Документ подписан простой электронной подписью
Информация о владельце:
ФИО: Максимов Алексей Борисович
Должность: директор департамента по образовательной политике
Дата подписания: 18.09.2025 18:16:23
Уникальный программный ключ:
8db180d1a3f02ac9e60521a5672742735c18b1d6

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

"Management Processes Formalization Systems"

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  /S.V. Bolotnikov/

Agreed:

Head of the Department of Management,

Ph.D., Associate Professor  /E.E. Alenina/

Content

1. Goals, objectives and planned learning outcomes in the discipline..... 3
2. The place of discipline in the structure of the educational program 3
3. Structure and content of the discipline 5
3.1. Types of educational work and labor intensity 5
3.2. Thematic plan for studying the discipline 5
3.3. Contents of the discipline 6
3.4. Topics of seminars/practical and laboratory classes 7
4. Educational, methodological and information support 8
4.1. Main literature 8
4.2. Additional literature 8
4.3. Electronic educational resources 8
4.4. Licensed and freely distributed software 8
4.5. Modern professional databases and information references systems 8
5. Logistics 8
6. Guidelines 8
6.1. Methodological recommendations for teachers on organizing training 9
6.2. 6.2. Guidelines for students on mastering the discipline 9
7. Fund of assessment funds 12
7.1. Methods of monitoring and assessing learning outcomes 12
7.2. Scale and criteria for assessing learning outcomes 12
Evaluation tools 14

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

Purpose educational discipline "Management Processes Formalization Systems" consists of familiarizing students with the procedure for preparing and processing organizational and administrative documents as a basic process in the implementation of all management functions.

The main objectives of mastering the discipline "Management Processes Formalization Systems" include:

- studying the basic provisions and standards for documentation management activities,
- familiarization with modern methods and techniques of creating documents,
- - development of practical skills in the development of basic official documents regulating management activities,
- mastering techniques and skills for working with various documents, rational organization of document flow in the enterprise.

Training in the discipline "Management Processes Formalization Systems" is aimed at developing the following competencies in students:

UK-4. Able to carry out business communication in oral and written forms in the state language of the Russian Federation and foreign language(s)	IUK-4.1. Takes into account the features of business communication in state and foreign languages, depending on the features of verbal and non-verbal means of communication IUK-4.2. Able to exchange business information in oral and written forms in the state and foreign languages, taking into account the unique style of official and informal letters, as well as sociocultural differences in the format of correspondence IUK-4.3. Translates professional texts from a foreign language into the state language of the Russian Federation and from the state language of the Russian Federation into a foreign language

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

The discipline "Management Processes Formalization Systems" refers to the part of the disciplines formed by participants in educational relations

The discipline "Management Processes Formalization Systems" is interconnected logically and substantively - methodically with the following EP disciplines:

– Organization and conduct of research in management;
– Management of subject-object relationships in business processes;
– Business process reengineering;

3. Structure and content of the discipline

The total complexity of the discipline is 2 credit units (s) (72 hours).

3.1 Types of educational work and labor intensity

(according to forms of study)

3.1.2. Part-time education

No. p/p	Type of educational work	Number of hours	Semesters	
			8	
1	**Auditory lessons**	**36**	**36**	
	Including:			
1.1	Lectures	18	18	
1.2	Seminars/practical sessions	18	18	
2	**Independent work**	**36**	**36**	
3	**Interim certification**			
	Test/differential test/exam	**Test**	**Test**	
	Total	**72**	72	

3.2 Thematic plan for studying the discipline

(according to forms of study)

3.2.2. Part-time education

No. p/p	Sections/topics of the discipline	Labor intensity, hour					
		Total	Classroom work				Independent Job
			Lecture	Seminars/ Ptactical classes	Laboratory classes	Practical Preparation	
1.1	Topic 1. Documentation of management activities		2	2			4

1.2	Topic 2. Management documentation systems		2	2			4
1.3	Topic 3. Legal framework for documenting management activities		2	2			4
1.4	Topic 4. Types of management documentation and rules for its preparation		2	2			4
1.5	Topic 5. Organization of current work with documents		2	2			4
1.6	Topic 6. Official and business correspondence		2	2			4
1.7	Topic 7. Features of personnel documentation		2	2			4
1.8	Topic 8. Systematization and storage of documents		2	2			4
1.9	Topic 9. Automated systems and technologies for documentation support of management		2	2			4
	Total	**72**	**18**	**18**			**36**

3.3 Contents of the discipline

Topic 1. Documentation of management activities

Problems of organizing documentation of management activities. The concept of management activities. Documentation support for management. Document concept. Characteristics of the document. Document management system. Classifiers. Forms.

