



# LITHUANIA BUSINESS COLLEGE

## DESCRIPTION OF STUDY MODULE (FOR ERASMUS+ STUDENTS)

### INFORMATION AND DOCUMENT MANAGEMENT

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Volume of subject</b>                                     | <b>6.0 ECTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Lecturer in charge</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Annotation</b>                                            | Information is provided on the development of document preparation and management in Lithuania, main legal acts regulating documentation of activity in organization, dealt with types of documents, general requirements for document preparation, component parts of document and their layout in different types of documents, analyzed peculiarities of document preparation, prepared and executed different types of documents, made document files, handled and recorded documents. Analysis of main business language and document preparation mistakes. |
| <b>Topics</b>                                                | <ul style="list-style-type: none"> <li>• Legal acts regulating the management of documents</li> <li>• General requirements for document preparation <ul style="list-style-type: none"> <li>• Requisites and their permanent layout order</li> <li>• Preparation and formalization of legal acts</li> <li>• Documents prepared by the institution, their preparation and formalization</li> <li>• Documents approved by legal acts, their preparation and execution</li> </ul> </li> </ul>                                                                        |
| <b>Procedure for assessment of knowledge and competences</b> | Cumulative assessment. Participation of regular students – compulsory. 40% of lectures missed – behavior is discussed in the Department, more than 50% lectures missed – repeat the course. Free attendance is possible against student's application and lecturer's permission. Colloquium work consists of 0.1, individual homework - 0.3, and 0.6 of the final exam assessment.                                                                                                                                                                               |