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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
_____ /Yu.D. Davydova/
"15" февраля 2024

Head of
Directorate for Educational
and Social Work
_____ /V.V. Koroleva/
"15" февраля 2024

WORKING PROGRAM OF EDUCATION.
CALENDAR PLAN OF EDUCATIONAL WORK

Field of study

38.03.02 Management

Educational program (profile)

"Business Process Management"

Level of education - bachelor's degree

Qualification (degree): bachelor

Form of study - half-time

Starting year - 2024

Moscow 2024

Developer(s):

Assistant, Department of Management — M.A. Lastovsky

Agreed:
Dean,
Faculty of Economics and Management,
Doctor of Economics — A.V. Nazarenko

Head of Educational program (profile)
"Business Process Management"
in the field of study 38.03.02 "Management",
PhD, Associate professor of the Department
of Management — L.A. Vatutina

WORKING PROGRAM OF EDUCATION

1. General provisions

The basis for the development of the Work Program for the upbringing of the educational program of the bachelor's degree in the direction of preparation 38.03.02 Management, focus (profile) "Business Process Management" are The working program of education at the Federal State Autonomous Educational Institution of Higher Education "Moscow Polytechnic University", approved by the Vice-Rector for Educational and Social Work in 2021, and the calendar plan for educational work for the current academic year.

The purpose of educational work, which should be achieved in the process of mastering the educational program by students, is the creation of conditions for the active life of students, their civic self-determination, professional development and individual personal self-realization in creative activities to meet the needs for moral, cultural, intellectual, social and professional development.

Tasks of educational work with students in the process of mastering the educational program are as follows:

– development of the worldview and actualization of the system of basic values of the individual;

– familiarization of students with universal norms of morality, national foundations and academic traditions;

– fostering respect for the law, the norms of collective life, the development of civil and social responsibility as the most important personality trait, manifested in caring for one's country, preserving human civilization;

– fostering a positive attitude to work, development of the need for creative work, education of socially significant purposefulness and responsibility in business relations;

– ensuring the development of the individual and its socio-psychological support, the formation of personal qualities necessary for effective professional activity;

– identification and support of talented students, the formation of organizational skills, creative potential, the involvement of students in the processes of self-development and self-realization;

– formation of culture and ethics of professional communication;

– education of the internal need of the individual in a healthy lifestyle, a responsible attitude to the natural and socio-cultural environment;

– increasing the level of culture of safe behavior;

– development of personal qualities and installations (responsibility, disciplines, self-management), social skills (emotional intelligence, orientation in the information space, speed adaptation, communications; teamwork skills) and managerial abilities (skills to make decisions in conditions of uncertainty and change, time management, leadership, critical thinking).

2. The content of education and the scheme for the formation of professional and personal qualities of students in the process of mastering the educational program

The implementation of the education program during the development of the educational program of the bachelor's degree in the direction of training 38.03.02 Management, focus (profile) "Business Process Management" is carried out in the following areas:

– civil - through the development of general civil value orientations and legal culture through inclusion in social and civic activities;

– patriotic - through development feelings indifference to the fate of the Fatherland, to its past, present and future in order to motivate students to realize and protect the interests of the Motherland;

– spiritual and moral - through the development of the value-semantic sphere and spiritual culture, moral feelings and a strong moral core;

– cultural and creative - through acquaintance with material and non-material objects of human culture;

– scientific and educational - through the formation of research and critical thinking, motivation for research activities;

– vocational labor - by developing psychological readiness for professional activity in the chosen profession;

– environmental - through the development of environmental awareness and sustainable environmental behavior;

– physical - through the formation culture reference healthy and safe lifestyle, development of the ability to maintain and promote health.

Formation of professional and personal qualities of students in the process of mastering the educational program bachelor's degree in the direction of preparation 38.03.02 Management, focus (profile) "Business process management" produced through:

– integration of the tasks of education in the educational process in the development of disciplines, practices, preparation of the final qualification work;

– involvement of students in educational events and activities implemented at Moscow Poly during extracurricular time at the level of the educational organization as a whole, at the institute, at the faculty.

