



MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION  
**Federal State Budgetary Educational Institution of Higher Education**  
**"KAZAN STATE POWER ENGINEERING UNIVERSITY" (FSBEI**  
**HE "KSPEU")**

APPROVED  
Director of the Institute of Digital  
Technologies and Economics  
Zainullin R.R.  
«24» February 2026

**WORKING PROGRAM OF THE DISCIPLINE**

**B1.V.02 Document management**

*(Code and name of the discipline in accordance with the RUP)*

Direction of training \_\_\_\_\_ 03.38.02 Management  
*( Code and name of the training area )*

Qualification \_\_\_\_\_ Bachelor's Degree

Kazan, 2026

The program was developed by:

Name departments	Position, academic degree , academic rank	Full name developer
Management	Associate Professor, PhD in Sociology , Associate Professor	Burganova T.A.

Coordination	Name of the unit	Date	Protocol No.	Signature
Approved	Name of the department - developer	10.02.2026	Protocol Num.5	_____ Head department management, doctor of social sciences, professor Makhiyanova A.V.
Agreed	Name of the graduating department	10.02.2026	Protocol Num.5	_____ Head department management, doctor of social sciences, professor Makhiyanova A.V.
Agreed	Educational and Methodological Council of the Institute	24.02.2026	Protocol Num.6	_____ – Director, Ph.D., Associate Professor, Zainullin R.R.
Approved	Academic Council of the Institute	24.02.2026	Protocol Num.6	_____ – Director, Ph.D., Associate Professor, Zainullin R.R.

## 1. Purpose, tasks And planned results training By discipline

The purpose of mastering the discipline B 1.V.02 "Documentation Management" is the study of the organization of document management of an organization based on the current legislative and regulatory framework.

Tasks disciplines:

- trace the formation and development the concepts of "office work" and "documentation" security management";
- illuminate role documentation provision V management processes;
- study current V Russia legislative And normative and methodological basis for documentation support of management;
- master rules compilation And design management documents;
- form at students rational approaches To organizing work with documents in the institution.

Competencies And indicators, being formed at students:

Competence code and name	Indicator code and name	Planned learning outcomes for the discipline (to know, to be able to, to master)
PC-1 Able to analyze the effectiveness of the existing management structure of the organization in order to develop proposals for its improvement, in accordance with the strategy implemented by the organization, based on advanced information technologies.	PC-1.3 Uses advanced information technologies to process and analyze information in order to organize work on designing methods for implementing management processes.	<i>Know:</i> modern information technologies for processing and analyzing information in order to organize work on designing methods for implementing management processes. <i>Ability:</i> conduct an analysis of the effectiveness of the current management structure of the organization, with the aim of improving it in accordance with the organization's strategy being implemented . <i>Possess:</i> skills in analyzing the effectiveness and formulating proposals for improving the current management structure of the organization.

## 2. Place disciplines V structure OP

Previous disciplines: information technology; management; jurisprudence And entrepreneurial right; development of management decisions.

Subsequent disciplines: project management.

### 3. Structure And content disciplines

#### 3.1. Structure disciplines

For full-time forms training

View educational work	Total ZE	Total hours	Semester
			5
GENERAL LABOR INTENSITY DISCIPLINES	3	108	108
CONTACT JOB*	-	117	117
AUDITORIAL JOB	1.4	52	52
Lectures	0.5	18	18
Practical (seminar) classes	1.1	34	34
Laboratory work	-	-	-
INDEPENDENT JOB STUDENT	1.6	56	56
Elaboration educational material	1.35	47	47
Course project	-	-	-
Coursework Job	-	-	-
Preparation To intermediate certification	0.25	9	9
Intermediate certification:			Z

For full-time and part-time forms training

View educational work	Total ZE	Total hours	Semester
			6
GENERAL LABOR INTENSITY DISCIPLINES	3	108	108
CONTACT JOB*	-	117	117
AUDITORIAL JOB	1.4	28	28
Lectures	0.5	10	10
Practical (seminar) classes	1.1	18	18
Laboratory work	-	-	-
Control		4	4
INDEPENDENT JOB STUDENT	1.6	76	76
Elaboration educational material	1.35		
Course project	-	-	-
Coursework Job	-	-	-
Preparation To intermediate certification	0.25	9	9
Intermediate certification:			Z

