Документ подписан простой электронной подписью Информация о владельце: ФИО: Максимов Алексей Берисов OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN Должность: директор департамента по образовательной политик FE DERATION Дата подписания: 07.08.2024 16:50:56 Уникальный програм Нем 6:50:21 State Autonomous Educational Institution of Higher Education 8db180d1a3f02ac9e60521a5672742735c18b1d6 ''Moscow Polytechnic University''

APPROVE Vice-President for International Affairs Yu.D. Davydova/ 2024 ane Dean of the Faculty of Economics and Management /A.V. Nazarenko/ echance 2024

WORKING PROGRAM OF THE DISCIPLINE

"Professional trajectory management"

Field of study 38.03.02 Management

Educational program (profile) "Business Process Management"

> Qualification (degree) Bachelor

> > Form of study **Part-time**

Moscow 2024

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1. Goals, objectives and planned learning outcomes in the discipline

The main goals of mastering the discipline "professional trajectory management" include:

 formation of knowledge about modern principles, methods and means of modern management trajectories in relation to management, methods and means of their application in business;

– preparing students for activities in accordance with the qualification characteristics of a bachelor's degree in the field, including the formation of skills to identify necessary improvements in the organization; ensuring the use of information technologies to improve the efficiency of professional activities.

The main objectives of mastering the discipline "professional trajectory management" include:

– mastering the methodology, analysis and selection of management technologies for use in professional activities in the organization. mastering the methods and conditions for using management technologies, choosing evaluation criteria, quality indicators, determining the parameters to be verified, the procedure for determining and processing the received management information and its protection.

Code and name of competencies **Indicators of Competency** Achievement PK - 1. Able to regulate processes of IPK-1.1. Knows the theory of process organizational units or develop administrative management; principles of process regulations for organizational units classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with

Training in the discipline "professional trajectory management" is aimed at developing the following competencies in students:

normative and methodological
documentation; requirements for the
development of process regulations;
fundamentals of economics, cost accounting
and performance assessment; process
modeling notations; methods for increasing
the efficiency of processes and administrative
regulations; basics of implementing changes;
basics of business process modeling;
methodological documents and rules for
monitoring the compliance of processes or
administrative regulations; methods for
assessing the reliability of collected
information; methods for analyzing the
collected information; rules for preparing
reports and conclusions based on control
results; methods for assessing the
effectiveness of processes or administrative
regulations. IPK-1.2. Able to analyze information about
process boundaries, process requirements,
process goals or administrative regulations;
analyze areas of responsibility, stakeholders
of the process, current regulations, resources,
inputs, outputs and indicators of the process
or administrative regulations; analyze the
composition and sequence of operations that
make up a process or administrative
regulation; find necessary documents and
information about the process or
administrative regulations in paper and
electronic form in information systems; carry
out observations, interviews and
questionnaires; aggregate and summarize
collected information; carry out classification
of processes and objects in the process
environment or administrative regulations;
identify shortcomings, inconsistencies in the functioning of the process or administrative
functioning of the process or administrative
regulations, formulate and justify proposals for their correction; monitor the compliance
of developed documents with regulatory and
methodological documentation; evaluate
resources needed to improve processes or
administrative regulations; communicate,
hold working meetings, find consensus; use
software to develop process regulations or
administrative regulations; develop local
regulations in accordance with regulatory and
methodological documents; develop process
diagrams or administrative regulations; assess
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the resources needed to implement process
regulations or administrative regulations or
proposals to improve their efficiency;
develop, coordinate and approve action plans,
evaluate the achievement of results, develop
corrective measures to achieve plans; provide
consulting assistance to employees of the
organization; select control points that allow
you to assess the degree of compliance with
regulations and draw up control plans;
evaluate the reliability of information
obtained during control; analyze indicators of
efficiency and effectiveness of processes and
administrative regulations; identify deviations
from established criteria and performance
indicators of processes and administrative
regulations; calculate the efficiency of
processes and administrative regulations;
identify potential for improving the efficiency
of a process or administrative regulation;
formulate and justify proposals to improve the
efficiency of processes or administrative
regulations; prepare reports and conclusions
based on the results of control activities.
IPK-1.3. Possesses the skills to determine the
goals of the process of a division of an
organization or the administrative regulations
of a division of an organization; determining
the boundaries of the process of a division of
an organization or the administrative
regulations of a division of an organization;
determination of stakeholders, owner and
participants in the process of a division of the
organization or administrative regulations of
the division of the organization; determining
the inputs and outputs of the process of a
subdivision of an organization or the
beginning and result of the implementation of
administrative regulations of a subdivision of
an organization; clarifying the sequence of
work in the process of subdividing an
organization or the administrative regulations
of a subdivision of an organization;
clarification of the resources used, Russian
and international legislation, local regulations,
reporting documents necessary to carry out
the process of a division of an organization or
the administrative regulations of a division of
an organization; identifying the responsible
employees of the unit for each work in the
process of subdividing the organization or the

administrative regulations of the
organization's subdivision; collecting
information about the current planning and
reporting system for the work process of a
division of an organization or the
administrative regulations of a division of an
organization; collecting information about the
progress and results of the process of a
division of an organization or the
administrative regulations of a division of an
organization; registration of the results of
information collection; systematization of
collected information about the process of
subdividing an organization or the
administrative regulations of a subdivision of
an organization; development of process
regulations for a division of an organization
or administrative regulations for a division of
an organization and regulatory documents
(instructions, regulations); development of
procedures for monitoring the implementation
of the process regulations of an organization's
unit or the administrative regulations of an
organization's unit; developing proposals to
improve the efficiency of the process of a
division of an organization or the
administrative regulations of a division of an
organization; planning measures to put into
effect the process regulations of a division of
an organization or the administrative
regulations of a division of an organization;
implementation of the process regulations of a
division of an organization or the
administrative regulations of a division of an
organization; implementation of proposals to
improve the efficiency of the process of a
division of an organization or the
administrative regulations of a division of an
organization; assessing the effectiveness of
measures to put into effect the process
regulations of a division of an organization or
the administrative regulations of a division of
an organization; determining procedures for
monitoring the implementation of the process
regulations of an organization's unit or the
administrative regulations of an
organization's unit; collecting information on
the progress and results of the implementation
of the process of a division of an organization
or the administrative regulations of a division
of an organization; analysis of collected

information for compliance with
criteria, established for control; assessing the
effectiveness of the process of a division of an
organization or the administrative regulations
of a division of an organization; developing
recommendations to improve the efficiency of
the processes of an organization's unit or
administrative regulations of an
organization's unit; registration of the results
of monitoring the implementation of the
process regulations of an organization's unit
or the administrative regulations of an
organization's unit.

2. Place of discipline in the structure of the educational program

Discipline "Management of professional trajectory" is one of the academic

disciplines of the compulsory part (B.1.23) of the undergraduate educational program.

The discipline "Professional Trajectory Management" is logically, substantively and methodologically interconnected with the following EP disciplines and practices:

- "Quality management";
- "International Management";
- "Cross-cultural management";
- "Management of distributed communities";
- "Self-management and time management."

3. Structure and content of the discipline

The total labor intensity of the discipline is:

Full-time - part-time - 3 credit units, i.e. 108 academic hours (of which 72 hours are independent work of students).

Fourth semester:

Part-time/correspondence: lectures – 18 hours, practical classes – 18 hours, form of control – exam.

