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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"

(Moscow Poly)

APPROVE
Vice-President
for International Affairs
/Yu.D. Davydova/
"30" 05 2022

Dean,
Faculty of Economics and Management
/A.V. Nazarenko/
"30" 05 2022

WORKING PROGRAM OF THE DISCIPLINE

"Introduction to the Profession"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2022

1. The goals of mastering the discipline

main goaldiscipline is the preparation of students for educational activities in educational program disciplines. This discipline allows the student to make a choice regarding further specialization in relation to his specialty, taking into account his personal, individual abilities and needs. The main blocks of economic sciences are considered in order to understand the student's 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 framework of the individual and within the framework of separately formed groups united by interests and needs.

The main tasks 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 proposed disciplines.

2. The place of the discipline in the structure of the bachelor's program

The discipline "Introduction to the profession" is one of the disciplines of the mandatory part (B1.1) of the bachelor's degree program.

The discipline "Introduction to the profession" is interconnected logically and content-methodically with the following disciplines and practices of the EP:

- Fundamentals of Management
- Organizational behavior
- Personnel Management
- Business communications and negotiation practice

3.The list of planned learning outcomes for the discipline (module), correlated with the planned results of mastering the educational program.

As a result of mastering the discipline, students form the following competence and the following learning outcomes should be achieved as a stage in the formation of the relevant competence:

Competency code	As a result of mastering the educational program, the student must have	List of planned learning outcomes by discipline
OPK-1	The ability to solve professional problems based on knowledge (at an	**Know:** basic managerial theories, approaches to motivation and stimulation.

	intermediate level) of economic, organizational and management theory	**Be able to:** - argued to defend managerial decisions, to interest and motivate staff; - diagnose organizational culture, identify its strengths and weaknesses, develop proposals for its improvement. **Own:** - methods of stimulation and motivation; - methods for conducting an audit of human resources and assessing organizational culture.

4. Structure and content of the discipline

Part-time education:

The total labor intensity of the discipline is 2 credit units, i.e. 72 academic hours (of which 54 hours are independent work of students).

Sections of the discipline "Introduction to the profession" are studied in the second year.

Fourth semester: lectures - 8 hours, seminars - 10 hours, form of control - test.

The structure and content of the discipline "Introduction to the profession" in terms of terms and types of work are reflected in the appendix.

The content of the sections of the discipline

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

The importance of the profession of a manager. Main directions of activity. The importance of the work performed within the framework of 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. Fundamentals of working with theoretical material

Norms of behavior at a lecture for optimal interaction between the teacher and students. Methods of motivation for learning and completing tasks. Rules for communication in lectures. Rules for keeping notes. Fundamentals of practical exercises.

Fundamentals of rational reading. Analysis of the material read and interpretation for optimal memorization. The choice of educational literature. Fundamentals of preparation for the final certification. Rules for the design of term papers, abstracts, graduation qualification papers, practice reports.

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

The choice of the most interesting job, the industry of application of their knowledge and skills, the location of the desired occupation. job search phases. Job search methods, the basics of using additional information. The basics of writing a resume.

Topic 4. Preparing for an interview

Requirements for the selection of clothes for the interview. Rules of conduct in an interview. Psychological preparation for interviewing. Formation of a package of documents for employment. Paperwork. Standards of communication with a potential employer by phone. Business correspondence via the Internet.

Topic 5. Fundamentals of organizational behavior

The concept and directions of development of organizational behavior. The history of the formation of organizational behavior. The concept and types of organization. individual behavior. The effectiveness of the organization.

Topic 6. Rules for interaction with team members

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

Topic 7. Choosing the direction of development

Choosing the direction of the company's development. Formation of a strategic vision. Goal setting. 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 the work of a manager. Features of the work of a marketer. Basic marketing approaches in management.

Topic 9. Practical skills of a manager and marketer

Managerial Effectiveness Skills. Practical skills of qualified marketers.

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

Concept and essence of management. Content 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. manager's professional qualities. Professional ethics of the manager.

Topic 12. Student self-management

The concept and goals of self-management. Time planning: time management. Working time planning. Time absorbers (chronophages). Chronophages in the modern world. Organization of students' 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 models of management.

