

Educational institution
"Belarusian State University of Informatics and Radioelectronics "

APPROVED

Vice Rector for Academic Affairs

_____ V.A. Rybak

26.06.2020г.

Registration № УД-7-1467/уч

**« FUNDAMENTALS OF BUSINESS AND LAWS
IN INFOCOMMUNICATIONS»**

The curriculum of the institution of higher education in the academic discipline
for groups of specialties:

1-45 01 01 Infocommunication technologies (by directions),

1-98 01 02 Information protection in telecommunications;

and specialty areas:

1-45 01 02-01 Infocommunication systems (standardization,
certification and parameter control)

2020

The curriculum of the institution of higher education is based on the standard curriculum "Fundamentals of Business and Law in Infocommunications ", approved by the Ministry of Education of the Republic of Belarus on November 30, 2016, registration number № ТД – I.1456/тип. and curricula of specialty 1-98 01 02 and areas of specialties 1-45 01 01-01, 1-45 01 01-02, 1-45 01 01-04, 1-45 01 01-05, 1-45 01 02-01.

Compiled by:

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Reviewed and recommended for approval:

Department of Management of the Educational Institution "Belarusian State University of Informatics and Radioelectronics (protocol № __ of _____);

Scientific and Methodological Council of the educational institution "Belarusian State University of Informatics and Radioelectronics (protocol № __ of _____)

EXPLANATORY NOTE

The program is designed for 172 academic hours (4.5 credit units).

The plan of the academic discipline in the daytime form of study:

The code of specialty (specialty directions)	The title of specialty (specialty directions)	Course	Semester	Classroom hours (according with curriculum ehe)				The form of the current attestations
				Total	Lectures	Laboratory works	Seminars	
1-45 01 01-01	Infocommunication technologies (telecommunication systems)	4	7	76	34	-	42	exam
1-45 01 01-05	Infocommunication technologies (multimedia information distribution systems)	4	7	76	34	-	42	exam
1-45 01 02-01	Infocommunication systems (standardization, certification and parameter control)	4	7	76	34	-	42	exam
1-98 01 02	Information protection in telecommunications	4	7	76	34	-	42	exam

Place of the discipline.

The academic discipline is an integral part of a complex of educational disciplines that form the level of training of specialists in the field of information technology, forms competencies related to management and economic calculations.

The purpose of the discipline: the study by students of theoretical and practical issues of the economic and legal content of entrepreneurial activity.

Objectives of studying the academic discipline:

- study of the purpose, functions and role of entrepreneurial activity in society;
- the formation of stable knowledge about individual institutions of some branches of law;
- the acquisition of general legal knowledge about the regulation of social relations arising in the legal sphere;
- study of the theoretical and methodological foundations of the organization and planning of research, design, engineering, technological work; production processes in space and time for the choice of rational options for organizational and planning decisions that ensure an increase in their efficiency;
- acquiring knowledge on the theoretical aspects of public finance and finance of organizations, researching the essence of finance as an economic category, its specific features and functions, mastering modern methods and tools for managing company finance;
- the acquisition of skills in organizational and management activities at the enterprise;
- acquisition of knowledge about the basic functions of enterprise management;
- mastering the system of personnel assessment methods and the system of personnel management functions;
- the formation of skills for the lawful implementation of rights and legitimate interests in the process of performing professional functions.

As a result of studying the discipline "Fundamentals of Business and Law in Radioelectronics", the following competencies are formed:

academic:

- be able to apply basic scientific and theoretical knowledge to solve theoretical and practical problems;
- own systematic and comparative analysis;
- possess research skills;
- be able to work independently;
- be able to generate new ideas (be creative);
- own an interdisciplinary approach to solving problems;