Topic 2. Management documentation systems

All-Russian management documentation systems. Nationwide documentation systems. Management Documentation Standards. Functional documentation systems. Corporate documentation systems. Industry documentation systems. Unified management documentation systems. Unified forms of industry documentation.

Topic 3. Legal framework for documenting management activities

Characteristics of the regulatory framework for documenting management activities. Regulatory and legal framework for documenting management detail in the Russian Federation. Fundamentals of information law. Federal Law "On Information,

Information Technologies and Information Protection" dated June 27, 2006 No. 149-FZ, Federal Law "On Archiving in the Russian Federation" dated October 22, 2004 No. 125-FZ, Federal Law "On Electronic Signature" dated April 6 .2011 No. 63-FZ. Standards in documenting management activities. Technical regulations.

Topic 4. Types of management documentation and rules for its preparation

Features of the design of management documents. Requirements for the preparation of management documents. Preparation of official documents. "State system of documentation support for management." Features of the design of organizational and administrative documents.

Topic 5 Organization of current work with documents.

The concept of document flow. Organization of document flow. Correspondence flows. Registration and control of execution of documents. Management documentation support service. Functionality of the preschool educational institution service.

Topic 6 Official and business correspondence.

Types of official and business correspondence. Types of official and business letters: demand, recommendation, reminder, request, etc. Legal framework for working with citizens' appeals. Complaint. Appeal. Petition.

Topic 7 Features of personnel documentation.

Features of the organization of work with personnel. Features of the HR service. Types of personnel documentation. Personnel documents. Organizational and legal documentation. Administrative documentation. Documentation of HR accounting and reporting. Stat cards. Job cards. Organization of work with confidential documents.

Topic 8 Systematization and storage of documents.

Organization of operational storage of documents. General principles of case formation. Documentary and archival fund of organizations. Assessing the significance of documents. Examination of documents. Storage of files and documents. Shelf life. Registration of cases before storage. Certification record.

Topic 9 Automated systems and technologies for documentation support of management.

Peculiarities automated systems And management documentation technologies. Computer systems and creation technologies documents.

Proprietary systems. Free systems. Templates. Macros. The procedure for creating automated document management systems. Features of the Russian automated management documentation system. The main tasks of ASDOU.

3.4 Topics of seminars/practical and laboratory classes

3.4.1. Seminars/practical sessions

Topic 1. Documentation of management activities	Seminar session 1
Topic 2. Management documentation systems	Seminar session 2
Topic 3. Legal framework for documenting management activities	Seminar session 3
Topic 4. Types of management documentation and rules for its preparation	Seminar session 4
Topic 5. Organization of current work with documents	Seminar session 5
Topic 6. Official and business correspondence	Seminar session 6
Topic 7. Features of personnel documentation	Seminar session 7
Topic 8. Systematization and storage of documents	Seminar session 8
Topic 9. Automated systems and technologies for documentation support of management	Seminar session 9

4. Educational, methodological and information support

4.1 Main literature

1. Spiridonova, E. A. Creating startups: a textbook for universities / E. A. Spiridonova. - Moscow: Yurayt Publishing House, 2021. - 193 p. - (Higher education). — ISBN 978-5-534-14065-1. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/467740

4.2 Additional literature

1. Kuptsova, E. V. Business planning: textbook and workshop for universities / E. V. Kuptsova, A. A. Stepanov. - Moscow: Yurayt Publishing House, 2021. - 435 p. - (Higher education). — ISBN 978-5-9916-8377-7. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/469221

2. Peredera, J. S. Analysis of mergers and acquisitions: a textbook for universities / J. S. Peredera, A. V. Fedorov. - Moscow: Yurayt Publishing House, 2021. - 140 p. - (Higher education). — ISBN 978-5-534-14819-0. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/481972

4.3 Electronic educational resources

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 picture 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