Compliance of the content of competencies and the disciplines that form them with the tasks of educational work within the framework of mastering the educational program of the bachelor's degree in the direction of training 38.03.02 Management, focus (profile) "Business process management" is presented in Table 1.

3. Forms and methods for the implementation of educational work and evaluation of its results

Educational work during the development of the educational program of the bachelor's degree in the direction of training 38.03.02 Management, focus (profile) "Business process management" is implemented in accordance with the tasks set within the framework of vocational education, is carried out during classroom classes and independent work of the student, as well as in free from study time and is carried out in individual (subject-subject interaction in the teacher-student system), group (creative teams, sports teams, clubs, circles, etc.) and mass (festivals, academic competition, holidays, cleaning day, etc.) forms.

As part of the implementation of educational work in the development of the bachelor's educational program in the direction of preparation 38.03.02 Management, focus (profile) "Business Process Management", the following methods are used:

1. Formation of personality consciousness (conversation, debate, suggestion, instruction, control, explanation, example, explanation, story, self-control, advice, persuasion, etc.).
2. Organization of activities and the formation of behavioral experience (task, pedagogical assignments, teaching, creating educational situations, training, exercise, etc.).
3. Motivation of activity and behavior (approval, encouragement of social activity, censure, creation of situations of success, creation of a situation for emotional and moral experiences, etc.).

Assessment of the formation of individual-personal civil, moral, cultural, intellectual, social and professional qualities is carried out based on the results of:

- current performance and intermediate certification in the disciplines and practices indicated in Table 1 of this Work Program;
- analysis of the student's portfolio;
- participation of the student in the activities specified in the calendar plan of educational work.

4. Staffing for the implementation of the education program

The education program for the educational program of the undergraduate program in the direction of training 38.03.02 Management, focus (profile) "Business Process Management" is implemented by the scientific and pedagogical workers specified in Appendix 7 of the OPOP VO, curators of student groups, employees of the Department for Educational Work, heads of student associations for directions.

5. Logistics of the educational program

The material and technical support of educational work in the process of implementing the educational program of the bachelor's degree in the direction of training 38.03.02 Management, focus (profile) "Business Process Management" meets the requirements for educational and methodological support for the implementation of the OPOP in accordance with the Federal State Educational

Standard, the technical means of training and education comply the set goal, tasks, types, forms, methods, means and content of educational activities.

The infrastructure of the University, which ensures the implementation of the educational program, includes:

– educational space, workspace and related equipment, software and information and reference systems listed in the work programs of disciplines and practices;

– office premises of structures involved in educational work at the Moscow Poly, a choreographic hall, an assembly hall, a vocal studio, a video studio, gyms, coworking zones;

– educational, cultural, sports and technical center "Polyot";

– museum and exhibition complex;

– services for providing educational work (providing communications, transport, etc.).

For persons with disabilities and persons with disabilities, the educational program is implemented taking into account their psychophysical development, individual characteristics and capabilities, and, if necessary, with the correction of developmental disorders and the possibilities of social adaptation of these persons (if they have relevant applications).

Table 1

Compliance of the content of competencies and the disciplines that form them with the tasks of educational work

Directions of educational work	Educational tasks implemented within the direction	Code and name of competence	Competence-building disciplines
Civil	Development of general civic value orientations and legal culture through inclusion in social and civic activities	UK-2. Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions UK-11. Able to form an intolerant attitude towards manifestations of extremism, terrorism, corrupt behavior and counteract them in professional activities	Introduction to Project Activity Project management Project management Basics of Technological Entrepreneurship Project activity Academic Internship (project) Training Internship (Project- technological) Law Basics Corruption Prevention Innovation Management
Patriotic	Development of a sense of indifference to the fate of the Fatherland, to its past, present and future in order to motivate students to realize and protect the interests of the Motherland	UK-5. Able to perceive the intercultural diversity of society in the socio-historical, ethical and philosophical contexts	History of Russia Philosophy Fundamentals of Russian Statehood International Management Cross-cultural management
Spiritual and moral	Development of the value-semantic sphere and spiritual culture, moral feelings and a strong moral core	UK-5. Able to perceive the intercultural diversity of society in the socio-historical, ethical and philosophical contexts	History of Russia Philosophy Fundamentals of Russian Statehood International Management Cross-cultural management
Physical	Formation of a culture of maintaining a healthy and safe lifestyle, development of the ability to maintain and promote health	UK-7. Able to maintain the proper level of physical fitness to ensure full-fledged social and professional activities	Physical Education and Sports
Ecological	Development of environmental awareness and sustainable environmental behavior	UK-8. Able to create and maintain safe living conditions in everyday life and in professional activities to preserve the natural environment, ensure the sustainable development of society,	First Aid and Emergency Response Basic Military Training