Topic 14. Methods and mechanisms of modern Russian management

General information about modern management. The structure of the management mechanism. Intraorganizational management. Principles, functions and methods of intraorganizational management.

Topic 15. Modern forms of business organization

The concept, main features and areas of entrepreneurial activity. Infrastructure of modern business. Typology of organizational forms of business. Basic forms of business organization.

Topic 16. Organization and development of your own business

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

State registration of the enterprise. The composition of the founders, and the development of constituent documents. Project justification indicators. Discounting of miscellaneous incomes and expenses. Characteristic features of risk. The main types of risk. Risk losses and risk accounting. Project financing risks. Ways and methods to reduce risk in the activities of the enterprise.

Topic 17. Personnel management

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

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.

Model of the research process. Stages of research work (R&D). The modern concept of research management. Research project management. Research activity in management: problems, approaches, directions.

5. Educational technologies

The methodology for teaching the discipline "Introduction to the profession" and the implementation of a competency-based approach in the presentation and perception of the material provides for the use of the following active and interactive forms of conducting group, individual, classroom classes in combination with extracurricular work in order to form and develop the professional skills of students:

– lectures;

- preparation for seminars;

– preparation, presentation and discussion of reports at seminars.

The proportion of classes conducted in interactive forms is determined by the main goal of the educational program, the peculiarity of the contingent of students and the content of the discipline"Introduction to the profession" and in general for the discipline is at least 50% of the classroom.

6. Evaluation tools for current monitoring of progress, intermediate certification based on the results of mastering the discipline and educational and methodological support for independent work of students

In the learning process, the following assessment forms of independent work of students, assessment tools for monitoring progress and intermediate assessments are used:

Evaluative means of monitoring progress include control questions and tasks in the form of blank testing, participation in a business game, and presentation of a report.

When performing current control, it is possible to use test material. Samples of control questions and tasks for conducting current control are given in the appendix. When implementing the undergraduate program, the organization has the right to use e-learning and distance learning technologies. All materials are posted in the LMS of the Moscow Poly (https://online.mospolytech.ru/course/view.php?id=975).

When teaching people with disabilities, e-learning and distance learning technologies should provide for the possibility of receiving and transmitting information in forms accessible to them.

Samples of questions and tasks for conducting current control are given in the appendix.

6.1. Fund of assessment tools for conducting intermediate certification of students in the discipline (module).

6.1.1. A list of competencies indicating the stages of their formation in the process of mastering the educational program.

As a result of mastering the discipline (module), the following competence is formed:

Competency code	As a result of mastering the educational program, the student must have
OPK-1	The ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory

In the process of mastering the educational program, this competence, including their individual components, is formed in stages during the development of disciplines

(modules), practices by students in accordance with the curriculum and calendar schedule of the educational process.

6.1.2. Description of indicators and criteria for assessing competencies formed on the basis of the results of mastering the discipline (module), description of assessment scales

An indicator of competency assessment at various stages of their formation is the achievement by students of the planned learning outcomes in the discipline (module).

OPK-1 -The ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory				
Index	**Evaluation criteria**			
	2	**3**	**four**	**5**
know: basic managerial theories, approaches to motivation and stimulation.	The student demonstrates the complete absence or insufficient correspondence of the role, functions and tasks of modern management, the content of the profession, the main stages of the development of the profession; social specifics of the managerial profession.	The student demonstrates incomplete compliance with the role, functions and tasks of modern management, the content of the profession, the main stages of the development of the profession; social specifics of the managerial profession. Significant mistakes are made, lack of knowledge is manifested, for a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	The student demonstrates partial compliance with the role, functions and tasks of modern management, the content of the profession, the main stages of the development of the profession; the social specifics of the manager's profession, but minor errors, inaccuracies, and difficulties in analytical operations are allowed.	The student demonstrates full compliance with the role, functions and tasks of modern management, the content of the profession, the main stages of the development of the profession; the social specifics of the profession of a manager, freely operates with acquired knowledge.
be able to: to defend managerial decisions with reason, to interest and motivate staff; - diagnose organizational culture, identify its strengths and weaknesses, develop proposals for its improvement.	The student does not know how or insufficiently knows how to set goals and formulate tasks related to the implementation of professional functions in the field of manager; use various methods for evaluating the	The student demonstrates incomplete compliance with the following skills: set goals and formulate tasks related to the implementation of professional functions in the field of manager; use various methods for	The student demonstrates partial compliance with the following skills: set goals and formulate tasks related to the implementation of professional functions in the field of manager; use various methods for evaluating the	The student demonstrates full compliance with the following skills: set goals and formulate tasks related to the implementation of professional functions in the field of manager; use various methods for evaluating the

