

BELARUSIAN STATE UNIVERSITY

THE FACULTY OF HISTORY

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

Direction: 1-26 02 04-01 Document Science (Information Protection)

Qualification: Records Manager. Information Security Expert

Minsk 2011

FACULTY OF HISTORY

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**Bachelor Degree
Document Science (Information Protection)
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 | Law (Administrative Law) | 3 | – | – | 3 | 4 | – | 4 |
| 2 | A1 | Law (Civil Law) | – | 4 | 4 | – | – | 4 | 4 |
| 3 | A2 | Document Science | 4 | 4 | – | 3,4 | 5 | 5 | 10 |
| 4 | A3 | Source Studies | 3 | 3 | 3,4 | – | 3 | 3 | 6 |
| 5 | A4 | History of Belarus | 4 | 3 | – | 3,4 | 5 | 4 | 9 |
| | A5 | Archival Science | – | 2 | – | – | – | 2 | 2 |
| 6 | A6 | Technology and Organization of Records Management | 3 | 3 | – | 3,4 | 4 | 4 | 8 |
| 7 | A16 | Philosophy | 3 | 2 | 3 | 4 | 2 | 3 | 5 |
| 8 | A17 | Economic Theory | 3 | 2 | 3 | 4 | 2 | 3 | 5 |
| 9 | A18 | Sociology | – | 2 | 4 | – | – | 2 | 2 |
| 10 | A21 | Foreign Language | 2 | – | – | 3 | 3 | – | 3 |
| 11 | A27 | Fundamentals of Advanced Mathematics | 2 | – | 3 | – | 2 | – | 2 |
| 12 | | Optional Courses & Courses of Choice | 4 | 8 | 3,3,4,4,4 | – | 4 | 8 | 12 |
| 13 | B2 | Information Internship | – | 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 | Law (Labour Law) | 4 | – | – | 5 | 5 | – | 5 |
| 2 | A3 | Source Studies | 3 | – | – | 5 | 4 | – | 4 |
| 3 | A5 | Archival Science | 2 | 3 | 5 | 6 | 2 | 4 | 6 |
| 4 | A8 | History and Modern Organization of State Establishments of Belarus | 3 | 3 | 5 | 6 | 3 | 4 | 7 |
| 5 | A9 | Fundamentals of Management | – | 3 | – | 6 | – | 4 | 4 |
| 6 | A12 | Ethics and Psychology of Professional Relations | 2 | – | 5 | – | 2 | – | 2 |
| 7 | A28 | Information Security and Information Protection | 3 | – | – | 5 | 4 | – | 4 |
| 8 | A33 | Confidential Records Management | – | 3 | 6 | – | – | 3 | 3 |
| 9 | A31 | Age Pedagogy and Psychology | – | 4 | 6 | – | – | 4 | 4 |
| 10 | A20 | Fundamentals of Pedagogy and Psychology | 4 | – | 5 | – | 4 | – | 4 |
| 11 | A25 | Emergency Safety. Radiation Safety | 4 | – | 5 | – | 4 | – | 4 |
| 12 | | Optional Courses & Courses of Choice | 9 | 12 | 5,6 | 5,5,6,6 | 11 | 14 | 25 |
| 13 | | Disciplines of Specialization | – | 7 | 6,6 | – | – | 7 | 7 |
| 14 | B3 | Archival-Records Management Internship | – | 3 weeks | – | 6 | – | 4,5 | 4,5 |
| Total for term: | | | 34 | 35/3 | | | 39 | 44,5 | |
| Total for year: | | | | | 11 | 10/1 | | | 83,5 |

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 | Organizational Design | – | 4 | – | 8 | – | 4 | 4 |
| 2 | A13 | Introduction to Intellectual Property Management | – | 3 | 8 | – | – | 2 | 2 |
| 3 | A14 | Labour Protection | 2 | – | 7 | – | 2 | – | 2 |
| 4 | A29 | Information Law | – | 4 | – | 8 | – | 4 | 4 |
| 5 | A30 | Theory of Organization | 4 | – | – | 7 | 5 | – | 5 |
| 6 | A32 | Methods of Teaching Document Science related disciplines | 3 | – | – | 7 | 4 | – | 4 |
| 7 | A34 | Mathematical Methods of Information Protection | – | 2 | – | – | – | 1,5 | 1,5 |
| 8 | A19 | Political Science | 4 | – | – | 7 | 5 | – | 5 |
| 9 | A23 | Fundamentals of Ecology and Energy Efficiency | 2 | – | 7 | – | 2 | – | 2 |
| 10 | | Optional Courses & Courses of Choice | 14 | 7 | 7,7,8,8 | 7,7 | 16 | 5,5 | 21,5 |
| 11 | | Disciplines of Specialization | 3 | 12 | 7,7,8,8,8 | 8,8,8 | 3 | 12 | 15 |
| 12 | B4 | Pedagogical Internship | – | 4 weeks | – | 8 | – | 6 | 6 |
| Total for term: | | | 32 | 32/4 | | | 37 | 35 | |
| Total for year: | | | | | 12 | 10/1 | | | 72 |

