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**Federal State Autonomous Educational Institution of Higher Education
«Peoples' Friendship University of Russia named after Patrice Lumumba»
(RUDN University)**

Higher School of Management

(name of the main educational unit-developer of the basic higher education programme)

COURSE SYLLABUS

Designing a compliance control system and organizing its implementation in the activities of an economic entity

(name of discipline/module)

Recommended by the Didactic Council for the Education Field of:

38.04.01 «ECONOMICS»

(code and name of the area of training/specialty)

**The study of the discipline is conducted as part of the professional programme of
higher education:**

«Compliance control in the activities of organizations»

(name (profile/specialization) of the basic higher education programme)

1. COURSE GOAL(S)

The goal of studying the discipline “Designing a compliance control system and organizing its implementation in the activities of an economic entity” is the formation of theoretical knowledge about the design of the internal structure of the management system in an organization, identifying, posing and solving practical issues of forming the design function, as well as developing recommendations for improving the internal structure of the management system.

Studying the academic discipline “Designing a compliance control system and organizing its implementation in the activities of an economic entity” is important for the formation of the professional consciousness of the future manager, the formation of his confidence in the possibility of practical solution of management problems based on an understanding of the theoretical foundations of effective management of organizations.

Knowledge of the organization of designing the internal structure of a management system helps to understand the specifics of modern management and develops in future professionals the desire to apply the acquired knowledge in practice.

The main objectives of studying the discipline are:

- mastering modern approaches to designing the internal structure of the management system at enterprises;

- study of basic design methods and techniques;

- studying the international foundations of professional practice in designing the internal structure of a management system.

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- study of basic design methods and techniques;

- studying the international foundations of professional practice in designing the internal structure of a management system.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Mastering the discipline “Designing a compliance control system and organizing its implementation in the activities of an economic entity” is aimed at developing in students the following competencies (parts of competencies):

Table 2.1. The list of competencies acquired by students in the course of the discipline (outcomes of the discipline)

Competence Code	Competence Descriptor	Competence Formation Indicators (within this discipline)
GC-4	Able to apply modern communication technologies in the state language of the Russian Federation and a foreign language for academic and professional interaction	GC-4.1. Selects a style of business communication, depending on the language of communication, the purpose and conditions of the partnership; GC-4.2. Adapts speech, communication style and body language to interaction situations; GC-4.3. Searches for the necessary information to solve standard communication problems in Russian and foreign languages; GC-4.4. Conducts business correspondence in Russian and foreign languages, taking into account the stylistic features of official and informal letters

Competence Code	Competence Descriptor	Competence Formation Indicators (within this discipline)
		<p>and sociocultural differences in the format of correspondence;</p> <p>GC-4.5. Uses dialogue for cooperation in academic communication, taking into account the personality of the interlocutors, their communicative speech strategy and tactics, and the degree of formality of the situation;</p> <p>GC-4.6. Forms and argues his/her own assessment of the main ideas of the participants in the dialogue (discussion) in accordance with the needs of joint activities.</p>
GC-5	Able to analyze and consider cultural diversity in the process of intercultural interaction	<p>GC-5.1. Interprets Russian history in the context of world historical development;</p> <p>GC-5.2. Finds and uses information about the cultural characteristics and traditions of various social groups in social and professional communication;</p> <p>GC-5.3. When social and professional communication on a given topic takes into account the historical heritage and sociocultural traditions of various social groups, ethnic groups and faiths, including world religions, философские и этические учения;</p> <p>GC-5.4. Collects information on a given topic, taking into account the ethnic groups and religions most widely represented at the points where the research is carried out;</p> <p>GC-5.5. Justifies the features of project and team activities with representatives of other ethnic groups and (or) religions;</p> <p>GC-5.6. Adheres to the principles of non-discriminatory interaction in personal and mass communication in order to fulfill professional tasks and strengthen social integration.</p>
GPC-1	Able to apply knowledge (at an advanced level) of fundamental economic science in solving practical and/or research problems	<p>GPC-1.1 Has fundamental knowledge in the field of economic science;</p> <p>GPC-1.2 Able to use fundamental knowledge to solve applied and/or research problems;</p> <p>GPC-1.3 Has the skills to select methods for solving practical and research problems based on fundamental economic knowledge;</p>
GPC-2	Able to apply advanced instrumental methods of economic analysis in applied and/or basic research	<p>GPC-2.1 Has knowledge of advanced instrumental methods of economic analysis;</p> <p>GPC-2.2 Able to apply knowledge of advanced instrumental methods of economic and financial</p>