- have skills related to the use of technical devices, information management and work with a computer;
 - have the skills of oral and written communication;
 - be able to study, improve their qualifications throughout life;
 - to use the basic laws of natural science disciplines in professional activities;
 - master the basic methods, methods and means of obtaining, storing, processing information using computer technology;
 - to be guided by the basic provisions of economic theory, to apply them taking into account the market economy;
 - to organize their work on a scientific basis, independently evaluate the results of their activities;
- social and personal:*
- have the qualities of citizenship;
 - be capable of social interaction;
 - have the ability to interpersonal communication;
 - be capable of criticism and self-criticism;
 - be able to work in a team;
- professional:*
- develop business plans, carry out reorganization, engineering and re-engineering of business processes based on the use of modern software tools, systems and technologies;
 - develop business plans for the creation of new technologies in the field of informatics and radio electronics;
 - develop business plans for the creation of new technologies in the field of informatics and computer technology;
 - evaluate the market conditions, the competitiveness of the technologies being developed;
 - work with legal literature and labor legislation;
 - to organize the work of small teams of performers to achieve their goals;
 - to interact with specialists of related profiles;
 - analyze and evaluate the collected data;
 - to negotiate with other interested parties;
 - prepare reports, materials for presentations;
 - prepare draft licensing agreements on the transfer of rights to use intellectual property objects;
 - to evaluate the competitiveness and economic efficiency of the technologies being developed.

As a result of studying the academic discipline, the student must:

know:

- the main directions of entrepreneurial and management methods;

- fundamentals of state and law, state information and legal resources;
 - market research methods;
 - sources of legal information and requirements for management and business activities;
 - basic methods of management, financial activity, marketing;
 - a mechanism for planning and organizing the work of software developers;
- can:*
- use state information and legal resources in professional activities;
 - evaluate the market conditions;
 - to organize the process of production and implementation of a software product;
 - develop a business plan;
 - organize and manage teamwork;
 - determine the most appropriate ways to finance a business;
- poses:*
- basic techniques of business communication;
 - methods of analysis of economic information;
 - business planning methods;
 - methods of organizing labor, production, entrepreneurial activity.

List of academic disciplines, mastering of which is necessary
to study this academic discipline.

№	Discipline name	Section, topics
1.	«Economics»	All

1. Content of the discipline

№ topic	Name of sections, topics	Content of topics
Section 1. Economic and legal content of entrepreneurial activity		
1.1.	Theoretical foundations of law and state	Law: concept, signs, essence, functions. Rule of law. Sources of law. The effect of normative legal acts in time, in space and in a circle of persons. Offense and legal liability.
1.2.	Use of state information and legal resources in professional activities	<p>Activities of the National Center for Legal Information. The functionality of the Internet portal of the National Center for Legal Information pravo.by. Data banks of legal information. Information retrieval system "Etalon-online".</p> <p>Use of state informational and legal resources for the study of civil law of the Republic of Belarus. Study of organizational and legal forms of entrepreneurship based on the use of state information and legal resources. Study of approaches to drawing up a business plan based on the use of state information and legal resources. Using state information and legal resources to study the legal regulation of relations associated with advertising and advertising games, with pricing and consumer protection.</p> <p>Reflection of the dynamics of the rule of law in state information and legal resources.</p>
1.3.	Civil law of the Republic of Belarus	The concept of civil law. Subjects of civil law. Objects of civil rights. The concept and types of transactions. Civil contract. Representation. Power of attorney. Terms in civil law. Limitation of actions. Ownership and other property rights. Protection of civil rights. General provisions on obligations (concept, types, parties, performance, enforcement, termination). Civil liability: conditions, features, forms, grounds for release.
1.4.	The economic essence of entrepreneurial activity	Entrepreneurship concept. The term "business". The concept of "electronic business". Business entities. Forms of entrepreneurship. Purpose and main features of entrepreneurial activity. Entrepreneurship as an independent activity. Entrepreneurship and Management. Organization of your own company.
1.5.	Organizational and legal forms of entrepreneurship	<p>Creation of business partnerships and companies. Formation and conduct of business of a full partnership. The procedure for the formation and liquidation of a limited partnership.</p> <p>Formation, reorganization and liquidation of a limited liability company.</p> <p>Creation of a company with additional responsibility. Formation and activities of a joint stock company. Subsidiaries and dependent companies. Formation, reorganization and liquidation of production cooperatives. Creation of a unitary enterprise.</p> <p>The procedure for the creation and registration of legal entities. The procedure for the liquidation of legal entities and the termination of the activities of individual entrepreneurs.</p>
1.6.	Organizational development and	The concept of a business process, types of business processes, a system of life cycle processes for the production of a ICT product. Or-