3.1 Types of educational work and labor intensity 3.1.1. Part-time education

	Type of educational work	Number of	Seme	sters
0.	Type of educational work	hours		
	Auditory lessons	36		36

	Including:		
	Lectures	18	18
.1			
	Seminars/practical sessions	18	18
.2			
	Laboratory exercises		
.3			
	Independent work	72	72
	Including:		
	Interim certification		
	test		
	Total	108	

3.2 Thematic plan for studying the discipline

				Labor ii	ntensity,	hour	
			Classroom work				rk
No. p/p	Sections/topics disciplines	Total	Lectures	Seminars/practica l sessions	Laboratory exercises	Practical training	Independent work
1	Fundamentals of professional career management: introduction to the course and basic concepts.		1	1			4
2	Strategic career planning: setting goals and developing an action plan.		1	1			4
3	Compiling a professional portfolio: importance and basic elements.		1	1			4
4	Job Search: Effective Strategies and Techniques.		1	1			4
5	Successful interview: preparation, interview, questions and answers.		1	1			4
6	Development of communication skills: effective communication in the work environment		1	1			4
7	Leadership and personnel management: basic principles and strategies.		1	1			4
8	Time management and task management: planning and organizing your time.		1	1			4
9	Professional self-management: developing skills of self-reflection and self-development.		1	1			4
10	Change management: adapting to new conditions and situations.		1	1			4

Part-time education

elev	Effective team management:	1	1		4
en	motivation, delegation and conflict				
	resolution.				
12	Mentoring and coaching: developing	1	1		4
	professional skills through training				
	from experienced professionals.				
13	Formation and development of a	1	1		4
	professional network: importance and				
	strategies.				
14	Managing emotions and stress:	1	1		4
	developing emotional intelligence.				
15	Improving professional competence:	1	1		4
	education, training and certification.				
16	Professional ethics and business	1	1		4
	etiquette: standards of behavior in the				
	work environment.				
17	Development of creative thinking and	1	1		4
	innovative abilities.				
18	Career growth and development:	1	1		4
	strategies for professional growth and				
	climbing the career ladder.				
	Total	18	18		72

3.3 Contents of the discipline

Topic 1. Basics of professional career management.

Basic principles and goals of professional career management. Different approaches to professional career management: traditional and modern. Individual career development plan: how to draw up and implement. Analysis and assessment of professional skills and competencies. Developing and improving a personal brand: the importance of self-presentation and image. The concept of the labor market and its impact on professional career management

Topic 2. Strategic career planning.

Determining goals and objectives for professional growth in the long and medium term. Assessment of skills and competencies. Identification of areas for development and improvement of professional skills.

Topics 3. Compilation of a professional portfolio.

Elements of a professional portfolio. Resume writing technology. Collection and analysis of recommendations and reviews from previous employers. Inclusion of certifications or awards related to professional field

Topic 4. Job search: effective strategies and methods

Identifying the types of jobs and industries that best match interests, skills, and values. Narrowly targeted search for vacancies and adaptation of resumes and cover letters to specific positions. Using professional social networks

Topic 5. Successful interview

Research of the future employer. Researching the company, its values, mission, products or services. Interview and interview training sessions. Practice communication and stress resistance. A professional description of your experience, skills and abilities.

Topic 6. Development of communication skills: effective communication in the work environment

Study of active perception techniques and neurolinguistic programming. Methods for leveling conflicts. Study and use of non-verbal methods of communication. General principles of communication in the work environment.

Topic 7. Leadership and personnel management: basic principles and strategies.

Definition of leadership and personnel management. Roles and functions of a leader. Basic principles of leadership. Human resource management strategies. Development of leadership skills. Examples of successful leaders. Methods of delegation, coaching and feedback.

Topic 8. Time management and task management: planning and organizing your time.

The importance of time management. Time and workspace planning techniques. The importance of setting goals. Technique for determining SMART goals. Time sharing and prioritization. Overcoming procrastination. Effective delegation. Time as the main human resource.

Topic 9. Professional self-management: developing skills of self-reflection and self-development.

The importance of professional self-government. The concept of self-reflection. Strategies for asking questions about your own needs, goals, values, and accomplishments. Self-development plans. Self-organization. Development of professional skills. The importance of continuous self-development and professional growth.

Topic 10 Change management: adapting to new conditions and situations

The importance of change management. Understanding the change process. Reaction to change. Adaptation to new conditions. Communication in the process of change. Change management tools and techniques. Formula for change. Personal SWOT analysis. The concept of the change life cycle and the different stages that organizations and people go through when implementing change.

Topic 11 Effective team management: motivation, delegation and conflict resolution

The importance of effective team management. Team motivation. Material and non-material types of motivation. Optimal strategies for successful distribution of tasks and responsibilities in the team. Conflict resolution. Team development. Methods to strengthen team spirit, develop communication skills and improve team performance. Developing key leadership skills such as empathy, communication, decision making and conflict management

Topic 12 Mentoring and coaching: developing professional skills through training from experienced specialists

The importance of mentoring and coaching. Differences between mentoring and coaching. Roles of mentor and coach. Basic mentoring and coaching skills. Ethical aspects of mentoring and coaching. Application of mentoring and coaching. Various areas of application of mentoring and coaching, such as professional development, career advancement, personal growth and entrepreneurship

Topic 13 Formation and development of a professional network: importance and strategies

The importance of a professional network. Formation of a professional network. Strategies for building a professional network. Formation of relationships. Effective networking techniques such as active listening, asking questions, and participating in professional discussions. Professional network management. The importance of maintaining and strengthening your network connections, regularly updating your contacts, and providing valuable information and resources to your contacts. Ethical behavior in a professional network

Topic 14 Managing emotions and stress: developing emotional intelligence

The meaning of emotional intelligence. Description of skills to recognize, understand and manage one's own emotions and the emotions of others. Strategies for communication, decision making and conflict resolution. Development of emotional intelligence. Stress management. Emotional intelligence in leadership. Application of emotional intelligence in everyday life.

Topic 15 Increasing professional competence: education, training and certification

The concept of professional competence. Key competencies that are developed in various professional areas, such as technical skills, communication skills, leadership qualities. Benefits of lifelong learning such as updating skills, expanding knowledge and increasing competitiveness in the job market. Various forms of education and training. Certification and accreditation. Professional competence development plan.

Topic 16. Professional ethics and business etiquette: standards of behavior in the work environment

Introduction to professional ethics and business etiquette. The concept of professional competence. The principles and values that underlie ethics and etiquette and their importance in creating a positive and professional work environment. Basic norms of behavior. Interpersonal skills. Design and appearance. Ethics and etiquette in the digital age. The importance of professional ethics and business etiquette in the digital age, when much communication takes place through electronic means. Recommendations on electronic communication, use of social networks and ethics in the use of information technology.

Topic 17. Development of creative thinking and innovative abilities

. An introduction to creative thinking and innovative abilities. Concept of creative thinking. Basic principles of creative thinking. Examples of methods and techniques that help develop creative thinking. The process of innovation and its role

in achieving success in modern organizations. Encouraging creative thinking. Examples of the application of creative thinking and innovation in various fields such as business, art, science, technology and education.

Topic 18. Career growth and development: strategies for professional growth and climbing the career ladder

Introduction to career growth and development. Basic concepts of career growth and development and their relationship. Strategies for professional growth Career planning. Methods and tools for developing a career plan. Climbing the career ladder. Promotion within the organization, time and task management, leadership skills and change management. Development of a personal brand. Methods and strategies for building and maintaining a personal brand, including active participation in projects, business communication and the development of influential connections

3.4 Topics of seminars/practical and laboratory classes

- 1. Developing career goals and planning to achieve them.
- 2. Assess current skills and competencies.
- 3. Identification of professional interests and passions.
- 4. Creating a personal brand and developing a professional reputation.
- 5. Creation and support of a professional network of contacts.
- 6. Effective resume and profile on professional platforms.
- 7. Interview preparation and interview skills.
- 8. Time and priority management.
- 9. Development of leadership skills and team management.
- 10. Conflictology and conflict management in a professional environment.
- 11. Development of presentation and public speaking skills.
- 12. Effective communication and business communication.
- 13. Development of project management skills.
- 14. Analysis and decision-making in a professional environment.
- 15. Managing your emotions and stress at work.
- 16. Management of changes in the organization.

