

**Б1.В.ДВ.04.03.01 Управление документооборотом
(на иностранном языке)
B1.V.DV.04.03.01 "DOCUMENT MANAGEMENT"**

The purpose of the discipline "Management" is to provide students with theoretical knowledge and practical skills in working with documents that are necessary for documenting the management processes of the organization.

Course objectives:

- to acquaint students with major trends in document management, regulatory-legal framework, with comprehensive approach to the problems of document management (documentation);
- to give students knowledge, develop independent thinking, necessary for documenting the management processes of the organization;
- to promote the acquisition of practical skills in the field of documentation, providing more efficient work with documents, as the level of quality of documentation to ensure determine the efficiency, clarity and coherence of management process.

As a result of studying of discipline students will be required to solve the following tasks of professional activity:

- to apply modern methods of documentation, to implement enterprise adoption of uniform procedure of work with documents in accordance with GSDO and other normative-legal, methodological and organizational-legal acts;
- to implement methodological management of the organization of work with documents in structural divisions of the enterprise;
- to ensure control over observance of the established procedure of work with documents;
- improve the forms and methods of work of officials of the organization with documents.

The place of discipline in the structure of opop (basic professional educational programs of higher education)

The subject "Documentation management" refers to the disciplines on the choice of the variable part of the curriculum.

Discipline is based on knowledge of the discipline "organization Theory".

For the successful development of the discipline "Documentation management" the student must:

Facts:

- typology and characteristics of the organizational structures of the enterprise (CC – 5);
- social, ethnic, religious and cultural differences (CC – 5);
- the consequences of managerial decisions and actions from the perspective of social responsibility (GPC-2).
- basic theories of motivation, leadership and government to solve strategic and operational management tasks (PC-1);
- the role and place of conflict management in organizations in the design of interpersonal, group and organizational communications based on modern

technologies of personnel management, including cross-cultural environment (PC-2).

To be able to:

- to work in a team (CC – 5);

to analyze external and internal environment of the organization, identify its key elements and assess their impact on the organization. (CC – 5);

- find organizational and managerial decisions and willingness to take responsibility for them (GPC-2);

- - audit of human resources and diagnose organizational culture (PC-1);

- to manage conflicts in the organization in the design of interpersonal, group and organizational communications based on modern technologies of personnel management, including cross-cultural environment (PC-2).

To possess:

- ability to effectively organize group work based on knowledge of the progress of group dynamics and principles of team formation (CC – 5)

- ability to assess conditions and consequences of take organizational and management decisions (MIC-2)

- skills application of the basic theories of motivation (PC-1).

- modern technologies of personnel management (PC-2).

Requirements to results of mastering a discipline

As a result of discipline should be formed following competencies:

CC - 4: ability to communicate in oral and written forms in Russian and foreign languages for solving problems in interpersonal and intercultural interaction;

GPC - 1: skills to find, analyze, and use normative and legal documents in their professional activities;

PC - 11: possession of skills of analysis of information about functioning of system of internal document flow of the organization, the maintenance of databases on various indicators and formation of information support of participants of organizational projects;

The result of the development of the competence of the CC - 4 the student must:

1. Facts:

- about communication in oral and written forms in Russian for the decision of problems of interpersonal and intercultural interaction;

2. To be able to:

- to communicate in oral and written forms in Russian for the decision of problems of interpersonal and intercultural interaction;

- speaking to translate in writing.

3. To possess:

- communication skills in oral and written forms in Russian for the decision of problems of interpersonal and intercultural interaction;

- skills of preparing documents;

- verification of conformity of the writing style, logic of presentation existing requirements.

As a result of the competence of the GPC - 1 student must:

1. Facts:

- regulatory support document (Federal laws, decrees of the President of the Russian Federation, decrees of the Government of the Russian Federation, GSDO, GOSTs and other normative acts, methodological recommendations);

- know the main stages of documentation in the organization.

2. To be able to:

- to carry out search, analysis of normative-legal acts regulating documentation;

- to carry out documentation in accordance with normative-legal base.

3. To possess:

- the skills of searching of legal acts regulating documentation;

- skills of analysis of normative-legal acts regulating documentation;

- skills in the use of legal acts to perform basic documental operations (filing, archiving, control of execution of documents, registration of documents, registration of deeds, etc.)

As a result of the competence of the PC -11 a student must:

1. Facts:

- the main sources of information about functioning of system of internal document flow of the organization;

- information technology used to process, store information.

2. To be able to:

- organize, process, and transmit information about the functioning of the system of internal document circulation of the organization;

- to analyze the functioning of the system of internal document flow of the organization (the structure of the document, the structure of the information flow, document flow volume, frequency of receipt, sending, creating documents, etc.);

- to apply basic methods, ways and means of obtaining, storage, retrieval of information.

3. To possess:

- the skills of searching, processing of information about functioning of system of internal document flow of the organization;

- methods, technologies, systematization, processing of information about functioning of system of internal document flow of the organization.

Course contents:

1 Topic 1. The concept document and the document, classification of documents of the organization

2 Theme 2. Regulatory support document management (documentation)

3 the Theme of 3 Types of documents

4 Theme 4. The document organization

5 Theme 5. Systematization of documents of the organization

6 Theme 6. Control of execution of documents

7 Theme 7. Operational and current document storage

8 Theme 8. Creation and preparation of the Affairs of the organization

9 Theme 9. Archival storage of documents

10 Theme 10. Office automation
Form of control - test