FIFTH YEAR

| | Code | Modules | Hours per week | | Methods of controlling | | ECTS | | |
|-----------------|------|---|----------------|---------|------------------------|------|--------|---------|----------|
| | | | 9 term | 10 term | Credit | Exam | 9 term | 10 term | per year |
| 1 | A34 | Mathematical Methods of Information Protection | 2 | – | – | 9 | 3,5 | – | 3,5 |
| 2 | | Optional Courses & Courses of Choice | 9 | – | 9 | 9,9 | 12 | – | 12 |
| 3 | | Disciplines of Specialization | 19 | – | 9,9, 9,9,9 | 9,9 | 21 | – | 21 |
| 4 | B5 | Document Science and Records Management Internship | – | 4 weeks | – | 10 | – | 6 | 6 |
| 5 | B6 | Pre-Degree Internship | – | 4 weeks | – | 10 | – | 6 | 6 |
| Total for term: | | | 30 | /8 | | | 36,5 | 12 | |
| Total for year: | | | | | 6 | 5/2 | | | 48,5 |

Remarks

ECTS European Credit Transfer System

1st –7th, 9th terms' duration – 17 weeks; 8th term's duration – 13 weeks.

Graduation Paper counts for 13 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 (Information Protection)
Academic Program**

FIRST YEAR

| | | | |
|--------------------------------------|---|--------------------------------------|----------------|
| Lectures: 20 Seminars: 14 | A1 | Law (Introduction to Law) | ECTS: 2 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Credit, essay. | | |
| Department in charge: | Department of Theory and History of State and Law (Faculty of Law) | | |

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|--------------------------------------|---|-------------------------------------|----------------|
| Lectures: 26 Seminars: 24 | A1 | Law (Constitutional Law) | ECTS: 4 |
| Goals | 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. | | |
| Contents | The Module reveals Constitutional Law as science, law branch and academic discipline. Basic concepts, categories and sub-brunches of Constitutional Law, as well as most important provisions of the Constitution of the Republic of Belarus are studied. | | |
| Academic | Lectures, monitored independent work, seminars, tests. | | |

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| methods | |
| Methods of controlling | Examination, essay, testing. |
| Department in charge: | Department of Constitutional Law (Faculty of Law) |

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|--------------------------------------|---|--|----------------|
| Lectures: 34 Seminars: 34 | A2 | Document Science (basic concepts) | ECTS: 4 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, case-studies, seminars, tests. | | |
| Methods of controlling | Credit, essay, testing. | | |
| Department in charge: | Department of Source Studies | | |

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|--------------------------------------|---|--|----------------|
| Lectures: 76 Seminars: 44 | A4 | History of Belarus (from ancient times till the end of 18th century) | ECTS: 9 |
| Goals | Studying History of Belarus from ancient times till the end of the 18 th 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests, controlled works, creative tasks. | | |
| Methods of | 2 examinations, controlled work, creative tasks. | | |

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| controlling | |
| Department in charge: | Chair of Ancient and Medieval History of Belarus |

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|--------------------------------------|--|-----------------------------|----------------|
| Lectures: 50 Seminars: 52 | A10 | Document Linguistics | ECTS: 8 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests, practical training. | | |
| Methods of controlling | 2 examinations; essays, tests | | |
| Department in charge: | Department of Russian Language, Department of History of Belarusian Language (Faculty of Philology) | | |

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|--------------------------------------|--|-------------------------|----------------|
| Lectures: 30 Seminars: 20 | A11 | Secretarial Work | ECTS: 4 |
| Goals | The Module is aimed to form knowledge of the system organization of modern secretarial services, essence of the main problems of the profession | | |
| Contents | 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 | | |

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

| Lectures: 50 Labs: 52 | A26 | Fundamentals of Information Technologies | ECTS: 7 |
|----------------------------------|--|---|----------------|
| Goals | Help students develop a holistic system of knowledge, including modern principles of information and computer technologies, processing methods and different types of documents analysis. | | |
| Contents | 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 | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |
| Methods of controlling | Credit, examination; test | | |
| Department in charge: | Department of Source Studies | | |

