

**BELARUSIAN STATE UNIVERSITY**

**THE FACULTY OF HISTORY**

Speciality: 1-26 02 04 Document Science (in directions)

Direction: 1-26 02 04-01 Document Science (Records Management)

Qualification: Records Manager

**Minsk 2011**

## FACULTY OF HISTORY

**DEAN – Siarhej Khodzin, PhD in history, Associate Professor**

**Chyrvonaarmejskaja Str. 6, Minsk  
Tel/fax (+375 17) 227-71-00**

**<http://www.hist.bsu.by>**

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**Bachelor Degree  
Document Science (Records Management)**

**Academic Curriculum**

**FIRST YEAR**

	Code	Modules	Hours per week		Methods of controlling		ECTS		
			1 term	2 term	Credit	Exam	1 term	2 term	per year
1	A1	Law (Introduction to Law)	2	–	1	–	2	–	2
2	A1	Law (Constitutional Law)	–	3	–	2	–	4	4
3	A2	Document Science	–	4	2		–	4	4
4	A4	History of Belarus	3	4	–	1,2	4	5	9
5	A10	Document Linguistics	3	3	–	1,2	4	4	8
6	A11	Secretarial Work	3	–	–	1	4	–	4
7	A15	Fundamentals of Belarusian Statehood Ideology	–	2	2	–	–	1	1
8	A21	Foreign Language	4	3	1,2	–	4	3	7
9	A26	Fundamentals of Information Technologies	3	3	1	2	3	4	7
10	A24	Fundamentals of Modern Natural Science	2	–	1	–	2	–	2
11	A36	The Great Patriotic War of the Soviet people (in the context of the Second World War)	–	2	2	–	–	2	2
12		Optional Courses & Courses of Choice	13	11	1,1,2,2	1,1,2	15	12	27
13	B1	Introductory Records Management Internship	–	3 weeks	2	–	–	4,5	4,5
Total for term:			33	33/3			38	43,5	
Total for year:					12	10			81,5

**SECOND YEAR**

	Code	Modules	Hours per week		Methods of controlling		ECTS		
			3 term	4 term	Credit	Exam	3 term	4 term	per year
1	A1	<b>Law (Administrative Law)</b>	3	–	–	3	4	–	4
2	A1	<b>Law (Civil Law)</b>	–	4	4	–	–	4	4
3	A2	<b>Document Science</b>	4	4	–	3,4	5	5	10
4	A3	<b>Source Studies</b>	3	3	3,4	–	3	3	6
5	A4	<b>History of Belarus</b>	4	3	–	3,4	5	4	9
	A5	<b>Archival Science</b>	–	2	–	–	–	2	2
6	A6	<b>Technology and Organization of Records Management</b>	3	3	–	3,4	4	4	8
7	A16	<b>Philosophy</b>	3	2	3	4	2	3	5
8	A17	<b>Economic Theory</b>	3	2	3	4	2	3	5
9	A18	<b>Sociology</b>	–	2	4	–	–	2	2
10	A21	<b>Foreign Language</b>	2	–	–	3	3	–	3
11	A27	<b>Fundamentals of Advanced Mathematics</b>	2	–	3	–	2	–	2
12		<b>Optional Courses &amp; Courses of Choice</b>	4	8	3,3,4,4,4	–	4	8	12
13	B2	<b>Information Internship</b>	–	2 weeks	4	–	–	3	3
Total for term:			31	33/2			34	41	
Total for year:					13	10			75

**THIRD YEAR**

	Code	Modules	Hours per week		Methods of controlling		ECTS		
			5 term	6 term	Credit	Exam	5 term	6 term	per year
1	A1	<b>Law (Labour Law)</b>	4	–	–	5	5	–	5
2	A3	<b>Source Studies</b>	3	–	–	5	4	–	4
3	A5	<b>Archival Science</b>	2	3	5	6	2	4	6
4	A8	<b>History and Modern Organization of State Establishments of Belarus</b>	3	3	5	6	3	4	7
5	A9	<b>Fundamentals of Management</b>	–	3	–	6	–	4	4
6	A12	<b>Ethics and Psychology of Professional Relations</b>	2	–	5	–	2	–	2
7	A28	<b>Technetronic Documentation</b>	4	–	–	5	–	5	5
8	A29	<b>Human Resources Record Management</b>	–	3	–	6	–	4	4
9	A20	<b>Fundamentals of Pedagogy and Psychology</b>	4	–	5	–	4	–	4
10	A25	<b>Emergency Safety. Radiation Safety</b>	4	–	5	–	4	–	4
12		<b>Optional Courses &amp; Courses of Choice</b>	8	9	5,6,6	5,5,6	10	10	20
13		<b>Disciplines of Specialization</b>	–	10	6,6,6,6	–	–	10	10
14	B3	<b>Archival-Records Management Internship</b>	–	3 weeks	–	6	–	4,5	4,5
Total for term:			34	31/3			34	45,5	
Total for year:					13	10/1			79,5