№ topic	Name of sections, topics	Content of topics
	business planning	ganization and systems of business processes. The life cycle of an organization. Crisis and crisis management. Management at the stage of solvency and bankruptcy.
Section 2. Marketing		
2.1.	The essence and structure of marketing activities	External and internal business environment. Marketing information. Market of infocommunication products. Marketing information. Product marketing planning. Requirements for the content of the section of the business plan "Description of the product". Marketing strategy and tactics. Requirements for the content of the section of the business plan "Analysis of sales markets. Marketing strategy".
2.2.	Exclusive rights to the results of intellectual activity (intellectual property)	General provisions on intellectual property. General provisions on industrial property law. Means of individualization of participants in civil turnover, goods, works or services (company name, trademark and service mark, geographical indication). Legal regulation of relations related to advertising and advertising games. Legal regulation of relations related to pricing. Consumer rights Protection.
Раздел 3. Finance of organization		
3.1.	Resources of organization and their economic valuation	Requirements for the content of the "Production plan" section of the business plan. Estimating the cost of software product development. The essence and main indicators of the economic efficiency of the organization. The main factors of their growth. Ensuring the comparability of options when calculating comparative economic efficiency.
3.2.	Financial resources and capital of commercial organizations	The essence of the financial resources of organizations. Sources of formation of financial resources when creating a commercial organization and sources of financial resources in the process of functioning of a commercial organization. Types of financial resources of the organization. Directions of using financial resources in market conditions. Features of the financial resources management of a commercial organization. The concept of the organization's capital, composition and structure of capital. Active and passive capital. Fixed and working capital, equity and debt capital. The role of equity capital in the functioning and development of the organization. Formation of authorized, additional and reserve capital, net and retained earnings. Centralized sources of financing as part of the organization's capital. Invested capital and its role in the development of entrepreneurial activity. Essence of profit. Profit as the main financial resource. Profits. Distribution and use of profits. Payments from profit to the budget.
3.3.	Organization's cash costs and financing	Organization's cash expenses and their classification. Expenses for current activities, investment, financial and other expenses. Sources of funding for cash expenditures. The maintenance of costs for the production and sale of products, works, services. Grouping of costs included in the prime cost of products, works, services. Administrative and sales costs, their influence on the formation of the profit indicator from

№ topic	Name of sections, topics	Content of topics
		the sale of products, works, services. Current costs of production and sale of products, works, services as an object of accounting and tax accounting and control. Influence of fixed and variable costs on the cost level, directions of their optimization.
3.4.	Organization of financial planning in enterprises. Business-plan	<p>The essence and role of financial planning. Financial planning methods and their essence. Strategic financial planning and its essence.</p> <p>Requirements for the content of the sections of the business plan "Forecasting of financial and economic activities"; "Project performance indicators"; "Investment plan, sources of financing"</p>
Section 4. Management and human resource management		
4.1.	Management of organisation	<p>The essence of organization management. The concept of the mission and purpose of the organization, their role in management. Classification of goals, general requirements for the process of goal-setting in management.</p> <p>Management functions: concept, place in the system of management categories, classification. General and special management functions and their relationship.</p> <p>Planning as a management function. Organization as a management function. Motivation as a function of management. Control as a function of management. Management principles: concept, classification and their formation. Management methods concept. Organizational and administrative methods of management. Economic methods of management. Socio-psychological methods of management. Negotiation technique in management and business.</p>
4.2.	Organizational structures of management	<p>The main elements of the organizational structure. The relationship between structure and organizational structure. The concept and content of organizational structures of management. Elements, connections, levels, powers, principles and factors of building organizational management structures.</p> <p>Types of organizational structures of management. Bureaucratic and mechanistic organizational structures. Organic and adaptive organizational structures. Network structures of the organization. The main trends in the application of various forms of organizational structures of management of modern enterprises. Requirements for the content of the section of the business plan "Organizational plan"</p>
4.3.	Human resource management system	<p>The goals and functions of the personnel management system. Labor resources, personnel, human resources. Personnel structure. Labor potential of employees. The essence and elements of the personnel management strategy. Management of a team of professionals.</p> <p>Requirements for the HR manager. The concept of a professional gram. Personnel responsibility. The manager's ethical responsibility. Ethics of business and business relations. Labor market, recruiting, business career. Planning for staffing needs.</p> <p>Motivation goals. Motivation management principles. Building a personnel motivation system. Methods of group and individual motivation. Individual differences in motivational behavior. External influences</p>

