Bachelor Course: 4 years

Institute: Social and Economic Institute

Study Program: Documentation and Archival Science

Profile: Documentation and Management Documentation Support

Language of Training: Russian

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| --- | --- | --- | --- | --- |
| № | Subject | Semester | Hours | Credits |
| B.1.1.1 | History | 1 | 108 | 3 |
| B.1.1.1 | History | 2 | 144 | 4 |
| B.1.1.2 | Philosophy | 6 | 108 | 3 |
| B.1.1.3 | Foreign language | 1 | 108 | 3 |
| B.1.1.3 | Foreign language | 2 | 108 | 3 |
| B.1.1.3 | Foreign language | 3 | 72 | 2 |
| B.1.1.4 | Russian language and speech culture | 1 | 144 | 4 |
| B.1.1.5 | Economics | 5 | 72 | 2 |
| B.1.1.6 | The rule of law and modernity | 2 | 108 | 3 |
| B.1.1.7 | Psychology | 8 | 72 | 2 |
| B.1.1.8 | History of Russian culture | 7 | 144 | 4 |
| B.1.1.9 | Fundamentals of the Information Society | 3 | 144 | 4 |
| B.1.1.10 | Fundamentals of student's educational and research work | 3 | 144 | 4 |
| B.1.1.11 | Organization and technology of management documentation support | 4 | 144 | 4 |
| B.1.1.11 | Organization and technology of management documentation support | 5 | 144 | 4 |
| B.1.1.12 | Documentation | 2 | 108 | 3 |
| B.1.1.12 | Documentation | 3 | 144 | 4 |
| B.1.1.13 | Digital transformation of the organization's documentation areas of activity | 4 | 144 | 4 |
| B.1.1.14 | Archival Science | 3 | 108 | 3 |
| B.1.1.14 | Archival Science | 4 | 144 | 4 |
| B.1.1.14 | Archival Science | 5 | 144 | 4 |
| B.1.1.15 | Information technologies in documentation management and archiving | 4 | 144 | 4 |
| B.1.1.16 | Electronic document management | 5 | 144 | 4 |
| B.1.1.17 | Organizational and informational support of the head's activities | 7 | 144 | 4 |
| B.1.1.18 | Fundamentals of informational and analytical work | 1 | 144 | 4 |
| B.1.1.19 | Organization of state institutions in Russia | 2 | 144 | 4 |
| B.1.1.20 | State and municipal service: history and modernity | 3 | 144 | 4 |
| B.1.1.21 | Operating safety | 7 | 72 | 2 |
| B.1.1.22 | Management | 8 | 72 | 2 |
| B.1.1.23 | Fundamentals of the welfare State | 3 | 72 | 2 |
| B.1.1.24 | Modern informational technologies | 1 | 72 | 2 |
| B.1.1.25 | Culturology | 7 | 108 | 3 |
| B.1.1.26 | Physical culture and sports | 1 | 72 | 2 |
| B.1.2.1 | Legal basis for documentation support of management | 3 | 108 | 3 |
| B.1.2.1 | Legal basis for documentation support of management | 4 | 108 | 3 |
| B.1.2.1 | Legal basis for documentation support of management | 5 | 108 | 3 |
| B.1.2.1 | Legal basis for documentation support of management | 6 | 144 | 4 |
| B.1.2.2 | Standardization of management documentation | 5 | 108 | 3 |
| B.1.2.3 | HR records management and archives of personnel documents | 5 | 108 | 3 |
| B.1.2.4 | Documentation support for the activities of the head of the organization | 7 | 144 | 4 |
| B.1.2.5 | Organization of work with visitors and citizens' appeals | 8 | 144 | 4 |
| B.1.2.6 | Working with regulatory documents | 7 | 108 | 3 |
| B.1.2.7 | Documentation support of management in non-governmental organizations | 6 | 108 | 3 |
| B.1.2.8 | Organizational design in management documentation support | 6 | 144 | 4 |
| B.1.2.9 | Documenting the activities of public authorities and local self-government | 4 | 108 | 3 |
| B.1.2.10 | Information security and information protection | 6 | 108 | 3 |
| B.1.2.11 | National qualifications system in Russia | 8 | 144 | 4 |
| B.1.2.12 | Management culture and document management | 7 | 108 | 3 |
| B.1.2.13 | Modern archaeography | 7 | 108 | 3 |
| B.1.2.14 | Confidential office work | 7 | 144 | 4 |
| B.1.2.15 | Source studies | 2 | 144 | 4 |
| B.1.2.16 | General history | 1 | 144 | 4 |
| B.1.2.16 | General history | 2 | 144 | 4 |
| B.1.2.17 | Region studies | 1 | 144 | 4 |
| B.1.3.1.1 | Introduction to documentation | 1 | 108 | 3 |
| B.1.3.1.2 | Introduction to archival sciences | /1 | /108 | /3 |
| B.1.3.2.1 | Concepts of general history | 6 | 108 | 3 |
| B.1.3.2.2 | Мировое культурное наследие | /6 | /108 | /3 |
| B.1.3.3.1 | Documentational linguistics | 5 | 144 | 4 |
| B.1.3.3.2 | Rhetoric | /5 | /144 | /4 |
| B.1.3.4.1 | History of entrepreneurship in Russia | 4 | 108 | 3 |
| B.1.3.4.2 | Russia in wars in conflicts of XX century | /4 | /108 | /3 |
| B.1.3.5.1 | Business etiquette and diplomatic protocol | 5 | 108 | 3 |
| B.1.3.5.2 | History of development of business etiquette norms and diplomatic protocol | /5 | /108 | /3 |
| B.1.3.6.1 | Departmental archives | 6 | 144 | 4 |
| B.1.3.6.2 | State and municipal archives | /6 | /144 | /4 |
| B.1.3.7.1 | History of science and technology | 3 | 108 | 3 |
| B.1.3.7.2 | History of material culture | /3 | /108 | /3 |
| B.1.3.8.1 | Technical and economical archiving | 8 | 108 | 3 |
| B.1.3.8.2 | Business archiving | /8 | /108 | /3 |
| B.1.3.9.1 | Sport games | 2 | 82 | 0 |
| B.1.3.9.1 | Sport games | 3 | 82 | 0 |
| B.1.3.9.1 | Sport games | 4 | 82 | 0 |
| B.1.3.9.1 | Sport games | 5 | 38 | 0 |
| B.1.3.9.1 | Sport games | 6 | 44 | 0 |
| B.1.3.9.2 | Recreational physical culture | /2 | /82 | 0 |
| B.1.3.9.2 | Recreational physical culture | /3 | /82 | 0 |
| B.1.3.9.2 | Recreational physical culture | /4 | /82 | 0 |
| B.1.3.9.2 | Recreational physical culture | /5 | /38 | 0 |
| B.1.3.9.2 | Recreational physical culture | /6 | /44 | 0 |
|  | **Total** |  | **7780** | **207** |