**FOURTH YEAR**

	Code	Modules	Hours per week		Methods of controlling		ECTS		
			7 term	8 term	Credit	Exam	7 term	8 term	per year
1	A7	<b>Organizational Design</b>	–	13	–	8	–	4	4
2	A13	<b>Introduction to Intellectual Property Management</b>	–	8	8	–	–	2	2
3	A14	<b>Labour Protection</b>	2	–	7	–	2	–	2
4	A30	<b>Financial Accountability</b>	3	–	7	–	3	–	3
5	A19	<b>Political Science</b>	4	–	–	7	5	–	5
6	A23	<b>Fundamentals of Ecology and Energy Efficiency</b>	2	–	7	–	2	–	2
7		<b>Optional Courses &amp; Courses of Choice</b>	8	–	–	7,7	10	–	10
8		<b>Disciplines of Specialization</b>	13	4	7,7,7,8	7,7,8	15	2	17
9	B6	<b>Pre-Degree Internship</b>	–	8 weeks	–	8	–	12	12
Total for term:			32	25/8			37	20	
Total for year:					8	7/1			57

**Remarks**

ECTS European Credit Transfer System

1<sup>st</sup> –7<sup>th</sup> terms' duration – 17 weeks; 8<sup>th</sup> term's duration – 4 weeks.

Graduation Paper counts for 12 ECTS, Final State Examination – for 6 ECTS.

Academic Program in disciplines encoded as A15–A25 in Academic Curriculum is defined according to national standards, developed for all specialities in Belarus.

**Bachelor Degree  
Document Science (Records Management)  
Academic Program**

**FIRST YEAR**

<b>Lectures: 20 Seminars: 14</b>	<b>A1</b>	<b>Law (Introduction to Law)</b>	<b>ECTS: 2</b>
<b>Goals</b>	The Module is aimed to give students knowledge of state and law as a general social regulator of social relations, defining the range of subjects, as well as their duties and guarantees of rights to ensure social progress.		
<b>Contents</b>	Origin of state and law. Concept, features, form of the state. Public authorities and the state apparatus. The concept, characteristics, social purpose, functions and principles of law. The rule of law. Sources of law. Legal acts. System and structure of law. Contemporary legal systems. National and international law. Legal relations. The implementation and interpretation of law. Law and order. Legal conduct and offense. Legal liability. The state of law and human rights. Legal and social state. Legal awareness and legal culture. Basics of Family, Housing, Criminal, Financial, Environmental Law of the Republic of Belarus.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	Credit, essay.		
<b>Department in charge:</b>	Department of Theory and History of State and Law (Faculty of Law)		

<b>Lectures: 26 Seminars: 24</b>	<b>A1</b>	<b>Law (Constitutional Law)</b>	<b>ECTS: 4</b>
<b>Goals</b>	The Module is aimed to develop students' holistic view of the constitutional legal norms and institutions, constitutional system of Belarus, the order of formation and functioning of public authorities, the legal status of person and citizen.		
<b>Contents</b>	The Module reveals Constitutional Law as science, law branch and academic discipline. Basic concepts, categories and sub-branches of Constitutional Law, as well as most important provisions of the Constitution of the Republic of Belarus are studied.		
<b>Academic</b>	Lectures, monitored independent work, seminars, tests.		