№ topic	Name of sections, topics	Content of topics
		<p>on behavior. The motivational climate of the company. Management style and types of managers. Coaching as a management style. Conflict concept. Types of conflicts, their prevention and resolution. Conflict phases. Phase behavior strategies. Understanding stress. Causes of stress. Overcoming stress.</p>
4.4.	Labor law of the Republic of Belarus	<p>Labor law concept. The concept, parties and content of an employment contract. Conclusion of an employment contract. Change of employment contract. Termination of an employment contract. Contract (concept, conditions of conclusion and termination). Collective bargaining and agreement. Working hours (concept and mode). Labor and social leave. Labor discipline. Disciplinary responsibility of employees. Material liability of employees.</p>

2. Information and methodological section

2.1 Literature

2.1.1 Basic

2.1.1.1. Konstitutsiya Respubliki Belarus' : Konstitutsiya Resp. Belarus', 15 marta 1994 g., № 2875-XII // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.2. Grazhdanskiy kodeks Respubliki Belarus' : Kodeks Resp. Belarus', 7 dek. 1998 g., № 218-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.3. Trudovoy kodeks Respubliki Belarus' : Kodeks Resp. Belarus', 26 iyulya 1999 g., № 296-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.4. O podderzhke malogo i srednego predprinimatel'stva : Zakon Resp. Belarus', 1 iyulya 2010 g., № 148-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.5. O nekotorykh merakh po regulirovaniyu predprinimatel'skoy deyatel'nosti : Ukaz Prezidenta Resp. Belarus', 18 iyunya 2005 g., № 285 // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.6. O khozyaystvennykh obshchestvakh : Zakon Resp. Belarus', 9 dek. 1992 g., № 2020-XII // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.7. O gosudarstvennoy registratsii i likvidatsii (prekrashchenii deya-tel'nosti) sub'yektov khozyaystvovaniya : Dekret Prezidenta Resp. Belarus', 16 yanv. 2009 g., № 1 // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy re-surs] / OOO «Yur-Spektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.8. Ob avtorskom prave i smezhnykh pravakh: Zakon Resp. Belarus', 17 maya 2011 g., № 262-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.9. O zashchite prav potrebiteley : Zakon Resp. Belarus', 9 yanv. 2002 g., № 90-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.10. O reklame : Zakon Resp. Belarus', 10 maya 2007 g., № 225-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «Yur-Spektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.11. O provedenii reklamnykh igr v Respublike Belarus' : Ukaz Prezidenta Resp. Belarus', 30 yanv. 2003 g., № 51 // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.12. O tsenoobrazovanii : Zakon Resp. Belarus', 10 maya 1999 g., № 255-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «Yur-Spektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.13. O bukhgalterskom uchete i otchetnosti : Zakon Resp. Belarus', 12 iyulya 2013 g., № 57-Z // Konsul'tant Plyus : Belarus'. Tekhnologiya 3000 [Elektronnyy resurs] / OOO «YurSpektr», Nats. tsentr pravovoy inform. Resp. Belarus'. – Minsk, 2014.

2.1.1.14. Osnovy predprinimatel'skoy deyatel'nosti : uchebnoye posobiye dlya studentov vuzov [dop. MO RB] / pod red. N. P. Belyatskogo. - Minsk : BGEU, 2012.

2.1.1.15. Menedzhment : metodicheskoye posobiye dlya provedeniya prakticheskikh zanyatiy i delovykh igr dlya studentov ekonomicheskikh spetsial'nostey BGUIR vsekh form obucheniya / A. K. Fedenya [i dr.]. - Minsk : BGUIR, 2011.

2.1.1.16. Organizatsiya proizvodstva i upravleniye predpriyatiyem. Laboratornyy praktikum : posobiye [rek. UMO RB] / A. A. Goryushkin [i dr.]. - Minsk : BGUIR, 2013.

2.1.2 Additional

2.1.2.1. Yermakova Y. V. Osnovy predprinimatel'stva [Elektronnyy resurs] : elektronnyy uchebno-metodicheskii kompleks. - Mn. : BGUIR, 2012.

