

37.03.02. Conflictology	
Documentary ensuring conflictological activity	
Course/semester	Bachelor degree, 3/6
The main objective	to know structures and contents of document flow, work methods with documents in professional activity
Contents	<ul style="list-style-type: none"> • General provisions of document science: the organization of work with documents and rules of registration, system of administrative and business documentation, organizational and administrative documents, directory documents, documents on staff. • Documentation in the sphere of conflictological activity: types of the documents processed at a resolution of conflicts; • documenting of maintaining case of conflict regulation
Preliminary requirements of Discipline	Social psychology, social science, History of conflictology
Structure of the course	Lectures – 16, Practice – 34, examinations, Independent work – 101 hours. All 180th hour.
Estimation, control – test	<p>Mark and rating system:</p> <ul style="list-style-type: none"> - 0–24 it is unsatisfactory without possibility of repeating an examination; - 25–49 it is unsatisfactory with possibility of repeating an examination; - 50–72 it is satisfactory; 73–86 it is good; 87–100 it is excellent. <p>60% - current work, 40% - examination</p>
Features of the organization of educational process and training materials	Active forms are used: case method.