



**LEPL Shota Meskhia State Teaching University of Zugdidi**

Approved under the resolution

#---- of academic council

of Shota Meskhia State Teaching University of Zugdidi

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Vocational educational programme

Office work

020369

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Zugdidi

2019

1. **Name of the vocational educational programme (hereinafter vocational programme) in Georgian and English languages** – საოფისე საქმე/ Office work
2. **Registration number in the framework:** 04119-3
3. **Qualifications to be awarded in Georgian and English languages:** სამუალო პროფესიული კვალიფიკაცია საოფისე საქმეში/ Secondary Vocational Qualification in Office Work;

This qualification belongs to the detailed field of International Standard Classification of Education ISCED – Secretarial and office work - Code 0415.

Descriptor – “students will learn administrative procedures and practice, office technologies, office work, shorthand and printing skills. It also includes specialized office/ secretarial programmes ( bilingual, medical, law, secretarial etc) if students aim to prepare in office work and not in the assistance with specialization.

#### **4. Aim of the programme**

Vocational educational programme aims to introduce the programme which will prepare qualified administrative supportive staff able to plan and manage institution’s activities and doc flow within the competence.

#### **5. Prerequisites:** Full General education

#### **6. Fields of employment and possibilities:**

Person with the secondary vocational qualification in office work can be employed in public and private institutions as an office manager, assistant of the head, secretary, specialist and supportive staff in administrative structures at particular organizational departments.

Code of the National Classification of Economic Activities - 82, 82.1, 82.11.0, 82.19.0

ISCO code: 3341

#### **7. Structure and modules:**

Educational program “Office work” includes 5 general modules (15 credits), 15 vocational modules (44 credits), optional modules ( 54 credits). Students should gather totally 67 credits to obtain secondary vocational qualification in Office Work.

Module “Georgian Language A2” is mandatory only for those students who have right to learn on vocational education programmes under the order #152/N of the Minister of Education and Science of Georgia (September 27, 2013)

<b>Office Work</b>		
<b>General modules</b>		
<b>N</b>	<b>Module</b>	<b>Credits</b>
1	Informational literacy 1	3
2	Interpersonal communication	3
3	Quantitative literacy	2
4	English language	5
5	Entrepreneurship 2	2
	<b>Total</b>	<b>15</b>
<b>Vocational modules</b>		
<b>N</b>	<b>Module</b>	<b>Credits</b>
6	Working with written text	
7	Introductory practice – office work	1
8	Registering the document requisites and blanks	2,5
9	Organizing the correspondence	2,5
10	Preparing informational documents	2,5
11	Use of normative acts	2
12	Preparing the administrative documents	3
13	Preparing documents for the archive	5
14	Administrative assistance	5
15	Preparing the project of organizational documents	1,5
16	Planning the office meetings and events	2
17	Working on office documents	1
18	Management of office supplies	3
19	General conception of management and staff document processing	4
20	Practice – office work	4
	<b>Total</b>	<b>44</b>
	<b>Total</b>	<b>23</b>
<b>Optional module</b>		
21	Russian language	5

22	Relationship with event participants	3
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### **8. Programme duration:**

- For Georgian-speaking vocational students – 67 credits (44 weeks – 11 months)
- For non-Georgian-speaking vocational students – 97 credits (68 weeks – 17 months)

### **9. Learning outcomes:**

After completion the programme, students will be able to

1. Plan meetings and business trips;
2. Participate in budget planning;
3. Correspond on different issues;
4. Prepare document projects;
5. Manage organizational documents;
6. Coordinate the activities of organizational units;
7. Provide changing the information between different organizational units;

### **10. Development of vocational educational programme**

Vocational educational program Office Work is developed by Shota Meskhia State Teaching University and includes general, vocational and optional modules.

### **11. Confirmation of learning outcomes and credit granting**

Credits are awarded on the basis of confirmation of achievement of learning outcomes.