Competence Code	Competence Descriptor	Competence Formation Indicators (within this discipline)
		analysis when conducting applied and/or fundamental research
PC-3	Able to provide methodological support for the activities of the internal audit service and manage the work of the internal audit service	PC-3.2. Organizes the work of subordinates, sets tasks and monitors their implementation. Analyzes and evaluates information, identifies cause-and-effect relationships, draws objective conclusions and sets priorities for future plans.

3. COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

Discipline “Design of a compliance control system and organization of its implementation in the activities of an economic entity” refers to the compulsory part/part formed by participants in educational relations of block B1 of the basic higher education programme.

Table No. 3.1 shows the previous and subsequent disciplines aimed at developing the competencies of the discipline in accordance with the matrix of competencies of the basic higher education programme (BP HE).

As part of the BP HE, students also master other disciplines and/or practices that contribute to achieving the planned results of mastering the discipline “Design of a compliance control system and organization of its implementation in the activities of an economic entity”.

Table 3.1. The list of the higher education programme components that contribute to the achievement of the expected learning outcomes as the disciplines results.

Competence Code	Competence Descriptor	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
GC-4	Able to apply modern communication technologies in the state language of the Russian Federation and a foreign language for academic and professional interaction	Microeconomics (advanced course)	Undergraduate practice
GC-5	Able to analyze and consider cultural diversity in the process of intercultural interaction	Macroeconomics (advanced course)	Undergraduate practice

Competence Code	Competence Descriptor	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
GPC-1	Able to apply knowledge (at an advanced level) of fundamental economic science in solving practical and/or research problems	Methods for comprehensive analysis of the activities of an economic entity	Undergraduate practice
GPC-2	Able to apply advanced instrumental methods of economic analysis in applied and/or basic research	Methods for comprehensive analysis of the activities of an economic entity	Undergraduate practice
PC-3	Able to provide methodological support for the activities of the internal audit service and manage the work of the internal audit service	Methods for comprehensive analysis of the activities of an economic entity	Undergraduate practice

4. COURSE WORKLOAD AND ACADEMIC ACTIVITIES

The total workload of the discipline “Designing a compliance control system and organizing its implementation in the activities of an economic entity” is 3 credit units.

Table 4.1. Types of educational work by periods of mastering BP HE for full-time education

Type of educational work		Total hours	Semester
			3
1.	<i>Contact work, academic hours</i>	36	36
	Including:		
1.1.	Lectures (L)	18	18
1.2.	Other activities		
	Including:		
1.2.1.	Seminars (S)	18	18
	Practical exercises (PE))		
	Of these in interactive form (IF)		
2.	<i>Independent work of students, academic hours</i>	45	45
	Including:		
2.1.	Calculation and graphic works		
2.2.	Course paper		
	<i>Other types of independent work</i>		
3.	<i>Control (exam/test with assessment), academic hours</i>	27	27

4.	Total workload (academic hours)	108	108
	<i>Total workload (credit units)</i>	3	3

5. COURSE CONTENT

- *Table 5.1. The content of the discipline (module) by type of academic work*

Name of the sections (subjects) of the discipline	Summary of the sections (subjects) of the discipline	Type of educational work*
Section 1. Organizational and financial design	Topic 1. Organizational design of internal management structure	L, S
Section 2. Process of designing information and control systems	Topic 2. Financial and economic support	L, S

- **L – lectures**
- **S- seminar classes**

Section 1. Organizational and financial design

Topic 1. Organizational design of internal management structure

Concepts characterizing the structure, functioning and development of the internal management system. Organizational structure. Organization model. Control systems. Communication systems. The relationship between centralization and decentralization of power functions. Principles of organizational structure. Controllability standards. Local documents of the organization.