<b>methods</b>	
<b>Methods of controlling</b>	Examination, essay, testing.
<b>Department in charge:</b>	Department of Constitutional Law (Faculty of Law)

<b>Lectures: 34 Seminars: 34</b>	<b>A2</b>	<b>Document Science (basic concepts)</b>	<b>ECTS: 4</b>
<b>Goals</b>	General aim of the course is in-depth study of document and systems of documentation in their historical development, theoretic and practical issues of records creation in different types of organizations. This Module concentrates on basic categories of Document Science.		
<b>Contents</b>	Document as a complex object. The role of the document in the life of man and society. The concepts of "information" and "document ". Regulation in the sphere of records management. Functions of documents. Methods of records creation. Data mediums. Characteristics of Document.		
<b>Academic methods</b>	Lectures, monitored independent work, case-studies, seminars, tests.		
<b>Methods of controlling</b>	Credit, essay, testing.		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 76 Seminars: 44</b>	<b>A4</b>	<b>History of Belarus (from ancient times till the end of 18<sup>th</sup> century)</b>	<b>ECTS: 9</b>
<b>Goals</b>	Studying History of Belarus from ancient times till the end of the 18 <sup>th</sup> cent., the emergence of early feudal state formations, representative class- monarchy in the Grand Duchy of Lithuania, general and peculiar features in the context of processes within Rech Pospolitaya.		
<b>Contents</b>	The issues of establishing the History of Belarus as a science, of formation of ancient societies on the territory of Belarus, formation and development of feudal, ethno-social and ethno-confessional relations in the medieval epoch are studied. The problems of consequences of the Lublin Union, political, economic and social relations in the epoch of transition from Middle Ages to Modern time are studied, the religious situation in the Belarusian land in the epoch of counter-reformation and divisions of Rech Pospolitaya is characterized.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests, controlled works, creative tasks.		
<b>Methods of</b>	2 examinations, controlled work, creative tasks.		



<b>controlling</b>	
<b>Department in charge:</b>	Chair of Ancient and Medieval History of Belarus

<b>Lectures: 50 Seminars: 52</b>	<b>A10</b>	<b>Document Linguistics</b>	<b>ECTS: 8</b>
<b>Goals</b>	Module aims to teach students to consciously choose a language units and use them depending on the variety of tasks of official communication, as well as to prepare, compile, analyze and edit texts of official documents in accordance with the requirements of the official style of literary language.		
<b>Contents</b>	The concept of language and speech activity. The concept of the literary language. System of functional styles of the modern Russian literary language. Determined character of official relations in the context of system of social roles. Genres of business communication. Ethics and psychology of business conversations. Communicative speech quality. Compositional, syntactic, lexical and other features of the texts of official documents. General principles of official documents editing. Rectification and correction of lexical and syntactic errors in the texts of official documents. Logical basics of editing. Types and technology of editing. Prospects of development of official style. Functional basis of the official style of the modern Belarusian literary language. Lexical, spelling and grammatical features of official documents in the Belarusian language. Specificity of office-work terminology of the Belarusian language. Specific features of syntax of official records in the Belarusian language.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests, practical training.		
<b>Methods of controlling</b>	2 examinations; essays, tests		
<b>Department in charge:</b>	Department of Russian Language, Department of History of Belarusian Language (Faculty of Philology)		

<b>Lectures: 30 Seminars: 20</b>	<b>A11</b>	<b>Secretarial Work</b>	<b>ECTS: 4</b>
<b>Goals</b>	The Module is aimed to form knowledge of the system organization of modern secretarial services, essence of the main problems of the profession		
<b>Contents</b>	Specialty in historical context. Categories of secretaries. Legal and methodological basis of secretarial work. Workplace and working conditions. Administrative, organizational, analytical functions of the secretary. Ethics in secretarial work. Job		

	placement and adaptation to work.
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.
<b>Methods of controlling</b>	Examination; essay, report
<b>Department in charge:</b>	Department of Source Studies

<b>Lectures: 50 Labs: 52</b>	<b>A26</b>	<b>Fundamentals of Information Technologies</b>	<b>ECTS: 7</b>
<b>Goals</b>	Help students develop a holistic system of knowledge, including modern principles of information and computer technologies, processing methods and different types of documents analysis.		
<b>Contents</b>	Informatization of society. Fundamentals of information culture. Characteristics of Information Technology. Technical means of information processes implementation. Software for PC. Software for creation and processing of text documents. Computer graphics. Computer networks		
<b>Academic methods</b>	Lectures, monitored independent work, trainings, seminars, tests.		
<b>Methods of controlling</b>	Credit, examination; test		
<b>Department in charge:</b>	Department of Source Studies		