		including in the event of a threat and the occurrence of emergencies and military conflicts	
Vocational	Development of psychological readiness for professional activity in the chosen profession	UK-3. Able to carry out social interaction and realize their role in the team UK-6. Able to manage his time, build and implement a trajectory of self-development based on the principles of education throughout life	Management of distributed communities Managing subject-object relations in business processes Self-management and Time Management
Cultural and creative	Acquaintance with material and non-material objects of human culture	UK-5. Able to perceive the intercultural diversity of society in the socio-historical, ethical and philosophical contexts UK-4. Able to carry out business communication in oral and written forms in the state language of the Russian Federation and foreign (s) language (s)	History of Russia Philosophy Fundamentals of Russian Statehood International Management Cross-cultural management Foreign language Management Processes Formalization Systems
Scientific and educational	Formation of research and critical thinking, motivation for research activities	UK-1. Able to search, critically analyze and synthesize information, apply a systematic approach to solve tasks UK-2. Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions	Systematic business process management Business process reengineering Modeling organizational systems System analysis in management Introduction to Project Activity Project management Project management Basics of Technological Entrepreneurship Project activity Academic Internship (project) Training Internship (Project- technological)

CALENDAR PLAN OF EDUCATIONAL WORK

Directions of educational work	Activities	Date, place, time and format of the event	Event name and organizer	Event form	Responsible	Number of participants
Civil	Organizational and managerial	October - November 2024, Moscow, Moscow Polytechnic University, Regional format	Training course "School of the Volunteer"	Full-time	Clerk of the Volunteer Center Lashchenko Matvey Dmitrievich	100-150
Patriotic	Organizational and managerial	During the 2024/2025 academic year, Moscow, Moscow Polytechnic University, Intrauniversity format	Watching a domestic movie, meeting with actors	Full-time	Youth Specialist, Department of Extracurricular Activities Kotik Pavel Sergeevich	50
Spiritual and moral	Organizational and managerial	September 2024, Moscow, Moscow Polytechnic University, Intrauniversity format	Event of the student literary studio "Polygraphomania"	Full-time	Clerk of the department of cultural and mass work Chudosay Diana Evgenievna	150
Physical	Organizational and managerial	October 2024, Moscow, Moscow Polytechnic University, Intrauniversity format	Preventive meeting "Life without drugs"	Full-time	Faculty Dean, Deputy Dean for Educational Work	50
Ecological	Organizational and managerial	May 2025, Moscow, Moscow Polytechnic University,	Cleaning day	Full-time	Dean of the faculty, deputy dean for educational work, heads of departments,	50

Directions of educational work	Activities	Date, place, time and format of the event	Event name and organizer	Event form	Responsible	Number of participants
		Regional format			Administration of the Alekseevsky district	
Vocational	Organizational and managerial	11/01/2024, Moscow, Moscow Polytechnic University, Intrauniversity format	Manager's Day	Full-time	Head of the department "Management" Alenina Elena Eduardovna	150
Cultural and creative	Organizational and managerial	October 2024, Moscow, Moscow Polytechnic University, Intrauniversity format	Festival of Creativity "Freshman"	Full-time	Clerk of the department of cultural and mass work Chudosay Diana Evgenievna	100
Scientific and educational	Organizational and managerial	December 2024, Moscow, Moscow Polytechnic University, International Format	XII International Scientific and Practical Conference "Management of Sustainable Innovative Development of Russia in the Conditions of Digital Transformation" in memory of Honored Scientist of the Russian Federation V.I. Kravtsova	Full-time	Head of the department "Management" Alenina Elena Eduardovna, Dean of the Faculty of Economics and Management Nazarenko Anton Vladimirovich	150

Developer M.A. Lastovsky