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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

APPROVE
Vice-President
for International Affairs
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"15" февраля 2024

Dean of the Faculty
of Economics and Management
_____ /A.V. Nazarenko/
"15" февраля 2024

WORKING PROGRAM OF THE DISCIPLINE

"Introduction to Professional Activity"

Field of study
38.03.02 Management

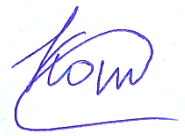
Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2024

Developer(s):

Art. Lecturer at the Department of Management  /I.S. Koshel/

Agreed:
Head of the Department of Management,
Ph.D., Associate Professor  /E.E. Alenina/

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

The main goal of the discipline is to prepare students for educational activities in educational program disciplines. This discipline allows the student to make a choice regarding further specialization regarding his specialty, taking into account his personal, individual abilities and needs. The main blocks of economic sciences are considered in order for the student to understand his future development within the framework of this specialty. The discipline will allow students to begin to independently determine their own further development, both within the individual and within separately formed groups united by interests and needs.

The main objectives of mastering the discipline "Introduction to the Profession" include:

- development of the student's personal qualities in terms of adaptation to the social environment;
- education and formation of highly moral and ethical principles that will form a comprehensively developed specialist ready to interact with the outside world;
- mastering the base of methodological knowledge in preparation for various types of classes, which will help the student in a more complete and comprehensive study of the offered disciplines.

Training in the discipline "Introduction to the Profession" is aimed at developing the following competencies in students:

Code and name of competencies	**Indicators of Competency Achievement**
UK-9. Able to use basic defectological knowledge in social and professional spheres	IUC-9.1. Has ideas about inclusive competence and features of the application of basic defectological knowledge in the social and professional spheres IUC-9.2. Shows tolerance towards people with disabilities and people with limited health capabilities IUC-9.3. Applies the principles of non-discriminatory interaction with people with disabilities and limited health capabilities, taking into account their socio-psychological characteristics when communicating in various spheres of life
OPK-1. Able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory	IOPK-1.1. Knows ways to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. IOPK-1.2. Able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. IOPK-1.3. Possesses the skills to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.

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

The discipline belongs to the mandatory part of block B1 "Disciplines (modules)".

The discipline "Introduction to the Profession" is logically, substantively and methodologically interconnected with the following disciplines and practices of the EP:

- Project activities
- Fundamentals of Management
- Economic theory

3. Structure and content of the discipline

The total labor intensity of the discipline is 4 credit units (144 hours).

3.1 Types of educational work and labor intensity

(according to forms of study)

3.1.1. Part-time education

No.	Type of educational work	Quantity hours	Semesters	
			1	
1	**Auditory lessons**	**28**	28	
	Including:			
1.1	Lectures	14	14	
1.2	Seminars/practical sessions	14	14	
2	**Independent work**	**116**	116	
3	**Interim certification**			
	Test/differential test/exam	**Exam**	Exam	
	Total	**144**	144	

3.2 Thematic plan for studying the discipline

(according to forms of study)

3.2.1. Part-time education

No. p/p	Sections/topics disciplines	Labor intensity, hour					
		Total	Classroom work				Independent work
			Lectures	Seminars/practical sessions	Laboratory exercises	Practical training	
1.1	Topic 1. Basic requirements for students studying the discipline “Management”		1	1			6
1.2	Topic 2. Basics of working with theoretical material		1	1			6
1.3	Topic 3. Features of job search in accordance with acquired knowledge and skills		1	1			5
1.4	Topic 4. Preparing for an interview		1	1			5
1.5	Topic 5. Fundamentals of organizational behavior		1	1			6
1.6	Topic 6. Rules of interaction with team members		1	1			6
1.7	Topic 7. Choosing the direction of development		1	1			6
1.8	Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches		1	1			6
1.9	Topic 9. Practical skills of a manager and marketer		1	1			6
1.10	Topic 10. Management and its role in the development of society		1	1			6

1.11	Topic 11. Professional and personal qualities of a manager		1				7
1.12	Topic 12. Student self-management		1				7
1.13	Topic 13. Comparative analysis of management models		1				7
1.14	Topic 14. Methods and mechanisms of modern Russian management		1				7
1.15	Topic 15. Modern forms of business organization			1			7
1.16	Topic 16. Organization and development of your own business			1			7
1.17	Topic 17. Personnel management			1			7
1.18	Topic 18. Research work in the field of management			1			7
	Total		**14**	**14**			**116**

3.3 Contents of the discipline

Topic 1. Basic requirements for students studying the discipline "Management"

The importance of the manager profession. Main activities. The importance of the work performed within the activities of an individual enterprise and the economy as a whole. Application of management skills in everyday life and in various fields of activity. Career prospects for managers: requirements and limitations.