17. Development of interpersonal skills and emotional intelligence.

18. Development of creativity and innovative thinking.

19. Ethics of business communication and professional conduct.

20. Development of skills in intercultural communication and work in an international environment.

21. Performance management and goal achievement.

22. Adaptation to changes in the market environment and development of flexibility.

23. Development of skills of self-analysis and self-reflection.

24. Financial management and budgeting in a career.

25. Development of effective teamwork skills.

26. Development of a personal educational plan and continuous learning.

27. Management of professional growth and development in the organization.

28. Managing your own brand management.

29. Development of analytical thinking skills.

30. Create successful productivity strategies.

31. Development of mentoring and coaching skills.

32. Development of scientific thinking and research skills.

33. Managing work-life balance.

34. Development of conflict and negotiation management skills.

35. Autonomous career management and entrepreneurship.

36. Development of organizational thinking and change management skills.

4. Educational, methodological and information support

4.1 Main literature

1. Baskakova, O. V. Economics and organization of small and medium-sized businesses: textbook / O. V. Baskakova, M. Sh. Machabeli, T. V. Rudakova. -Moscow: Dashkov and K, 2023. - 316 p. — ISBN 978-5-394-04970-5. — Text: electronic // Lan: electronic library system. — UPL :https://a_laphook.com/book/277034

URL:<u>https://e.lanbook.com/book/277034</u>

2. Egorov, V.P. Documentation and documentation support for management in the digital economy / V.P. Egorov, A.V. Slinkov. — 4th ed., erased. - St. Petersburg:

Lan, 2023. - 372 p. — ISBN 978-5-507-45695-6. — Text: electronic // Lan: electronic library system. — URL: https://e.lanbook.com/book/279827

4.2 Additional literature

1. Noskova, S. A. Strategic management: textbook / S. A. Noskova, Yu. A. Zavoiskikh. - St. Petersburg: SPbGAU, 2023. - 76 p. — Text: electronic // Lan: electronic library system. — URL:<u>https://e.lanbook.com/book/340118</u>

Vasiliev, Yu. N. Quality management / Yu. N. Vasiliev. - St. Petersburg: Lan,
 2023. - 104 p. — ISBN 978-5-507-45141-8. — Text: electronic // Lan: electronic
 library system. — URL:<u>https://e.lanbook.com/book/284177</u>

4.3 Electronic educational resources

1. An electronic educational resource on the discipline is under development.

4.4 Licensed and freely distributed software

Office applications, Microsoft Office 2013 (or lower) – Microsoft Open License. License No. 61984042

4.5 Modern professional databases and information reference systems

Office applications, Microsoft Office 2013 (or lower) -Microsoft Open License - License No. 61984042 Agreement No. 08-05/13 dated 06/03/2013 Transfer and Acceptance Certificate No. 961, Transfer and Acceptance Certificate No. 385

Operating system, Windows 7 (or lower) - Microsoft Open License – License No. 61984214, 61984216, 61984217, 61984219, 61984213, 61984218, 61984215; Agreement No. 08-05/13 dated 06/03/2013 Acceptance and transfer certificate No. 9 61

5. Logistics support

Auditoriums for lectures and seminars of the general fund: educational tables with benches, a blackboard, a portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

6. Guidelines

6.1 Methodological recommendations for teachers on organizing training

A presentation (from the English word - presentation) is a set of color picturesslides on a specific topic, which is stored in a special format file with the PP extension. The term "presentation" (sometimes called "slide film") is associated primarily with the information and advertising functions of pictures, which are designed for a certain category of viewers (users).

Multimedia computer presentation is:

- dynamic synthesis of text, image, sound;
- interactive contact between the speaker and the demonstration material;
- mobility and compactness of information media and equipment;
- ability to update, supplement and adapt information;

Rules for designing computer presentations

General Design Rules

Many designers claim that there are no laws or rules in design. There are tips, tricks, tricks. Design, like any kind of creativity, art, like any way of some people communicating with others, like a language, like a thought, will bypass any rules and laws.

Font design rules:

- Serif fonts are easier to read than sans serif fonts;
- It is not recommended to use capital letters for body text.

• Font contrast can be created through: font size, font weight, style, shape, direction and color.

- Rules for choosing colors.
- The color scheme should consist of no more than two or three colors.
- There are incompatible color combinations.
- Black color has a negative (gloomy) connotation.
- White text on a black background is hard to read (inversion is hard to read).

Presentation Design Guidelines

In order for the presentation to be well received by the audience and not cause negative emotions (subconscious or fully conscious), it is necessary to follow the rules of its design. A presentation involves a combination of information of various types: text, graphics, music and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combining pieces of information of different types. In addition, the design and display of each of the listed types of information is also subject to certain rules. So, for example, the choice of font is important for textual information, brightness and color saturation are important for graphic information, and optimal relative position on the slide is necessary for the best possible perception of them together.

Let's consider recommendations for the design and presentation of various types of materials on the screen.

Formatting text information:

• font size: 24–54 points (heading), 18–36 points;

• the font color and the background color should contrast (the text should be easy to read), but not hurt the eyes;

• font type: for the main text a smooth sans-serif font (Arial, Tahoma, Verdana),

• Italics, underlining, bold font, and capital letters are recommended to be used only for semantic highlighting of a text fragment.

Design of graphic information:

• drawings, photographs, diagrams are designed to supplement textual information or convey it in a more visual form;

• It is advisable to avoid drawings in the presentation that do not carry a semantic load, if they are not part of the style;

• the color of the graphic images should not sharply contrast with the overall style of the slide;

• illustrations are recommended to be accompanied by explanatory text;

• if a graphic image is used as a background, then the text on this background should be clearly readable.

Contents and arrangement of information blocks on the slide:

• there should not be too many information blocks (3-6);

• the recommended size of one information block is no more than 1/2 the size of the slide;

• It is desirable to have blocks with different types of information on the page (text, graphs, diagrams, tables, pictures) that complement each other;

• Key words in the information block must be highlighted;

It is better to place information blocks horizontally, blocks related in meaning
from left to right;

• the most important information should be placed in the center of the slide;

• the logic of presenting information on slides and in a presentation must correspond to the logic of its presentation.

In addition to the correct arrangement of text blocks, we must not forget about their content - the text. Under no circumstances should it contain spelling errors. You should also take into account the general rules of text formatting.

After creating a presentation and its design, you need to rehearse its presentation and your speech, check how the presentation as a whole will look (on a computer screen or projection screen), how quickly and adequately it is perceived from different places in the audience, under different lighting, noise, in an environment as close as possible to real performance conditions.

6.2 Guidelines for students on mastering the discipline

A lecture is a systematic, consistent, monologue presentation by a teacher of educational material, usually of a theoretical nature. When preparing a lecture, the teacher is guided by the work program of the discipline. During lectures, it is recommended to take notes, which will allow you to later recall the studied educational material and supplement the content when working independently with literature.

You should also pay attention to categories, formulations that reveal the content of certain phenomena and processes, scientific conclusions and practical recommendations, positive experience in oratory. It is advisable to leave margins in your working notes in which to make notes from the recommended literature,

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supplementing the material of the lecture you listened to, as well as emphasizing the special importance of certain theoretical positions.

Conclusions from the lecture summarize the teacher's thoughts on educational issues. The teacher provides a list of used and recommended sources for studying a specific topic. At the end of the lecture, students have the opportunity to ask questions to the teacher about the topic of the lecture. When delivering lectures on the discipline, electronic multimedia presentations can be used.

Guidelines for students when working at the seminar

Seminars are implemented in accordance with the working curriculum with sequential study of the topics of the discipline. In preparation for the seminars, the student is recommended to study the basic literature, familiarize himself with additional literature, new publications in periodicals: magazines, newspapers, etc. In this case, you should take into account the recommendations of the teacher and the requirements of the curriculum. It is also recommended to finalize your lecture notes by making appropriate notes from the literature recommended by the teacher and provided for by the curriculum. Abstracts should be prepared for presentations on all educational issues brought up for the seminar.

Since the student's activity in seminar classes is the subject of monitoring his progress in mastering the course, preparation for seminar classes requires a responsible attitude. During interactive classes, students must be active.

Guidelines for students on organizing independent work

Independent work of students is aimed at independent study of a separate topic of the academic discipline. Independent work is mandatory for each student, its volume is determined by the curriculum. When working independently, the student interacts with the recommended materials with the participation of the teacher in the form of consultations. The electronic library system (electronic library) of the university provides the possibility of individual access for each student from any point where there is access to the Internet.

If there are students with disabilities, they will be provided with printed and (or) electronic educational resources in forms adapted to their health limitations.

