

## Brief Description of the Program

### Profession

A records manager is a specialist who is engaged in registration and management of documentation. This job is very close to such professions as a secretary, an archivist or a record keeper.

Official duties of a records manager include preparation, management, storage and control of documents; sorting, examination of the value of documents; preparation of necessary materials for conferences, negotiations and meetings.

### Educational process

The program is designed to train specialists in the field of document support of management.

The disciplines related to records and archives management are taught by the teaching staff of the Department of Library and Information Resources. From the first year of training students are intensively immersed in the profession. They study history and theory of documentation, basics of professional ethics, documentary linguistics, information and archival law. Much attention is paid to work with reference and legal systems.

Thematic discussions, business games, participation in All-Russian contests and conferences, communication with potential employers form professional competencies of future specialists.

### Disciplines

- ✓ Organization of state institutions in Russia
- ✓ Organization and technology of document support of management
- ✓ Recording citizen appeals
- ✓ Research activity in the social sphere
- ✓ Information technologies in document support of management and archiving
- ✓ Information security and information protection
- ✓ Social media communications
- ✓ Documentary linguistics
- ✓ Confidential records management
- ✓ Judicial records management
- ✓ Office technology
- ✓ Administrative, civil and labor law
- ✓ Informational and archival law
- ✓ Archives management
- ✓ Records management
- ✓ Automated information systems
- ✓ Personnel records management and archives of staff records

### Practical training

According to the educational program, there are three types of practical training.

1. Practical training in obtaining primary professional skills. The purpose of the practical training is to obtain primary professional skills and abilities, i.e. deepen and consolidate students' scientific and theoretical knowledge, develop their practical skills, introduce a job of a records manager to them. The practical training takes place in large organizations of the city of Tambov.

2. Technological practice. The purpose of the practice is to gain professional skills and abilities, to deepen and consolidate scientific and theoretical knowledge of students, to develop practical skills in organizing archival storage of documents. The practice takes place in archives of different types, which are also accessible for foreign students.

3. Pre-graduation practical training. The purpose of this practical training is to gain professional skills and abilities, to deepen and consolidate students' scientific and theoretical knowledge, to develop practical skills in working with documents, to master skills of conducting independent research in the area of professional activity. The practical training takes place in large organizations of the city of Tambov.

### **Career**

Graduates are trained to solve organizational, managerial and technological problems in the area of their professional activities. After successful completion of the educational program, graduates can be engaged in practical work dealing with document management and organization of work with documents in governmental bodies and enterprises of various organizational legal forms.

Graduates are in demand in documentation support and staffing services in organizations of different levels and nature of activity.