SECOND YEAR

| | | | |
|--|--|---|----------------|
| Lectures: 26 Seminars: 24 | A1 | Law (Administrative Law) | ECTS: 4 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Examination, essay, testing. | | |
| Department in charge: | Department of Constitutional Law (Faculty of Law) | | |
| Lectures: 36 Seminars: 32 | A1 | Law (Civil Law) | ECTS: 4 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, case-studies, seminars, tests. | | |
| Methods of controlling | Credit, essay, testing. | | |
| Department in charge: | Department of Civil Law (Faculty of Law) | | |

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|--|--|-------------------------|-----------------|
| Lectures: 68 Seminars: 68 | A2 | Document Science | ECTS: 10 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, case-studies, seminars, tests. | | |
| Methods of controlling | 2 examinations, essay, testing, report. | | |
| Department in charge: | Department of Source Studies | | |

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|--|---|-----------------------|----------------|
| Lectures: 62 Seminars: 40 | A3 | Source Studies | ECTS: 6 |
| Goals | The Module is dedicated to studying concept 'source', representation of the complex of source material, mastering the basis of working with sources. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, methodological seminars. | | |
| Methods of controlling | 2 credits | | |
| Department in charge: | Department of Source Studies | | |

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|--|--|---|----------------|
| Lectures: 74 Seminars: 44 | A4 | History of Belarus (the XIXth cent– the beginning of the XXIth cent.). | ECTS: 9 |
| Goals | Studying the history of Belarus of the XIX th cent., the history of Belarus in the period of World War I, the revolution of 1917, the creation of the Belarusian state, industrialization and | | |

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| | 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. |
| Contents | <p>Socio-economic, public-political processes and culture of Belarus in the XIXth 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> |
| Academic methods | Lectures, monitored independent work, seminars, tests, paper, methodological seminars. |
| Methods of controlling | 2 examinations, test, paper, controlled work. |
| Department in charge: | Department of Modern History of Belarus |

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|--|--|-------------------------|----------------|
| Lectures: 14 Seminars: 20 | A5 | Archival Science | ECTS: 2 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Testing, essays | | |
| Department in charge: | Department of Source Studies | | |

| | | | |
|--|--|--|----------------|
| Lectures: 62 Seminars: 40 | A6 | Technology and Organization of Records Management | ECTS: 8 |
| Goals | 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. | | |
| Contents | 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". | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | 2 examinations; final test | | |
| Department in charge: | Department of Source Studies | | |

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|---|---|---|--------------|
| Lectures: 16 Seminars/Labs: 18 | A27 | Fundamentals of Advanced Mathematics | ECTS: |
| Goals | 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. | | |
| Contents | Mathematical logic and theory of sets. Elements of Financial Mathematics. The mathematical theory of electoral technologies. Theory of Chances and Mathematical Statistics. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Credit; test | | |
| Department in charge: | Department of General Mathematics and Informatics (Faculty of Applied Mathematics and Computer Science) | | |

THIRD YEAR

| | | | |
|--------------------------------------|--|-----------------------------|----------------|
| Lectures: 32 Seminars: 36 | A1 | Law (Labour Law) | ECTS: 5 |
| Goals | The aim of the Module is to provide students with basic knowledge of the theory of labour law and labour legislation. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, case-studies, seminars, tests. | | |
| Methods of controlling | Examination, essay, testing. | | |
| Department in charge: | Department of Civil Procedure and Labour Law (Faculty of Law) | | |

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|--------------------------------------|--|-----------------------|----------------|
| Lectures: 30 Seminars: 20 | A3 | Source Studies | ECTS: 4 |
| Goals | The Module is dedicated to studying concept 'source', representation of the complex of source material, mastering the basis of working with sources. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, methodological seminars. | | |
| Methods of controlling | Examination; final written work. | | |
| Department in charge: | Department of Source Studies | | |

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|--------------------------------------|-----------|-------------------------|----------------|
| Lectures: 50 Seminars: 34 | A5 | Archival Science | ECTS: 6 |
|--------------------------------------|-----------|-------------------------|----------------|

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| Goals | 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. |
| Contents | 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. |
| Academic methods | Lectures, monitored independent work, seminars, tests. |
| Methods of controlling | Credit, examination |
| Department in charge: | Department of Source Studies |

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|--------------------------------------|---|---|----------------|
| Lectures: 62 Seminars: 40 | A8 | History and Modern Organization of State Establishments of Belarus | ECTS: 7 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Examination, credit; essay, report. | | |
| Department in charge: | Department of Source Studies | | |

