

Bunin Yelets State University

General characteristics of the main professional educational program of higher education

38.03.02 Management Orientation (profile) Organization management and logistics

Qualification awarded: Bachelor

1. General provisions

The main professional educational program of higher education in the field of training 38.03.02 Management, orientation (profile) Organization management and logistics (hereinafter referred to as – OPOP HE) is a set of basic characteristics of education (volume, content, planned results), organizational and pedagogical conditions, forms of certification, which is presented in the form of a curriculum, a calendar curriculum, work programs of disciplines (modules), practice programs, other components, assessment and methodological materials, developed and approved by the I.A. Bunin Yelets State University (hereinafter referred to as the University), taking into account the requirements of professional standards.

This policy has been developed on the basis of the following regulatory documents:

- Federal Law No. 273-FZ "On Education in the Russian Federation" dated December 29, 2012;
- The procedure for organizing and implementing educational activities in higher education educational programs – bachelor's degree programs, specialty programs, master's degree programs, approved by Order No. 301 of the Ministry of Education and Science of the Russian Federation dated 05.04.2017;
- Federal State Educational Standard for Higher Education in the field of 38.03.02 Management, approved by Order No. 970 of the Ministry of Education and Science of the Russian Federation dated August 12, 2020 (with amendments and additions dated November 26, 2020, July 19, 2022, February 27, 2023);
- Order No. 885/390 of the Ministry of Science and Higher Education of the Russian Federation and the Ministry of Education of the Russian Federation dated August 5, 2020 "On practical training of students";
- The procedure for conducting the state final certification of educational programs of higher education - bachelor's degree programs, specialty programs and Master's degree programs, approved by Order No. 636 of the Ministry of Education and Science of the Russian Federation dated June 19, 2015;
- Professional Standard 07.005 "Specialist in Administrative and Economic Activities, approved by Order No. 49n of the Ministry of Labor and Social Protection of the Russian Federation dated February 02, 2018;
- Professional Standard 07.007 "Process Management Specialist", approved by Order No. 248n of the Ministry of Labor and Social Protection of the Russian Federation dated April 17, 2018;
- Professional Standard 40.033 "Specialist in Strategic and Tactical Planning and Production Management", approved by Order No. 609n of the Ministry of Labor and Social Protection of the Russian Federation dated September 08, 2014, as amended by Order No. 727n of the Ministry of Labor and Social Protection of the Russian Federation dated December 12, 2016;
- The Charter and local regulations of the University.

2. Characteristics of the professional activity of an OPOP graduate

The field of professional activity and the areas of professional activity in which graduates who have completed the Bachelor's degree program can carry out professional activities:

08. Finance and economics (in the fields of: research, analysis and forecasting of socio-economic processes and phenomena at the micro and macro levels in expert analytical services (centers of economic analysis, government sector, public organizations); production of products and services, including demand analysis for products and services, and assessment their current and prospective supply, the promotion of products and services to the market, planning and maintenance of financial flows related to production activities; lending; insurance, including pension and social security; operations in financial markets, including financial risk management; internal and external financial control and auditing, financial consulting; consulting).

40. Cross-cutting professional activities in industry (in the areas of: strategic and tactical planning and production organization; logistics; organization of supply chains).

Type(s) of tasks of professional activity of graduates:

- organizational-managerial
- information-analytical
- entrepreneurial.

The tasks of graduates' professional activity:

- collecting, processing and analyzing information about the factors of the external and internal environment of the organization for making managerial decisions;
- participation in the development and implementation of the corporate and competitive strategy of the organization, as well as functional strategies (marketing, financial, personnel, etc.); formation of the organizational and managerial structure of organizations;
- participation in the development and implementation of a set of operational measures in accordance with the organization's strategy;
- organization of business activities;
- collection, processing and analysis of information about the factors of the external and internal environment of the organization for making managerial decisions;
- building and maintaining the functioning of the organization's internal information system for collecting information for decision-making, business planning and control;
- creation and maintenance of databases on various indicators of the functioning of organizations;
- development and support of the functioning of the organization's internal document management system, maintaining databases on various indicators of the functioning of organizations;
- development of the organization's internal document management system;
- evaluation of the effectiveness of projects;

- preparation of reports on the results of information and analytical activities; evaluation of the effectiveness of management decisions.

The objects of graduates' professional activity or the area(s) of graduates' knowledge: the processes of implementing managerial and financial decisions in organizations of various organizational and legal forms.