### 3.2. Contents of the discipline, structured by sections and types of classes

Sections of the discipline	Total hours	Distribution of labor intensity by species academic work				Forms and type of control	Indexes indicators of developing competencies
		lectures	lab. worker	practical classes	independent work		
Section 1. Legislative and regulatory framework for documentation support of management	36	6	-	12	18	CC1	PC-1.3 (K1,A1,P1)
Section 2. Preparation and execution of organizational and administrative documentation	36	6	-	12	18	CC2	PC-1.3 (K1,A1,P1)
Section 3. Organization of work with documents.	36	6	-	10	20	CC3	PC-1.3 (K1,A1,P1)
Credit						<b>EM</b>	PC-1.3 (K1,A1,P1)
<b>Total:</b>	<b>108</b>	<b>18</b>		<b>34</b>	<b>56</b>		

### 3.3. Content of the discipline

**Section 1.** Legislative and regulatory framework for documentation support of management

Topic 1.1. Legislative basis for documentation support of management.

Topic 1.2 Normative and methodological basis for documentation support of management.

**Chapter 2.** Compilation And design organizational- administrative documentation.

Topic 2.1. Designing forms management documents.

Topic 2.2. Compilation and preparation of information and reference documents.

Topic 2.3. Compilation and design administrative documents.

Topic 2.4. Compilation and registration of organizational and legal documents.

**Chapter 3.** Organization work With documents.

Topic 3.1. Organization work With documents open character.

Topic 3.2 Organization work With confidential documents.

### **3.4. Thematic plan practical classes**

**Chapter 1.** Legislative And normative and methodological management documentation base .

Topic 1.1. Legislative base documentation ensuring control.

Topic 1.2 Normative and methodological base documentation ensuring control.

**Chapter 2.** Compilation And design organizational and administrative documentation.

Topic 2.1. Designing forms management documents.

Topic 2.2. Compilation and design information and reference documents.

Topic 2.3. Compilation and design administrative documents.

Topic 2.4. Compilation and registration of organizational and legal documents.

**Chapter 3.** Organization work With documents.

Topic 3.1. Organization work With documents open character.

Topic 3.2 Organization work With confidential documents.

### **3.5. Thematic plan laboratory works**

This view work Not provided educational plan.

### **3.6. Coursework project /coursework Job**

This view work Not provided educational plan.

#### 4. Evaluation results training

The assessment of learning outcomes in a discipline is carried out within the framework of ongoing monitoring and midterm assessment, conducted using a point -rating system ( PRS ).

Scale assessments results training By discipline:

Competency code	Competency indicator code	Planned learning outcomes for the discipline	Level of development of the competency indicator			
			High	Average	Below average	Short
			from 85 to 100	from 70 to 84	from 55 to 69	from 0 to 54
			Rating scale			
			Great	Fine	satisfactorily	unsatisfactory
			passed			not credited
PC-1 Able to analyze the effectiveness of the existing management structure of the organization in order to develop proposals for its improvement, in accordance with the strategy	PC-1.3 Uses advanced information technologies to process and analyze information in order to organize work on designing methods for implementing management processes.	know:				
		standards of the unified system of organizational and administrative documentation, unified system of technological documentation	The level of knowledge in the volume corresponding to the training program , without errors	The level of knowledge in the volume corresponding to the training program , there are several minor errors	The minimum acceptable level of knowledge contains many minor errors	The level of knowledge is below the minimum requirements , there are gross errors
		be able to:				
		develop organizational-technical and organizational - economic documentation (schedules works, instructions, plans , estimates, budgets,	All the basic skills have been demonstrated in full	Demonstrated basic skills with minor flaws	Demonstrated skills; minor errors occur	No demonstrated skills; gross errors occur

implemented by the organization, based on advanced information technologies.	feasibility studies, private technical assignments) and prepare management reports according to approved forms				
	documentary skills registration of decisions in the management of operational (production) activities of organizations implementation of technological, product innovations or organizational changes	Skills have been fully demonstrated	Demonstrated basic skills with minor flaws	Minimal demonstrated skill set; mistakes occur	Skills not demonstrated

Assessment materials for conducting ongoing monitoring and midterm assessment are provided in the Appendix to the course work program.

