

OFFICE WORK

COURSE SYLLABUS ABSTRACT of higher education institution

Speciality 1-27 01 01 – Economics and Production Management (majors in)

	STUDY MODE
	full-time
Year	4
Semester	8
Lectures, hours	8
Practical classes (seminars), hours	32
Pass/fail, semester	16
Contact hours	48
Independent study, hours	132
Total course duration in hours / credit units	180/6

1. Course outline: Documentation of management activities. Registration of details of documents. Registration of organizational and administrative documentation. The system of organizational and administrative documentation at the enterprise. Organization of document flow at the enterprise.

2. Course learning outcomes: upon completion of the course, students will be expected to

know: legal regulations of the Republic of Belarus in the field of office work and personnel management; principles and rules of record keeping; general requirements for organizational and administrative documentation; methods of creating documents; forms of organization and working conditions of clerical services employees; modern technical means of automated office records management; general requirements for documenting management activities and organization of work with documents in institutions, organizations, enterprises; classification of documents; the list of details of organizational and administrative documents and their execution; preparation of documents for archival storage; documentation of labor relations; the content of the main categories of personnel management; functions of personnel management; modern methods of personnel management organization, analysis of its use and evaluation; modern methods of motivation and stimulation of personnel, technologies of business career planning; socio-psychological aspects of personnel management; norms of the relationship of the manager with employees; characteristics of an effective manager; categories of personnel and their role in production; the content of specific work with personnel: selection, adaptation, evaluation, remuneration, personnel development (methods, documents, procedures); **be able to:** promptly cope with the flow of documents that turn around in the organization, quickly find the required document and make inquiries about it; apply in practice the existing legal regulatory and methodological documents on office work; apply the rules for creating and processing organizational and administrative documentation; organize work with documents, their registration, control over execution and storage; use modern computer technologies in office work; organize the work of clerical services; analyze the state of office work in the organization; assess the psychological state of employees, their abilities and opportunities for rational placement of personnel and performance of functional duties; develop a personnel management strategy and personnel policy at the enterprise; apply the basic techniques of recruitment, organization of activities, evaluation, development, motivation and stimulation of personnel at the enterprise; use the basic principles of the formation of corporate culture of the enterprise; use management techniques in practice; analyze your own behavior as a manager and the behavior of subordinates; own the tools of personnel management; avoid conflicts; communicate at various levels using known forms and types of communications; conduct business negotiations competently; combine theoretical aspects of personnel management with the practice of its application at enterprises of the Republic of Belarus; **possess:** computer hardware and software; skills in working with word processors, spreadsheets, database management systems; management decision-making methods; management methods and technologies in the process of regulating the joint activities of teams.

3. Competencies: be able to write a research paper using TRIZ techniques, design research results in accordance with standards (SC-10)

4. Requirements and forms of midcourse evaluation and summative assessment

A modular rating system is used. Intermediate certification: protection of practical works. Current certification: pass/fail.