3. Requirements for the results of the development of OPOP

Universal competencies of graduates and indicators of their achievement

Code and name of the competence	Indicators of competence achievement
UC-1 He is able to search, critically analyze and synthesize information, apply a systematic approach to solving tasks	To know: <ul style="list-style-type: none"> - methods of information search and work with it; - The essence of the system approach.
	Be able to: <ul style="list-style-type: none"> - analyze the task, identify the stages of its solution, and take actions to solve it; - find various solutions to the problem, evaluate their advantages and risks.
	Own: <ul style="list-style-type: none"> - skills in assessing the practical consequences of possible solutions to a problem; - skills of competent, logical, reasoned formulation of their own judgments and assessments.
UC-2 He is able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations.	To know: <ul style="list-style-type: none"> - ways of designing solutions to a specific project problem, determining the optimal ways to solve it, based on current legal norms and available resources and limitations.
	Be able to: <ul style="list-style-type: none"> - to formulate a set of interrelated tasks within the framework of the set work goal, ensuring its achievement; - efficiently solve specific tasks (research, project, activity) in a set time.
	Own: <ul style="list-style-type: none"> - skills in determining the expected results of solving tasks; - skills of public presentation of the results of solving research tasks, projects, and activities.
UC-3 He is able to carry out social interaction and realize his role in the team.	To know: <ul style="list-style-type: none"> - strategies of cooperation to achieve the set goal; - The behavioral characteristics of different groups of people with whom he works / interacts.
	Be able to: <ul style="list-style-type: none"> - Determine your role in the team; - establish different types of communication (educational, business, informal, etc.); - evaluate the consequences of personal actions and plan a sequence of steps to achieve a given result.
	Own: <ul style="list-style-type: none"> - skills of effective interaction with other team members,

	including participation in the exchange of information, knowledge and experience, in the presentation of the results of the team's work.
UC-4 Able to carry out business communication in oral and written forms in the official language of the Russian Federation and a foreign language(s)	To know: <ul style="list-style-type: none"> – Communicatively acceptable business communication styles in the state and foreign languages; – verbal and non-verbal means of interaction with partners.
	Be able to: <ul style="list-style-type: none"> – It is communicatively and culturally acceptable to conduct oral business conversations in the state and foreign languages; – conduct business correspondence, taking into account the peculiarities of the style of official and unofficial letters, socio-cultural differences in the format of correspondence in the state and foreign languages.
	Own: <ul style="list-style-type: none"> – the skills of using information and communication technologies in the search for the necessary information in the process of solving various communication tasks in the state and foreign languages; – skills in translating academic texts from a foreign language(s) into the official language.
UC-5 He is able to perceive the inter-cultural diversity of society in socio -historical, ethical and philosophical contexts.	To know: <ul style="list-style-type: none"> – cultural features and traditions of various social groups and ways of studying them; historical heritage and socio-cultural traditions of various social groups; – stages of Russia's historical development (including major events, major historical figures) in the context of world history and cultural traditions of the world (depending on the environment and educational objectives), including world religions, philosophical and ethical teachings.
	Be able to: <ul style="list-style-type: none"> – To interact with people in a tolerant and constructive manner, taking into account their socio-cultural characteristics, in order to successfully fulfill professional tasks and strengthen social integration.
	Own: <ul style="list-style-type: none"> – skills of respect for the historical heritage and socio - cultural traditions of various social groups.
UC-6 He is able to manage his time, build and implement a trajectory of self-development based on the principles of lifelong education.	To know: <ul style="list-style-type: none"> – their resources and their limits (personal, psychophysiological, situational, temporary, etc.) for the successful performance of the assigned work.
	Be able to: <ul style="list-style-type: none"> – plan long-term business goals, taking into account conditions, means, personal capabilities, career growth prospects, time prospects for business development and labor market requirements; Critically evaluate the effectiveness of using time and other resources when solving tasks, as