7. Appraisal Fund

7.1 Methods for monitoring and assessing learning outcomes

OS No.	Name of the assessment tool	Brief description of the evaluation tool	Submission of the assessment tool to the Federal Fund
2	Oral survey, interview, (UO)	A means of control, organized as a special conversation between a teacher and a student on topics related to the discipline being studied, and designed to determine the amount of knowledge of the student in a certain section, topic, problem, etc.	Questions about topics/sections of the discipline
2	Test (T)	A system of standardized tasks that allows you to automate the procedure for measuring the level of knowledge and skills of a student.	Test task fund
3	Exam	Final form of knowledge assessment. In higher education institutions they are held during examination sessions.	Questions for the exam

7.2 Scale and criteria for assessing learning outcomes

An indicator for assessing competencies at various stages of their formation is the achievement by students of the planned learning outcomes in the discipline (module).

PC-1 Capable of regulating the processes of organizational units or developing administrative regulations for organizational units				
T J	Evaluation criteria			
Index	2	3	4	5

process managementdemonstrates incompletedemonstrates incompletedemonstrates partialdemonstrates compliance with thprinciplesofcompliance of the following knowledge: processdemonstratesdemonstrates partialdemonstratesdemonstrates partialdemonstratesdemonstrates partialdemonstratesdemonstratesdemonstratesdemonstratesdemonstratesdemonstratesdemonstratesdemonstrates <td< th=""><th></th><th></th><th></th><th></th><th></th></td<>					
management theory; principles of compliance of the following knowledge: processincomplete compliance with the compliance with the following knowledge: processpartial compliance with the following knowledge: process management theory; principles of process classification; methods for torory; principles of principles of process classification; methods for collecting informationcompliance with the following knowledge: process process classification; methods for structuring process classification; methods for collecting informationcompliance with the following knowledge: process classification; methods for structuring process classification; methods for structuring process; classification; methods for structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; structuring process; of operational methods for techniques, analysis of documents and reporting information, studying feedback from functional role process environment; for classifying information about the normative and equivements for the models; methods for classifying information about the normative and equipements for the orcess and the process and the <br< td=""><td>know:</td><td></td><td></td><td></td><td>The student</td></br<>	know:				The student
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normative and economics, cost process process performance	rules for	process regulations;	about the	about the	economics, cost
	working with	fundamentals of	process and the	process and the	
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		performance	1 I	· ·	6
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regulations; the efficiency of methodological methodological administrative	-	•	-	-	
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economics, cost administrative requirements for requirements for implementing			•	·	
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assessment; changes; basics of regulations; regulations; modeling;	assessment;	changes; basics of	regulations;	regulations;	modeling;

process	business process	fundamentals of	fundamentals of	methodological
modeling	modeling;	economics, cost	economics, cost	documents and rules
notations;	methodological	accounting and	accounting and	for monitoring the
methods for	documents and rules	performance	performance	compliance of
increasing the	for monitoring the	assessment;	assessment;	processes or
efficiency of	compliance of	process	process	administrative
processes and	processes or	modeling	modeling	regulations; methods
administrative	administrative	notations;	notations;	for assessing the
regulations;	regulations; methods	methods for	methods for	reliability of collected
basics of	for assessing the	increasing the	increasing the	information; methods
implementing	reliability of collected	efficiency of	efficiency of	for analyzing the
changes; basics	information; methods	processes and	processes and	collected information;
of business	for analyzing the	administrative	administrative	rules for preparing
process	collected information;	regulations;	regulations;	reports and
modeling;	rules for preparing	basics of	basics of	conclusions based on
methodological	reports and	implementing	implementing	control results;
documents and	conclusions based on	changes; basics	changes; basics	methods for assessing
rules for	control results;	of business	of business	the effectiveness of
monitoring the	methods for assessing	process	process	processes or
compliance of	the effectiveness of	modeling;	modeling;	administrative
processes or	processes or	methodological	methodological	regulations, freely
administrative	administrative	documents and	documents and	operates with acquired
regulations;	regulations	rules for	rules for	knowledge.
methods for		monitoring the	monitoring the	8
assessing the		compliance of	compliance of	
reliability of		processes or	processes or	
collected		administrative	administrative	
information;		regulations;	regulations;	
methods for		methods for	methods for	
analyzing the		assessing the	assessing the	
collected		reliability of	reliability of	
information;		collected	collected	
rules for		information;	information;	
preparing reports		methods for	methods for	
and conclusions		analyzing the		
based on control		collected	collected	
results; methods		information;	information;	
for assessing the		rules for	rules for	
effectiveness of		preparing reports	preparing reports	
processes or		and conclusions	and conclusions	
administrative		based on control	based on control	
regulations		results; methods	results; methods	
		for assessing the	for assessing the	
		effectiveness of	effectiveness of	
		processes or	processes or	
		administrative	administrative	
		regulations.	regulations, but	
		Significant	Minor errors,	
		mistakes are	inaccuracies,	
		made,	and difficulties	
		insufficient	during analytical	
		knowledge is	operations are	
		manifested,	allowed.	
		according to a		
		number of		

		indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.		
be able to:	The student is unable	The student	The student	The student
analyze	or insufficiently able	demonstrates	demonstrates	demonstrates full
information	to	incomplete	partial	compliance with the
about process	analyze information	compliance with	compliance with	following skills: be
boundaries,	about process	the following	the following	able to:
process	boundaries, process	skills: be able to:	skills: to be able	analyze information
requirements,	requirements, process	analyze	to decide:	about process
process goals or	goals or administrative	information	analyze	boundaries, process
administrative	regulations; analyze areas of responsibility,	about process boundaries,	information about process	requirements, process goals or administrative
regulations; analyze areas of	stakeholders of the	process	about process boundaries,	regulations; analyze
responsibility,	process, current	requirements,	process	areas of responsibility,
stakeholders of	regulations, resources,	process goals or	requirements,	stakeholders of the
the process,	inputs, outputs and	administrative	process goals or	process, current
current	indicators of the	regulations;	administrative	regulations, resources,
regulations,	process or	analyze areas of	regulations;	inputs, outputs and
resources,	administrative	responsibility,	analyze areas of	indicators of the
inputs, outputs	regulations; analyze	stakeholders of	responsibility,	process or
and indicators of	the composition and	the process,	stakeholders of	administrative
the process or	sequence of operations	current	the process,	regulations; analyze
administrative regulations;	that make up a process or administrative	regulations,	current	the composition and sequence of operations
analyze the	or administrative regulation; find	resources, inputs, outputs	regulations, resources,	that make up a process
composition and	necessary documents	and indicators of	inputs, outputs	or administrative
sequence of	and information about	the process or	and indicators of	regulation; find
operations that	the process or	administrative	the process or	necessary documents
make up a	administrative	regulations;	administrative	and information about
process or	regulations in paper	analyze the	regulations;	the process or
administrative	and electronic form in	composition and	analyze the	administrative
regulation; find	information systems;	sequence of	composition and	regulations in paper
necessary	carry out observations,	operations that	sequence of	and electronic form in
documents and	interviews and questionnaires;	make up a	operations that	information systems;
information about the	aggregate and	process or administrative	make up a process or	carry out observations, interviews and
process or	summarize collected	regulation; find	administrative	questionnaires;
administrative	information; carry out	necessary	regulation; find	aggregate and
regulations in	classification of	documents and	necessary	summarize collected
paper and	processes and objects	information	documents and	information; carry out
electronic form	in the process	about the	information	classification of
in information	environment or	process or	about the	processes and objects
systems; carry	administrative	administrative	process or	in the process
out observations,	regulations; identify	regulations in	administrative	environment or
interviews and	shortcomings,	paper and	regulations in	administrative
questionnaires;	inconsistencies in the	electronic form	paper and	regulations; identify
aggregate and	functioning of the	in information	electronic form	shortcomings,