Topic 2. Financial and economic support

Design of financial structure. Budget design. Main stages of budget preparation. Design of a financial plan (forecast balance sheet and forecast income statement). Financial flows. Financial planning. Financial mechanisms. Financial security.

Section 2. Process of designing information and control systems

Topic 3. Design of management information structure

Concept and types of information structure. Information structure infrastructure. Designing an information structure based on the organizational structure and on the basis of business processes. Computer information systems. Operation of the information and analytical system. Development of standards for the use of software and hardware.

Topic 4. Design of control and supervisory management structure

The concept of control function in the general management system. Integrated Concept of Internal Control (COSO Model). Resource support for control activities. Documentation of control activities. Verification function. Audit function. Expert-analytical function. Monitoring function. Accounting and management function.

Practical classes (seminars) (full-time study)

№	Discipline section number	Topics of practical classes (seminars)	Labor intensity
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			(hours)
1.	Section 1. Organizational and financial design	Seminar 1. Organizational design of internal management structure	4
		Seminar 2. Financial and economic support	4
2.	Section 1. Organizational and financial design	Seminar 3. Designing a management information structure	6
		Seminar 4. Designing a control and supervisory management structure	4

6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Equipment and technological support of the discipline

Classroom Type	Equipment of the Classroom	Specialized Educational/Laboratory Equipment, Software and Materials for the Discipline (if necessary)
Lecture Hall	An auditorium for conducting lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations.	21 workstations: system unit P4 C2D/3160 MHz MB/ 320 GB/DVD±RW/ LCD monitor 19"+ 1 projector
Laboratory	An auditorium for conducting laboratory work, individual consultations, ongoing monitoring and intermediate certification, equipped with a set of specialized furniture and equipment.	21 workstations: Celeron system unit /2600 MHz/1280 MB/ 40 GB/DVD ROM/ LCD monitor 17"+ 1 projector + WiFi access point
Colloquium	An auditorium for conducting seminar-type classes, group and individual consultations, ongoing monitoring and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia presentations.	21 workstations: system unit P4 C2D/3160 MHz MB/ 320 GB/DVD±RW/ LCD monitor 19"+ 1 projector
Computer class	Computer class for conducting classes, group and individual consultations, ongoing monitoring and intermediate certification, equipped with personal computers (in the amount of ___pcs.), a whiteboard (screen) and technical means for multimedia presentations.	21 workstations: Celeron system unit /2600 MHz/1280 MB/ 40 GB/DVD ROM/ LCD monitor 17"+ 1 projector + WiFi access point
Autonomous Work of Students	An auditorium for independent work by students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to the electronic information and educational system.	Classroom No. 420

Classroom Type	Equipment of the Classroom	Specialized Educational/Laboratory Equipment, Software and Materials for the Discipline (if necessary)
Lecture Hall	An auditorium for conducting lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations.	21 workstations: system unit P4 C2D/3160 MHz MB/ 320 GB/DVD±RW/ LCD monitor 19"+ 1 projector
Lecture	An auditorium for conducting lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations.	21 workstations: system unit P4 C2D/3160 MHz MB/ 320 GB/DVD±RW/ LCD monitor 19"+ 1 projector

7. RESOURCES RECOMMENDED FOR COURSE STUDY

a) *Main Readings:*

1. The Compliance Insider's Guide: Practical Tips for Building a Successful Compliance programme by Susan Lee Wahlberg

Additional Readings:

1. Connections Over Compliance: Rethinking Our Perception of the Discipline Laurie L Desautels

Electronic sources:

