Bachelor's Degree Program
ARCHIVES AND RECORDS MANAGEMENT

Task types of graduates professional activity:
Scientific Research;
Technological;
Organizational and managerial.

Professional areas and spheres in which graduates who have completed the academic program can carry out professional activities: 07 Administrative and managerial office activities (in the field of organizational and document support of organizations management); archiving that include State and Municipal archives, archives of organizations of different forms of ownership.

The list of main objects (or knowledge areas) of the graduates professional activity is following: a document made via any technique of documenting; documentation systems; information and document support of management systems; the Archive Fund of the Russian Federation documents; archive documents including personnel documents; reference retrieval aids and background information publications on the document's content and composition.

Program length: 4 years
Starting date: September, 1st
Language of instruction: Russian
Tuition fee per year: 149,720 roubles (~2,048 USD)
Program Leader: Mikhail Severyanov

Doctor of Science (History), Professor, Head of the Department of Russian History of the School of Humanities

Prerequisites:
• Education level: complete general secondary education; secondary vocational education
• Unified State Exam (USE) in subjects:
  1. History
  2. Social studies / literature
  3. Russian

Skills/ objectives:
Bachelor's Degree graduate should be ready to solve the following professional tasks:

Scientific Research:
• Participation in theoretical insights of Archives and Records Management;
• Analyzing information flows and organizational information exchange;
• Analyzing needs for immediate and retrospective information, definition of methods and ways to fill them;
• Participation in application developments to create systems of document support of management, unification, standardization of documents, archiving;
• Participation in design and implementation of automatic systems of document support of management (electronic document management) and archiving on the stages of setting objectives and application assessment in a specific organization;
• Participation in development of regulatory and procedural documents, acts (rules, lists of documents, regulations, specifications, classifiers, tables of applied forms of documents) and in document support of management and archiving;
• Preparation of document releases and reference retrieval tools for archival documents;
• Participation in report preparation of Scientific Research and Methodological work.

Contacts:
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Bachelor's Degree Program

ARCHIVES AND RECORDS MANAGEMENT

CURRICULUM

- Physical Education;
- Foreign Language;
- Archival Science;
- Organization and Technology of Document Support of Management;
- Document Science;
- History;
- Theory and Practice of Effective Conversation;
- Health and Safety;
- History of Russia in the XX-XXI centuries;
- History of Public Offices;
- Philosophy;
- State and Municipal Service;
- Culturology;
- Economics;
- Civil Law;
- Business Communication Psychology;
- Administrative Law;
- State, Municipal, and Departmental Archives;
- Archives Documents Storage, Conservation, and Restoration Organization;
- Document Support of Management in Non-governmental Organizations;
- HR Record Management and Document Archives on Personnel;
- Confidential Record Management;
- Information Technologies in Document Support of Management and Archiving;
- Management and Marketing in Information Environment;
- Document Support of Management and Archiving Information Systems and Databases Basics;
- Scientific and Technical Documentation Archives;
- Archival Law;
- Information Law;
- Head Activities Organizational and Informational Support;
- Standardization, Certification, and Metrology Basics;
- Macregional History (Siberia);
- Computer Science;
- Political Science;
- Source Studies;
- Modern Natural Science Concepts;
- Russian Record Management History and Organization;
- Documentary Linguistics;
- Logics;
- Law Science;
- Technotronic Documents Work Organization;
- Document Support of Management and Archiving Information Systems and Databases Basics;
- Professional English (for records managers);
- Citizens Appeals Work Organization;
- Labor Law;
- Scientific and Technical Documentation Archives;
- Archival Law;
- Information Law;
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