

B1.B.DV.04.03.01 "CONTROL OF DOCUMENTS" (FOREIGN LANGUAGE)

The purpose of the discipline " CONTROL OF DOCUMENTS" 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 discipline of "document Management" refers to the disciplines on the choice of the variable part of the curriculum.

Discipline is based on knowledge of the discipline "Foreign language".

For the successful development of the discipline "Management" (inostrannom language) the student must:

Facts:

- about communication in oral and written forms on a foreign-language for solving problems in interpersonal and intercultural interaction (CC-4);
- social, ethnic, religious and cultural differences (CC – 5).

To be able to:

- to communicate in oral and written form in foreign language (CC-4);
- to work in a team (CC – 5).

To possess:

- communication skills in oral and written form in foreign language (CC-4);

- skills of team-work, given the social, ethnic, religious and cultural differences (CC – 5).

Knowledge of the discipline need for further study of the discipline "the Analysis of a business situation in a foreign language".

Requirements to results of mastering a discipline

As a result of discipline should be formed following competencies:

cultural:

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

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.

General professional competence:

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

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.)

GPC - 4: ability to implement business communication and public speaking, negotiations, meetings, carry out correspondence and maintain electronic communications

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

GPC - 4: ability to implement business communication and public speaking, negotiations, meetings, carry out correspondence and maintain electronic communications

1. Facts:

rule requirements for business correspondence;

- the rules, the requirements for carrying out electronic communications.

2. To be able to:

- to conduct business correspondence according to the established requirements and regulations;

- to implement electronic communication.

3. To possess:

- skills in business correspondence, posting details of business letters;

- skills in the implementation of electronic communications;

Professional:

information-analytical activity

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

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.

PC-20: a knowledge of the preparation of organizational and administrative documents necessary for the creation of new business structures

As a result of the competence of PK - 20 student must:

1. Facts:

- normative legal acts regulating preparation of organizational and administrative documents necessary for the creation of new business structures;
- requirements for the design of organizational and administrative documents necessary for the creation of new business structures.

2. To be able to:

- prepare organizational and administrative documents in accordance with the requirements for their design, content, approval.

3. To possess:

- skills application of the rules, requirements of legal acts for the preparation of organizational and administrative documents,
- your registration details according to GOST R 6.30-2003.

Course contents:

№	The name of the section of discipline (subject)
1	The concept document and the document, classification of documents of the organization
2	Regulatory support document management (documentation)
3	Types of documents
4	The document organization
5	Systematization of documents of the organization
6	Control of execution of documents
7	Operational and current document storage
8	Creation and preparation of the Affairs of the organization
9	Archival storage of documents
10	Office automation

Form of control - test