summarize	process or	systems; carry	in information	inconsistencies in the
collected	administrative	out observations,	systems; carry	functioning of the
information;	regulations, formulate	interviews and	out observations,	process or
carry out	and justify proposals	questionnaires;	interviews and	administrative
classification of	for their correction;	aggregate and	questionnaires;	regulations, formulate
processes and	monitor the	summarize	aggregate and	and justify proposals
objects in the	compliance of	collected	summarize	for their correction;
process	developed documents	information;	collected	monitor the
environment or	with regulatory and	carry out	information;	compliance of
administrative	methodological	classification of	carry out	developed documents
regulations;	documentation;	processes and	classification of	with regulatory and
identify	evaluate resources	objects in the	processes and	methodological
shortcomings,	needed to improve	process	objects in the	documentation;
inconsistencies	processes or	environment or	process	evaluate resources
in the	administrative	administrative	environment or	needed to improve
functioning of	regulations;	regulations;	administrative	processes or
the process or	communicate, hold	identify	regulations;	administrative
administrative	working meetings,	shortcomings,	identify	regulations;
regulations,	find consensus; use	inconsistencies	shortcomings,	communicate, hold
formulate and	software to develop	in the	inconsistencies	working meetings,
justify proposals	process regulations or	functioning of	in the	find consensus; use
for their	administrative	the process or	functioning of	software to develop
correction;	regulations; develop	administrative	the process or	process regulations or
monitor the	local regulations in	regulations,	administrative	administrative
compliance of	accordance with	formulate and	regulations,	regulations; develop
developed documents with	regulatory and	justify proposals for their	formulate and	local regulations in accordance with
regulatory and	methodological documents; develop	correction;	justify proposals for their	regulatory and
methodological	process diagrams or	monitor the	correction;	methodological
documentation;	administrative	compliance of	monitor the	documents; develop
evaluate	regulations; assess the	developed	compliance of	process diagrams or
resources needed	resources needed to	documents with	developed	administrative
to improve	implement process	regulatory and	documents with	regulations; assess the
processes or	regulations or	methodological	regulatory and	resources needed to
administrative	administrative	documentation;	methodological	implement process
regulations;	regulations or	evaluate	documentation;	regulations or
communicate,	proposals to improve	resources needed	evaluate	administrative
hold working	their effectiveness;	to improve	resources needed	regulations or
meetings, find	develop, coordinate	processes or	to improve	proposals to improve
consensus; use	and approve action	administrative	processes or	their efficiency;
software to	plans, evaluate the	regulations;	administrative	develop, coordinate
develop process	achievement of	communicate,	regulations;	and approve action
regulations or	results, develop	hold working	communicate,	plans, evaluate the
administrative	corrective measures to	meetings, find	hold working	achievement of
regulations;	achieve plans; provide	consensus; use	meetings, find	results, develop
develop local	consulting assistance	software to	consensus; use	corrective measures to
regulations in	to employees of the	develop process	software to	achieve plans; provide
accordance with	organization; select	regulations or	develop process	consulting assistance
regulatory and	control points that	administrative	regulations or	to employees of the
methodological	allow you to assess the	regulations;	administrative	organization; select
documents;	degree of compliance	develop local	regulations;	control points that
develop process	with regulations and	regulations in	develop local	allow you to assess the
diagrams or	draw up control plans;	accordance with	regulations in	degree of compliance
administrative	evaluate the reliability	regulatory and	accordance with	with regulations and
regulations;	of information	methodological	regulatory and	draw up control plans;
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regulations or administrative regulations or proposals to effectiveness; develop, coordinate and approve action plans, evaluate the achieve plans; provide corrective measures to consulting assistance to or ganization; select control points that allow you to assess the compliance with regulations; or regulations; identify improve their select control points that allow you to assess the derivations; identify indicators of the administrative regulations; identify to improve their regulations; identify to improve their processe and administrative regulations; identify to improve their processes and administrative regulations; identify processes and administrative regulations; identify processes and administrative regulations; identify processes and administrative administrative regulations; identify processes and administrative administrative regulations; identify processes and administrative regulations; identify prove action measures to or administrative efficiency of administrative regulations; identify provesses and administrative administrative regulations; identify provesses and administrative administrative regulation; formulate achieve plans; provide corrective employees of the compliance with regulations; prepare administrativ
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compliance with reports and organization; employees of the regulations; prepare
regulations and conclusions based on select control organization; reports and
draw up control the results of control points that allow select control conclusions based on
plans; evaluate activities. you to assess the points that allow the results of control
the reliability of degree of you to assess the activities. Fluently
information compliance with degree of operates with acquired
obtained during regulations and compliance with skills and applies them
control; analyze draw up control regulations and in situations of
indicators of plans; evaluate draw up control increased complexity.
efficiency and the reliability of plans; evaluate
effectiveness of information the reliability of
processes and obtained during information
administrative control; analyze obtained during
regulations; indicators of control; analyze
identify efficiency and indicators of
deviations from effectiveness of efficiency and
established processes and effectiveness of
criteria and administrative processes and
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functioning of identify regulations;
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administrative established deviations from
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processes and processes and indicators of

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administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities.		administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities. Significant mistakes are made, insufficient skills are manifested, according to a number of indicators, the student experiences significant difficulties in operating skills when transferring them to new	processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities. The skills have been mastered, but minor errors, inaccuracies, and difficulties are allowed during analytical operations.	
wn: skills in determining the goals of the process of a division of an organization or	The student does not have or does not have enough skills to determine the goals of the process of a division of an organization or the	situations. The student has the skills to determine the goals of the process of a division of an organization or	The student partially owns: skills in determining the goals of the process of a division of an	The student fully masters the skills of determining the goals of the process of a division of an organization or the administrative
the administrative regulations of a division of an	administrative regulations of a division of an organization;	the administrative regulations of a division of an	organization or the administrative regulations of a	regulations of a division of an organization; determining the