	effectiveness of a manager's professional activities.	evaluating the effectiveness of a manager's professional activities. Significant mistakes are made, lack of skills is manifested, for a number of indicators, the student experiences significant difficulties in operating with skills when transferring them to new situations.	effectiveness of a manager's professional activities. Skills are mastered, but minor errors, inaccuracies, difficulties in analytical operations, transferring skills to new, non-standard situations are allowed.	effectiveness of a manager's professional activities. Freely operates with acquired skills, applies them in situations of increased complexity.
own: methods of stimulation and motivation; methods for conducting an audit of human resources and assessing organizational culture.	The student does not possess or insufficiently possesses the skills of setting goals and formulating tasks related to professional activities in the field of management.	The student does not fully possess the skills of setting goals and formulating tasks related to professional activities in the field of management, Significant mistakes are made, there is a lack of skills in a number of indicators, The student experiences significant difficulties in applying skills in new situations.	The student partially owns setting goals and formulating tasks related to professional activities in the field of management, but minor errors, inaccuracies, difficulties in analytical operations, transferring skills to new, non-standard situations are allowed.	The student is fully proficient in setting goals and formulating tasks related to professional activities in the field of management, freely applies the acquired skills in situations of increased complexity.

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

Form of intermediate attestation: test.

Intermediate attestation of students in the form of a test is carried out based on the results of the implementation of all types of educational work provided for by the curriculum for a given discipline (module), while taking into account the results of current monitoring of progress during the semester. The assessment of the degree of achievement by students of the planned learning outcomes in the discipline (module) is carried out by the teacher conducting classes in the discipline (module) by the method of expert assessment. According to the results of the intermediate certification, “pass” or “not pass” is set.

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

Evaluation scale	**Description**

Passed	All types of educational work provided for by the curriculum were completed. The student demonstrates the correspondence of knowledge, skills and abilities given in the tables of indicators, operates with the acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, minor errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made.
Not credited	One or more types of educational work provided for by the curriculum have not been completed. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tables of indicators, significant errors are made, lack of knowledge, skills, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations.

The evaluation funds are presented in the annex to the work program.

7. Educational, methodological and information support of the discipline "Introduction to the profession"

Main literature:

1. Fundamentals of management: textbook / E.E. Averchenkova, A.S. Sazonova, A.V. Averchenkov [i dr.]. - Moscow: FLINTA, 2019. - 168 p. - ISBN 978-5-9765-4213-6. - Text: electronic // Electronic library system "Lan": [website]. - URL: https://e.lanbook.com/book/125502

2. Odintsov, A. A. Fundamentals of management: a textbook for universities / A. A. Odintsov. — 2nd ed., corrected. 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.

additional literature

1. Mardas, A. N. Fundamentals of management. Practical course: textbook for secondary vocational education / A. N. Mardas, O. A. Gulyaeva. — 2nd ed., corrected. 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.

The possibility of using e-learning, distance learning technologies is provided. All materials are placed in the LMS of the Moscow Poly. (https://online.mospolytech.ru/course/view.php?id=975)

eight. Logistics support of discipline.

Audience for lectures and seminars of the general fund. Training tables with benches, classroom board, portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

9. Guidelines for students when working on lecture notes during the lecture

Lecture - a systematic, consistent, monologue presentation by the teacher of educational material, as a rule, of a theoretical nature. When preparing a lecture, the teacher is guided by the working program of the discipline. In the course of lectures, it is recommended to take notes, which will later allow you to recall the studied educational material, supplement the content during independent work 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 fields in the working notes on which to make notes from the recommended literature, supplementing the material of the lecture heard, as well as emphasizing the particular importance of certain theoretical positions.