1. Ministry of Finance of the Russian Federation – www.minfin.ru
2. Institute of Internal Auditors, official website www.iaa-ru.ru.
3. Institute of Professional Accountants and Auditors of Russia”, official website -www.ipbr.ru
4. Chamber of Auditors of Russia, official website - www.aprussia.ru
5. Moscow Chamber of Auditors, official website - www.m-auditchamber.ru
5. Russian Board of Auditors, official website -www.rkanp.ru
6. Institute of Professional Auditors, official website -www.e-ipar.ru
7. Association of Russian Banks, official website -www.arb.ru
8. Reference and search system Consultant Plus -www.consultant.ru
9. American Association of Certified Public Accountants, official website -www.aicpa.org
10. International Federation of Accountants, official website -www.ifac.org

Resources of the information and telecommunications network "Internet":

Information support for discipline

a) software

Microsoft Office, Mentor

b) databases, information, reference and search systems

1. RUDN Library website – Access mode: <http://lib.rudn.ru/> - from RUDN desktop computers
2. University Library ONLINE – Access mode: <http://www.biblioclub.ru/>
3. LexisNexis. – Access mode: <http://www.lexisnexis.com/hottopics/lnacademic/>
4. Book collections of the SPRINGER publishing house. – Access mode: www.springerlink.com

5. RUDN University Bulletin – Access mode: <http://www.elibrary.ru/defaultx.asp>
6. Columbia International Affairs Online (CIAO) – Access mode: <http://www.ciaonet.org/>
7. Universal Databases East View. - Access mode: <http://online.ebiblioteka.ru/>
8. Full-text collection of Russian scientific journals –eLibrary.ru – Access mode: <http://elibrary.ru/defaultx.asp?>
9. Electronic library of the Grebennikov Publishing House». Grebennikon. – Access mode: <http://grebennikon.ru/>
10. International portal of electronic newspapers on socio-political topics. Library PressDisplay – Access mode: <http://library.pressdisplay.com>
11. Directories - sectoral and regional databases. Polpred.com. – Access mode: <http://www.polpred.com/>
12. On-line access to magazines. Information database on all branches of science and electronic delivery of documents. SwetsWise. – Access mode: <https://www.swetswise.com>
13. University of Chicago Press Journals: American Journal of Education. Comparative Education Review. – Access mode: <http://www.journals.uchicago.edu/action/showJournals?type=byAlphabet>
14. Books from Alpina Publishers. Current business literature. – Access mode: http://www.alpinabook.ru/books/online_biblioteka.php
15. Electronic library of literature on Russian history BIBLIOPHIKA – Access mode: <http://www.bibliophika.ru/>
16. Electronic library of dissertations of the RSL – Access mode: <http://diss.rsl.ru/>
17. Search engines: Яндекс (yandex.ru), Google (google.ru)

Educational and methodological materials for independent work of students when mastering a discipline/module:*

1. Course of lectures on the discipline “Design of a compliance control system and organization of its implementation in the activities of an economic entity”
2. Educational and methodological materials for students’ independent work are posted in accordance with the current procedure on the discipline page in the Telecommunication Educational Information System

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL UPON COURSE COMPLETION

Teaching the course involves teaching methods such as lectures, seminars, group and individual counseling, workshops, master classes, and independent student work.