Achievement of learning outcomes can be confirmed

- A) through the recognition of learning outcomes within the frameworks of formal education (pass-examination)

- B) through the recognition of learning outcomes in informal education under the Georgian Law
- C) through the evaluation

There are two kinds of assessments: formative and summative. Formative assessment can be made using the principles of the grades as well as the pass-examinations. Summative assessment uses only the system which is based on the principles of pass-examination (competence-based) and has two kinds of assessments:

- A) Learning outcome is confirmed;
- B) Learning outcome is not confirmed.

When student gets negative evaluation in summative assessment vocational student has a right to require additional evaluation before the completion of the programme. Evaluation method/ methods are given in modules as recommendations.

Vocational programme considers the development of 8 key competences in the components of modules, learning outcomes and thematic (communication in native language; communication in foreign language; mathematical competence; digital competence; skill for independent learning; interpersonal, intercultural, social and civil competences; entrepreneurship and cultural expressiveness). These are important for the future professionals and competitive staff. One of the eight key competences is the competence which aims to develop main language for teaching of the native/ vocational educational program. Vocational education teacher evaluates the skill of verbal and written communication, particularly, following the rules of orthography and correct speech.

#### **Correct speech**

- Time limit during the speech /presentation;
- Using relevant professional vocabulary;
- Expressing opinion clearly and coherently;
- Stating adequate examples and arguments;
- Adequate use of nonverbal means which are typical for the verbal discussion (e.g. gesticulation, intervals during the speech, changes in voice timbres)

## **Orthography**

- Correct use of linking words;
- Correct punctuation (full stop, question mark and exclamation mark);
- Prevention of typical stylistic mistakes;
- Not to use barbarisms and slangs;
- Give information coherently and clearly

## **12. Awarding the qualification**

Vocational student should gather the credits through the modules in vocational educational programs in order to get the vocational qualification

## **13. For the students with special educational needs and disabled students**

People with special educational needs and disabled people will be allowed to the programme without prerequisite/ prerequisites.

Credits are awarded only in case of confirmation relevant learning outcomes. Qualification is awarded under the 12<sup>th</sup> article.

## **14. Law basis:**

Framework “Office work and event organizing” confirmed under the order #656, October 13, 2017 of National Center for Educational Quality Enhancement. Amendments were made under the order #458 (June 5, 2018) and the order #80/o (January 31, 2019)

## **15. Annexes (#1; #2; #3; #4;)**

### **Annex 1 – Learning plan**

## **Annex 2 – Human resources implementing the programme**

## **Annex 3 – Learning environment and list of material resources**

## **Annex 4 – Modules**

- ✓ Annex 4.1. – Informational literacy 1
- ✓ Annex 4.2. – Interpersonal communication
- ✓ Annex 4.3. – Quantitative literacy
- ✓ Annex 4.4. – Foreign (English) language
- ✓ Annex 4.5. – Entrepreneurship 2
- ✓ Annex 4.6. – Working with written text
- ✓ Annex 4.7. – Introductory practice – office work
- ✓ Annex 4.8. – Registering the document requisites and blanks
- ✓ Annex 4.9. – Organizing the correspondence
- ✓ Annex 4.10. – Preparing informational documents
- ✓ Annex 4.11. - Use of normative acts
- ✓ Annex 4.12. - Preparing the administrative documents
- ✓ Annex 4.13. - Preparing documents for the archive
- ✓ Annex 4.14. – Administrative assistance
- ✓ Annex 4.15. – Preparing the project for organizational documents
- ✓ Annex 4.16. - Planning the office meetings and events
- ✓ Annex 4.17. - Working on office documents
- ✓ Annex 4.18. - Management of office supplies
- ✓ Annex 4.19. - General conception of management and staff documents processing
- ✓ Annex 4.20. - Practice – office work
- ✓ Annex 4.21. – Foreign (English) language
- ✓ Annex 4.22. – Relationship with the event participants
- ✓ Annex 4.23. – Georgian language A2
- ✓ Annex 4.24. – Georgian language B1

## **Annex #5 –Memorandums / agreements of cooperation with educational institutions and practice objects**