Lecture conclusions summarize the teacher's reflections on educational issues. The teacher provides a list of used and recommended sources for studying a particular topic. At the end of the lecture, students have the opportunity to ask questions to the teacher on the topic of the lecture. When lecturing 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 consistent study of the topics of the discipline. In preparation for the seminars, the student is recommended to study the basic literature, get acquainted with additional literature, new publications in periodicals: magazines, newspapers, etc. In this case, the recommendations of the teacher and the requirements of the curriculum should be taken into account. It is also recommended to refine your lecture notes by making appropriate entries in it from the literature recommended by the teacher and provided by the curriculum. Abstracts should be prepared for presentations on all educational issues submitted to the seminar.

Since the student's activity in seminars is the subject of monitoring his progress in mastering the course, preparation for seminars requires a responsible attitude. In interactive classes, students should be active.

Guidelines for students on the organization of 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. During independent work, 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.

10.Methodological recommendations for the teacher (Guidelines for making presentations)

A presentation (from the English word - presentation) is a set of color slide pictures 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 that are designed for a certain category of viewers (users).

Multimedia computer presentation is:

- dynamic synthesis of text, image, sound;
- the most modern software interface technologies;
- interactive contact of the speaker with the demonstration material;
- mobility and compactness of information carriers and equipment;
- ability to update, supplement and adapt information;
- low cost.

Rules for the design of computer presentations

General Design Rules

Many designers argue that there are no laws and rules in design. There are tips, tricks, tips. Design, like any kind of creativity, art, like any way of some people to communicate with others, like language, like thought, will bypass any rules and laws.

However, there are certain recommendations that should be followed, at least for novice designers, until they feel the strength and confidence to create their own rules and recommendations.

Font design rules:

- Serif fonts are easier to read than sans-serif fonts;
- Capital letters are not recommended for body text.
- Font contrast can be created through: font size, font weight, style, shape, direction, and color.
- Rules for choosing colors.
- The color scheme should consist of no more than two or three colors.
- There are incompatible color combinations.
- Black color has a negative (gloomy) connotation.
- White text on a black background is hard to read (inversion is hard to read).

Presentation design guidelines

In order for the presentation to be well perceived by the audience and not cause negative emotions (subconscious or completely conscious), it is necessary to follow the rules for its design.

The presentation involves a combination of information of various types: text, graphics, musical and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combining fragments of information of various types. In addition, the design and demonstration of each of the listed types of information is also subject to certain rules. So, for example, for textual information, the choice of font is important, for graphic information - brightness and color saturation, for their best joint perception, optimal relative position on the slide is necessary.

Consider recommendations for the design and presentation of various types of materials on the screen.

Formatting text information:

- font size: 24-54 pt (headline), 18-36 pt (plain text);
- font color and background color should contrast (the text should be well read), but not hurt the eyes;
- font type: smooth sans-serif font for body text (Arial, Tahoma, Verdana), decorative font can be used for heading if it is legible;
- italics, underlining, bold, capital letters are recommended to be used only for semantic highlighting of a text fragment.

Formatting graphic information:

- drawings, photographs, diagrams are designed to supplement textual information or convey it in a more visual form;
- it is desirable to avoid drawings in the presentation that do not carry a semantic load if they are not part of the style design;
- the color of graphic images should not contrast sharply with the overall style of the slide;
- illustrations are recommended to be accompanied by explanatory text;
- if a graphic image is used as a background, then the text on this background should be well readable.

The content and location of information blocks on the slide:

- there should not be too many information blocks (3-6);
- the recommended size of one information block is no more than 1/2 of the slide size;
- it is desirable to have on the page blocks with different types of information (text, graphs, diagrams, tables, figures) that complement each other;
- keywords in the information block must be highlighted;
- information blocks should be placed horizontally, blocks related in meaning - from left to right;

- the most important information should be placed in the center of the slide;
- the logic of presenting information on slides and in the presentation should correspond to the logic of its presentation.