organization;	determining the	organization;	division of an	boundaries of the
determining the	boundaries of the	determining the	organization;	process of a division
boundaries of	process of a division	boundaries of	determining the	of an organization or
the process of a	of an organization or	the process of a	boundaries of	the administrative
division of an	the administrative	division of an	the process of a	regulations of a
organization or	regulations of a	organization or	division of an	division of an
the	division of an	the	organization or	organization;
administrative		administrative	the	determination of
	organization;			
regulations of a	determination of	regulations of a	administrative	stakeholders, owner
division of an	stakeholders, owner	division of an	regulations of a	and participants in the
organization;	and participants in the	organization;	division of an	process of a division
determination of	process of a division	determination of	organization;	of the organization or
stakeholders,	of the organization or	stakeholders,	determination of	administrative
owner and	administrative	owner and	stakeholders,	regulations of the
participants in	regulations of the	participants in	owner and	division of the
the process of a	division of the	the process of a	participants in	organization;
division of the	organization;	division of the	the process of a	determining the inputs
organization or	determining the inputs	organization or	division of the	and outputs of the
administrative	and outputs of the	administrative	organization or	process of a
regulations of	process of a	regulations of	administrative	subdivision of an
the division of	subdivision of an	the division of	regulations of	organization or the
the organization;	organization or the	the organization;	the division of	beginning and result of
determining the	beginning and result of	determining the	the organization;	the implementation of
inputs and	the implementation of	inputs and	determining the	administrative
	administrative	*	Ũ	
outputs of the		outputs of the	inputs and	regulations of a
process of a	regulations of a	process of a	outputs of the	subdivision of an
subdivision of an	subdivision of an	subdivision of an	process of a	organization;
organization or	organization;	organization or	subdivision of an	clarifying the
the beginning	clarifying the	the beginning	organization or	sequence of work in
and result of the	sequence of work in	and result of the	the beginning	the process of
implementation	the process of	implementation	and result of the	subdividing an
of administrative	subdividing an	of administrative	implementation	organization or the
regulations of a	organization or the	regulations of a	of administrative	administrative
subdivision of an	administrative	subdivision of an	regulations of a	regulations of a
organization;	regulations of a	organization;	subdivision of an	subdivision of an
clarifying the	subdivision of an	clarifying the	organization;	organization;
sequence of	organization;	sequence of	clarifying the	clarification of the
work in the	clarification of the	work in the	sequence of	resources used,
process of	resources used,	process of	work in the	Russian and
subdividing an	Russian and	subdividing an	process of	international
organization or	international	organization or	subdividing an	legislation, local
the	legislation, local	the	organization or	regulations, reporting
administrative	regulations, reporting	administrative	the	documents necessary
regulations of a	documents necessary	regulations of a	administrative	to carry out the
subdivision of an		subdivision of an	regulations of a	process of a division
			0	•
organization;	process of a division	organization;	subdivision of an	of an organization or
clarification of	of an organization or	clarification of	organization;	the administrative
the resources	the administrative	the resources	clarification of	regulations of a
used, Russian	regulations of a	used, Russian	the resources	division of an
and international	division of an	and international	used, Russian	organization;
legislation, local	organization;	legislation, local	and international	identifying the
regulations,	identifying the	regulations,	legislation, local	responsible employees
reporting	responsible employees	reporting	regulations,	of the unit for each
documents	of the unit for each	documents	reporting	work in the process of
necessary to	work in the process of	necessary to	documents	subdividing the
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carry out the	subdividing the	carry out the	necessary to	organization or the
process of a	organization or the	process of a	carry out the	administrative
division of an	administrative	division of an	process of a	regulations of the
organization or	regulations of the	organization or	division of an	organization's
the	organization's	the	organization or	subdivision; collecting
administrative	subdivision; collecting	administrative	the	information about the
regulations of a	information about the	regulations of a	administrative	current planning and
division of an	current planning and	division of an	regulations of a	reporting system for
organization;	reporting system for	organization;	division of an	the work process of a
identifying the	the work process of a	identifying the	organization;	division of an
responsible	division of an	responsible	identifying the	organization or the
employees of the	organization or the	employees of the	responsible	administrative
unit for each	administrative	unit for each	employees of the	regulations of a
work in the	regulations of a	work in the	unit for each	division of an
process of	division of an	process of	work in the	organization;
subdividing the	organization;	subdividing the	process of	collecting information
organization or	collecting information	organization or	subdividing the	about the progress and
the	about the progress and	the	organization or	results of the process
administrative	results of the process	administrative	the	of a division of an
regulations of	of a division of an	regulations of	administrative	organization or the
the	organization or the	the	regulations of	administrative
organization's	administrative	organization's	the	regulations of a
subdivision;	regulations of a	subdivision;	organization's	division of an
collecting	division of an	collecting	subdivision;	organization;
information	organization;	information	collecting	registration of the
about the current	registration of the	about the current	information	results of information
planning and	results of information	planning and	about the current	collection;
reporting system for the work	collection; systematization of	reporting system for the work	planning and	systematization of
	5		reporting system for the work	collected information
1	collected information about the process of	1	for the work process of a	about the process of subdividing an
division of an organization or	subdividing an	division of an organization or	division of an	subdividing an organization or the
the	organization or the	the	organization or	administrative
administrative	administrative	administrative	the	regulations of a
regulations of a				subdivision of an
division of an	subdivision of an	division of an	regulations of a	organization;
organization;	organization;	organization;	division of an	development of
collecting	development of	collecting	organization;	process regulations for
information	process regulations for	information	collecting	a division of an
about the	a division of an	about the	information	organization or
progress and	organization or	progress and	about the	administrative
results of the	administrative	results of the	progress and	regulations for a
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the	regulatory documents	the	organization or	(instructions, provision
administrative	(instructions, provision	administrative	the	s); development of
regulations of a	s); development of	regulations of a	administrative	procedures for
division of an	procedures for	division of an	regulations of a	monitoring the
organization;	monitoring the	organization;	division of an	implementation of the
registration of	implementation of the	registration of	organization;	process regulations of
the results of	process regulations of	the results of	registration of	an organization's unit
information	an organization's unit	information	the results of	or the administrative
collection;	or the administrative	collection;	information	regulations of an
systematization	regulations of an	systematization	collection;	organization's unit;
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of collected	organization's unit;	of collected	systematization	developing proposals
information	developing proposals	information	of collected	to improve the
about the	to improve the	about the	information	efficiency of the
process of	efficiency of the	process of	about the	process of a division
subdividing an	process of a division	subdividing an	process of	of an organization or
organization or	of an organization or	organization or	subdividing an	the administrative
the	the administrative	the	organization or	regulations of a
administrative	regulations of a	administrative	the	division of an
regulations of a	division of an	regulations of a	administrative	organization; planning
subdivision of an	organization; planning	subdivision of an	regulations of a	measures to put into
organization;	measures to put into	organization;	subdivision of an	effect the process
development of	effect the process	development of	organization;	regulations of a
process	regulations of a	process	development of	division of an
regulations for a	division of an	regulations for a	process	organization or the
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regulations for a	division of an	regulations for a	administrative	organization;
division of an	organization;	division of an	regulations for a	implementation of the
organization and	implementation of the	organization and	division of an	process regulations of
regulatory	process regulations of	regulatory	organization and	a division of an
documents	a division of an	documents	regulatory	organization or the
(instructions,	organization or the	(instructions,	documents	administrative
regulations);	administrative	regulations);	(instructions,	regulations of a
development of	regulations of a	development of	regulations);	division of an
procedures for	division of an	procedures for	development of	organization;
monitoring the	organization;	monitoring the	procedures for	implementation of
implementation	implementation of	implementation	monitoring the	proposals to improve
of the process	proposals to improve	of the process	implementation	the efficiency of the
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unit; developing	organization;	unit; developing	organization's	assessing the
proposals to	assessing the	proposals to	unit; developing	effectiveness of
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administrative	administrative	administrative	the	regulations of a
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organization;	organization;	organization;	division of an	determining
planning	determining	planning	organization;	procedures for
measures to put	procedures for	measures to put	planning	monitoring the
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process	implementation of the	process	into effect the	process regulations of
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administrative	organization's unit;	administrative	the	collecting information
regulations of a	collecting information	regulations of a	administrative	on the progress and
division of an	on the progress and	division of an	regulations of a	results of the
organization;	results of the	organization;	division of an	implementation of the
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organization;	compliance with the	organization;	division of an	criteria established for
implementation	criteria established for	implementation	organization;	control; assessing the
of proposals to	control; assessing the	of proposals to	implementation	effectiveness of the
improve the	effectiveness of the	improve the	of proposals to	process of a division
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the	division of an	the	organization or	organization;
administrative	organization;	administrative	the	developing
regulations of a	developing	regulations of a	administrative	recommendations to
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organization;	improve the efficiency	organization;	division of an	of the processes of an
assessing the	of the processes of an	assessing the	organization;	organization's unit or
effectiveness of	organization's unit or	effectiveness of	assessing the	administrative
measures to put	administrative	measures to put	effectiveness of	regulations of an
into effect the	regulations of an	into effect the	measures to put	organization's unit;
process	organization's unit;	process	into effect the	registration of the
regulations of a division of an	registration of the results of monitoring	regulations of a division of an	process regulations of a	results of monitoring the implementation of
organization or	the implementation of	organization or	division of an	the process regulations
the	the process regulations	U U	organization or	
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regulations of a	unit or the	regulations of a	administrative	administrative
division of an	administrative	division of an	regulations of a	regulations of an
organization;	regulations of an	organization;	division of an	organization's unit.,
determining	organization's unit.	determining	organization;	freely applies the
procedures for	8	procedures for	determining	acquired skills in
monitoring the		monitoring the	procedures for	situations of increased
implementation		implementation	monitoring the	complexity.
of the process		of the process	implementation	T O
regulations of an		regulations of an	of the process	
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organization's		organization's	regulations of an	
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the progress and		the progress and	information on	
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of the process of	of the process of	implementation	
a division of an	a division of an	of the process of	
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division of an	division of an	regulations of a	
organization;	organization;	division of an	
analysis of	analysis of	organization;	
collected	collected	analysis of	
information for	information for	collected	
compliance with	compliance with	information for	
criteria, establish	criteria, establish	compliance with	
ed for control;	ed for control;	criteria, establish	
assessing the	assessing the	ed for control;	
effectiveness of	effectiveness of	assessing the	
the process of a	the process of a	effectiveness of	
division of an	division of an	the process of a	
organization or	organization or	division of an	
the	the	organization or	
administrative	administrative	the	
regulations of a	regulations of a		
division of an	division of an	regulations of a	
organization;	organization;	division of an	
developing	developing	organization;	
recommendation	recommendation	developing	
s to improve the	s to improve the	recommendation	
efficiency of the	efficiency of the	s to improve the	
processes of an	processes of an	efficiency of the	
organization's unit or	organization's unit or	processes of an	
unit or administrative	unit or administrative	organization's unit or	
regulations of an	regulations of an	administrative	
organization's	organization's	regulations of an	
unit; registration	unit; formalizing		
of the results of	the results of	unit; registration	
monitoring the	monitoring the	of the results of	
implementation	implementation	monitoring the	
of the process	of the process	implementation	
regulations of an	regulations of an	of the process	
organization's	organization's	regulations of a	
unit or the	unit or the	division of an	
administrative	administrative	organization or	
regulations of an	regulations of an	the	
organization's	organization's	administrative	
unit.	unit. Significant	regulations of a	
	mistakes are	division of an	
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	proficiency in	errors,	
	skills is	inaccuracies,	
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	indicators. The	operations and	
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7.3 Evaluation tools

Questions to prepare for the exam in the discipline "Professional Trajectory Management."