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

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| | 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. |
| Academic methods | Lectures, monitored independent work, case-studies, seminars, tests. |
| Methods of controlling | Examination; essay, report |
| Department in charge: | Department of Source Studies |

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|--------------------------------------|---|--|----------------|
| Lectures: 20 Seminars: 14 | A12 | Ethics and Psychology of Professional Relations | ECTS: 2 |
| Goals | 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. | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |
| Methods of controlling | Credit; essay, report | | |
| Department in charge: | Department of Source Studies | | |

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|--------------------------------------|---|--|----------------|
| Lectures: 32 Seminars: 22 | A28 | Information Security and Information Protection | ECTS: 4 |
| Goals | Forming system of complex theoretical knowledge, practical skills in creation system of information security in organization and managing them. | | |
| Contents | Introduction to Information Security and Information Protection. Legal and organizational support of Information Security and Information Protection. | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |

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| Methods of controlling | Examination; test |
| Department in charge: | Department of Source Studies |

| Lectures: 40 Seminars: 28 | A31 | Age Pedagogy and Psychology | ECTS: 4 |
|--------------------------------------|--|------------------------------------|----------------|
| Goals | Forming set of competencies allowing student for understanding fundamentals of Pedagogy and Psychology and for running professionally educational process with respect to age differentiation. | | |
| Contents | <p>Pedagogy in the system of social sciences and humanities. Subject and main categories of pedagogy. Education, training, learning and teaching process. The content of education. Learning process. Teaching methods and technology. Monitoring and evaluation of knowledge. Theory of education and personal development. Pedagogical skills and creativity. Management of educational institutions.</p> <p>Activities as the basis of mental development of man. The structure and types of activity. The structure of consciousness. Regularities in the formation of consciousness in ontogeny. Self-awareness and psychological defense mechanisms. The development of motivational and semantic sphere of the individual. Motivation of intellectual activity. Emotional sphere of personality and its formation in ontogenesis. Ontogeny of cognitive functions: perception, thought, speech, and others. Personal development.</p> | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |
| Methods of controlling | Credit; test | | |
| Department in charge: | Department of Pedagogy and Education Development Problems | | |

| Lectures: 30 Seminars: 20 | A33 | Confidential Records Management | ECTS: 3 |
|--------------------------------------|---|--|----------------|
| Goals | Forming system of complex theoretical knowledge, practical skills in organizing Confidential Records Management and its protection. | | |
| Contents | Theoretical, legal organizational issues of Confidential Records Management. | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |
| Methods of | Credit; test | | |

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| controlling | |
| Department in charge: | Department of Source Studies |

FOURTH YEAR

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|--------------------------------------|---|------------------------------|----------------|
| Lectures: 32 Seminars: 18 | A7 | Organizational Design | ECTS: 4 |
| Goals | 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) | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, case-studies, seminars, tests. | | |
| Methods of controlling | Examination; essay, report | | |
| Department in charge: | Department of Source Studies | | |

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|--------------------------------------|--|---|----------------|
| Lectures: 20 Seminars: 16 | A13 | Introduction to Intellectual Property Management | ECTS: 2 |
| Goals | 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 | | |
| Contents | 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. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Credit; essay, report | | |
| Department in | Department of Source Studies | | |

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|--------------------------------------|--|-------------------------------|----------------|
| charge: | | | |
| Lectures: 20 Seminars: 14 | A14 | Labour Protection | ECTS: 2 |
| Goals | 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. | | |
| Contents | 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 | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |
| Methods of controlling | Credit; test | | |
| Department in charge: | Department of Source Studies | | |
| Lectures: 32 Seminars: 20 | A29 | Information Law | ECTS: 4 |
| Goals | Achievement of understanding Information Law as complex rapidly developing branch of law, developing ability to implement effectively information-law regulations in professional activity. | | |
| Contents | Information Society and the Law. Information and Management. Information Law as emerging branch of Law: subject, method, system. Sources of Information Law. Fundamental information rights. Legal regimes of information. Major objects of information-law relations. Legal problems of information security. Legal problems of the Internet. Legal regulation of information relations within different areas (eg. archives, elections, press, secrets, personal data etc.). | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Examination; test | | |
| Department in charge: | Department of Source Studies | | |
| Lectures: 36 Seminars: 32 | A30 | Theory of Organization | ECTS: 5 |