In addition to the correct arrangement of text blocks, one must not forget about their content - the text. In no case should it contain spelling errors. You should also take into account the general rules for formatting the text.

After creating a presentation and its design, you need to rehearse its presentation and your performance, check how the presentation will look like as a whole (on a computer screen or projection screen), how quickly and adequately it is perceived from different audience locations, under different lighting conditions, noise accompaniment, in an environment as close as possible to the real conditions of the performance.

The work program was compiled on the basis of the Federal State Educational Standard of Higher Education in the direction of training bachelors on March 38, 02 "Management", approved by order of the Ministry of Education and Science of the Russian Federation of August 12, 2020 No. 970 (Registered in the Ministry of Justice of Russia on August 25, 2020 No. 59449).

The program was made by:

Associate Professor, Ph.D. department "Management"  /Zyulina V.V. /

The program was approved at a meeting of the department "Management"

August 29, 2022, Protocol No. 1

Head of the Department "Management"

k. e. PhD, Associate Professor  / Alenina E.E. /

Attachment 1

Structure and content of the discipline
"Introduction to the profession"
in the direction of preparation 38.03.02 "Management" (bachelor)
educational program "Business Process Management"
Part-time education

Chapter	Semester	A week semester	Types of educational work, including independent student work, and labor intensity in hours					Types of independent work students					Forms of attestation	
			L	F/N	Lab	SRS	DAC	K.R.	K.P.	K/R	T	DC	E	Z
Topic 1. Basic requirements for students studying the discipline "Management"	one	one	one			3						+		
Topic 2. Fundamentals of working with theoretical material	one	2	one			3						+		
Topic 3. Features of job search in accordance with the acquired knowledge and skills	one	3	one			3								
Topic 4. Preparing for an interview	one	four	one			3						+		
Topic 5. Fundamentals of organizational behavior	one	5	one			3						+		
Topic 6. Rules for interaction with team members	one	6	one			3						+		
Topic 7. Choosing the direction of development	one	7	one			3						+		

Topic 8. Features of the work of a manager and marketer. Basic Marketing Approaches	one	eight	one			3						+		
Topic 9. Practical skills of a manager and marketer	one	9		one		3								
Topic 10. Management and its role in the development of society	one	ten		one		3						+		
Topic 11. Professional and personal qualities of a manager	one	eleven		one		3						+		
Topic 12. Student self-management	one	12		one		3								
Topic 13. Comparative analysis of management models	one	13		one		3						+		
Topic 14. Methods and mechanisms of modern Russian management	one	fourteen		one		3						+		
Topic 15. Modern forms of business organization	one	fifteen		one		3						+		
Topic 16. Organization and development of your own business	one	16		one		3						+		
Topic 17. Personnel management	one	17		one		3						+		
Topic 18. Research work in the field of management	one	eighteen		one		3								

Appraisal Form												one		Z
Total hours per discipline			eight	ten		54								

Appendix 2 to
work program

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION

FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER EDUCATION

"MOSCOW POLYTECHNIC UNIVERSITY"

(MOSCOW POLYTECH)

Direction of training: 38.03.02 "Management"

EP (educational program): "Business Process Management"

Form of study: full-time, part-time

Type of professional activity: organizational and managerial, information and analytical, entrepreneurial

Department: "Management"

VALUATION FUND

BY DISCIPLINE

"Introduction to the profession"

Composition: 1. Passport of the fund of appraisal funds

2. Description of evaluation tools

Compiled by:

Candidate of Economics, Associate Professor Zyulina V.V.