	<p>well as regarding the result obtained</p> <p>Own:</p> <ul style="list-style-type: none"> – the skills to realize the intended purpose of the activity, taking into account the conditions, means, personal capabilities, stages of career growth, the time perspective of the development of the activity and the requirements of the labor market; – skills of using the provided opportunities to acquire new knowledge and skills.
<p>UC-7 Able to maintain an adequate level of physical fitness to ensure full-fledged social and professional activities</p>	<p>To know:</p> <ul style="list-style-type: none"> – adaptive reserves of the body, ways to strengthen health and achieve an adequate level of physical fitness. <p>Be able to:</p> <ul style="list-style-type: none"> – to use the basics of physical culture for a well-informed choice of health-saving technologies, taking into account the internal and external conditions for the implementation of a specific professional activity . <p>Own:</p> <ul style="list-style-type: none"> – <input type="checkbox"/> the skills to maintain an adequate level of physical fitness to ensure full-fledged social and professional activities and to comply with the norms of a healthy lifestyle.
<p>UC-8 He is able to create and maintain safe living conditions in everyday life and in professional activities to preserve the natural environment and ensure the sustainable development of society, including in the event of the threat and occurrence of emergencies and military conflicts</p>	<p>To know:</p> <ul style="list-style-type: none"> – factors of harmful influence on the vital activity of the elements of the habitat; – algorithms of actions in case of emergencies and military conflicts; – workplace safety regulations <p>Be able to:</p> <ul style="list-style-type: none"> – identify dangerous and harmful factors within the framework of ongoing activities, create and maintain safe living conditions in daily life and in professional activities. <p>Own:</p> <ul style="list-style-type: none"> – actions to prevent the occurrence of emergencies (of natural and man-made origin) at the workplace and the implementation of rescue and emergency recovery measures in the event of an emergency.
<p>UC-9 He is able to use basic defectological knowledge in social and professional spheres</p>	<p>To know:</p> <ul style="list-style-type: none"> – features of the psychophysical development of people with disabilities and people with disabilities; – the list and content of regulatory and legal documentation regulating professional activity in relation to persons with disabilities and persons with disabilities. <p>Be able to:</p> <ul style="list-style-type: none"> - plan professional activities based on the application of basic defectological knowledge with a different contingent of people with disabilities and people with disabilities; – apply basic defectological knowledge in social and professional spheres. <p>Own:</p> <ul style="list-style-type: none"> - skills of interaction in the social and professional spheres with people with disabilities and people with disabilities based

	on the application of basic defectological knowledge.
UC-10 Able to make informed economic decisions in various areas of life	To know: - the conceptual framework of economics and the basic principles of economic functioning; – goals and mechanisms of the main types of social economic policy.
	Be able to: - use methods of economic and financial planning to achieve the set goal; – use financial instruments to manage personal finances (personal budget).
	Own: – skills in applying economic instruments for financial management, taking into account economic and financial risks in various areas of life.
UC-11 He is able to form an intolerant attitude towards corrupt behavior	To know: – current legal norms that ensure the fight against corruption in various areas of life, as well as ways to prevent corruption and create an intolerant attitude towards it.
	Be able to: - plan, organize and carry out activities that ensure the formation of a civic position and the prevention of corruption in society.
	Own: - rules of public interaction based on an intolerant attitude towards corruption.

General professional competencies of graduates and indicators of their achievement

Code and name of the competence	Indicators of competence achievement
GPC -1 He is able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and managerial theory.	To know: - economic and socio-economic indicators characterizing the activities of business entities; - the basic principles of the implementation of economic, managerial and financial processes in various fields.
	Be able to: – to collect and analyze the data necessary for the calculation of economic and socio-economic indicators characterizing the activities of business entities; – apply economic, managerial and financial tools in solving professional tasks.
	Own: – skills in collecting and analyzing data necessary for calculating economic and socio-economic indicators characterizing the activities of business entities
GPC -2 It is capable of collecting, pro-	To know: – the methodology of data processing and statistical

<p>cessing and analyzing data necessary to solve management tasks using modern tools and intelligent information and analytical systems.</p>	<p>analysis;</p> <ul style="list-style-type: none"> – ways of processing economic information using information technologies and various financial and economic programs.
	<p>Be able to:</p> <ul style="list-style-type: none"> – to collect and process data to solve the assigned tasks; – correlate the collection of information at a certain date and use various statistical processing methods when analyzing the data.
	<p>Own:</p> <ul style="list-style-type: none"> – the skills of statistical analysis of data necessary to solve the economic tasks set; – techniques for analyzing complex socio-economic indicators.
<p>GPC -3 He is able to develop sound organizational and managerial decisions, taking into account their social significance, promote their implementation in a complex and dynamic environment, and evaluate their consequences.</p>	<p>To know:</p> <ul style="list-style-type: none"> - the main methods and models of organizational and managerial decision-making and their socio-economic consequences.
	<p>Be able to:</p> <ul style="list-style-type: none"> - identify problematic situations in the organization's activities, justify, develop and implement organizational and managerial decisions; to evaluate the expected results of proposed organizational and managerial decisions and to assess the organizational and social consequences of the decisions taken.
	<p>Own:</p> <ul style="list-style-type: none"> - methods of assessing the expected results of the implementation of proposed organizational and managerial decisions, using modern tools; - methods of analyzing the results of problematic situations of the organization and developing organizational and managerial solutions, taking into account the achievement of economic and social efficiency.
<p>GPC -4 Able to identify and evaluate new market opportunities, develop business plans for the creation and development of new business lines and organizations</p>	<p>To know:</p> <ul style="list-style-type: none"> - the main methods of identifying opportunities and threats in the external environment of the organization.
	<p>Be able to:</p> <ul style="list-style-type: none"> – identify and evaluate the organization's development opportunities based on available resources; – Develop business plans for projects and business lines.
	<p>Own:</p> <ul style="list-style-type: none"> – methods of assessing market situations, taking into account the prospects of the organization 's activities; – methods of developing business plans and substantiating financial and economic decisions.
<p>GPC -5 He is able to use modern information technologies and software</p>	<p>To know:</p> <ul style="list-style-type: none"> – the methods of information and communication and innovative technologies used in the modern econo-