## SECOND YEAR

<b>Lectures: 26</b> <b>Seminars: 24</b>	<b>A1</b>	<b>Law</b> <b>(Administrative Law)</b>	<b>ECTS: 4</b>
<b>Goals</b>	The Module is aimed at ensuring the level of knowledge that would allow graduate to be fluent in the concepts and categories of administrative law, to apply in practice the acquired knowledge, analyze and implement administrative norms (material, tort, procedural), to solve specific problems arising in practice.		
<b>Contents</b>	The system of Administrative Law and its place in the Belarusian legal system. Public administration and administrative law. Administrative Law as a branch of law and science. The subjects of administrative law. Liability in Administrative law. Administrative process. Legality and discipline in government.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	Examination, essay, testing.		
<b>Department in charge:</b>	Department of Constitutional Law (Faculty of Law)		
<b>Lectures: 36</b> <b>Seminars: 32</b>	<b>A1</b>	<b>Law</b> <b>(Civil Law)</b>	<b>ECTS: 4</b>
<b>Goals</b>	Understanding of basic Civil Law categories, obtaining skills in analyzing multiple legal structures based on these categories, obtaining a clear understanding of the relations regulated by Civil Law.		
<b>Contents</b>	Civil Law as science, law branch and academic discipline. Sources of Civil Law. Sources of Civil Law. The concept, content and types of civil-law relations. Subjects and objects of civil-law relations. Emergence, change and termination of civil relations. The rights and duties in civil-law relations. Ownership and other proprietary rights. Civil-law regulation of personal rights. Responsibility under civil law. Contracts in Civil Law.		
<b>Academic methods</b>	Lectures, monitored independent work, case-studies, seminars, tests.		
<b>Methods of controlling</b>	Credit, essay, testing.		
<b>Department in charge:</b>	Department of Civil Law (Faculty of Law)		

<b>Lectures: 68</b> <b>Seminars: 68</b>	<b>A2</b>	<b>Document Science</b>	<b>ECTS: 10</b>
<b>Goals</b>	General aim of the course is in-depth study of document and systems of documentation in their historical development, theoretic and practical issues of records creation in different types of organizations.		
<b>Contents</b>	Form of a record. Creation and development of traditional form of a record. The text of the document. System of Documentation. Organizational-administrative and information records. Improving the documentation process. A complex of records. Records Management: concept, basic theoretical and practical problems. Scientific, historical, practical value of the document.		
<b>Academic methods</b>	Lectures, monitored independent work, case-studies, seminars, tests.		
<b>Methods of controlling</b>	2 examinations, essay, testing, report.		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 62</b> <b>Seminars: 40</b>	<b>A3</b>	<b>Source Studies</b>	<b>ECTS: 6</b>
<b>Goals</b>	The Module is dedicated to studying concept 'source', representation of the complex of source material, mastering the basis of working with sources.		
<b>Contents</b>	The Module is aimed at forming integrated conception of perception and studying historical sources. Source studies is viewed as an integrated branch of science in the system of humanities, various methodological approaches to solving the most significant problems are shown. The review of the main kinds of historical sources in Belarus and the methods of their research are given in the Module.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, methodological seminars.		
<b>Methods of controlling</b>	2 credits		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 74</b> <b>Seminars: 44</b>	<b>A4</b>	<b>History of Belarus (the XIX<sup>th</sup> cent– the beginning of the XXI<sup>th</sup> cent.).</b>	<b>ECTS: 9</b>
<b>Goals</b>	Studying the history of Belarus of the XIX <sup>th</sup> cent., the history of Belarus in the period of World War I, the revolution of 1917, the creation of the Belarusian state, industrialization and		

	collectivization. It studies the history of Belarus in the period of World War II; the development of the Belarusian Republic in the post-war years and today.
<b>Contents</b>	<p>Socio-economic, public-political processes and culture of Belarus in the XIX<sup>th</sup> ct., unrolling of modernizing processes, their peculiarities, stages and contents are studied. The social, ethnical and confessional structure of the population of Belarus is characterized. The forms of Belarusian national movement are studied.</p> <p>The module studies social, economic, political and moral processes in the period of creation of the BSSR, industrialization and collectivization of economics. It also studies the state of western Belarus in the structure of the Polish Republic. It gives the peculiarities and regularities of the development of Belarus in the period of World War II and the Civil War; occupation regime of the Nazi invaders on the territory of the republic, partisan and underground organization struggle. It studies social, economic and political processes in the post-war period; the declaration of the sovereignty of the Republic of Belarus, the formation of the presidential political system.</p>
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests, paper, methodological seminars.
<b>Methods of controlling</b>	2 examinations, test, paper, controlled work.
<b>Department in charge:</b>	Department of Modern History of Belarus