A complete set of assignments and materials required for assessing learning outcomes in the discipline is stored at the developer's department.

## 5. Educational and methodological And informational security disciplines

### 5.1. Educational and methodological security

#### 5.1.1. Basic literature

1. Sokolova, O. N., Documentation support for management in an organization: training allowance / ABOUT. N. Sokolova, T. A. Akimochkina. — Moscow : Knorus , 2022. — 192 With. — ISBN 978-5-406-08827-2. — URL: <https://book.ru/book/942520>. — Text: electronic.

2. Kunyaev , N. N. Confidential office work and secure electronic document flow: textbook / N.N. Kunyaev . - Moscow : Logos, 2013. — 452 With. — ISBN 978-5-98704-711-8. — URL: <https://ibooks.ru/bookshelf/29403/reading> — Text: electronic.

#### 5.1.2. Additional literature

1. Shirokova, L. IN., Documentary security management processes : a tutorial / L. V. Shirokova, I. A. Astafieva. - Moscow: Rusains , 2023. — 110 With. — ISBN 978-5-466-01887-5. — URL: <https://book.ru/book/947278> . — Text : electronic.

2. Document management And office work : educational allowance / A. IN. Okhotnikov, E. A. Bulavina. - 2nd ed., revised . and additional - M.: March , 2005. - 304 p. - (Impeccable documents). - ISBN 5-241-00578-1. - Text: direct.

### 5.2. Information security

#### 5.2.1. Electronic And Internet resources

Nom.	Name of electronic and Internet resources	Link
1	Encyclopedias, dictionaries, reference books	<a href="http://www.rubricon.com">http://www.rubricon.com</a>
2	CyberLeninka	<a href="http://cyberleninka.ru">http://cyberleninka.ru</a>
3	Federal archival agency:	<a href="http://www.rusarchives.ru">http://www.rusarchives.ru</a> .
4	State Committee of the Republic of Tatarstan on Archival Affairs	<a href="http://www.archive.gov.tatar.ru">http://www.archive.gov.tatar.ru</a> .
5	All-Russian Research Institute of Document Science And archival affairs	<a href="http://www.vniidad.ru/">http://www.vniidad.ru/</a>
6	Herald VNIIDAD	<a href="https://www.elibrary.ru/title_items.asp?id=69542">https://www.elibrary.ru/title_items.asp?id=69542</a>
7	Magazine Office work	<a href="http://www.top-personal.ru">http://www.top-personal.ru</a>
8	Journal "Office Work" and document flow at the enterprise."	<a href="http://www.delo-press.ru">http://www.delo-press.ru</a>
9	Directory secretary And office manager	<a href="http://www.sekretariat.ru/">http://www.sekretariat.ru/</a>

#### 5.2.2. Professional bases data / Information and reference systems

No. p/p	Name of professional databases	Address	Mode access
1	Official Internet portal of legal information	<a href="http://pravo.gov.ru">http://pravo.gov.ru</a>	
2	Legal reference system Consultant Plus	<a href="http://consultant.ru">http://consultant.ru</a>	

3	Reference and legal system according to Russian legislation	<a href="http://garant.ru">http://garant.ru</a>	
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### 5.2.3. Information and reference systems

No. p/p	Name of information and reference systems	Address	Mode access
1	National electronic library ( NEL )	<a href="https://rusneb.ru">https://rusneb.ru</a>	
2	Scientific Electronic Library eLIBRARY.RU	<a href="http://elibrary.ru">http://elibrary.ru</a>	
3	International abstract database scientific Springerlink publications	<a href="http://link.springer.com">http:// link.springer.com</a>	

### 5.3.4. Licensing And free distributed software ensuring discipline

No . p/p	Name of the software provision	Distribution method (licensed/ free)	Details of supporting documents
1	Windows 7 Professional ( Pro )	licensed	Agreement No. 2011.25486 dated November 28, 2011, Soft Line Trade CJSC. Non-excludable right. Indefinite.
2	Operating system Windows 7 Professional ( FSTEC certified ).	licensed	Agreement for Person No. 0000/20, TaxNet Service CJSC. Non-excludable right. Unlimited.
3	Software: Windows 10	licensed	Agreement No. Tr096148 dated September 29, 2020, Softline Trade LLC. Non-excludable right. Until September 14, 2021.
4	Office Standard 2007 Russian OLP NL Academic Edition +	licensed	Agreement No. 21/2010 dated May 4, 2010, Soft Line Trade CJSC. Non- excludable right . Indefinite .
5	Office Professional Plus 2007 Russian OLP NL Academic Edition	licensed	Agreement No. 21/2010 dated May 4, 2010, Soft Line Trade CJSC. Non-excludable right. Indefinite.
6	LMS Moodle	free	Free license. Non-excludable . Perpetual.
7	Chrome Browser	free	Free license. Non-excludable . Perpetual.