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| Goals | Give students a set of knowledge and skills of designing the organization and management of its functions, needed to enhance their professional activities within the organization. |
| Contents | Organization as a system. Organization management. Apparatus and management styles. Classification of organizations and associations. Organizational processes. Communication. Power. Decision-making. Conflicts. Resistance to change. Contents of the main functions of the organization. Staff. Finance. Marketing. Manufacturing. Information maintenance of management. Designing the organization. Elements and situational factors of organizational design. The main types of structures and new approaches to design. Organizational culture. The effectiveness of the organization. Criteria for evaluating effectiveness. Managing costs. Performance indicators. |
| Academic methods | Lectures, monitored independent work, seminars, tests. |
| Methods of controlling | Examination; test |
| Department in charge: | Department of Source Studies |

| Lectures: 26 Seminars: 24 | A32 | Methods of Teaching Document Science related disciplines | ECTS: 4 |
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| Goals | Gaining experience in organizing and implementing the learning process in Document Science and Records Management (RM) related disciplines that are of general professional importance for a number of specialties, as well as the basics of teaching similar to general professional and special disciplines of RM specialties at levels of vocational, special secondary and higher education. | | |
| Contents | Fundamentals of teacher's activity organization in professional and higher education. The content of education and its reflection in documents. Didactics and Teaching Methods in Document Science and RM related disciplines. | | |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. | | |
| Methods of controlling | Examination; test | | |
| Department in charge: | Department of Source Studies | | |

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|--|---|-------------------------------|----------------|
| Lectures: 20 Seminars: 14 | A33 | Information Management | ECTS: 2 |
| Goals | Facilitating cognitive activity of students, developing knowledge on information technologies application in organizational management | | |
| Contents | The role of information and knowledge in knowledge economy. Major trends in global information technology market. Information technology management. The strategy of development of information technologies in organization. Information logistics as part of information management. Theoretical foundations of investing in information technology. Evaluating the effectiveness of investments in information technology. IT risk management. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Credit; test | | |
| Department in charge: | Department of Management (Faculty of Economics) | | |

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|--|---|---|------------------|
| Lectures: 16 Seminars: 10 | A34 | Mathematical Methods of Information Protection | ECTS: 1,5 |
| Goals | Forming system of complex theoretical knowledge, practical skills in the field of mathematical methods of information protection. | | |
| Contents | Information Protection methods. Encryption methods. Ensuring the integrity and authenticity of messages. Theoretical models of information security. Software security. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | test | | |
| Department in charge: | Department of Mathematical Modeling and Data Analysis (Faculty of Applied Mathematics and Computer Science) | | |

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| Lectures: 32 Seminars: 22 | A35 | Accounting | ECTS: 4 |
| Goals | Advancement students' cognitive activity, understanding of the methodological nature of accounting theory, its focus on the development of methods for obtaining, processing and using information, forming ability to keep accounting records. | | |
| Contents | Economic accounting in management system. The goal, objectives and requirements for the accounting, its legal regulation in the Republic of Belarus. Subject and object of | | |

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| | accounting. Accounting method and its basic elements. Accounting records and forms of accounting. Organization of accounting and accounting policies of the organization. Documentation and accounting. Business transactions in off-balance sheet accounts. |
| Academic methods | Lectures, monitored independent work, trainings, seminars, tests. |
| Methods of controlling | Examination; test |
| Department in charge: | Department of Source Studies |

FIFTH YEAR

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|---|---|---|------------------|
| Lectures: 20 Seminars/Labs: 20 | A34 | Mathematical Methods of Information Protection | ECTS: 3,5 |
| Goals | Forming system of complex theoretical knowledge, practical skills in the field of mathematical methods of information protection. | | |
| Contents | Information Protection methods. Encryption methods. Ensuring the integrity and authenticity of messages. Theoretical models of information security. Software security. | | |
| Academic methods | Lectures, monitored independent work, seminars, tests. | | |
| Methods of controlling | Examination; test | | |
| Department in charge: | Department of Mathematical Modeling and Data Analysis (Faculty of Applied Mathematics and Computer Science) | | |

Optional Courses and Courses of Choice (1-9 terms)

Include, but not limited to:

Paleography

Genealogy

Numismatology

World History

Polish Language

Information Systems

Special Terminology in Foreign Language

Institutional Archives

Technetronic Documentation

Financial Accountability

Human Resources Records Management

Information Maintenance of Management

Accountancy

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

Content Analysis***Statistical Methods in Managerial Information Processing******Organizational Documents in Higher Education******Primary Legal Acts of the Republic of Belarus******Mathematical Fundamentals of Cryptology******Personal Data Protection******Information Management******Theory of Information Security & Information******Information Security Service in Organization*****Modules on Specialization*****Department of Source Studies******Department of Southern and Western Slavs History******Department of Archaeology******Department of Constitutional Law******The Department of the English Language and Speech Communication******Department of Mathematical Modeling and Data Analysis***