Topic 2. Basics of working with theoretical material

Standards of conduct during lectures for optimal interaction between teacher and students. Ways to motivate oneself to learn and complete tasks. Rules for communication during lectures. Rules for taking notes. Basics of practical exercises.

Fundamentals of rational reading. Analysis of reading material and interpretation for optimal memorization. Selection of educational literature. Basics of preparation for the final certification. Rules for the preparation of coursework, abstracts, final qualification papers, and practice reports.

Topic 3. Features of job search in accordance with acquired knowledge and skills

Choosing the most interesting job, the area of application of your knowledge and skills, the location of the desired occupation. Phases of job search. Ways to search for a job, the basics of using additional information. Resume writing basics.

Topic 4. Preparing for an interview

Requirements for choosing clothes for an interview. Standards of behavior during an interview. Psychological preparation for interviewing. Formation of a package of documents for employment. Paperwork. Standards for communicating with a potential employer by phone. Business correspondence via the Internet.

Topic 5. Fundamentals of organizational behavior

Concept and directions of development of organizational behavior. History of the formation of organizational behavior. Concept and types of organization. Individual behavior. The effectiveness of the organization.

Topic 6. Rules of interaction with team members

Types of relationships in a team. Organizational conflicts. Socio-psychological groups. Leadership in the organization.

Topic 7. Choosing the direction of development

Choosing the direction of company development. Formation of a strategic vision. Setting goals. Strategy Development. Consolidation of efforts to develop a strategy. Factors influencing the company's strategy. Criteria for a successful strategy.

Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches

Features of a manager's work. Features of the work of a marketer. Basic marketing approaches in management.

Topic 9. Practical skills of a manager and marketer

Manager's personal effectiveness skills. Practical skills of qualified marketers.

Topic 10. Management and its role in the development of society

The concept and essence of management. Contents and functions of management. The role of management in the development of society.

Topic 11. Professional and personal qualities of a manager

Personal qualities of a modern manager. Professional qualities of a manager. Professional ethics of a manager.

Topic 12. Student self-management

The concept and goals of self-management. Time planning: time management. Working time planning. Time sinks (chronophages). Chronophages in the modern world. Organization of student studies during the semester. Rules for preparing for exams.

Topic 13. Comparative analysis of management models

Characteristics of national management models (American, Japanese, European). Comparison of American and Japanese management models.

Topic 14. Methods and mechanisms of modern Russian management

General information about modern management. Structure of the management mechanism. Intraorganizational management. Principles, functions and methods of intra-organizational management.

Topic 15. Modern forms of business organization

Concept, main features and areas of entrepreneurial activity. Infrastructure of modern business. Typology of organizational forms of business. Basic forms of organizing business activities.

Topic 16. Organization and development of your own business

The procedure for creating a new enterprise. Feasibility study and business plan. Risk in the activities of an entrepreneur.

State registration of an enterprise. Composition of founders and development of constituent documents. Indicators of project justification. Discounting income and expenses at different times. Characteristic features of risk. Main types of risk. Risk losses and risk accounting. Risks when financing a project. Ways and methods of reducing risk in the activities of an enterprise.

Topic 17. Personnel management

Essence, content and methods of personnel management. Leadership. Leadership styles. Theories of personnel motivation. Techniques and methods of motivating and stimulating the organization's personnel (general overview).

Topic 18. Research work in the field of management

General concept of science. Features of individual scientific activity. Features of collective scientific activity. Scientific ethics.

Research process model. Stages of performing scientific research work (R&D). Modern concept of research management. Research project management. Research activities in management: problems, approaches, directions.

3.4 Topics of seminars/practical and laboratory classes

3.4.1. Seminars/practical sessions

Topic 1. Basic requirements for students studying the discipline “Management”	Seminar session 1
Topic 2. Basics of working with theoretical material	Seminar session 2
Topic 3. Features of job search in accordance with acquired knowledge and skills	Seminar session 3
Topic 4. Preparing for an interview	Seminar session 4

Topic 5. Fundamentals of organizational behavior	Seminar session 5
Topic 6. Rules of interaction with team members	Seminar session 6
Topic 7. Choosing the direction of development	Seminar session 7
Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches	Seminar session 8
Topic 9. Practical skills of a manager and marketer	Seminar session 9
Topic 10. Management and its role in the development of society	Seminar lesson 10
Topic 11. Professional and personal qualities of a manager	Seminar lesson 11
Topic 12. Student self-management	Seminar lesson 12
Topic 13. Comparative analysis of management models	Seminar lesson 13
Topic 14. Methods and mechanisms of modern Russian management	Seminar lesson 14
Topic 15. Modern forms of business organization	Seminar lesson 15
Topic 16. Organization and development of your own business	Seminar lesson 16
Topic 17. Personnel management	Seminar lesson 17
Topic 18. Research work in the field of management	Seminar lesson 18