## 6. Logistics of discipline

No . p/p	Type of academic work	Name of special premises and premises for SRS	Equipment of special premises and premises for SRS
1	Lecture classes	A classroom for conducting lecture-type classes	Screen, multimedia projector, portable equipment: laptop.
2	Practical classes	A classroom for conducting seminar-type classes, group and individual consultations, ongoing monitoring and midterm assessments	Classroom board, screen on a tripod, projector, computer with monitor (8 pcs.)
3	Independent work	Computer class with Internet access B-600a	Monoblock (30 pcs.), video surveillance system (6 video

		cameras), projector, screen
	of the student	The library's reading room
		Projector, portable screen, thin clients (13 pcs.), computers (5 pcs.)

## **7. Features of the organization of educational activities for persons with disabilities and disabled people**

Persons with disabilities ( PWD ) and individuals with disabilities have the opportunity to move freely from one educational and laboratory building to another, to ascend to all floors of educational and laboratory buildings, and to study in educational and other rooms, taking into account the characteristics of their psychophysical development and health status.

for students with disabilities and those with musculoskeletal disorders. Information on the special conditions created for students with disabilities is available on the university website [www // kgeu.ru](http://www.kgeu.ru) . Technical assistance is available from an assistant, as well as sign language interpreters and audio-visual interpreters .

To adapt reference and educational material on the subject to the perception of persons with disabilities and persons with impaired hearing, the following conditions are provided:

- for better orientation in the classroom, signals are used to announce the beginning and end of the lesson (the word “bell” is written on the board);
- the teacher attracts the attention of a hearing-impaired student with a gesture (a hand is placed on the shoulder and a gentle pat is made);
- when talking to a student, the teaching staff looks at him, speaks clearly, in short sentences, allowing for lip reading.

Compensation for speech and intellectual development difficulties in hearing-impaired students is carried out by:

- the use of diagrams, charts, drawings, computer presentations with hyperlinks commenting on individual components of the image;
- regular use of exercises for graphically highlighting the essential features of objects and phenomena;
- ensuring that students have the opportunity to receive targeted advice via e-mail as needed.

In order to adapt reference, educational, and awareness-raising material provided by the educational program in the chosen field of study for the perception of persons with disabilities and visually impaired persons, the following conditions are provided:

- the official website is being adapted to meet the special needs of visually impaired people, and large-font reference information on the schedule of classes is being provided;
- the teaching staff member and his interlocutor (if necessary), who are present at the lesson, introduce themselves to the student, and each time the person to whom the teaching staff member is addressing is named;
- the actions, gestures, and movements of the teaching staff are briefly and clearly commented on;

- printed information is provided in large font (from 18 points) and is fully voiced;
- the required level of illumination of the premises is ensured;
- the opportunity to use computers during classes and the right to record explanations on a voice recorder (at the students' request) is provided.

The format for ongoing and midterm assessments for students with disabilities is determined by the teaching staff in accordance with the curriculum. If necessary, students with disabilities and those with disabilities, taking into account their individual psychophysical characteristics, are given the opportunity to complete midterm assessments orally, in writing on paper, on a computer, through testing, etc., or are given additional time to prepare their responses.

### **8. Methodological recommendations for teachers on organizing educational work with students.**

Methodological support for the student development process is one of the defining factors of high-quality education. By demonstrating high professionalism, erudition, a clear civic position, self-discipline, and a creative approach to solving professional problems, university teachers contribute to the development of a well-rounded individual throughout the educational process.