tools in solving professional tasks, including the management of large amounts of data and their intellectual analysis.	<p>my to solve professional problems;</p> <ul style="list-style-type: none"> – principles of solving standard tasks of professional activity, searching for scientific and technical information on the Internet and specialized databases.
	<p>Be able to:</p> <ul style="list-style-type: none"> – choose and apply information and innovative technologies, software tools for solving professional tasks; – to search for scientific and technical information using common and specialized databases.
	<p>Own:</p> <ul style="list-style-type: none"> – skills in using information systems and technologies to solve professional problems; – innovation management skills for solving professional tasks.
GPC -6 He is able to understand the principles of modern information technologies and use them to solve professional tasks.	<p>To know:</p> <ul style="list-style-type: none"> – – modern information technologies and principles of their work.
	<p>Be able to:</p> <ul style="list-style-type: none"> – – choose modern information technologies based on an understanding of the principles of their work to solve the tasks of professional activity.
	<p>Own:</p> <ul style="list-style-type: none"> – – skills in using modern information technologies to solve problems of professional activity.

Professional competencies of graduates established by the university and indicators of their achievement

The professional competencies established by the Bachelor's degree program are developed taking into account the professional standard 08.006 Internal Control Specialist (internal Controller).

Generalized Labor Function (OTF):

With the management of the structural unit of internal control

Skill level: 6.

Labor functions:

C/01.6 Organization of the work of the structural unit

C/02.6 Management of the staff of the structural unit of internal control

C/03.6 Planning of the work of the structural unit

C/04.6 Formation of final documents based on the results of internal control and their presentation to the management of an independent special internal control unit

The professional competencies established by the Bachelor's degree program have been developed taking into account the professional standard 40.049 Transport Logistics Specialist

Generalized Labor Function (OTF):

In the organization of the cargo transportation process in the supply chain

Skill level: 6.

Labor functions:

B/01.6 Organization of logistics activities for the transportation of goods in the supply chain

B/02.6 Organization of work with contractors in the transport services market

B/03.6 Organization of the process of improving the quality of logistics services for the transportation of goods in the supply chain

Code and name of the competence	Indicators of competence achievement
<p>PCS -1 He is able to use standard methods and methods of performing professional tasks in the field of production planning and organization using modern management approaches</p>	<p>To know:</p> <ul style="list-style-type: none"> – typical methods and methods of performing professional tasks in the field of production planning and organization; – fundamentals of using modern management approaches.
	<p>Be able to:</p> <ul style="list-style-type: none"> – to apply in practice methods and methods of solving problems in the field of planning, organization of production using modern management approaches; – to use modern management approaches in solving professional tasks in various fields of economic activity.
	<p>Own:</p> <ul style="list-style-type: none"> - skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.
<p>PCS -2 He is able to carry out tactical and operational management of logistics processes, develop organizational, technical, organizational, economic and financial documentation of the enterprise.</p>	<p>To know:</p> <ul style="list-style-type: none"> – fundamentals of tactical and operational management of logistics processes; – methods of developing organizational, technical, organizational, economic and financial documentation of a modern enterprise.
	<p>Be able to:</p> <ul style="list-style-type: none"> – to carry out tactical and operational management of logistics processes; – to apply modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.
	<p>Own:</p> <ul style="list-style-type: none"> – skills of tactical and operational management of logistics processes; – ways of using modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.

4. Requirements for the organizational and pedagogical conditions for the implementation of the OPOP

System-wide requirements, requirements for logistical, educational and methodological support, requirements for personnel and financial conditions for the implementation of the program comply with the requirements of the Federal State Educational Standard for training 38.03.02 Management.

The requirements for the applied mechanisms for assessing the quality of educational activities and training of students are given in the assessment and methodological materials.

5. Features of the organization of the educational process for the disabled and people with disabilities

An adapted program is being developed for students with disabilities (if necessary and in the presence of a personal statement from the student), taking into account the specifics of the psychophysiological development, individual capabilities and health status of such students. For students with disabilities, the program is adapted according to the individual rehabilitation program of the disabled person.

The organization has created special conditions for people with disabilities and persons with disabilities that comply with licensing requirements.