

| 37.03.02. Conflictology | |
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| 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 | Mark and rating system: - 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. 60% - current work, 40% - examination |
| Features of the organization of educational process and training materials | Active forms are used: case method. |