4. Educational, methodological and information support

4.1 Main literature

1. Odintsov, A. A. Fundamentals of management: a textbook for universities / A. A. Odintsov. — 2nd ed., rev. and additional - Moscow: Yurayt Publishing House, 2022. - 210 p. - (Higher education). — ISBN 978-5-534-04814-8. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/491931

4.2 Additional literature

1. Frolov, Yu. V. Organization theory and organizational behavior. Methodology of organization: textbook for universities / Yu. V. Frolov. — 2nd ed., rev. and additional - Moscow: Yurayt Publishing House, 2022. - 116 p. - (Higher education). — ISBN 978-5-534-09522-7. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/491862

2. Mardas, A. N. Fundamentals of management. Practical course: textbook for secondary vocational education / A. N. Mardas, O. A. Gulyaeva. — 2nd ed., rev. and additional - Moscow: Yurayt Publishing House, 2022. - 175 p. - (Professional education). — ISBN 978-5-534-08328-6. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/492505

4.3 Electronic educational resources

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

5. Logistics support

Auditorium for lectures and seminars of the general fund. Study 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 pictures-slides 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).

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.

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 subsequently recall the studied educational material, supplement the content when working independently with literature, and prepare for the exam.

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, 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. To perform independent work, methodological support is provided. 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.

7. Appraisal Fund

7.1 Methods for monitoring and assessing learning outcomes

Indicator of the level of competence development

Introduction to the profession					
Federal State Educational Standard of Higher Education 38.03.02 "MANAGEMENT"					
In the process of mastering this discipline, the student forms and demonstrates the following: **competencies**:					
COMPETENCIES		**List of components**	**Technology for developing competencies**	**Form of assessment tool****	**Degrees of levels of mastering competencies**
INDEX	**FORMULATION**				
UK-9	Able to use basic defecto logical knowledge in social and professional spheres	IUC-9.1. Has ideas about inclusive competence and features of the application of basic defectological knowledge in the social and professional spheres IUC-9.2. Shows tolerance towards people with disabilities and people with limited health capabilities IUC-9.3. Applies the principles of non-discriminatory interaction with people with disabilities and limited health capabilities, taking into account their socio-psychological characteristics when communicating in various spheres of life	lecture, independent work, seminar classes	DS, E	**A basic level of** - able to analyze, apply skills and competency functions in training and prepared situations **Increased level** -able to analyze, apply skills and competencies in practice and in non-standard situations
OPK-1	Ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory	IOPK-1.1. Knows ways to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. IOPK-1.2. Able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. IOPK-1.3. Possesses the skills to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.	lecture, independent work, seminar classes	DS, E	**A basic level of** - able to analyze, apply skills and competency functions in training and prepared situations **Increased level** -able to analyze, apply skills and competencies in practice and in non-standard situations

7.2 Scale and criteria for assessing learning outcomes

Scales for assessing the results of intermediate certification and their description:

Form of intermediate certification: exam.

Interim certification of students in the form of an exam 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 "excellent", "good", "satisfactory" or "unsatisfactory" is given.

Only students who have completed all types of academic work provided for in the work program for the discipline "Introduction to the Profession" are allowed to take the intermediate certification (passed the intermediate control)

Grading scale	Description
Great	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.
Fine	All types of educational work provided for by the curriculum have been completed. The student demonstrates incomplete, correct compliance of knowledge, skills and abilities with those given in the tables of indicators, or if 2-3 insignificant errors were made.
Satisfactorily	All types of educational work provided for by the curriculum have been completed. The student demonstrates the consistency of knowledge, which covers the main, most important part of the material, but at the same time one significant error or inaccuracy was made.
Unsatisfactory	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.

7.3 Evaluation tools

List of assessment tools for the discipline "Introduction to the Profession"

OS No.	Name of the assessment tool	Brief description of the evaluation tool	Submission of the assessment tool to the Federal Fund
1	Report, message (DS)	A product of a student's independent work, which is a public speech presenting the results obtained in solving a specific educational, practical, educational, research or scientific topic	Topics of reports, messages
2	Exam (E)	Final form of knowledge assessment. In higher educational institutions they are held during the session.	Questions for the exam

7.3.1. Current control

Topics of reports on the discipline
"Introduction to the Profession"
(formation of competencies UK-9 and OPC-1)