When implementing the discipline, the teacher can use the following educational methods:

- methods of forming the individual's consciousness (conversation, debate, suggestion, instruction, control, explanation, example, self-control, story, advice, persuasion, etc.);
- methods of organizing activities and forming behavioral experience (task, public opinion, pedagogical requirement, assignment, training, creation of educational situations, training, exercise, etc.);
- methods of motivating activity and behavior (approval, encouragement of social activity, censure, creation of situations of success, creation of situations for emotional and moral experiences, competition, etc.)

When implementing the discipline, the teacher must take into account the following areas of educational activity:

#### *Civic and patriotic education:*

- the development of a holistic worldview in students, Russian identity, respect for their family, society, state, spiritual, moral and socio-cultural values accepted in the family and society, for the national, cultural and historical heritage, and the development of a desire to preserve and develop it;
- to develop in students an active civic position based on the traditional cultural, spiritual and moral values of Russian society, in order to increase their ability to responsibly exercise their constitutional rights and obligations;
- development of the legal and political culture of students, expansion of constructive participation in decision-making affecting their rights and interests, including in various forms of self-organization, self-government, and socially significant activities;
- the formation of motives, moral and semantic attitudes of the individual that

enable them to resist extremism, xenophobia, discrimination on social, religious, racial, national grounds, interethnic and interfaith intolerance, and other negative social phenomena.

*Spiritual and moral education:*

- fostering a sense of dignity, honor and honesty, conscientiousness, respect for parents, teachers, and older people;
- the formation of principles of collectivism and solidarity, a spirit of mercy and compassion, and the habit of caring for people in difficult life situations;
- developing solidarity and a sense of social responsibility towards people with disabilities, overcoming psychological barriers towards people with disabilities;
- the formation of an emotionally rich and spiritually elevated attitude towards the world, the ability and skill to convey one's aesthetic experience to others.

*Cultural and educational education:*

- formation of an aesthetic picture of the world;
- developing respect for the cultural values of one's hometown, region, country;
- increasing the cognitive activity of students.

*Scientific and educational education:*

- formation of a scientific worldview in students;
- development of the ability to acquire knowledge;
- development of skills for analysis and synthesis of information, including in the professional field.

### Changes and approvals for the new academic year

Item No.	Section number of amendments	Date of modification	Contents of the changes	"Agreed" by the Head of the Department implementing the	"Agreed" Chairman of the Institute's (Faculty's) Teaching and Methodological Committee (TMC)
1	2	3	4	5	6
1					
2					
3					

*Application To work  
program disciplines*



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**EVALUATION MATERIALS**  
**By discipline**

**B 1.V. 02 " Document management "**  
*(Name disciplines V in accordance With educational plan)*

Kazan, 2026

Assessment materials for the discipline are intended to evaluate learning outcomes for compliance with competency achievement indicators.

The assessment of learning outcomes in a discipline is carried out within the framework of current monitoring ( CM ) and interim assessment, conducted according to the point -rating system ( PRS ).

## 1. Technological map

### Semester 5

Name section	Forms And type of control	Rating indicators							
		I current control	Extra points to CC1	II current control	Extra points to CC2	III current control	Extra points to CC3	Total	Interim assessment
<b>Section 1. "Legislative and regulatory methodological documentation base "ensuring management"</b>	<b>CC1</b>	<b>15</b>	<b>0-15</b>					<b>15-30</b>	<b>15-30</b>
Oral or writing survey		7							
Protection practical work		8							
<b>Chapter 2. " Compilation and design organizational and administrative documentation"</b>	<b>CC2</b>			<b>25</b>	<b>0-15</b>			<b>25-40</b>	<b>25-40</b>
Oral or writing survey				7					
Protection practical work				18					
<b>Chapter 3. " Organization work with documents."</b>	<b>CC3</b>					<b>15</b>	<b>0-15</b>	<b>15-30</b>	<b>15-30</b>
Oral or writing survey						7			
Protection practical work						8			
<b>Intermediate certification (credit)</b>	<b>EM</b>								<b>0- 45</b>
Exercise intermediate certification									0- 45
<b>Total</b>								<b>100</b>	<b>100</b>

## 2. Evaluation materials current control And intermediate certification

Scale assessments results training By discipline:

