

Brief Description of the Program

Profession

A records manager is an expert who knows about documents everything related to working with them (drafting, processing, management, recording, execution control, storage) based on the use of modern automated technologies. Records managers can be employed by different companies and organizations, including central and local authorities, commercial companies, businesses, enterprises and audit organizations. They document activities of the enterprise, create a system of document support of management of the enterprise, protect documented information from unauthorized access and certify the enterprise according to standards.

A records manager is supposed to know legislative and regulatory acts, enactments, orders and other governing and regulatory documents of higher authorities concerning document support of management; the order of planning, design and technology of work using office machines, appliances and equipment of document management services; research methods, analysis, design and development of documentation systems; the order of registration, classification, storage, examination of the value of documents; archiving; regulatory and methodological documents on design and operation of automated information management systems; basics of programming; methods of designing and updating databases and data banks; documentation; labor protection rules and regulations.

Educational process

The program is designed to train specialists whose professional activities are related to document support of management and archival management; creation of a local regulatory framework for document support of management and archiving; organization of storage, management, acquisition, expert examination of value, reference and search tools and use of archival documents.

Highly professional teaching staff are involved in the educational process. Students thoroughly study documents of various kinds, learn how to draw up and execute them, study the processes of registration, control over execution, expert examination of value and compilation of file, and automated systems. Particular attention is paid to training organizational and managerial skills, documentation modeling and designing skills.

Classes are conducted in the form of classical lectures and seminars. Thematic discussions, business games, participation in All-Russian contests and conferences, communication with potential employers build up professional competencies with students.

Disciplines

- ✓ Business foreign language
- ✓ Research seminar
- ✓ R & D methodology
- ✓ Statehood of the Russian Federation

- ✓ Management modeling
- ✓ Professional culture of a specialist
- ✓ Theory of modern archives and records management
- ✓ Archives Informatization
- ✓ Documenting human life and activities
- ✓ Local systems of document workflow
- ✓ Source studies
- ✓ Security of documents
- ✓ Standardization of document support of management
- ✓ Current problems of records management
- ✓ Digital documentary heritage of Russia
- ✓ Scientific and technical documentation

Practical training

The educational program includes three types of practical trainings.

1. Practical training in obtaining initial professional skills. The purpose of the practice is to acquire initial professional skills and abilities, to deepen and consolidate students' research and theoretical knowledge, to develop skills of practical work, to get acquainted with the work of records and archives managers. The practical training takes place in archives. Communication with potential employers contributes to the formation of professional competences in future specialists.

2. The purpose of the research practice is to acquire skills of a researcher in records management who is a master of modern research tools for searching and interpreting information material with a view to its use in documentary activities. This practice is based on the knowledge gained in the process of theoretical training, and provides the opportunity and conditions for its practical application, consolidation, addition and concretization, and formation of research experience.

3. The purpose of the pre-graduation practice is to gain professional skills and abilities, to deepen and consolidate scientific and theoretical knowledge of students, to develop practical document use skills, 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, which have an institutionalized service for documentary support of management, in large commercial companies, state bodies, and state archives.

Career

Graduates are trained to solve problems of organizational, managerial and technological types. After successful completion of the educational program, graduates may be engaged in practical activities related to modern document management technology and archival technologies. They are also trained to manage the documentation of the company or organization. They can work as head of a department for documentation support management or head of a company's, municipal or state archive.