1. The role and necessity of management in human activity. Types of human activity.
2. Management concept. Main characteristics of management as a type of management.
3. Management goal, requirements for management goals, methodology for its development.
4. The essence and content of management functions. Management cycle.
5. Management process, management process operations. The main stages of the implementation of the management process.
6. Typology of management processes.
7. Control mechanism. Analysis of its main components. Principles
8. formation.
9. Control method. Characteristics of basic management methods.
10. Characteristics of the main approaches to management.
eleven. Features of corporate governance.
12. Distribution and optimal combination of powers in the management system.
13. The role of the human factor in modern management.
14. Sociology of management.
15. Conflict and conflict management.
16. Types of management communication.
17. Issues of managerial activity in typical job and qualification characteristics.
18. Delegation in management and types of delegation.
19. Delegation as a type of management action and its specificity.
20. Communication barriers in management activities and overcoming them.
21. Control in the system of management actions.
22. The concept of domestic management.
23. Personality of a leader: psychological characteristics and qualities.
24. Management, manager: content and meaning of basic concepts.
25. Motivational factors and regulators of motivation.
26. Motivation in the system of management actions. Motives and incentives.

Report evaluation criteria

No.	Criterion	Grade			
		ex.	chorus	satisfaction	unsatisfactory
1	Structure of the report	The report contains semantic parts balanced in volume	The report contains three semantic parts, unbalanced in volume	One of the semantic parts is missing from the report	The report does not show the presence of semantic parts
2	Contents of the report	The content reflects the essence of the problem under consideration and the main results obtained	The content does not fully reflect the essence of the problem under consideration or the main results obtained	The content does not fully reflect the essence of the problem under consideration and the main results obtained	The content does not reflect the essence of the problem under consideration or the main results obtained

3	Mastery of the material	The student has complete command of the material presented, is problem oriented, and answers questions freely	The student knows the material presented, is oriented in the problem, finds it difficult to answer some questions	The student is not fluent enough in the material being presented and is poorly oriented in the problem	The student does not know the material being presented and has poor understanding of the problem
4	Matching theme	The presented material fully corresponds to the stated topic	The presented material contains elements that are not relevant to the topic	The material presented contains a large number of elements that are not related to the topic.	The material presented is slightly relevant to the topic

7.3.2. Interim certification

Questions for the discipline exam
"Introduction to the Profession"
(formation of competencies UK-9 and OPC-1)

1. The role and importance of management and managers in the modern world.
2. The role and importance of marketing and marketers in the modern world.
3. Similarities and differences between the work of a manager and a marketer in production and in the service sector.
4. Career growth and personnel rotation.
5. Types of management communications.
6. The influence of national mentality on management development.
7. Delegation in management: essence, meaning and types of delegation.
8. Historical background of management.
9. Key skills required by a manager to effectively manage an organization.
10. Management and manager: content of basic concepts.
11. The purpose of organizations in society.
12. The need for personal self-determination and methods of professional self-determination in the activities of a managerial employee.
13. Organization as an open system.
14. Basic elements and components of social systems.
15. Features of Russian management and characteristic features of the Russian mentality.
16. Features of management in the non-production sphere.
17. Features of a manager's professional thinking.
18. Differences between a manager, a businessman, an entrepreneur.
19. The concept of profession. The profession of “manager”, its social significance in society.
20. Prerequisites for the need for specialist managers in Russian organizations.
21. The profession of “manager”, its characteristics and the risks of the profession.
22. The role of the management team in the management of the organization.
23. Leadership and management: relationship between concepts.
24. Self-management: essence, subject of self-management.
25. Management system: essence, content.
26. Specifics of management and social management.
27. The essence and types of management.
28. Typical responsibilities and work content of a modern manager.

29. Management team: concept, meaning

thirty.

30. Management communication: content, brief description.

31. Management decision: concept, main types of decisions.

32. Management functions: composition, brief description.

33. Goal setting in management: concept, content of goal setting.

34. Goals of the organization and basic requirements for them.

35. Goal in management: essence and types of goals.

36. Economic thinking of a manager: content and necessity.

37. The concept of financial management. Pricing.

38. Purpose of business planning. Business planning mistakes.

39. Retraining and concentration of specialists.

40. Management process, management process operations. The main stages of the implementation of the management process.

41. Phases of job search. Ways to find a job.

42. Rules for writing a resume.

43. Methods for preventing conflicts. Stress and stress tolerance.

44. Compilationcareer charts.

45. A mechanism for assessing the marketing capabilities of an organization. Basic concepts of marketing.

46. Financial and management accounting at the enterprise.

47. Development of business plan content.

Ticket form

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
HIGHER EDUCATION
"MOSCOW POLYTECHNIC UNIVERSITY"
(MOSCOW POLYTECH)

Faculty of Economics and Management, Department of Management
Discipline: Introduction to the profession
Direction of training: 38.03.02 “Management”
Course: _, group _____, form of study: full-time, part-time and part-time

TICKET No. 1.

1. Question assessing the competence of UK-9
2.Question assessing the competence of OPK-1

Approved at the department meeting “___” _____ 202_, minutes No. __.

Head Department of Management _____ /Alenina E.E./