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		
1st level professional study programme	Buisness Logistics		
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):	The final evaluation is calculated: Moodle discussion/tasks – 40% Exam – 60% *For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.* *Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities*		

Study Results

1. *Knowledge*:
    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. *Skills:*
    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. *Competences*:
    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

					APPROVED by Business Administration College at 18.01.2021. meeting of Council of Studies Protocol No VAD 4-03/18.01.2021

STUDY COURSE DESCRIPTION

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.		5	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.	8	5	2	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	
	TOTAL:	8	40	16	14	2
		80				

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%)*
Knowledge	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
Skills	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
Competences	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

Acknowledgement of the obtained study results

Study Results Evaluation Method	1.	2.	3.
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature	
1.	Dimante I.. Records Management, Business Correspondence and Archiving:: Distance Learning Course. Riga: Business Admiistration College Ltd, 2017.
2.	Cabinet of Ministers, Regulations of 28th of September, 2010, No. 916. "Document Development and Design Regulations"
3.	The Law of Legal Force of Documents https://likumi.lv/doc.php?id=210205
4.	Cabinet of Ministers, Regulations of 6th of November, 2012. No. 748 "Document Management and Archiving Rules"
5.	Dokumentu izstrādāšanas un noformēšanas vadlīnijas. Tieslietu ministrija, 2020. https://www.tm.gov.lv/sites/tm/files/dokumentu20noformesanas20vadlinijas1_0.pdf
Additional Literature	
1.	Kalve I. Document Management: no A lidz Z. Riga: Turiba, 2013.

2.	Janitena Z. Basics of Document Managament. Riga: Lietiskas informacijas dienests, 2018.
3.	Skujina V. Latvian Language in Legal Writings. Riga: Biznesa augstskola Turiba, 2016.
4.	Guidelines for Writing Letters. Rīga: State Chancellery. 2017. https://www.mk.gov.lv/sites/default/files/editor/vestulu_vadlinijas_2017.pdf
5.	Law of Archiving, https://likumi.lv/doc.php?id=205971
6.	Law of Electronic Documents https://likumi.lv/doc.php?id=68521
7.	Smallwood F. Robert. Manging Electronic Records: Methods, Best practices and Technologies. John Wiley & Sons, USA, 2013
8.	Franks C. Patricia. Records and Information Management. Americal Library Association, USA, 2018
Recommended Periodicals	
1.	LZA Terminology Commission Novelties http://termini.lza.lv
2.	Journal "Jurista vards", www.juristavards.lv
3.	Latvijas Vestnesis, www.lv.lv