The subject “Theoretical phonetics” is included into series of the special professional subjects studied by future linguists and translators. The basic attention is paid to methodological approaches and the concrete device of the subject, investigation of nowadays tendencies in English sound system. Comprehension of specificity of the sound part of a foreign language is a necessary part of studying the language. Without knowledge of the basic concepts and methods of theoretical phonetics mastering the grammatical system and dictionary structure of a foreign language is impossible.

240. 74.58

F 76

Fominykh, Valentina Aleksandrovna.

Improvement of the teacher’s and student’s research work management [Electronic resource]: electronic manual: recommended by the methodical council of the University / V. A. Fominykh, N. I. Vorokh, E. O. Kuzmenko; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Pressing matters of logics of a scientific work creation by the young researcher are investigated in the manual, methodology of its writing and the results of research activity results formulation are covered.

241. 88.5

K 20

Kharitonov, Mikhail Vasilyevich.

Social psychology [Electronic resource]: electronic course: recommended by the methodical council of the University / M. V. Kharitonov, N. V. Rannala, S. A. Vasilyeva; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course is devoted to problems of social psychology — a subject which started to be taught in our country rather recently — in the early sixties. Nevertheless, it is social psychology that be-

came the second most important, after the general psychology, branch of a psychological science for professional psychologists. Besides, the social psychology became also an original cradle which gave birth to management psychology, organizational psychology, decision-making psychology, political psychology that are popular today, and a number of other interesting branches of the knowledge so attractive for an inquiring mind. But acquaintance with a thing essentially new is impossible without a good theoretical base. The present electronic course is devoted to its formation and strengthening.

242. 66.4 (0)

K 69

Khodyrev, Vladimir Vladimirovich.

Geopolitics [Electronic resource]: electronic manual: recommended by the methodical council of the University / V. V. Khodyrev; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual is formed as a detailed summary of “Geopolitics” lectures, prepared at a corresponding training course, on the basis of the operating state educational standard of the higher professional education. The present standard provides the basic concepts of geopolitics to be studied by students of older courses. In the manual the review of the basic classical and modern geopolitical sights at spatial characteristic of statehood and interstate relations development is given.

243. 65.26

K 76

Khominok, Anastasiya Nikolaevna.

Finance, monetary circulation and credit [Electronic resource]: electronic manual: recommended by the methodical council of the University / A. N. Khominok; SPbAME — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic educational and methodical manual “Financial and monetary-credit system” gives a complex of knowledge in the area of monetary circulation, banking, the state and municipal finance, the finance of the organizations (enterprises), financial management, investment activity of managing subjects; financial planning and the analysis of a financial condition of the organization (enterprise). Materials for independent work are constructed in such a manner that on each theme of a training course control questions (for self-examination) and the literature, allowing to inde-

pendently deepen and expand the knowledge on financial and monetary and credit subjects are offered; also themes of examinations on a training course and methodical instructions to them are developed. For monitoring students' knowledge questions for examinations, tests to each theme and the total test on all training course are developed, which will help students to concretize and check up the knowledge. In the dictionary of the basic terms the basic concepts of all training course allowing to check up theoretical knowledge are revealed. Legislative and regulatory legal acts, educational and methodical editions, the electronic resources, the use of which will allow a student to independently do an examining work, to successfully pass a test and to pass examination, are included in the list of references.

244. 65.290-2

T 44

Tserkasevich, Larisa Vladimirovna.

Strategic management [Electronic resource]: electronic manual: recommended by the methodical council of the University / L. V. Tserkasevich; SPbAME. — Publish. SPbAME, 2010. — CD-ROM.

Summary: The electronic manual reveals the methodological framework, the general technology and strategic planning mechanisms, system-situational approaches to analyzing and solving problems of strategic planning and management; basics for strategic and system thinking in organizations management, as well as the best-known methods and models of strategic analysis and strategic choices, managers need for effective management.

245. 65.290

C 49

Chernenkova I. Y.

Entrepreneurship bases [Electronic resource]: electronic manual: recommended by the methodological council of the University / I. Y. Chernenkova; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: In the manual the basic concepts from the subject course are given. Materials of the present manual contain the information necessary for decision-making and the first steps realization by businessmen, and also the analysis of the legal and regulatory procedures, necessity of which are come across by businessmen on initial stages of their own business is carried out. The purpose of the educational and methodological manual is in investigation of the laws and principles which the business develops with,

existing problems from the point of view of the proprietor, the manager or the worker of the enterprise, in building students' ideas about modern attitude to the problem of an enterprise activity organization, kinds and ways of business, base theoretical values, and also in increase of awareness among those who is planning to arrange business, and about the way to start own business. In the manual some practical skills of business organization in the conditions of the market relations are presented, allowing working out and taking business decisions.

246. 65.050.2

C 65

Chirkova, Tamara Valeryevna.

Development of management decision [Electronic resource]: electronic course: recommended by the methodological council of the University / T. V. Chirkova, N. P. Golubetsky; SPbUME. — SPb.: Publish. SPbUME, 2011. — CD-ROM.

Summary: The electronic course “Development of management decision” reveals theoretical and practical aspects of management decision making process. The essence and the nature of administrative decisions, psychological features of decision-making in organizations, stages of rational decisions making, methods and decision-making models are investigated in detail.

247. 65.02

S 32

Shashina, Nina Sergeevna.

Economy history [Electronic resource]: electronic manual: recommended by the methodological council of the University / N. S. Shashina; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual on “The economy History” is an educational and methodical complex including: the curriculum, plans of seminars, themes of abstracts and methodical instructions on their writing, the basic summary of lectures on seminar issues, tests and examining questions for the course.

248. 67.401

S 32

Shashina, Nina Sergeevna.

The system of state and municipal management [Electronic resource]: electronic manual: recommended by the methodological council of the

University / N. S. Shashina; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual on “The System of state and municipal management” is an educational and methodical complex including: the curriculum, plans of seminars, themes of abstracts and methodical instructions on their writing, the basic summary of lectures on seminars topics, tests and examining questions for the course. The author has changed the approach to extramural students examination works writing, having presented new methodical recommendations about their writing.

249. 65.433

Y 90

Yakhimovich, Irina Zenonovna.

Technology and the organization of travel agency service [Electronic resource]: electronic manual: recommended by the methodological council of the University / I. Z. Yakhimovich, N. A. Krokhina; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: Technological principles of organization of travel agency service in internal tourism are reviewed.

250. 65.433

Y 90

Yakhimovich, Irina Zenonovna.

Technology and organization of tour operator service [Electronic resource]: electronic manual: recommended by the methodological council of the University / I. Z. Yakhimovich, N. A. Krokhina; SPbAME. — SPb.: Publish. SPbAME, 2010. — CD-ROM.

Summary: The manual includes the subject curriculum, methodical instructions on doing the examination work, texts of lectures, the dictionary of terms. Technological principles of the tour operator service organization by the accepting tour operator are reviewed. The manual is written on the basis of requirements of state standard of the higher professional education to the content and level of preparation of graduates for a speciality “Social and cultural service and tourism”.

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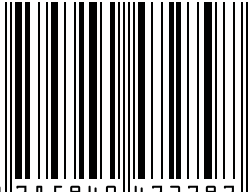
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