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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/
"27" февраля 2025

Dean of the Faculty
of Economics and Management
_____ /A.V. Nazarenko/
"27" февраля 2025

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 2025

Developer(s):

Ph.D., Associate Professor  /V.V. Ziulina/

Agreed:
Head of Department, 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 individually and within separately formed groups united by interests and needs.

The main objectives of mastering the discipline "Introduction to Professional Activity" 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 train 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 under the discipline "Introduction to Professional Activity" is aimed at developing the following competencies:

Code and name of competencies	Competency indicators
UK-9. Ability to use basic defectological knowledge in social and professional spheres	IUK-9.1. Understanding of inclusive competence and features of the application of basic defectological knowledge in the social and professional spheres. IUK-9.2. Demonstration of tolerance towards people with disabilities and people with limited health capabilities. IUK-9.3. Ability to apply 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. Ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory	IOPK-1.1. Ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. IOPK-1.2. Ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory. IOPK-1.3. Acquisition of skills to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory.

2. Place of the Discipline in the structure of the Educational Program

The discipline refers to the mandatory part of block B1 "Disciplines (modules)".
The discipline "Introduction to Professional Activity" is logically, substantively and methodologically interconnected with the following disciplines and practices of the educational program:

- Project Activities
- Basic Management
- Economic Theory

3. Structure and Contents 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	Hours	Semesters	
			1	
1	**Auditory lessons**	**28**	28	
	Including:			
1.1	Lectures	14	14	
1.2	Seminars/practical sclasses	14	14	
2	**Independent work**	**116**	116	
3	**Interim examination**			
	Test/differential test/exam	**Exam**	Exam	
	Total	**144**	144	

3.2 Thematic plan of the discipline (according to forms of study)

3.2.1. Part-time education

№	Sections/ topics of discipline	Labor intensity, hours					
		Total	In-class activity				Independent work
			Lectures	Seminars/ practical classes	Laboratory works	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 the knowledge and skills acquired		1	1			5
1.4	**Topic 4**. Preparation for the job 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.** Choice of development direction		1	1			6
1.8	**Topic 8.** Features of the work as a manager and marketing specialist. Basic Marketing Approaches		1	1			6
1.9	**Topic 9.** Practical skills of a manager and marketing specialist		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 personal management		1				7
1.13	**Topic 13.** Comparative analysis of management models		1				7
1.14	**Topic 14.** Methods and mechanisms of modern management in Russia		1				7
1.15	**Topic 15.** Modern forms of business organization			1			7
1.16	**Topic 16.** Organization and development of personal business			1			7
1.17	**Topic 17.** Human resource management			1			7
1.18	**Topic 18.** Scientific-research work in 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 a profession of manager. Main types of activity. 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 teachers 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. Choice of educational literature. Basics of preparation for the final examination. Requirements 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. Job search stages. Ways to search for a job, the basics of using additional information. Fundamentals of CV compilation.

Topic 4. Preparing for an interview

Job interview dress code. Standards of conduct during a job interview. Psychological preparation for the job interview. Compiling a set of documents for employment. Paperwork. Standards for communication with a potential employer over the 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. Corporate conflicts. Socio-psychological groups. Organization leadership.

Topic 7. Choosing the direction of development

Choosing the direction of company development. Formation of a strategic vision. Goals setting. Strategy Development. Consolidation of efforts for strategy development. 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 marketing specialist. Basic marketing approaches to management.

Topic 9. Practical skills of a manager and marketing specialist

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 personal 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 management in Russia

General information about modern management. Structure of the management mechanism. Internal corporate 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. Human resource 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. Scientific-research work in 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 for seminars/ practical and laboratory works

3.4.1. Seminars/practical classes

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 session 10
Topic 11. Professional and personal qualities of a manager	Seminar session 11
Topic 12. Student self-management	Seminar session 12
Topic 13. Comparative analysis of management models	Seminar session 13
Topic 14. Methods and mechanisms of modern Russian management	Seminar session 14
Topic 15. Modern forms of business organization	Seminar session 15
Topic 16. Organization and development of your own business	Seminar session 16
Topic 17. Personnel management	Seminar session 17
Topic 18. Research work in the field of management	Seminar session 18

4. Educational, Methodological and Information Support

4.1 Main literature sources

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 sources

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. Logistic 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 process of training organization

A presentation is a set of color pictures-slides on a specific topic in a special format file with the PP extension. The term “presentation” (sometimes called “slide show”) 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 perceived by the audience and not cause negative emotions (subconscious or fully conscious), it is necessary to follow the design requirements.

A presentation involves a combination of various types of information: text, graphics, music and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combination 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. Thus, for example, the choice of font is important for text information, brightness and color saturation are important for graphic information, and optimal relative position on the slide is necessary for its best possible overall perception.

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

After creating and designing a presentation, one needs to rehearse the presentation and speech, check how the presentation generally looks (using a computer or projection screen), how quickly and it is perceived from different spots of the classroom, 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 the 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 allows students to subsequently recall the educational material studied, expand the contents when working with literature independently, and prepare for the exam.

