Bachelor Program: [Archives and records management](https://www.multitran.com/m.exe?s=archives+and+records+management&l1=1&l2=2)

Field of Studies: Archives and [document support of management](https://www.multitran.com/m.exe?s=document+support+of+management&l1=1&l2=2)

Years of Studies: 4

Language of Training: Russian

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| --- | --- | --- | --- | --- |
| № | Subject | Semester | Hours | Credits |
| 1 | History  | 1-3 | 432 | 12 |
| 2 |  Philosophy  | 5 | 144 | 4 |
| 3 | Foreign language  | 1-3 | 540 | 15 |
| 4 | Economics  | 3 | 108 | 3 |
| 5 | Russian language and speech culture  | 1 | 108 | 3 |
| 6 | Regional studies  | 1 | 108 | 3 |
| 7 | Psychology  | 4 | 72 | 2 |
| 8 | Mathematical foundations for the records management basics  | 1 | 72 | 2 |
| 9 | Informatics | 1 | 108 | 3 |
| 10 | Information technologies | 2 | 108 | 3 |
| 11 | Concepts of modern natural sciences | 1 | 72 | 2 |
| 12 | Health and safety  | 7 | 72 | 2 |
| 13 | Records management  | 3-4 | 252 | 7 |
| 14 | Records management organization and technology  | 5 | 180 | 5 |
| 15 | Archives management  | 5-6 | 252 | 7 |
| 16 | State, municipal and departmental archives | 4 | 108 | 3 |
| 17 | Information security and information protection | 2 | 72 | 2 |
| 18 | HR record management and archives  | 6 | 180 | 5 |
| 19 | Structure of state institutions in Russia  | 2 | 144 | 4 |
| 20 | Administrative law | 3 | 108 | 3 |
| 21 | Labour law | 2 | 108 | 3 |
| 22 | Information privacy law | 4 | 108 | 3 |
| 23 | Civil law | 5 | 108 | 3 |
| 24 | Archiving laws | 7 | 144 | 4 |
| 25 | Source studies | 2 | 144 | 4 |
| 26 | Information technology for the records and archives management  | 6 | 180 | 5 |
| 27 | Physical culture | 1 | 72 | 2 |
| 28 | Constitutional law | 1 | 108 | 3 |
| 29 | Management | 6 | 144 | 4 |
| 30 | History of the business etiquette and diplomatic protocol | 6 | 108 | 3 |
| 31 | Management culture and document management | 7 | 108 | 3 |
| 32 | Standardization of the records and archives management  | 4 | 180 | 5 |
| 33. | Preservation and restoration of documents | 7 | 180 | 5 |
| 34 | Documentary linguistics | 4 | 144 | 4 |
| 35 | Modern archeography | 6 | 108 | 3 |
| 36 | Administrative and informational support for direction  | 8 | 144 | 4 |
| 37 | Legal and document support for the Register Office | 8 | 144 | 4 |
| 38 | Managing information resources abroad | 4 | 108 | 3 |
| 39 | Confidential records | 5 | 180 | 5 |
| 40 | International records management standards | 8 | 180 | 5 |
| 41 | Document management systems of non-governmental organizations | 7 | 180 | 5 |
| 42 | Civil and Municipal Service: past and present  | 4 | 180 | 5 |
| 43 | Electronic records managenment  | 5 | 180 | 5 |
| 44 | Public appeals handling  | 7 | 108 | 3 |
| 45 | Ethics | /8 | 72 | 2 |
| 46 | Rhetoric | 8 | 72 | 2 |
| 47 | General history concepts | 2 | 72 | 2 |
| 48 | History of Saratov region  | /2 | 72 | 2 |
| 49 | Ecology | 3 | 72 | 2 |
| 50 | Geography | /3 | 72 | 2 |
| 51 | Social demography | /6 | 72 | 2 |
| 52 | Anthropology | 6 | 72 | 2 |
| 53 | Introduction to records management  | 1 | 108 | 3 |
| 54 | Introduction to archives management  | /1 | 108 | 3 |
| 55 | Russian cultural history  | 3 | 180 | 5 |
| 56 | General history | /3 | 180 | 5 |
| 57 | Russian entrepreneurship history  | 3 | 108 | 3 |
| 58 | XX-th century wars and conflicts in Russia | /3 | 108 | 3 |
| 59 | Electronic document flow  | 7 | 108 | 3 |
| 60 | Electronic records archives | /7 | 108 | 3 |
| 61 | Normative documents management  | 6 | 108 | 3 |
| 62 | Executive documents management  | /6 | 108 | 3 |
| 63 | Political and legal studies history | 5 | 108 | 3 |
| 64 | Conflictology | /5 | 108 | 3 |
| 65 | Archives for technical sciences and economics | 7 | 180 | 5 |
| 66 | Business archives | /7 | 180 | 5 |
| 67 | Sports | 2-6 | 328 |  |
| 68 | Sports and active recreation  | /2-6 | 328 |  |
|  | **Total** |  | 8104 | 216 |