- 1. Factors determining professional trajectory
- 2. Types and types of career growth strategies
- 3. Strategies for developing a personal brand
- 4. Social networks and professional platforms in the field of career development
- 5. Planning for professional development
- 6. Leadership qualities as factors for a successful professional career
- 7. Conflict management in the workplace?
- 8. Innovative thinking in the field of professional development?
- 9. The role of education in career growth?

10. Organization and planning of time for the purpose of developing professional competencies?

- 11. Communications in professional trajectory management
- 12. Skills for effective project management in the professional field
- 13. The concept of competence. Types and gradations of acquiring professional skills
- 14. Assess personal performance to achieve career goals?
- 15. Development of interpersonal relationships and teamwork
- 16. Professional ethics and standards of conduct.
- 17. Managing stress and emotions in your career

18. Change management skills

19. Development and management of your personal brand in the online environment

20. Use of information technology in professional activities and careers

21. Decision-making skills for shaping a professional career

22. Conflict management and negotiation skills in your career

23. The concept of mentality and positive thinking

24. Financial management in the context of career development

25. Development of entrepreneurship skills to create your own business in the professional field

26. Development of strategies for personal and professional growth

27.Skills in working in a virtual environment and managing remote teams

28. Psychological aspects of career growth and development

29. Mentoring as a tool for personal and professional growth

30. Development and implementation of an individual career development plan

31. Prospects for the development of industries and professions when planning a career

32. Achieving work-life balance for successful career growth

33. Internal and external factors in building a professional career

34. Factors of effectiveness of business communication in the context of career building

35.Development of self-organization and self-motivation to achieve career goals

36. Managing change in an organization and its impact on career growth

37. Analytical thinking and decision-making skills in building a career

38. Managing finances and plans in a career context

39. Development of entrepreneurial skills when creating your own business in the professional field?

40. Development of a strategy for personal and professional growth

41. Virtual environment skills to manage remote teams

42. The influence of personal psychological aspects on a career

43. Roles and tasks of career management in an organizational environment.

_	Contents of the question	Correct	Name of the
Job er	1	answer	discipline
nbe			that forms
Jol number			the
			competence
1.	. What is a personal brand?	В	-
	A) Personal email address		
	B) Unique clothing style		
	C) Image and reputation of the individual		
2.	D) Company name	В	
۷.	2. What is mentoring?A) Time management	D	
	A) Time management		
	B) Conflict in the workplace		
	C) The process of transferring experience and knowledge		
	from an experienced employee to a newcomer		
2	D) Financial management	D	
3.	3. What social media and professional platforms can be	В	
	useful for career development?		
	A) TikTok and Instagram		
	B) Facebook and LinkedIn		
	B) WhatsApp and Viber		
	D) Telegram and Clubhouse		
4.	4. What is a career growth strategy?	A	
	A) Plan for development and achievement of career goals		
	B) Traveling abroad for work		
	B) Project management		
	D) Team management		
5.	5. What skills are important for professional project	A	
	management?		
	A) Analytical thinking and planning		
	B) Art of drawing and painting		
	B) Social media management		
	D) Driving skills		
6.	6. What does professional ethics mean?	A	
	A) Code of conduct defining the norms and values of the		
	professional environment		
	B) Research skills		
	B) Financial management		
	D) Team skills		
7	7. What skills are needed to effectively manage conflict in	В	
	the workplace?		
	A) Singing and dancing		
	B) Communication and psychological skills		
	B) Acrobatics and gymnastics		

Test questions on the subject "Management of professional trajectory

	D) Culinary skills		
8	8. What skills need to be developed for effective time	В	
	management in the professional field?		
	A) Driving a car and piloting airplanes		
	B) Planning, priorities and organization		
	B) Extrasensory abilities		
	D) Playing musical instruments		
9	9. What is professional development?	А	
	A) Obtaining new skills and knowledge to improve		
	professional results		
	B) Vacation and travel		
	B) Starting your own business		
	D) Project management		
10	10. What does managing change in an organization mean?	IN	
	A) The benefits of frequent job changes		
	B) Development of new technologies in the professional		
	field		
	C) The ability to adapt and effectively implement changes		
	in the organization		
	D) Russian expression "Everything flows, everything		
	changes"		
11	What is the basis for developing a personal brand?	В	
	A) Availability of active profiles on social networks		
	B) Knowledge and experience in a particular field		
	C) Regularly updating your resume		
	D) Membership in professional organizations		
12	12. What does SWOT analysis mean?	А	
	A) Analysis of strengths and weaknesses, opportunities and		
	threats		
	B) Analysis of the company's financial indicators		
	B) Analysis of the social impact of the organization		
	D) Analysis of individual skills and abilities		
	13. What is my labor cost?	D	
	A) The salary I receive from my employer		
	B) External costs to maintain a professional image		
	B) Number of hours worked per week		
	D) The economic value I bring from my work		
13	What factors may affect my career?	А	
1.5	A) Quality of connections and networks of contacts	Л	
	B) Availability of investments and shares		
	B) Opportunities for travel and free time		
	D) Work schedule and work environment		

14	Which analysis is best for identifying your strengths, weaknesses, opportunities, and threats?A) PESTB) SWOTB) SMARTD) ABC	В	
15	 What skills and qualities do an effective leader have? A) Ability to manipulate and manage people B) Emotional intelligence and communication skills C) High level of ambition and desire for power D) Technical knowledge and industry expertise 	В	
16	 What does the work-life concept mean? A) Work is the main component of a person's life B) Harmonious combination of work and personal life C) Work and life are two completely separate spheres D) Work is more important than personal life 	С	
17	 What is a career path? A) Rapid advancement through the hierarchy in the organization B) Sequence of positions and roles in the professional field C) Working around the clock to achieve success D) Obtaining higher education and additional qualifications 	В	
18	 What are professional goals? A) Intentions to receive a promotion or increase in salary B) Achievements that we want to achieve in the professional field C) List of responsibilities and tasks at the workplace D) The field of activity in which we operate 	В	
19	 What is active listening? A) Focused and active attention to the interlocutor and his message B) Playing music or sounds loudly B) Passing information without attention D) Interim confirmation of hearing 	A	
20	 What is teamwork? A) The work of one person without the participation of others B) Collaboration of several people with a common goal C) Working in different teams at the same time D) Transferring tasks to other employees 	В	
21	What role can constructive criticism play in the professional sphere?A) Decreased self-esteem and decreased productivity	В	