<b>Lectures: 14 Seminars: 20</b>	<b>A5</b>	<b>Archival Science</b>	<b>ECTS: 2</b>
<b>Goals</b>	Transfer of experience in the archival sector, formed by previous generations; formation of specialist who can quickly find, process, analyze and archive information; developing understanding of concepts about the archive system of the Republic of Belarus.		
<b>Contents</b>	The Module is directed on disclosing the main topics of the archive studies of Belarus, focusing this part of the Module on introduction to Archival Science.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	Testing, essays		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 62</b> <b>Seminars: 40</b>	<b>A6</b>	<b>Technology and Organization of Records Management</b>	<b>ECTS: 8</b>
<b>Goals</b>	The discipline is aimed to provide students theoretical knowledge in the field of records management, including issues linked with establishing uniform requirements for recording managerial activities, development of practical methods and techniques of work with records in various organizations.		
<b>Contents</b>	The Module reveals issues of formation and development of records management sphere in Belarus and gives special attention to records management organization. Registration of records as part of RM technology. Importance of control over the execution of records in the administrative apparatus, the basic principles of its organization. The concept of "filing plan". The concept of "filing". Storing records in departments. Basic requirements to preparation of files for storing. Legal regulation of work with applications and requests of citizens and businesses. The main tasks and functions of RM department or service. The definition of "circulation of records".		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	2 examinations; final test		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 16</b> <b>Seminars/Labs: 18</b>	<b>A27</b>	<b>Fundamentals of Advanced Mathematics</b>	<b>ECTS:</b>
<b>Goals</b>	Form ability to make correct mathematical formulation of applied problems, contribute to the further development of the students' ability for logical and critical thinking, to teach students the basic mathematical concepts and methods, to prepare the future of specialist in records management to independent study of those branches of modern mathematics, which may be required in addition to one's practical and scientific research.		
<b>Contents</b>	Mathematical logic and theory of sets. Elements of Financial Mathematics. The mathematical theory of electoral technologies. Theory of Chances and Mathematical Statistics.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	Credit; test		
<b>Department in charge:</b>	Department of General Mathematics and Informatics (Faculty of Applied Mathematics and Computer Science)		

**THIRD YEAR**

<b>Lectures: 32 Seminars: 36</b>	<b>A1</b>	<b>Law (Labour Law)</b>	<b>ECTS: 5</b>
<b>Goals</b>	The aim of the Module is to provide students with basic knowledge of the theory of labour law and labour legislation.		
<b>Contents</b>	The concept of labour and Labour Law. Subject-matter, method, system, sources, subjects of Labour Law. Relations in the sphere of Labour Law. Collective contracts and agreements. Legal regulation of employment and employability. Labour agreement (contract). Working hours and rest periods. Pay. Financial liability of parties to the employment agreement (contract). Labour discipline. Labour protection. Labour disputes.		
<b>Academic methods</b>	Lectures, monitored independent work, case-studies, seminars, tests.		
<b>Methods of controlling</b>	Examination, essay, testing.		
<b>Department in charge:</b>	Department of Civil Procedure and Labour Law (Faculty of Law)		

