

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHERSON STATE MARITIME ACADEMY
SCIENCE PARK “MARITIME INDUSTRY INNOVATIONS”
CENTER FOR LIFELONG EDUCATION

APPROVED

Director of the Science Park

“Maritime Industry Innovations”

of Kherson State Maritime Academy

A. Leshchenko



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SYLLABUS OF THE COURSE

for professional development of academic and teaching staff

Workflow at Higher Education Institutions

I. GENERAL INFORMATION	
Course comprises	1 credit (30 hours)
Course format	face-to-face/blended/distance
Number of people in a group	minimal – 5 maximal – 15
Language of teaching	Ukrainian, Russian, English
Type of document	certificate
Page of the course	
II. AIM AND OBJECTIVES OF THE COURSE	
Aim of the course	Professional development of academic and teaching staff, heads of departments and structural subdivisions, laboratory assistants, methodologists in terms of organizing the workflow and controlling execution of documents.
Objectives of the course	1. Familiarize with the theoretical foundations of workflow.

	2. Form practical skills in workflow management on-site.
Prospects	As a result of mastering the course, participants will acquire skills in maintenance of main records in their departments/subdivisions. By using the electronic record-keeping system ASKOD, they will be able to monitor the execution of the main types of documents, as well as to use the database of regulatory documents of this system.

III. DESCRIPTION OF THE COURSE

Topic	Form of learning and number of hours		
	Lectures	Practical classes	Individual work
1. The main legislative acts in the field of record keeping.	0,5		2
2. Person in charge of the on-site workflow: requirements and skills.	0,5	1	3
3. Requirements for the execution of the main types of documents.	1		2
4. Nomenclature of records of the department: creation, closure, changes.	1	1	4
5. Cooperation with the archives of the institution.	0,5		2
6. Electronic workflow: basic requirements and software.	0,5		2
7. Automated electronic record-keeping system ASKOD: basic principles of working with the database, organization of control over the execution of documents.	2	2	3
Allocation of hours	Classroom work – 10 hours Individual work – 18 hours Control measures – 2 hours		

IV. COMPETENCES

Ability to organize the workflow in the own structural subdivision, acquisition of basic skills in electronic workflow, deepening of digital literacy.

V. LEARNING OUTCOMES AND METHODS TO EVALUATE THEM	
Learning outcome	Evaluated through
Be able to correctly draw up the main types of documents in the own activities (statements, draft orders, etc.).	Creating a certain type of document.
Understand the basic requirements for academic and teaching staff in the field of workflow.	Testing.
Be able to use the electronic record-keeping system ASKOD in the office work.	Practical tasks directly in the ASKOD system.
Be able to control the execution of documents in the ASKOD system and close the executed documents.	Practical tasks directly in the ASKOD system.
Interaction with the archives of the institution.	Drawing up a draft of the final record to the nomenclature of records and the draft of acts of transferring documents to archive as well as withdrawal thereof before destruction of documents.

V. RESOURCING OF THE COURSE

Course tutor	Olena Romenska - PhD in History, Head of Workflow and Control Department of Kherson State Maritime Academy.
Material and technical support	a multimedia projector; a desktop computer with a monitor and acoustic system.
Teaching methods and techniques that will be used during the course	- presentation materials on the course topics; - installed software of the ASKOD system with one training license; - testing.

Head, Center for Lifelong Education _____  O. Bezlutska