	B) Increased motivation and better understanding of your		
	own mistakes		
	C) Avoiding interaction with colleagues		
	D) Using criticism as a weapon against competitors		
22	What is a conflict of interest in the workplace?	В	
	A) Disagreement of opinions between employees		
	B) A situation where the interests of one employee		
	contradict the interests of another		
	B) Using different working methods		
	D) The proximity of offices of different departments in the		
	office		
23	What is constructive feedback?	В	
	A) Polite refusal		
	B) Receiving a gift after completing the work		
	B) Business discussion of cooperation and personal results		
	D) Report on the work performed		
24	What is networking?	В	
	A) Communication on social networks		
	B) Communication at work in a team		
	C) Establishing business contacts for the purpose of		
	interaction and support		
	D) Communication with friends and family		
25	What is a resume?	В	
	A) Description of personal life and achievements		
	B) List of literature on a specific topic		
	B) Brief description of professional experience and skills		
	D) List of wishes to the employer		
26	How can you show initiative at work?	В	
	A) Perform only what is included in the employment		
	contract		
	B) Suggest new ideas and process improvements		
	C) Delegate your responsibilities to other employees		
	D) Hide your knowledge and experience from colleagues		
27	What are trends in the professional sphere?	С	
	A) Deep laid channels for water supply	_	
	B) Rising ideas and directions in business		
	B) List of technical skills required for the job		
	D) Working in the same industry for a long time		
28	What does it mean to be proactive at work?	С	
20	A) Actively participate in collective events	C	
	B) Promote your interests independently of other		
	employees		
	C) Be proactive and entrepreneurial in achieving goals		
	C) Be proactive and entrepreneuriar in achieving goals		

	D) Use your time and opportunities only for your own		
	benefit		
29	What is a professional trajectory?	А	
-	A) The path a person follows in his career		
	B) Organizational hierarchy structure		
	B) Complete list of professions in the world		
	D) Term used to refer to jobs		
thirty	What factors can influence professional trajectory?	A	
	A) Education and qualifications		
	B) Social status		
	B) Race		
	D) Age		
31	What are the prospects for development in the professional	В	
	field?	2	
	A) Opportunities for salary increases		
	B) Opportunities for career growth and professional		
	development		
	B) Opportunities for vacations and recreation		
	D) Opportunities for dismissal		
32	What development prospects can there be within one	D	
	profession?		
	A) Promotion to a higher position in the same field		
	B) Acquisition of new skills and specializations		
	C) Transfer to another company in a similar position		
	D) All of the above		
33	What are professional skills?	А	
	A) Special abilities in a certain profession		
	B) Skills and knowledge acquired through training and		
	work experience		
	C) Personal qualities and character traits		
	D) Health and physical fitness		
34	What skills might be important for interpersonal interaction	D	
	at work?		
	A) Communication skills		
	B) Leadership skills		
	C) Conflict resolution skills		
	D) All of the above		
35	What is career planning?	А	
	A) The process of defining your career goals and		
	developing a plan to achieve them		
	B) Simply following established company procedures		
	C) Getting career advice from other people		
	D) Changing profession in search of new opportunities		
36	What benefits can career planning provide?	D	
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	A) A clearer understanding of your goals and direction of		
	development		
	B) More strategic use of time and resources		
	C) Improved motivation and sense of job satisfaction		
	D) All of the above		
37	What might be the role of a mentor?	D	
	A) Providing advice and recommendations		
	B) Training and transfer of knowledge and experience		
	B) Support and motivation		
	D) All of the above		
38	What is leadership?	А	
	A) Ability to influence and motivate others to achieve		
	common goals		
	B) Ability to arrive at work on time and perform their duties		
	C) The desire to occupy high positions and command others		
	D) Displaying aggression and dominance towards		
	colleagues		
39	What characteristics are associated with effective	D	
	leadership?		
	A) Inspiration and motivation		
	B) Communication skills		
	B) High level of emotional intelligence		
	D) All of the above		
40	What is emotional intelligence?	А	
	A) The ability to understand and manage your emotions and		
	the emotions of others		
	B) Level of education and knowledge		
	B) Ability to make quick decisions		
	D) Ability to work in a team		
41	What types of leadership are there?	D	
	A) Authoritarian leadership		
	B) Democratic leadership		
	B) Transformational leadership		
	D) All of the above		
42	What is corporate culture?	А	
	A) A set of values, traditions and principles that define		
	work in the company		
	B) Encoding company secret information		
	C) Organization of corporate events and holidays		
	D) System of punishments and rewards in the company		
43	What is a professional network?	А	
	A) Connections and contacts inside and outside the		
	organization that can be useful in professional activities		
	B) Teamwork and joint projects		
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	C) Positive feedback and recommendations from]
	colleagues		
	D) All of the above		
44	What is the importance of time management for	А	
	professional trajectory?	11	
	A) Effective allocation and use of time to achieve goals		
	B) Overtime and no vacation		
	C) Monitoring the work of other employees		
	D) Constantly being late for work		
45	What is the significance of drawing up a development plan	D	
	for a professional trajectory?	_	
	A) Focus on your goals and objectives		
	B) Plan the necessary steps to achieve success		
	C) Build a path to professional development		
	D) All of the above		
46	2. What are professional goals?	А	
	A) A clear idea of what you want to achieve in your career		
	B) Desire to get promoted		
	B) Participation in competitions and receiving awards		
	D) Change of profession		
	What is the significance of drawing up a development plan	D	
	for a professional trajectory?		
	A) Focus on your goals and objectives		
	B) Plan the necessary steps to achieve success		
	C) Build a path to professional development		
	D) All of the above		
47	What is autonomy in the workplace?	А	
	A) Freedom and independence in making decisions and		
	performing tasks		
	B) Work according to schedule and discipline		
	C) Dependence on the instructions and recommendations		
	of the boss		
	D) Job satisfaction		
48	What factors can influence professional trajectory?	D	
	A) Economic conditions and labor market requirements		
	B) Technological changes and industry development		
	C) Training and development opportunities within the		
	organization		
	D) All of the above		
49	What role does self-determination play in professional	А	
	trajectory?		
	A) Identifying your interests, values and passions		
	B) Submission to the will of superiors		
	B) Obtaining a prestigious position		

	D) All of the above		
50	What approach to work can be useful for developing a	А	
	professional trajectory?		
	A) Proactive approach, active identification and use of		
	opportunities		
	B) Work as much as required, but without special initiatives		
	C) Constantly waiting for directions and instructions from		
	superiors		
	D) Focus on completing current tasks, without striving for		
	development		

7.3.1. Current control

During the learning process, evaluation means of midterm monitoring of progress are used: reports; surveys; tasks;

Samples of tasks for carrying out ongoing monitoring and exam papers are given in the appendix.

When performing routine monitoring, it is possible to use test material. Samples of control questions and tasks for conducting ongoing monitoring are given in the appendix. When implementing a bachelor's degree program, an organization has the right to use e-learning and distance learning technologies. All materials are posted in the Moscow Polytechnic Library (https://online.mospolytech.ru/).

When training people with disabilities, e-learning and distance educational technologies must provide for the possibility of receiving and transmitting information in forms accessible to them.

As a result of mastering the discipline (module), the following competencies are formed:

Competency code	As a result of mastering the educational program, the student must have	
OPK-5	Ability to use modern information technologies and software when solving professional problems, including managing large amounts of data and their intelligent analysis.	
OPK-6	Able to understand the operating principles of modern information technologies and use them to solve professional problems	

In the process of mastering the educational program, these competencies, including their individual components, are formed step by step as students master disciplines (modules) and practices in accordance with the curriculum and calendar schedule of the educational process.

Interim certification form: test.

The final certification of students in the form of a test is carried out based on the results of completing all types of academic work provided for by the curriculum for a given discipline (module), while taking into account the results of ongoing monitoring of progress during the semester. Assessment of the degree to which students have achieved the planned learning outcomes in the discipline (module) is carried out by the teacher leading classes in the discipline (module) using the method of expert assessment. Based on the results of the intermediate certification for the discipline (module), a grade of "pass" or "fail" is assigned.

Only students who have completed all types of academic work provided for in the work program for the discipline "Corporate Social Responsibility" are allowed to take part in the final certification.

Grading scale	Description
Passed	All types of educational work provided for by the curriculum have been completed. The student demonstrates compliance of knowledge, abilities, and skills with those given in the tables of indicators, operates with acquired knowledge, abilities, skills, and applies them in situations of increased complexity. In this case, minor errors, inaccuracies, and difficulties during analytical operations and the transfer of knowledge and skills to new, non- standard situations may be made.
Not accepted	One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete compliance of knowledge, abilities, skills with those given in the tables of indicators, significant mistakes are made, a lack of knowledge, abilities, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations.

Only students who have completed all types of academic work provided for in the work program for the discipline are allowed to take intermediate certification.