Types of classes and teaching methods

Lectures	Classroom form of classes, in which the main provisions of the academic discipline are given. The ultimate goal of the lectures is for students to achieve the degree of mastery of the theoretical knowledge being studied necessary for further professional activity. The lecture form can be either traditional or interactive.
Colloquium	An in-class dialogue form of classes on one of the topics of the course, involving the active participation of students (all or some of them), aimed at developing their skills in independent theoretical analysis of the problems discussed in the course, including by studying primary source texts, accumulation of practical experience in solving typical professional tasks.
Group Academic Advising	The main task of group academic counseling is a detailed or in-depth consideration of some topics of the theoretical course, the mastery of which, as a rule, causes difficulty for some students. At the request of students, it is possible to bring up additional topics for discussion: topics of particular interest to them, which do not receive sufficient coverage in the lecture course. This form of classes is mandatory for the teacher; the student has the right not to take part in such a consultation if he has independently successfully mastered this section of the course or if the additional topic being discussed does not interest him. The main task of group academic counseling is a detailed or in-depth consideration of some topics of the theoretical course, the mastery of which, as a rule, causes difficulty for some students. At the request of students, it is possible to bring up additional topics for discussion: topics of particular interest to them, which do not receive sufficient coverage in the lecture course. This form of classes is mandatory for the teacher; the student has the right not to take part in such a consultation if he has independently successfully mastered this section of the course or if the additional topic being discussed does not interest him.
Individual consultations	An extracurricular form of work by a teacher with an individual student, implying a discussion of those sections of the discipline that were unclear to the student, or caused by the student's desire to work on writing a course or final qualifying paper for the course being studied.
Master Class	Lecture and/or group consultation by an invited well-known and highly qualified foreign or domestic scientist (or practice in this field). The goal is to show the real side of research and applied work in science and demonstrate to students the standards of thinking of a professional in their chosen specialty.

Independent work	Reading recommended literature (required and additional), preparing for oral presentations, preparing for written tests (terminal tests, final tests), writing abstracts, essays, term papers and final qualifying papers; as well as other types of work necessary to complete the curriculum
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Conditions and criteria for grading

Students are required to attend lectures and seminars, participate in certification tests, and complete assignments from the teacher. Particularly appreciated is active work at the seminar (the ability to lead a discussion, a creative approach to analyzing materials, the ability to clearly and succinctly formulate one's thoughts), as well as the quality of preparation of tests (tests) and reports.

Grades for the taught discipline are given based on the learning results demonstrated by students throughout the entire period of study (usually a semester). The final grade is determined by the sum of points received by students for various types of work during the entire period of study provided for by the curriculum.

All types of educational work are completed exactly within the time limits specified in the training programme. If a student has not completed any of the academic assignments without good reason (missed a test, submitted an essay later than the due date, etc.), then he will not be awarded points for this type of academic work, and work prepared after the due date will not be assessed.

For various types of work during the entire period of study, a student can receive a maximum amount of 100 points, of which:

- 40 points – midterm and final certification
- 15 – active work at seminars, completing assignments, including homework
- 20 – attending classes
- 10- abstract
- 15 - preparation of reports

Procedure for writing a report

To successfully work on a report, you should do the following: take the choice of topic seriously, master the skills of selecting literature, and methods of working with sources.

When choosing a topic, you should consult with the teacher and familiarize yourself with the requirements for the report. After updating the thematic problem, you should study the scientific works of leading experts in the chosen subject area, analyze existing theories, hypotheses and results of scientific research. The main provisions of the report should reflect the analysis, classification and systematization of the selected material.

No.	Estimated parameters	Score in points	
		Meets parameters	Does not match the parameters
1	Report quality:		
	- makes an outstanding impression, is accompanied by illustrative material;	1	0
	- clearly built;	1	0
	- the essence of the work is told, but not explained;	0,5	0
	- reads out.	0,5	0
2	Use of demo material:		
	• the author presented demonstration material and was very familiar with it;	1	
	• - used in the report, well designed, but there are inaccuracies;	1	

	- the presented demonstration material was not used by the speaker or was poorly or illiterately designed.	0,5 0,5	
3	<ul style="list-style-type: none"> • • Quality of answers to questions: • • - answers the questions; • • - cannot answer most questions; - cannot clearly answer questions.	1 1 0,5 0,5	
4	<ul style="list-style-type: none"> • • Possession of scientific and special apparatus: • • - possession of a special apparatus is shown; • • - general scientific and special terms are used; - mastery of basic equipment is shown.	1 1 0,5 0,5	
5	<ul style="list-style-type: none"> • • Clarity of findings: • • - fully characterize the work; • • - fuzzy; - available, but not proven.	1 1 0,5 0,5	
TOTAL		5	

General requirements for an essay on the discipline “Design of a compliance control system and organization of its implementation in the activities of an economic entity”

The abstract has a certain composition-structure:

Introduction. In the introduction, the choice of topic is justified, the initial data of the text under review can be given (title, where it was published, in what year), information about the author is provided, and the problems of the chosen topic are revealed.