Moscow, 2022

INDICATOR OF THE LEVEL OF FORMATION OF COMPETENCES

Introduction to the profession					
GEF VO 38.03.02 "MANAGEMENT"					
In the process of mastering this discipline, the student forms and demonstrates the following **competencies**:					
COMPETENCES		**List of components**	**Competence formation technology**	**Assessment Tool Form****	**Degrees of levels of development of competencies**
INDEX	**FORMULATION**				
OPK-1	The ability to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and management theory	**Know:** basic managerial theories, approaches to motivation and stimulation. **Be able to:** - argued to defend managerial decisions, to interest and motivate staff; - diagnose organizational culture, identify its strengths and weaknesses, develop proposals for its improvement. **Own:** - methods of stimulation and motivation; - methods for conducting an audit of human resources and assessing organizational culture.	lecture, independent work, seminars	DS, Z	**A basic level of** - is able to analyze, apply skills and functions of competence in training and prepared situations **Enhanced level** -able to analyze, apply the skills and functions of competence in practice and in non-standard situations

Appendix 3
to work program

List of assessment tools by discipline

Introduction to the profession

OS number	Name of the evaluation tool	Brief description of the evaluation tool	Presentation of the evaluation tool in the FOS
one	Report, message (DS)	The product of the student's independent work, which is a public performance on the presentation of the results of solving a specific educational, practical, educational, research or scientific topic	Topics of reports, messages
2	Pass (D)	Form of knowledge assessment. In higher education institutions are held during the session.	Questions for the test

Questions for offsetby discipline "Introduction to the profession" formation of GIC-1 competencies

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 staff turnover.
5. Types of management communications.
6. Influence of national mentality on the development of management.
7. Delegation in management: essence, meaning and types of delegation.
8. Historical background of management.
9. .Key skills that a manager needs to effectively manage an organization.
10. Management and manager: the content of the basic concepts.
11. The appointment of organizations in society.
12. The need for personal self-determination and methods of professional self-determination in the activities of a managerial worker.
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 the manager's professional thinking.
18. Differences between a manager, a businessman, an entrepreneur.
19. The concept of a profession. Profession "manager", its social significance in society.

20. Prerequisites for the need for specialist managers in Russian organizations.
21. .Profession "manager", its characteristics and risks of the profession.
22. The role of the management team in the management of the organization.
23. Leadership and management: correlation of concepts.
24. Self-management: essence, subject of self-management.
25. Management system: essence, content.
26. Specifics of management and social management.
27. Essence and types of management.
28. Typical duties and content of the work of a modern manager.
29. Management team: concept, meaning.
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. The goals of the organization and the main 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. job search phases. Job search methods.
42. Resume rules.
43. Conflict prevention methods. Stress and resilience.
44. Compilation of a career plan.
45. A mechanism for evaluating the organization's marketing capabilities. Basic concepts of marketing.
46. Financial and management accounting at the enterprise.
47. Development of the content of the business plan.

Topics of reports by discipline
"Introduction to the profession"
(formation of the competence of OPK-1)

1. The role and necessity of management in human activity. Types of human activity.
2. The concept of management. The main characteristics of management as a type of management.
3. Goal of management, requirements for goals of management, 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. formations.
9. control method. Characteristics of the main methods of management.
10. Characteristics of the main approaches to management.
11. 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 managerial communication.
17. Questions of the manager's activity in typical job and qualification characteristics.
18. Delegation in management and types of delegation.
19. Delegation as a type of managerial action and its specificity.
20. Communication barriers in management activities and their overcoming.
21. Control in the system of managerial actions.
22. The concept of domestic management.
23. Leader's personality: psychological features and qualities.
24. Management, manager: the content and meaning of the basic concepts.
25. Motivational factors and regulators of motivation.
26. Motivation in the system of managerial actions. Motives and incentives.

Report Evaluation Criteria

No.	Criterion	Grade			
		ex.	choir.	satisfactory	unsatisfactory
one	Report Structure	The report contains semantic parts, balanced in volume	The report contains three semantic parts, unbalanced in volume	One of the semantic parts of the report is missing	The report does not trace the presence of semantic parts
2	Content 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	Ownership of the material	The student fully owns the material presented, is oriented in the problem, freely answers questions	The student owns the material presented, is oriented in the problem, finds it difficult to answer some questions	The student is not fluent enough in the material presented, poorly oriented in the problem	The student does not own the material presented, poorly oriented in the problem
four	Relevance to the topic	The presented material is fully consistent with the stated topic.	The material presented 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.