<b>Lectures: 30 Seminars: 20</b>	<b>A3</b>	<b>Source Studies</b>	<b>ECTS: 4</b>
<b>Goals</b>	The Module is dedicated to studying concept 'source', representation of the complex of source material, mastering the basis of working with sources.		
<b>Contents</b>	The Module is aimed at forming integrated conception of perception and studying historical sources. Source studies is viewed as an integrated branch of science in the system of humanities, various methodological approaches to solving the most significant problems are shown. The review of the main kinds of historical sources in Belarus and the methods of their research are given in the Module. Part of the Module is dedicated primarily to sources on History of Belarus and summarizes previously acquired knowledge.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, methodological seminars.		
<b>Methods of controlling</b>	Examination; final written work.		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 50 Seminars: 34</b>	<b>A5</b>	<b>Archival Science</b>	<b>ECTS: 6</b>
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<b>Goals</b>	Transfer of experience in the archival sector, formed by previous generations; formation of specialist who can quickly find, process, analyze and archive information; developing understanding of concepts about the archive system of the Republic of Belarus.
<b>Contents</b>	The Module is directed on disclosing the main topics of the archive studies of Belarus: the history of archive studies; archive legislation; the formation of the National Archive Fund (NAF) and the classification of NAF documents; the examination of documents' value; scientific-referential archive apparatus; documents' usage.
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.
<b>Methods of controlling</b>	Credit, examination
<b>Department in charge:</b>	Department of Source Studies

<b>Lectures: 62 Seminars: 40</b>	<b>A8</b>	<b>History and Modern Organization of State Establishments of Belarus</b>	<b>ECTS: 7</b>
<b>Goals</b>	Forming the system knowledge of the history of Belarusian statehood and nation-building and organization of the state apparatus in the historical development, theoretical and practical problems in the functioning of public institutions as an integral part of nation-building.		
<b>Contents</b>	History of state establishments on the territory of Belarus at different stages of Belarusian statehood development. Modern organization of public administration of the Republic of Belarus as a result of historical development.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	Examination, credit; essay, report.		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 32 Seminars: 18</b>	<b>A9</b>	<b>Fundamentals of Management</b>	<b>ECTS: 4</b>
<b>Goals</b>	The Module is aimed to form understanding of basic concepts of management, providing for successful studying of other professional courses.		
<b>Contents</b>	Historical development and conceptual foundations of management. The essence and content management, basic		



	concepts. Organizational relationship in management system. Internal and external environment of the organization. Communication in management. Simulation of the situation and decision-making. Functional management structure. Leadership – the power and partnership. Group dynamics and leadership in the management system. Conflicts in management. Factors and trends of management effectiveness. Basic business-records of the company.
<b>Academic methods</b>	Lectures, monitored independent work, case-studies, seminars, tests.
<b>Methods of controlling</b>	Examination; essay, report
<b>Department in charge:</b>	Department of Source Studies

<b>Lectures: 20 Seminars: 14</b>	<b>A12</b>	<b>Ethics and Psychology of Professional Relations</b>	<b>ECTS: 2</b>
<b>Goals</b>	Developing system understanding of main sections of professional and ethical knowledge relating to area of records and information management, which includes information, value-normative and applied aspects.		
<b>Contents</b>	Formation and development of professional ethics. Communication as the ethical and psychological problem. Ethics and psychology of business communication. Etiquette and image of business people. Manipulation in communication, conflict and stress. Ethics and psychology of management. Corporate ethics. The ethics of the media and communications.		
<b>Academic methods</b>	Lectures, monitored independent work, trainings, seminars, tests.		
<b>Methods of controlling</b>	Credit; essay, report		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 40 Seminars: 28</b>	<b>A28</b>	<b>Technetronic Documentation</b>	<b>ECTS: 5</b>
<b>Goals</b>	The purpose of the Module is to provide sound system of knowledge on theoretical and applied issues of technetronic documentation.		
<b>Contents</b>	Concepts and types technetronic documents. Electronic Records: types and characteristics. Formats of electronic records. Automation of records management. Electronic records management. Archiving technetronic records		
<b>Academic</b>	Lectures, monitored independent work, trainings, seminars,		

<b>methods</b>	tests.
<b>Methods of controlling</b>	Examination; test
<b>Department in charge:</b>	Department of Source Studies

<b>Lectures: 30 Seminars: 20</b>	<b>A29</b>	<b>Human Resources Records Management</b>	<b>ECTS: 4</b>
<b>Goals</b>	The Module is aimed to form student's ability run Human Resources Records Management in organization irrespective of it's size, based on solid theoretical knowledge		
<b>Contents</b>	Legal issues of HR department documentation. State supervision and monitoring of compliance with legislation in the field documenting HR relations. Types of HR records. Basic requirements on HR records. Documenting pre-labour and labour relations. Local regulations on labour. Personalized and military registration. Ordering, storage and disposal of HR records.		
<b>Academic methods</b>	Lectures, monitored independent work, trainings, seminars, tests.		
<b>Methods of controlling</b>	Examination; test		
<b>Department in charge:</b>	Department of Source Studies		