Competency code	Competency indicator code	Planned learning outcomes for the discipline	Level of development of the competency indicator			
			High	Average	Below average	Short
			from 85 to 100	from 70 to 84	from 55 to 69	from 0 to 54
			Rating scale			
			Great	Fine	satisfactorily	unsatisfactory
			passed			not credited
PC-1 Able to analyze the effectiveness of the existing management structure of the organization in order to develop proposals for its improvement, in accordance with the strategy implemented by the organization	PC-1.3 Uses advanced information technologies to analyze information in order to organize work on designing methods for implementing management processes.	know:				
		standards of the unified system of organizational and administrative documentation, unified system of technological documentation	The level of knowledge in the volume corresponding to the training program , without errors	The level of knowledge in the volume corresponding to the training program , there are several minor errors	The minimum acceptable level of knowledge contains many minor errors	The level of knowledge is below the minimum requirements , there are gross errors
		be able to:				
		develop organizational-technical and organizational - economic documentation (schedules works, instructions, plans, estimates, budgets, feasibility studies, private technical assignments) and	All the basic skills have been demonstrated in full	Demonstrated basic skills with minor flaws	Demonstrated skills; minor errors occur	No demonstrated skills; gross errors occur

, based on advanced information technologies .	prepare management reports according to approved forms				
	passess:				
	documentary skills registration of decisions in the management of operational (production ) activities of organizations implementation of technological , product innovations or organizational changes	Skills have been fully demonstrated	Demonstrated basic skills with minor flaws	Minimal demonstrated skill set; mistakes occur	Skills not demonstrated

A student who earns at least 35 points during the semester is eligible for the credit. Credit is awarded automatically when a student earns 55 points during the semester. Students who earn less than 55 points take a credit assessment based on the credit assessment questions. The maximum credit for the credit assessment is 45 points. offset are summed up points, dialed V flow semesters And points, obtained as a result of answering questions credit. For one written answer to a question A student can earn up to 15 points in the test. The maximum number of questions per test is two.

The grade “ **passed**” (from 85 to 100 points) is awarded for completing practical *work during the semester; test assignments; complete and informative answers to the test questions ;*

The grade “ **passed**” (from 70 to 84 points) is awarded for completing practical work during the semester; test assignments; meaningful answers to test questions;

The grade " **pass**" (from 55 to 69 points) is given for completing practical work during the semester; test assignments; incomplete answers to questions on the test.

The grade " **fail** " (**less than 55 points**) is given for weak and incomplete completion of practical work during the semester; test assignments; incorrect answers to questions on the test.

### 3. List evaluation funds

Brief description of the assessment tools used for ongoing monitoring of student progress and midterm assessment of the subject:

Name of the assessment tool	Brief characteristic evaluative means	Description assessment tool
Practical work report ( OPR )	Completing practical work assignments. Report preparation and presentation of practical work results. work on the report	List of tasks and questions For protection of practical work, list of requirements To report
Survey by sections (topics)	Knowledge main content of the topic/section/discipline	Questions By knowledge testing for lectures, questions for practical assignments
Test (Test)	System standardized tasks, allowing automate the procedure for measuring the level of knowledge and skills of a student	Set test tasks

### 4. A list of test assignments or other materials necessary for assessing knowledge, skills and abilities characterizing the stages of competence development in the process of mastering the discipline

*Examples of tasks.*

#### **For current control of CC1:**

Tested competence: PC-1, PC-1.3.

#### **Approximate questions survey**

1. What such information?
2. What such documented information?
3. What article of the Federal Law of July 27, 2006 No. 149-FZ " About information, information technology and information protection " is devoted to documentation information. What are main What provisions are enshrined in this article of the law?
4. Give it to me definition concepts electronic document.
5. What such limitation access To information?

Oral survey is being carried out By at the end studies sections 1,2,3 (Based on materials from the sections). Answers to questions should be precise and brief.

Quantity points: maximum - 7 points

#### **Report By practical work**

1. Study the Federal Law of July 27, 2006 No. 149-FZ "About information, information technology and information protection" Answer the questions:
  1. What such information?
  2. What such documented information?
  3. Which article of federal law is devoted to documenting information? What are main provisions secured V this article of the law?
  4. Give it to me definition concepts electronic document.
  5. What such limitation access To information?

Necessary in writing answer on questions tasks, design V in the form of a **report on practical work**.

Report attach V practical task V course " Document Management" in LMS Moodle .