Main part. The content of the text being reviewed, the main theses are given, they are argued.

Conclusion. A general conclusion is drawn on the problem stated in the abstract.

The abstract has the following features:

- the content of the abstract depends entirely on the content of the referenced sources;
- contains an accurate presentation of basic information without distortion and subjective assessments with a reference to the source;
- the author’s independent judgments require special design (for example, by indicating his authorship in the text or placing his initials in brackets after the corresponding text). If, when preparing an abstract, the author wants to express his thoughts, then he must, using certain techniques, distinguish them from the content of the work being reviewed.

An abstract, as a type of independent student work in the discipline “International Russian Standards in the Field of Internal Control and Audit”, is a summary in writing of the content of 3-5 sources - monographs, textbooks, monographs, articles on selected topics from various sources, in including the Internet.

The introduction outlines the relevance and problematic nature of the topic under consideration in relation to modern management activities, and defines the purpose, subject, and 2-3 objectives of the abstract.

The main part should include 2-3 sections (subsections, paragraphs), the content of which should correspond to the formulated objectives.

If the topic of the abstract is related to the presentation of the concept of a particular researcher, then the abstract should include a brief biographical note.

The presentation of the material requires the presence of diagrams and tables that allow you to structure and summarize the material.

It is necessary to have independent conclusions related to the significance of the stated content of management ideas (“thoughts”), theories, concepts, historical practices of state, military, political, etc. management for modern management.

When performing work, references to the literature used and information sources are required, which are placed in the form of footnotes at the bottom of the pages.

The conclusion presupposes the presence of independent conclusions, i.e. a brief summary of the essence of the content, a short answer to the questions formulated in the objectives of the introduction.

The bibliography (list of used sources and literature) contains sources referenced in the text of the abstract.

The design of the abstract, including the title page (cover), list of sources used and footnotes must meet the requirements for course and final papers.

–Thus:

- The volume of the abstract is at least 15 pages of text.
- Font: 14 Times New Roman. The interval is one and a half. The paragraph indent size is 5 characters (1.25 cm). Margins: left - 30 mm, right - at least 10 mm, top - 20 mm, bottom - 20 mm.

Use in the text a schematic, graphical and tabular presentation of the material, subpage footnotes to the reviewed and cited literature (sources). Finally, conclusions and a list of sources used.

- Show independence. Abstracts imported from the Internet will be assessed accordingly.

The abstract must have:

- Title page;
- “Contents” page with section titles and page indications;
- Introduction, which indicates the relevance, purpose, objectives of the abstract;
- 2-3 sections (subsection, paragraph);
- Conclusion: main conclusions, briefly summarizing the achieved goal;
- List of sources used (including electronic resources).

Prepare a presentation for the abstract - from 10 slides.

Abstract evaluation criteria

№	Abstract evaluation criteria	Score in points	
		meets the parameters	Does not match the parameters
	Structure of the work: introduction – relevance, problematic issues, purpose, subject, objectives of the abstract, conclusion.	2	1 0
	Complete disclosure of the topic in accordance with the purpose and objectives. Independence in formulating ideas and conclusions	2	1 0
	Bibliography, information base - used sources and literature. Completeness and correctness of footnotes and list of used sources	2	1 0
	Formatting the text of the work in accordance with the standard	2	0
	Presentation for the work (at least 10 slides reflecting the essential content of the abstract)	2	1
TOTAL			10

The final grade for the essay is formed by summing the grades for each of the criteria. The maximum possible number of points for an essay is 10 points.

Certification of students in the course “Designing a compliance control system and organizing its implementation in the activities of an economic entity” is carried out according to a point-rating system:

The maximum number of points is 100.

Number of credits – 4.