One should also pay attention to categories, formulations that reveal the contents of certain phenomena and processes, scientific conclusions and practical recommendations, positive experience in oratory. It is advisable to leave margins in the working notes to be able to write down the extracts from the recommended literature sources, supplementing the material of the lecture they listened to, as well as emphasizing the special importance of certain theoretical aspects.

Conclusions from the lecture summarize the teacher's thoughts on educational issues. The teacher provides a list of sources used and recommended for studying a specific topic. In the end of the lecture, students are given the opportunity to ask the topic-related questions. Electronic multimedia presentations can be used when delivering lectures in the framework of the discipline,

Guidelines for students when working at the seminar:

Seminars are implemented in accordance with the curriculum with sequential study of the topics of the discipline. When preparing for the seminars, the student is recommended to study the basic literature, familiarize themselves with additional literature sources, new publications in periodicals: magazines, newspapers, etc. In this case, one should take into account teacher`s recommendations and the curriculum requirements. It is also recommended to finalize 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 during the seminar classes is the subject of monitoring their progress in mastering the course, preparation for seminar classes requires a conscientious approach. During interactive classes, students must be active.

Guidelines for students on organizing independent work:

Students` independent work 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 carry out independent work, methodological support is provided. The electronic library system (electronic library) of the university provides each student with individual access to the system from any point where there is access to the Internet.

7. Appraisal Fund

7.1 Methods of Learning Outcomes Assessment Monitoring

Indicators of the degree of competence development

Introduction to 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**	**Competency development method**	**Form of assessment tool****	**Level of competency acquisition**
Index	**Formulation**				
UK-9	Ability to use basic defectology knowledge in social and professional sphere	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	**Basic level** - Ability to analyze, apply skills and competency functions during training and in specially prepared situations **Advanced level** - Ability 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	**Basic level** - Ability to analyze, apply skills and competency functions in training and prepared situations **Advanced level** - Ability to analyze, apply skills and competencies in practice and in non-standard situations

7.2 Grading Scale and Criteria for Learning Outcome Assessment

Grading scales for assessing the results of intermediate examination and their description:

Form of intermediate examination: exam

Interim examination of students takes the form of an exam and 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 consideration the results of the 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 holding classes for the discipline (module) using the method of an expert assessment. Based on the results of the intermediate examination for the discipline (module), a grade of "excellent", "good", "satisfactory" or "failed" is given.

Only students who have completed all types of academic work provided for in the work program for the discipline "Introduction to Profession" are allowed to take part in the intermediate examination.

Grading scale	Description
Excellent	All types of educational work provided for by the curriculum have been completed. The student demonstrates compliance of knowledge, abilities, and skills with those specified in the tables of indicators, operates the acquired knowledge, abilities, skills, and applies them in situations of increased complexity. In this case, minor errors, inaccuracies, and difficulties during analytical operations and application of knowledge and skills to new, non-standard situations may be made.
Good	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 specified in the tables of indicators, or if 2-3 insignificant errors were made.
Satisfactory	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.
Failed	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 specified in the tables of indicators, significant mistakes are made. Lack of knowledge, abilities, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when applying them to new situations.

7.3 Evaluation tools

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

№	Name of assessment tool	Description of evaluation tool	Submission of the assessment tool to the Federal Fund
1	Report	A result 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
2	Exam	Final form of knowledge assessment. In higher educational institutions they are held during the session.	Exam questions

7.3.1. Ongoing control

Topics of reports for the discipline "Introduction to Profession" (competence building UK-9 and OPC-1)

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

Report evaluation criteria

№	Criterion	Grade			
		Excellent	**Good**	**Satisfactory**	**Failed**
1	Structure of 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 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	Material comprehension	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	Topic relevance	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 Profession"
(competence building 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 marking specialists in the modern world.
3. Similarities and differences between the work of a manager and marketing specialist 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 for managers to effectively manage an organization.
10. Management and manager: contents of basic concepts.
11. The purpose of organizations in society.
12. The necessity 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, business man and entrepreneur.
19. Management goals: notion and types of goals.
20. Economic thinking of a manager: contents and necessity.
21. The concept of financial management. Price setting.
22. Purpose of business planning. Business planning mistakes.
23. Retraining and concentration of specialists.
24. Management processes. Management process operations. The main stages of management process execution
25. Phases of job search. Ways to find a job.
26. CV compilation rules
27. Methods for preventing conflicts. Stress and stress resistance
28. Career charts compilation
29. A mechanism for assessing the marketing capabilities of an organization. Basic concepts of marketing.
30. Financial and management accounting at the enterprise.
31. Business plan content development.
32. The concept of profession. The profession of a “manager” and its social significance in society.
33. Prerequisites for the demand for managers in Russian organizations.
34. The profession of “manager”, its characteristics and the risks of the profession.
35. The role of the management team in the organization management.
36. Leadership and management: relationship between concepts.
37. Personal management: notion, subject of self-management.
38. Management system: notion, contents.
39. Specifics of management and social management.
40. The notion of management and its types.
41. Typical responsibilities and work content of a modern manager.
42. Management team: concept, meaning
43. Management communications: content, brief description.

44. Managerial decision-making: concept, main types of decisions.
45. Management functions: composition, brief description.
46. Goal setting and management: concept, content of goal setting.
47. Goals of the organization and basic requirements.

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./