On practical lesson orally answer on questions tasks in **polling** time .

Assignments for completing practical work are contained in the electronic training course in LMS Moodle . Completed assignments are compiled into a report on completed practical work and attached to Moodle .

“Excellent” – is assessed for correctly completed practical work, which is based on a deep and comprehensive knowledge of the topic, the literature studied, and in full. (8 points).

"Good" – practical assignments completed in full are graded. Minor deficiencies are possible. The student has a firm grasp of the main categories and skillfully applies them to present the material (6 points).

“Satisfactory” – reports on completed practical work are assessed that contain errors, are based on knowledge of the basics of the subject, but there are significant gaps in the execution of practical work, presentation of the material, difficulties in its presentation and systematization, and theoretical errors were made in the content (4 points).

“Unsatisfactory” – practical work in which multiple gross errors were found is assessed when defending the report on the completion of laboratory work works the wrong thing is being shown presentation main questions Topics. Laboratory work reports are submitted for defense upon completion of Section 2.

Quantity points: maximum - 8 points for chapter.

### **For current control CC2:**

Verifiable competence: PC-1, PC-1.3.

### **Approximate questions survey**

1. Which highlight types forms documents ?
2. Which contained requirements To design general organization letterhead?
3. How is different form specific species document from general form organizations?
4. What are the requirements? To forms letters contained V GOST R 7.0.97–2016
5. " National Standard of the Russian Federation. System of Standards for Information, Librarianship, and Publishing. Organizational and Administrative Documentation"?
6. What such information and reference documents? Which types of documents belong to this group of documents.
7. List requirements To design business letters.
8. Which exist varieties business letters?

Criteria assessments And scale assessments V points  
Oral survey is being carried out By at the end studies sections 1, 2, 3 (By section materials). Answers to questions should be precise and brief.  
Quantity points: maximum - 7 points

### **Report By practical work**

1. Approximate tasks For practical works
2. Compilation And design organizational documents.
3. Compilation And design administrative documents.
4. Compilation And design information and reference documents.
5. Compilation And design business letters.
6. Compilation And design report notes.
7. Compilation And design explanatory notes.

Assignments for completing practical work are contained in the electronic training course in LMS Moodle . Completed assignments are compiled into a report on completed practical work and attached to Moodle .

"Great" - are evaluated Right completed practical works that are based on deep and comprehensive knowledge of the topic, studied literature and in full. (18 points).

"Fine"- are evaluated practical work, completed V full volume. Minor deficiencies are possible. The student has a firm grasp of the main categories and skillfully applies them to present the material (14 points).

"Satisfactorily" - reports are evaluated O completed practical work, which have mistakes, are based on knowledge basics subject, but there are significant gaps in the performance of practical work, presentation of material, difficulties in its presentation and systematization, and theoretical errors have been made in the content (10 points).

"Unsatisfactory" – practical work in which multiple gross errors were found is assessed when defending the report on the completion of laboratory work works manifests itself incorrect presentation main questions Topics. Laboratory work reports are submitted for defense upon completion of Section 2.

Quantity points: maximum – 18 points for chapter.

### **Approximate questions survey**

Study the "Model Instructions for Office Work in Government Organizations" and answer the following questions:

1. How Right design charter organizations?
2. Which highlight varieties provisions?
3. What are peculiarities compilation And design provisions?
4. How requirements To compilation And design instructions?

Necessary in writing answer on questions tasks, design V in the form of a report By practical work.

IN report indicate number tasks, Full name student And group. In at the end the report must be list of used sources and literature.

Report attach V practical task V course " Document Management" in LMS Moodle .

On practical lesson orally answer on questions tasks in **Survey** time .  
Evaluation criteria and scoring scale.

Oral survey is being carried out By at the end studies sections 1, 2.3 (Based on materials from the sections). Answers to questions should be precise and brief.

Quantity points: maximum - 7 points

The assignment for completing practical work is given to the student at the beginning of the training stage during the first practical lesson. The assignments are completed based on Practical training. Completed assignments are presented in the form of a practical work report.

**For current control CC3:**

Verifiable competence: PC-1, PC-1.3.