### FOURTH YEAR

<b>Lectures: 32</b> <b>Seminars: 18</b>	<b>A7</b>	<b>Organizational Design</b>	<b>ECTS: 4</b>
<b>Goals</b>	Providing scope of knowledge and practical competencies that would enable students research and design management systems (with particular attention to records and information management issues)		
<b>Contents</b>	Theoretical and methodological foundations of organizational development and organizational design of management systems. Planning and organization of design work. Stage of institutional design of management systems. Methods of investigation and analysis of management systems. Methods of designing management systems. Methods of effectiveness assessment in organizational design. Managing innovation. Implementation of specific organizational projects.		
<b>Academic methods</b>	Lectures, monitored independent work, case-studies, seminars, tests.		
<b>Methods of controlling</b>	Examination; essay, report		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 20</b> <b>Seminars: 16</b>	<b>A13</b>	<b>Introduction to Intellectual Property Management</b>	<b>ECTS: 2</b>
<b>Goals</b>	Theoretical and practical training of students in the field of intellectual property, implementation of educational, scientific, technical and institutional capacity for future professionals for the successful integration of national economy into the global economy with special attention to legal aspects of and recording of intellectual property management		
<b>Contents</b>	Intellectual property. Copyrights and Related Rights. Industrial property. Patent information. Patent research. Introduction of intellectual property in the civil turnover. Commercial use of intellectual property. Protecting the rights of creators and rights holders. Disputes about the violation of intellectual property rights. State management of intellectual property.		
<b>Academic methods</b>	Lectures, monitored independent work, seminars, tests.		
<b>Methods of controlling</b>	Credit; essay, report		
<b>Department in</b>	Department of Source Studies		

<b>charge:</b>	
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<b>Lectures: 20 Seminars: 14</b>	<b>A14</b>	<b>Labour Protection</b>	<b>ECTS: 2</b>
<b>Goals</b>	The purpose of teaching and learning discipline "Labour Protection" is to provide theoretical and practical competence of future professionals in the study of working conditions, creating safe working conditions in the course of employment, development and decision-making with regard to the requirements of labour protection.		
<b>Contents</b>	Subject, content, basic problems of Labour Protection. Legal and institutional issues of occupational safety. Fundamentals of industrial hygiene and occupational health. Fundamentals of safety. Fire and electrical safety		
<b>Academic methods</b>	Lectures, monitored independent work, trainings, seminars, tests.		
<b>Methods of controlling</b>	Credit; test		
<b>Department in charge:</b>	Department of Source Studies		

<b>Lectures: 30 Seminars: 20</b>	<b>A30</b>	<b>Financial Accountability</b>	<b>ECTS: 3</b>
<b>Goals</b>	Advancement students' cognitive activity, awareness of purpose and characteristics of financial reporting and its place in the system of information and management, the formation of concepts of International Financial Reporting Standards and Financial Reporting Standards of the Republic of Belarus.		
<b>Contents</b>	Accounting as the basis of accounting. System of accounts. The method of double entry. Accounting records. Inventory. Accounting (financial) reporting. Balance sheet. Profit and loss account. Attachments to the balance sheet and income statement.		
<b>Academic methods</b>	Lectures, monitored independent work, trainings, seminars, tests.		
<b>Methods of controlling</b>	Examination; test		
<b>Department in charge:</b>	Department of Management (Faculty of Economics)		

### Optional Courses and Courses of Choice (1-7 terms)

**Include, but not limited to:**  
Paleography

**Genealogy**  
**Numismatology**  
**World History**  
**Polish Language**  
**Information Systems**  
**Special Terminology in Foreign Language**  
**Institutional Archives**  
**Information Security**

### **Disciplines of Specialization**

*System of State Establishments in CEE countries*  
*IT in HR management*  
*Contractual Hiring*  
*HR service*  
*Local Authorities*  
*Records Management & Administrative Procedures*  
*Solving Labour Disputes*  
*Judicial System of Belarus*  
*Records Management on Citizens' and Businesses' Requests and Applications*

### **Modules on Specialization**

*Department of Source Studies*  
*Department of Southern and Western Slavs History*  
*Department of Archaeology*