2.1.2.2. Filatova T. V. Finansovyy menedzhment : uchebnoye posobiye / T. V. Filatova. - Moskva : INFRA-M, 2016.

2.2 List of computer programs, visual and other aids, guidelines and materials, technical teaching aids for practical training

1. Menedzhment: metod. posobiye dlya provedeniya prakticheskikh zanyatiy i de-lovykh igr dlya stud. ekonom. spets. BGUIR sost. A. K. Fedenya [i dr.] – Minsk : BGUIR, 2011.
2. Osnovy predprinimatel'stva: metod. posobiye k prakt. zanyatiyam dlya stud. spets. «Ekonomika i organizatsiya proizvodstva» dlya vsekh form obuch. / Ye.V.Yermakova, V.A.Parkhimenko. – Minsk: BGUIR, 2009.
3. Marketing: praktikum : uchebnoye posobiye/ I.L.Akulich.-Minsk.: Vysh.shk.,2015.
4. O.B. Korobova. Finansovyy menedzhment : zadachi dlya prakticheskikh zanya-tiy / sost. : O.B. Korobova. - Tambov : Izd-vo Tamb. gos. tekhn. un-ta,2010.
5. Teoriya gosudarstva i prava. Praktikum / V. YA. Lyubashits, A. YU. Mor-dov-tsev, A. YU. Mamychev. - Rostov-na-Donu: Feniks , 2010.
6. Natsional'nyy pravovoy Internet-portal Respubliki Belarus' [Elek-tronnyy resurs] / Nats. Tsentr pravovoy inform. Resp. Belarus'. – Rezhim dostupa: <http://www.pravo.by>. – Data dostupa: 18.05.2020.

2.3. List of topics for practical exercises, their names

The purpose of the practical excercises is to consolidate the theoretical course, acquire problem-solving skills, and activate students' independent work.

№ of topic according to p. 1	Title of practical exercises	Content	Provided by the item from 2.2
1	Theoretical foundations of law and state	Study of basic knowledge, theory of state and law.	4
2	Use of state information and legal resources in professional activities	Study of the activities of the National Center for Legal Information, the functionality of the Internet-portal of the National Center for Legal Information pravo.by. Study of the data bank of legal information. Information retrieval system "Etalon-online". Study of ways to reflect the dynamics of the rule of law in state information and legal resources.	4
3	Civil contract. Terms in civil law.	The concept and types of a civil contract and its content. Types of terms in civil law.	4
3	General provisions on obligations. Civil legal responsibility	The concept of obligation, their types, parties of the obligation. Features and forms of civil liability.	2

№ of topic according to p. 1	Title of practical exercises	Content	Provided by the item from 2.2
4	Entrepreneurship' goals	Mastering the methodology for analyzing opportunities, resources and risks.	2
5	Organizational and legal forms of entrepreneurship	Mastering the methodology for regulating entrepreneurial activity in a changing economic environment	2
6	Organizational development and business planning	Studying the essence of business processes, types of business processes, systems of life cycle processes for the production of a software product.	4
7	The essence and structure of marketing activities	Studying the essence and structure of marketing activities	3
8	Exclusive rights to the results of intellectual activity (intellectual property)	Study of the legal regulation of relations related to intellectual property	4
10 11	Optimization of the business plan of the enterprise	Acquisition of skills in drawing up optimization models, solving the obtained mathematical problems on a computer using the EXCEL package	1
12 13	Development of the business plan	Acquisition of skills of business planning regarding the peculiarities of the sphere of infocommunication technologies	4
16	Conclusion, modification and termination of an employment contract	The concept of an employment contract and its parties. The procedure for concluding an employment contract. Types of changes to the employment contract. Grounds and procedure for terminating an employment contract	4, 5
16	Working hours and rest time. Disciplinary and material responsibility of employees	The concept of working time, types of time off-breath. The procedure for bringing an employee to disciplinary responsibility. Conditions for attracting an employee to material responsibility	4, 5
14	Development of management decisions by the method of collective generation of ideas	Development of the abilities of analytical thinking, generating ideas, mastering the training of business communication, the ability to conduct a discussion	1,2
14	Formation of the organizational structure of enterprise management	Mastering the principles of forming the organizational structure of the organization's management	1,2
15	Delegation of powers	Acquisition of practical skills in making managerial decisions in the field of effective delegation of authority to the manager	1,2

