

Title of the Course	DOCUMENT MANAGEMENT		
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	-		
Science Sector	Economy and Business Management		
Science Subsector	Other subsectors of Economy and Business Management		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		16	
Individual work/ discussions in distance		14	
Exams/tests		2	
1 <sup>st</sup> level professional study programme	Office Management		
Author(s) of the course	Dr.philol. Irina Dimante		
Lecturer(s) of the course	Mg.sc.administr. Janis Supe		
Goal of the course:	To provide students with the knowledge about the rules of drafting documents, general rules for designing documents, basic principles of business writing, archiving of documents and basics of practical record management, as well as to build skills at designing documents and document management.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 40% Exam – 60% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. <i>Knowledge:</i> 1.1. Knowledge and understanding about the requirements of document management and design, legal force of document, different document designing peculiarities. 1.2. Knowledge about electronic documents and usage of different electronic signatures. 1.3. Knowledge and understanding about archiving documents. 2. <i>Skills:</i> 2.1. To design documents independently, by giving them legal effect, to work with documents. 2.2. To organise circulation of documents of an institution and company. 3. <i>Competences:</i> 3.1. To work with different documents with an understanding, to evaluate their legal force, design, accordance with the requirements of business correspondence.			
Content of the Course			

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	Document management and its general terms.	8	5	2	2	2
2.	Original of the document and its embedded derivatives.		5	2	2	
3.	Designing document particulars and service marks.		5	2	1	
4.	Electronic documents and signatures.		5	2	1	
5.	Classification of documents.		5	2	2	
6.	General principles of designing personnel and correspondence documents.		5	2	4	
7.	Working with documents. Document circulation.		5	2	1	
8.	Preparation of documents to be archived. Case nomenclature.		5	2	1	
<b>TOTAL:</b>		8	40	16	14	2
<b>80</b>						

**Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)**

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
<b>Knowledge</b>	Know the general definitions of record management and basics of document management process	Know and understand record management well	Excellent knowledge and understanding of general rules of document management processes, business correspondence and document archiving

			rules
<b>Skills</b>	Able to do basic processes of document management	Do processes of document management on a good level, know how to design documents of business correspondence	Combine and apply in practice different document management methods, able to design business correspondence documents excellently, to archive documents
<b>Competences</b>	Responsibly implement document management process in an organisation	Responsibly implement document management process in an organisation, take initiative, able to analyse and solve different record management situations	Responsibly implement document management process in an organisation, take initiative, able to analyse and solve different record management situations, make decisions, present own ideas
<b>Acknowledgement of the obtained study results</b>			
<b>Study Results</b>	<b>1.1.-1.3.</b>	<b>2.1.-2.2.</b>	<b>3.1.</b>
<b>Evaluation Method</b>			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

<b>Core Literature</b>	
1.	Dimante I. Lietvedība, lietišķā korespondence un arhivēšana: tālmācības studiju kurss. Rīga: SIA "Biznesa vadības koledža", 2017.
2.	Ministru kabineta 2018. gada 4. septembra noteikumi Nr. 558 "Dokumentu izstrādāšanas un noformēšanas kārtība"
3.	Dokumentu juridiskā spēka likums
4.	Ministru kabineta 2012. gada 6. novembra noteikumi Nr. 748 "Dokumentu un arhīvu pārvaldības noteikumi"
5.	Dokumentu izstrādāšanas un noformēšanas vadlīnijas. Tieslietu ministrija, 2020. <a href="https://www.tm.gov.lv/sites/tm/files/dokumentu20noformesanas20vadlinijas1_0.pdf">https://www.tm.gov.lv/sites/tm/files/dokumentu20noformesanas20vadlinijas1_0.pdf</a>
<b>Additional Literature</b>	
1.	Kalve I. Dokumentu pārvaldība: no A līdz Z. Rīga: Turība, 2013.

2.	Janitēna Z. Ievads dokumentu pārvaldībā. Rīga: Lietišķās informācijas dienests, 2018.
3.	Skujiņa V. Latviešu valoda lietīšķajos rakstos. Rīga: Biznesa augstskola Turība, 2016.
4.	Vēstulū rakstīšanas vadlīnijas. Rīga: Valsts Kanceleja, 2017. <a href="https://www.mk.gov.lv/sites/default/files/editor/vestulu_vadlinijas_2017.pdf">https://www.mk.gov.lv/sites/default/files/editor/vestulu_vadlinijas_2017.pdf</a>
5.	Valsts Kancelejas Normatīvo aktu projektu izstrādes rokasgrāmata. <a href="https://tai.mk.gov.lv/book/1/chapter/23">https://tai.mk.gov.lv/book/1/chapter/23</a>
6.	Arhīvu likums
7.	Elektronisko dokumentu likums
8.	Smallwood F. Robert. Managing Electronic Records: Methods, Best practices and Technologies. John Wiley & Sons, USA, 2013
9.	Franks C. Patricia. Records and Information Management. Americal Library Association, USA, 2018
<b>Recommended Periodicals</b>	
1.	LZA Terminoloģijas komisijas aktualitātse, <a href="http://termini.lza.lv">http://termini.lza.lv</a>
2.	Žurnāls “Jurista vārds”, <a href="http://www.juristavards.lv">www.juristavards.lv</a>
3.	Latvijas Vēstnesis, <a href="http://www.lv.lv">www.lv.lv</a>