Management process design system					
Federal State Educational Standard of Higher Education 38.03.02 “Management”					
In the process of mastering this discipline, the student develops and demonstrates the following competencies:					
COMPETENCIES		**List of components**	**Technology for developing competencies**	**Form of assessment tool****	**Degrees of levels of mastering competencies**
IN-DEX	**FORMULATED-CA**				
UK-4	Able to carry out business communication in oral and written forms in the state language of the Russian Federation and foreign language(s)	IUC-4.1. Takes into account the features of business communication in state and foreign languages, depending on the features of verbal and non-verbal means of communication IUC-4.2. Able to exchange business information in oral and written forms in the state and foreign languages, taking into account the unique style of official and informal letters, as well as sociocultural differences in the format of correspondence IUC-4.3. Translates professional texts from a foreign language into the state language of the Russian Federation and from the state language of the Russian Federation into a foreign language	lecture, independent work, seminar classes	DS, T, Z	**A basic level of**- able to prepare documents for the creation of new business structures **Increased level** -create and improve documentation taking into account the rights and interests of shareholders and investors.

7.2 Scale and criteria for assessing learning outcomes

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

Form of intermediate certification in the sixth semester: test.

Interim 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 interim assessment, the student is given a “pass” or “fail” rating.

Only students who have completed all types of academic work provided for by the work program in the discipline "Systems for registration of management processes" are allowed to take part in the intermediate certification (passed the intermediate control)

Grading scale	Description
Passed	All types of educational work provided for by the curriculum have been completed. The student demonstrates compliance with the knowledge, skills and abilities given in the tables of indicators, operates with acquired knowledge, skills and abilities, 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, and skills with those given in the tables of indicators; significant mistakes are made; a lack of knowledge, abilities, and skills is evident 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
"Systems for designing management processes"

List of assessment tools for the discipline "Systems for registration of management processes»

OS No.	Name of the assessment tool	Brief description of the evaluation tool	Presentation of the evaluation tool in FOS
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	Test (T)	A system of standardized tasks that allows automate the procedure for measuring the level of knowledge and skills of the student.	Test task fund
3	Oral survey, interview, (UO/S)	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 for oral survey
4	Test	Final form of knowledge assessment. In higher educational institutions they are held during the session.	Questions for assessment

Questions for testing in the discipline "Systems for registration of management processes", formation of competence UK-4

1. The subject of study of the discipline is "Documentation of management and entrepreneurial activities."
2. Control of document execution. Props "Control mark".
3. Rules for registering the details "Approval stamp" and "Approval stamp".
4. Rules for registering the details "Date" and "Registration number".
5. Props "Addressee" and its features.
6. Details "Title of the text" and "Place of compilation or publication of the document."
7. Sample form in accordance with GOST R 6.30-2003.
8. Features of the "Application Mark" props.
9. Details "Signature" and "Seal Imprint".
10. "Text" attribute, requirements for the formatting of the document text.
11. Props "Resolution" and its features.
12. Details of the author of the document
13. Unification of documents. State system of documentation support for management.

14. Regulatory and methodological materials regulating the work with documents.
15. Define the basic concepts: “office work”, “document flow”, “document”, “documentation”.
16. Basic requirements for the preparation of coursework and thesis.

BE ABLE TO:

17. Draw up a form with the details arranged longitudinally.
18. Make a form with the details in the corner.
19. Internal and external approval of the document.
20. Features of the compilation and execution of information and reference documents.
21. Features of the preparation and execution of foreign correspondence.

OWN:

22. Requirements for the preparation of document forms.
23. Describe the service marks placed on the document.
24. Requirements for the preparation and execution of administrative documents.
25. Requirements for the preparation and execution of organizational documents.
26. Requirements for the preparation and execution of documents of collegial governing bodies.
27. Requirements for writing and formatting a business letter.
28. Requirements for the preparation and execution of documents for personnel.

formation of OPK-7 competence

KNOW:

29. Features of the purchase and sale agreement.
30. Features of drawing up an employment contract.
31. Organization of work with confidential documents.
32. The procedure for working with citizens' appeals.
33. History of the emergence and development of management documentation
34. Props “Addressee” and its features.
35. Details “Title of the text” and “Place of compilation or publication of the document.”
36. Sample form in accordance with GOST R 6.30-2003.
37. Internal and external approval of the document.
38. Features of the “Application Mark” props.
39. Details “Signature” and “Seal Imprint”.
40. “Text” attribute, requirements for the formatting of the document text.
41. Props “Resolution” and its features.