№ of topic according to p. 1	Title of practical exercises	Content	Provided by the item from 2.2
15	Organization of a business meeting	Acquisition of practical skills in conducting a meeting, generating ideas and making collective decisions	1,2

3.1 Educational-methodical map of the academic discipline in full-time education

Number of section, topic according to p. 1	Name of sections, topics	Number of classroom hours			Self-work, hours	Knowledge control form
		L	S	LB		
1.	Economic and legal content of entrepreneurial activity	12	14	-	25	
1	Theoretical foundations of law and state	2	2	-	5	testing, quiz
2	Use of state information and legal resources in professional activities	2	2		2	testing, quiz
3	Civil law of the Republic of Belarus	2	2	-	3	testing, quiz
4	The economic essence of entrepreneurial activity	2	2	-	5	testing, quiz
5	Organizational and legal forms of entrepreneurship	2	2	-	5	testing, quiz
6	Organizational development and business planning	2	4	-	5	testing, quiz
2	Marketing	6	8	-	20	
7	The essence and structure of marketing activities	4	6	-	10	testing, quiz
8	Exclusive rights to the results of intellectual activity (intellectual property)	2	2	-	10	testing, quiz
3	Finance of organization	8	6	-	26	
9	Resources of organization and their economic valuation	2	-		10	testing, quiz
10	Financial resources and capital of commercial organizations	2	2	-	5	testing, quiz
11	Organization's cash costs and financing	2	2	-	5	testing, quiz
12	Organization of financial planning in enterprises. Business-plan	2	2	-	6	testing, quiz
4	Management and human resource management	8	14	-	25	
13	Management of an organisation	2	6	-	10	testing, quiz
14	Organizational structures of management	2	2	-	5	testing, quiz

Number of section, topic according to p.1	Name of sections, topics	Number of classroom hours			Self-work, hours	Knowledge control form
		L	S	LB		
15	Human resource management system	-	4	-	5	testing, quiz
16	Labor law of the Republic of Belarus	4	2	-	5	testing, quiz
	Current certification					exam
	Total	34	42	-	96	

Rating plan of the academic discipline

Fundamentals of Business and Law in Infocommunication
for full-time students

Specialties: 1-98 01 02, areas of specialties 1-45 01 01-01, 1-45 01 01-02, 1-45 01 01-04, 1-45 01 01-05, 1-45 01 02-01

course 2, semester 3.

Number of hours in the curriculum 172, including class work hours 76, self-work 96

Lecturer: L.Ch. Gornostay, Senior Lecturer

Management department

Grading the current certification is allowed according to the results of the final rating of the student.

Recommended at the meeting of the department of management

Protocol № ____ date _____

Head chair _____ / T.N. Bialiatskaya /

Lecturer _____ / L.Ch. Gornostay /

Types of student learning activities	Module 1 (weight coefficient BK1 = 0,3)		Module 2 (weight coefficient BK2 = 0,3)		Module 3 (weight coefficient BK3 = 0,4)		Total control for all modules
	Calendar due dates	Weight coefficient of mark	Calendar due dates	Weight coefficient of mark	Calendar due dates	Weight coefficient of mark	
1. Lectures		K11=0.3		K12=0.3		K13=0.3	
Topics 1.1 – 1.5	15.10 / 15.03 ^{1,3}						
Topics 1.6 – 3.2			15.11 / 15.04 ^{1,3}				
Topics 3.3 – 4.4					15.12/15.05 ^{1,3}		
2. Seminars		K21=0.35		K22=0.35		K23=0.35	
Topics 1.1 – 1.5	15.10 / 15.03 ^{1,3}						
Topics 1.6 – 2.2			15.11 / 15.04 ^{1,3}				
Topics 4.1 – 4.4					15.12/15.05 ^{1,3}		
2. Tests		K31=0.35		K32=0.35		K33=0.35	
Topics 1.1 – 1.5	15.10 / 15.03 ^{1,3}						
Topics 1.6 – 3.2			15.11 / 15.04 ^{1,3}				
Topics 3.3 – 4.4					15.12/15.05 ^{1,3}		
Module control		MP1		MP2		MP3	IP