Approximate questions survey

1. What such document flow?
2. Which highlight document flows V organizations?
3. What such control execution documents?
4. How are being installed deadlines execution documents?
5. What such nomenclature business?
6. What such expertise values documents?
7. Can li install deadlines storage documents organizations independently?
8. How are applied lists documents with deadlines storage when developing the nomenclature of the organization's affairs?

Oral survey Conducted upon completion of Sections 1, 2, and 3 (based on the materials in those sections). Answers to the questions must be precise and concise.

Quantity points: maximum - 7 points

**Report By practical work**

Approximate tasks For practical works

To study and characterize typical management archival documents generated during the activities of state bodies, local governments, and organizations, indicating their storage periods, approved by Order No. 236 of the Federal Archives Service dated December 20, 2019.

Using the List of standard management archival documents generated during the activities of state bodies, local governments, and organizations, with their storage periods, approved by Order No. 236 of the Federal Archives Service dated December 20, 2019, determine the storage periods for the following documents:

- charter organizations;
- corporate rules, instructions, regulations, provisions;
- orders By basic activities;
- orders By personal composition;

- protocols meetings at manager organizations;
- appeals citizens (offers, statements, complaints, claims);
- books, magazines accounting And issuance seals, stamps;
- annual plans work structural divisions organizations;
- annual reports O work structural divisions organizations.

Assignments for completing practical work are contained in the electronic training course in LMS Moodle . Completed assignments are compiled into a report on completed practical work and attached to Moodle .

“Excellent” – is assessed for correctly completed practical work, which is based on a deep and comprehensive knowledge of the topic, the literature studied, and in full. (8 points).

"Good" – practical assignments completed in full are graded. Minor deficiencies are possible. The student has a firm grasp of the main categories and skillfully applies them to present the material (6 points).

“Satisfactory” – reports on completed practical work are assessed that contain errors, are based on knowledge of the basics of the subject, but there are significant gaps in the performance of practical work, presentation of the material, difficulties in its presentation and systematization, and theoretical errors were made in the content (4 points).

“Unsatisfactory” – practical work in which multiple gross errors were found is assessed when defending the report on the completion of laboratory work works the wrong thing is being shown presentation main questions Topics. Laboratory work reports are submitted for defense upon completion of Section 2.

Quantity points: maximum - 8 points for chapter.

### **Tests For intermediate certification**

Full set test tasks presented electronic educational course in LMS Moodle .

Examples test tasks:

1. Protected documentary systems apply appropriate controls that  
+prevent unauthorized actions (access, destruction, modification or movement of documents);

- support accountability organizations And control risks.
- prevent unauthorized access
- support accountability organizations And control risks}

2. In sphere management documents

+Responsibilities must be clearly assigned and training provided to all employees of the organization who create, manage, or use documents.

- for documents answer employees services office work
- for documents carry responsibility only leaders

3. Enter word:

Service {=business production } - This structural subdivision, on who are entrusted with the functions of maintaining records, as well as persons responsible for maintaining records in other divisions of the organization.

4. Enter word:

{=Business production } - This activity, providing documentation, document flow, operational storage and use of documents.

5. Enter word:

{=archive} is an organization or a structural division of an organization that carries out staffing, accounting, storage And usage archival documents.

6. Enter word:

{= official } document is document created organization, official face or citizen, decorated in accordance with the established procedure.

7. Enter word:

{= archival} document - This document, saved or subject to preservation V force his significance For citizens, societies, states.

8. Enter word:

{= electronic} document - This document, information whom presented in electronic form.

9. Enter word:

{= author} document - This organization, official face or the citizen who created the document.

Enter word:

10. {= legal } significance document – This property document perform as evidence of business activities or personal events .

11. Enter word:

Legal {= strength } document – This property official document may cause legal consequences.

12. Enter word:

{= authentic} document - This document, intelligence about author, time And the place of creation of which, contained in the document itself or revealed in some other way, confirm the authenticity of its origin.

13. Enter word:

{= script} document - This first or the only one copy of the document.

14. Enter word:

{= duplicate} document - This repeated copy original document.

15. Write the word:

{= extract} from document - This copy parts document, certified in accordance with the established procedure.

Number of points: maximum TC – 55 points, maximum interim assessment – 100 points.

On the test, taking into account the current rating points and points for the test, the degree of assimilation programs disciplines is being assessed assessment: " pass", " fail ".