42. Details of the author of the document.
43. Requirements for the preparation and execution of administrative documents.
44. Requirements for the preparation and execution of organizational documents.
45. Features of the compilation and execution of information and reference documents.
46. Requirements for the preparation and execution of documents of collegial governing bodies.
47. Requirements for writing and formatting a business letter.
48. Features of the preparation and execution of foreign correspondence.
49. Requirements for the preparation and execution of documents for personnel.
50. Unification of documents. State system of documentation support for management.
51. Regulatory and methodological materials regulating the work with documents.
52. Formation of cases.
53. Preparation of documents for archival storage.
54. Registration of files for permanent storage.
55. Draw up an act.
56. Draw up minutes of the meeting.
57. Make an extract from the minutes of the meeting.
58. Compose a business letter.
59. Compose a letter - response.
60. Write a letter of guarantee.
61. Draw up an order for your main activity.
62. Make an extract from the order for your main activity.
63. Write an explanatory note.
64. Write a memo.
65. Draw up an external certificate issued by the house management about your place of residence.
66. Create a power of attorney.
67. Draw up a form with the details arranged longitudinally.
68. Make a form with the details in the corner.
69. Describe the service marks placed on the document.
70. Requirements for the preparation of document forms.
71. Registration of incoming documents. Form for registering incoming documents.
72. Registration of outgoing documents. Form of the journal for registering outgoing documents.
73. Registration of internal documents. Internal document journal form.
74. Nomenclature of the organization's affairs. Rules for its compilation and design.
75. Control of document execution. Props “Control mark”.
76. Rules for registering the details “Approval stamp” and “Approval stamp”.
77. Rules for registering the details “Date” and “Registration number”.

Students' knowledge on each question is assessed: “passed”; "not accepted";.
A “pass” grade is given

- if comprehensive and substantiated answers to control questions are given; demonstrated ability to competently apply theoretical knowledge for practical purposes; shows a deep and creative mastery of basic and additional literature; The answers were clear and concise.
- if complete, sufficiently deep and substantiated answers to questions are given, sufficiently strong practical skills are demonstrated; deep knowledge of additional literature; the answers were not always clear and concise; thoughts and decisions were presented using special terms, concepts, categories, but they did not always follow a logical sequence.
- if basically correct answers to questions are given, but without proper justification and depth; demonstrated insufficiently strong practical skills; insufficient knowledge of basic literature; the answers were unclear and verbose; thoughts and decisions were not always presented with the correct and necessary use of special terms, concepts and categories, without proper logical consistency.

A “failed” grade is given in cases where the conditions for assigning a “pass” grade are not met.

<u>Questions for oral examination</u>in the discipline “Systems for registration of management processes” the formation of competence UK-4

1. What is office work?
2. What is documentation?
3. What does the organization of work with documents include?
4. What were the characteristics of order paperwork?
5. What characterized college office work?
6. What were the characteristics of executive office work?
7. What characterized national office work after the October Revolution of 1917?
8. What characterized national records management in the 1970s?
9. What are the main provisions of the Unified State Database?
10. What characterized national office work in the post-Soviet period?
11. Which questions regulates the Unified system organizational and administrative documentation?
12. What issues are regulated by the Album of forms of organizational and administrative documents?
13. Which questions regulate Methodological recommendations on compilation and application study of business nomenclatures of organizations, exemplary and standard business nomenclatures?

14. What issues are regulated by the Methodological Recommendations for the design of case covers?
15. What is the DOW service?
16. What are the main functions of the preschool educational institution?
17. What organizational forms of office work exist?
18. What characterizes a centralized form of office work?
19. What are the characteristics of a decentralized form of office work?
20. What characterizes the mixed form of office work?
21. Who in the organization is responsible for records management?
22. How is compliance with archival and record keeping legislation monitored?
23. How is state supervision of compliance with legislation on archives and records management carried out?
24. What document should the head of the audited organization develop on the basis of the act and instructions?
25. Who monitors the timely implementation of the activities specified in the order?
26. When can an administrative penalty be imposed?
27. What is a document?
28. What is document classification?
29. By what criteria are documents classified?
30. How are documents classified according to the method of recording information?
31. How are documents classified by content?
32. How are documents classified by title?
33. How are documents classified by type?
34. How are documents classified according to complexity?
35. How are documents classified by place of origin?
36. How are documents classified by degree of publicity?
37. How are documents classified by legal force?
38. How are documents classified by stage of creation?
39. What is a copy?
40. What types of copies are divided into according to the method of identification?
41. What are the types of copies?
42. What is a vacation?
43. What is an extract from a document?
44. What is a duplicate?
45. What is unification?
46. What is the purpose of unification?
47. Is this the main task of improving the content of the document during unification?
48. What is the main task of improving document forms during unification?
49. What is a unified documentation system?