The maximum number of points for completing each type of work:

1. survey – 20 points
2. fulfillment of homework – 20 points
3. work in class – 20 points
4. report – 10 points
5. intermediate CD – 10 points
6. final test – 20 points;

The final grade for the essay is formed by summing the grades for each of the criteria. The maximum possible number of points for an essay is 10 points.

Certification of students in the course “International Russian Standards in the Field of Internal Control and Audit” is carried out using a point-rating system:

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Number of credits – 4.

The maximum number of points for completing each type of work:

1. survey – 20 points
2. fulfillment of homework – 20 points
3. work in class – 20 points
4. report – 10 points
5. intermediate test - 10 points
6. final test – 20 points;

An *unsatisfactory* grade is given on the form F(2); FX(2+).

The F(2) grade is given if the student scores less than 30 points, the FX(2+) grade is 31-50 points. The FX(2+) grade provides an opportunity to retake the exam or test.

A *satisfactory* grade is given on Form E(3); D(3+). A grade of E(3) is given if the student scores between 51 and 60 points. Grade D(3+) – subject to 61-68 points.

The grade «*good*» is given in Form C(4) provided that the student scores 69-85 points.

The *excellent* grade is on Form B(5); A(5+). A grade of B(5) is assigned if the student scores 86-94 points and indicates that all required course requirements have been met. Grade A(5+) - 95-100 points is given not only if all requirements are met, but also with the obligatory manifestation of a creative attitude to the subject, the ability to find original answers not contained in textbooks, the ability to work with sources contained in additional literature course, the ability to combine the knowledge gained in this course with knowledge of other disciplines.

Point-rating system	Traditional assessments of the Russian Federation	Ratings ECTS
95 – 100	Excellent – 5	A (5+)
86 – 94		B (5)
69 – 85	Good – 4	C (4)
61 – 68	Satisfactory – 3	D (3+)
51 – 60		E (3)
31 – 50	Unsatisfactory – 2	FX (2+)
0 – 30		F (2)
51 - 100	Test	Passed

Sample version of tests for intermediate certification

1. The set of ways by which the labor process is first divided into individual work tasks is

- 1) Organizational methods
- 2) Organizational structure
- 3) Linear structure
- 4) Simplified matrix

2. Why is the organizational structure depicted graphically?

- 1) Organigrams
- 2) Graphics
- 3) Parabolas
- 4) Diagonals

3. A document establishing the quantitative and qualitative composition of the enterprise's divisions and schematically reflecting the order of their interaction with each other is:

- 1) organizational structure
- 2) enterprise structure
- 3) structure of divisions
- 4) management structure

4. What is not included in the typology of organizational structures?

- 1) hierarchical
- 2) linear
- 3) nonlinear
- 4) Functional

5. Which of the following structures has only vertical axes?

- 1) matrix
- 2) linear-functional
- 3) line-staff
- 4) linear

6. By what criteria can divisions be distinguished in a divisional organizational structure?

- 1) product structure
- 2) regional structure
- 3) organizational structure
- 4) all are correct

7. The types of organizational structures do not include:

- 1) process
- 2) divisional
- 3) functional
- 4) projector

8. The responsibilities of internal controllers may include:

- 1) checking the effectiveness of the control system
- 2) assessment of enterprise efficiency
- 3) determining the level of achievement of programme goals

9. Organization of internal control services for organizations:


- 1) not required

2) required for business entities

Federal educational standards for the discipline "Design of the internal structure of the management system" are presented in the corresponding educational and methodological complex. The programme is compiled in accordance with the requirements of the educational standards of higher education of the Peoples' Friendship University of Russia.

DEVELOPERS:

**Head of the Department of
Compliance and Controlling**



J. Ragulina

Position, educational department

Signature

name and surname

HEAD OF EDUCATIONAL DEPARTMENT:

**Head of the Department of
Compliance and Controlling»**



J. Ragulina

Name, educational department

Signature

name and surname

HEAD OF HIGHER EDUCATION PROGRAMME:

**Head of the Department of
Compliance and Controlling»**



J. Ragulina

Position, educational department

Signature

name and surname