50. What is a unified system of organizational and administrative documentation?
51. What unified documentation systems exist?

Criteria for evaluation:

- a “pass” grade is given to the student if he correctly and comprehensively answered the questions asked based on educational and additional literature, demonstrated the ability to analyze the current state of the problem, and the desire to logically define and consistently present his answer. In this case, minor errors and inaccuracies may be made, which he can correct independently or with correction by the teacher.
- A “failed” grade is given to a student if he answered the questions incorrectly or did not answer them at all. The student demonstrated knowledge, skills, and abilities below the threshold level in accordance with the competency assessment criteria given in the table.

Topics of reports on the discipline “Systems for designing management processes”

(formation of the competence of UK 4)

1. The concept of office work and the history of its development
2. Basic normative documents regulating office work 3. Organizational forms of office work and liability for violation of legislation on office work and archiving
4. Document in office work, its functions and classification characteristics
5. Unification and standardization of management documents
6. The concept of document forms, ways of arranging the form details, types of forms
7. The concept of details, composition of details
8. Drawing up and execution of organizational documents
9. Drawing up and execution of administrative documents
10. Drawing up and execution of reference and information documents
11. Drawing up and processing of documents for personnel
12. Document flow: basic concepts, volume, principles of rational organizations, stages
13. Processing of incoming documents
14. Processing of outgoing and internal documents
15. Systematization of documents
16. Formation of cases
17. Registration of cases
18. Document storage

Report evaluation criteria

No.	Criterion	Grade

		ex.	chorus	satisfaction	unsatisfactory
1	Structure of the report	IN report present semantic parts balanced in volume	The report contains three semantic parts, unbalanced in volume	One from semantic parts no report	The report does not show the presence of semantic parts
2	Contents of the report	The content reflects the essence	Contents are not complete	Contents are not complete	Content does not reflect the essence
		We consider the problem and the main results obtained	reflects the essence of the problem under consideration or the main results obtained	reflects the essence of the problem under consideration and the main results obtained	We consider the problem 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	Relevant to the topic	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

An example of a test task for testing knowledge in the discipline "Systems for designing management processes" in GIFT format for uploading to the LMS

(formation of UK-4 competence)

1. What document is an act that defines the order of formation, structure, functions, competence, responsibilities and organization of work of governing bodies?
-position
- order
-instructions
2. Which document is an act of an authority adopted to resolve operational issues?
-position

- order
-instructions
3. What document is a document regulating the organizational, technological, financial and other aspects of the activities of institutions and organizations?
-position
- order
-instructions
4. Which of the key properties of a document is characterized by the fact that it ensures that its application is mandatory for all participants in management activities, and also serves as proof of the authenticity of the information contained in the document?
-legal force
-legal significance
-legal relevance
5. Which of the key properties of a document is characterized by providing confirmation of business activities or personal events?
-legal force
-legal significance
-legal relevance
6. Business information, such as bank account information, loan information, investment plans, debt obligations, etc.
usually considered as:
-confidential
-public
-insignificant
7. Organizations try to keep confidential information:
-protect
- divulge
-accumulate
8. The document establishing mandatory requirements for application and execution for such objects of technical regulation as buildings, structures, products, production processes, storage, transportation, sales, etc. is:
-technical regulations
-technical standard
-technical unification
9. Reduction to a uniform system or form is:
-standard
-standardization
-unification

10. Activities to establish rules and characteristics for the purpose of their voluntary repeated use, aimed at achieving orderliness in the areas of production and circulation of products and increasing the competitiveness of products, works or services, is:
-standard
-standardization
-unification
11. Provisions concerning both the development of documents and their introduction into the document flow, as well as their processing and transfer for storage, are established in:
-instructions for office work
-in legislation
-technical regulations
12. Is it true that state standards in the field of documentation support for management perform a number of functions, since they are aimed at using a variety of technical means of document processing that are closely related to processes related to the technical development of society?
- yes, that's right
- no, that's not true
-depends on the situation

Criteria for evaluation:
Excellent - from 90% to 100% correct answers; Good - from 75% to 90% correct answers; Satisfactory - from 55% to 75% correct answers; Unsatisfactory - less than 55% correct answers.